

Department Budget Submission Checklist

To be completed by: All departments.

Instructions: Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

Department Name: Public Defender

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal. (Generate from BFM Budget Submission Report)
- Proposed GF target reductions**
- Department Budget Summary:** Completed "Form 1B: Department Budget Summary." (Generate from BFM Budget Submission Report)
- Contingency:** Completed "Form 1C: Contingency."
- Revenue Report:** Completed "Form 2A: Revenue Report." (Generate from BFM Budget Submission Report)
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes." (Generate from BFM Budget Submission Report)
- Deappropriations from prior years' budget:** Indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A
- Position Changes:** Completed "Form 3B: Position Changes." (Generate from BFM Budget Submission Report)
- Equipment & Fleet Requests:** Completed "Form 4A: Equipment Request" and "Form 4B: Fleet Request." (Generate from BFM Budget Submission Report)
- Minimum Compensation Ordinance:** By checking this box, the department confirms that the effects of the MCO in contracting have been considered as part of the budget submission.
- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing and new Prop Js.
- Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing Report from BFM Reporting.
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect any proposed position changes.
- New Legislation:**
 - Included draft legislation that department would like to submit with the budget; or,
 - Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by 3/1/24 and final submission by 4/1/24.
- Other Requests:** Submitted requests for the following item:
 - COIT (through a separate form)
 - Capital - CPC funded capital requests are made through BFM by 1/19/24

For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

Full Name: Janica Li, Finance Manager

Signature: *Janica Li*

DEPARTMENT: PDR Public Defender

	Major Changes	Department Response to Major Changes
Summary	What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. Alternatively, you may submit a 1-2 page memo with your budget submission summarizing the major changes.	The Public Defender Office remains underfunded in comparison to the rest of the agencies in the City's criminal legal system and any cuts to the Department's existing lean budget would have a detrimental effect on its current indispensable staffing and programs. In the attached FY24-26 Budget Proposal and Strategic Plan, the Public Defender outlines why it is critical that its budget remain intact and articulates the need to expand its resources to support transformative public defense that is integral to community health and public safety.
General Fund Target	How did the department meet its target in each year? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction? For non-GFS departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund.	Please see detail in Public Defender's Budget Proposal and Strategic Plan.
Positions	How are current year staffing levels and vacancies factored into your budget submission? What position changes is the department proposing to prioritize core service delivery while meeting the General Fund reduction target or NGF revenue reductions? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, and provide details in Form 3B.	Please see detail in Public Defender's Budget Proposal and Strategic Plan.
Expenditures	What major spending changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.	Please see detail in Public Defender's Budget Proposal and Strategic Plan.
Revenues	What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.	The Board of State and Community Corrections has allocated \$900,250 for the final year of the 3-year Public Defense pilot grant program which represents a \$300K reduction. The department is also in Year 3 of a private grant received from Crankstart Foundation in the amount of \$250,000 to support the Clean Slate program which represents a \$300K reduction.
Legislation	Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?	N/A
Prop J	Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.	N/A
Transfer of Function	Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	N/A
Interim Exceptions	Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason are is the request being made?	N/A
Budget Equity	How has the department considered equity in its budget proposal?	Please see detail in Public Defender's Budget Proposal and Strategic Plan.

BUDGET FORM 1B: Department Budget Summary

FY 2024-25 and FY 2025-26

DEPARTMENT: PDR Public Defender

GFS Details

Account Lvl 2	Account Lvl 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
EXPENDITURE	SALARIES	36,796,899	36,885,058	88,159	38,552,194	38,642,817	90,623
	MAND_FRING_BEN	11,932,463	11,903,711	(28,752)	12,345,959	12,316,678	(29,281)
	PROG_PROJ	333,212	333,212	-	333,212	333,212	-
	NON_PERS_SVCS	1,172,449	1,194,967	22,518	1,172,449	1,184,672	12,223
	MTL_SUPP	118,628	131,809	13,181	118,628	131,809	13,181
	SVCS_OTHER_DEPTS	2,377,730	2,377,883	153	2,377,730	2,377,883	153
EXPENDITURE		52,731,381	52,826,640	95,259	54,900,172	54,987,071	86,899
GFS	General Fund Support	51,909,381	52,004,640	95,259	54,068,172	54,155,071	86,899

Account Lvl 2	Account Lvl 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
REVENUE	INTERGOV_REV_ST	730,000	730,000	-	740,000	740,000	-
	EXP_RECOVERY	92,000	92,000	-	92,000	92,000	-
REVENUE		822,000	822,000	-	832,000	832,000	-
GFS	General Fund Support	51,909,381	52,004,640	95,259	54,068,172	54,155,071	86,899

GFS Target Status

FY 2024-25 Reduction Targets	FY 2024-25 Baseline Target	FY 2024-25 Dept Submission	FY 2024-25 Amt Over (Under) Target	FY 2025-26 Reduction Targets	FY 2025-26 Baseline Target	FY 2025-26 Dept Submission	FY 2025-26 Amt Over (Under) Target
(5,180,000)	46,729,381	52,004,640	5,275,259	(5,180,000)	48,888,172	54,155,071	5,266,899
			Target Not Met				Target Not Met

NGFS - Self Supporting

Account Lvl 2	Category	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
EXPENDITURE	Salaries	495,191	613,107	117,916	(123,848)	-	123,848
	Mandatory Fringe Benefits	186,289	226,471	40,182	(30,244)	-	30,244
	Non-Personnel Services	159,886	55,275	(104,611)	159,886	55,275	(104,611)
	City Grant Program	414,239	310,672	(103,567)	414,239	-	(414,239)
EXPENDITURE		1,255,605	1,205,525	(50,080)	420,033	55,275	(364,758)
REVENUE	Intergovernmental: Federal	54,063	55,275	1,212	111,767	55,275	(56,492)
	Intergovernmental: State	1,201,979	900,250	(301,729)	1,201,979	-	(1,201,979)
	Other Revenues	-	250,000	250,000	-	-	-
REVENUE		1,256,042	1,205,525	(50,517)	1,313,746	55,275	(1,258,471)
Non-General Fund Support	Revenue Surplus(Deficit)	(437)	-	437	(893,713)	-	893,713

BUDGET FORM 2A: Revenue Report

DEPARTMENT: PDR Public Defender

Total BY Revenue Change (50,517) Total BY1 Revenue Change (1,258,471)

Budget Justification

GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base	Revenue Description and Explanation of Change
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13550	SR Public Protection-Grant	10038274-0005	CH FY23-24 Federal JAG Grant	FY23-24 FJAG; PDR	10001	Grants	4400IGRFed	444931	Fed Grants Pass-Thru State-Oth	-	-	-	57,704	-	(57,704)	Decrease grant revenue at project level for FY23-24 for Fed JAG Program
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13550	SR Public Protection-Grant	10039713-0005	CH FY24-25 Federal JAG Grant	FY24-25 FJAG; PDR	10001	Grants	4400IGRFed	444931	Fed Grants Pass-Thru State-Oth	54,063	-	(54,063)	54,063	-	(54,063)	Zero out balance under 444931 account code to update the correct account code which is 444939-Fed Direct Grant
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13550	SR Public Protection-Grant	10039713-0005	CH FY24-25 Federal JAG Grant	FY24-25 FJAG; PDR	10001	Grants	4400IGRFed	444939	Federal Direct Grant	-	55,275	55,275	-	-	-	Add grant revenue at project level for FY24-25 Federal JAG Program
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13550	SR Public Protection-Grant	10040970-0005	CH FY25-26 Federal JAG Grant	FY25-26 FJAG; PDR	10001	Grants	4400IGRFed	444939	Federal Direct Grant	-	-	-	-	55,275	55,275	Add grant revenue at project level for FY25-26 Federal JAG Program
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Progr	PDR Public Defense Pilot Progr	10001	Grants	4450IGRSta	448999	Other State Grants & Subventns	1,201,979	900,250	(301,729)	1,201,979	-	(1,201,979)	Decrease grant revenue at project level for Y3 BSCC grant to match to grant award
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	4750OthRev	478201	Private Grants	-	250,000	250,000	-	-	-	Add grant revenue at project level for FY 24-25 Clean Slate Program

BUDGET FORM 3A: Expenditure Change

DEPARTMENT: PDR Public Defender

Total BY Expenditure Change 45,179 Total BY1 Expenditure Change (277,859)

GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base	Explanation of Change
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5010Salary	501000	Perm Salaries-Misc-Budget	292,543	-	(292,543)	296,844	-	(296,844)	See Form 3B, 501000+519010 reallocation due to CON's job class hourly salary rate
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5010Salary	501010	Perm Salaries-Misc-Regular	35,305,160	35,355,040	49,880	37,002,132	37,053,986	51,854	See Form 3B, 501000+519010 reallocation due to CON's job class hourly salary rate and position substitution
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5010Salary	509010	Premium Pay - Misc	109,182	440,004	330,822	109,182	444,795	335,613	See Form 3B, 501000+519010 reallocation due to CON's job class hourly salary rate and position substitution
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5130Fringe	513010	Retire City Misc	4,947,885	4,954,408	6,523	4,905,643	4,912,024	6,381	See Form 3B, 501000+519010 reallocation due to CON's job class hourly salary rate and position substitution
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5130Fringe	514010	Social Security (OASDI & HI)	1,572,762	1,595,493	22,731	1,693,573	1,716,689	23,116	See Form 3B, 501000+519010 reallocation due to CON's job class hourly salary rate and position substitution
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5130Fringe	514020	Social Sec-Medicare(HI Only)	515,083	520,603	5,520	539,654	545,274	5,620	See Form 3B, 501000+519010 reallocation due to CON's job class hourly salary rate and position substitution
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5130Fringe	515010	Health Service-City Match	947,158	946,572	(586)	1,013,504	1,012,877	(627)	See Form 3B, 501000+519010 reallocation due to CON's job class hourly salary rate and position substitution
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5130Fringe	515020	Retiree Health-Match-Prop B	253,944	256,667	2,723	266,026	268,796	2,770	See Form 3B, 501000+519010 reallocation due to CON's job class hourly salary rate and position substitution
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5130Fringe	515030	RetireeHlthCare-CityMatchPropC	101,262	102,347	1,085	106,073	107,178	1,105	See Form 3B, 501000+519010 reallocation due to CON's job class hourly salary rate and position substitution
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5130Fringe	515710	Dependent Coverage	2,796,389	2,796,397	8	2,992,153	2,992,162	9	See Form 3B, 501000+519010 reallocation due to CON's job class hourly salary rate and position substitution
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5130Fringe	516010	Dental Coverage	227,164	227,157	(7)	234,622	234,615	(7)	See Form 3B, 501000+519010 reallocation due to CON's job class hourly salary rate and position substitution
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5130Fringe	519010	Fringe Adjustments-Budget	66,895	-	(66,895)	67,801	-	(67,801)	501000+519010 reallocation due to CON's job class hourly salary rate
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5130Fringe	519120	Long Term Disability Insurance	141,134	141,280	146	147,949	148,102	153	See Form 3B, 501000+519010 reallocation due to CON's job class hourly salary rate and position substitution
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5210NPSvcs	522000	Training - Budget	9,000	10,000	1,000	9,000	10,000	1,000	Restoring base budget. Cannot afford cuts to non-personnel budget.
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5210NPSvcs	535960	Software Licensing Fees	44,891	56,114	11,223	44,891	56,114	11,223	Restoring base budget. Cannot afford cuts to non-personnel budget.
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5400Mat&Su	540000	Materials & Supplies-Budget	54,424	60,471	6,047	54,424	60,471	6,047	Restoring base budget. Cannot afford cuts to materials & supplies budget.
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5400Mat&Su	549210	Data Processing Supplies	64,204	71,338	7,134	64,204	71,338	7,134	Restoring base budget. Cannot afford cuts to materials & supplies budget.
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5810OthDep	581140	DT Technology Projects	4,623	2,786	(1,837)	4,623	2,786	(1,837)	Match to performing department's proposal
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889-0001	PD CRIMINAL DEFENSE - GF	CRIMINAL DEFENSE - GF	10000	Operating	5810OthDep	581142	DT Citywide Public Cloud	-	1,990	1,990	-	1,990	1,990	Match to performing department's proposal
GFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	10020	GF Continuing Authority Ctr	10033341-0001	PD Immigration Defense	Immigration Defense	22377	Immigratio	5210NPSvcs	527000	Prof & Specialized Svcs-Bdgt	-	10,295	10,295	-	-	-	\$10,294.90 of settlement funds to support immigration legal defense Deposit ID: 296460, received - \$10,294.90

BUDGET FORM 3A: Expenditure Change

DEPARTMENT: PDR Public Defender

Total BY Expenditure Change **45,179** Total BY1 Expenditure Change **(277,859)**

GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base	Explanation of Change
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13550	SR Public Protection-Grant	10039713-0005	CH FY24-25 Federal JAG Grant	FY24-25 FJAG; PDR	10001	Grants	5210NPSvcs	527000	Prof & Specialized Svcs-Bdgt	54,063	55,275	1,212	54,063	-	(54,063)	Cost adjustments related to grant positions
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13550	SR Public Protection-Grant	10040970-0005	CH FY25-26 Federal JAG Grant	FY25-26 FJAG; PDR	10001	Grants	5210NPSvcs	527000	Prof & Specialized Svcs-Bdgt	-	-	-	-	55,275	55,275	Cost adjustments related to grant positions
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5010Salary	501000	Perm Salaries-Misc-Budget	9,051	-	(9,051)	-	-	-	BSCC Public Defense Pilot Program Y3 Grant
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5010Salary	501010	Perm Salaries-Misc-Regular	486,140	422,091	(64,049)	(123,848)	-	123,848	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5130Fringe	513010	Retire City Misc	68,326	57,476	(10,850)	(19,023)	-	19,023	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5130Fringe	514010	Social Security (OASDI & HI)	24,812	20,842	(3,970)	(7,679)	-	7,679	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5130Fringe	514020	Social Sec-Medicare(HI Only)	7,049	6,121	(928)	(1,796)	-	1,796	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5130Fringe	515020	Retiree Health-Match-Prop B	3,476	3,018	(458)	(885)	-	885	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5130Fringe	515030	RetireeHlthCare-CityMatchPropC	1,386	1,203	(183)	(353)	-	353	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5130Fringe	519010	Fringe Adjustments-Budget	2,150	-	(2,150)	-	-	-	BSCC Public Defense Pilot Program Y3 Grant
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5130Fringe	519120	Long Term Disability Insurance	1,993	1,730	(263)	(508)	-	508	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5210NPSvcs	527000	Prof & Specialized Svcs-Bdgt	105,823	-	(105,823)	105,823	-	(105,823)	BSCC Public Defense Pilot Program Y3 Grant
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5380CityGP	538000	CBO Services - Budget	414,239	310,672	(103,567)	414,239	-	(414,239)	BSCC Public Defense Pilot Program Y3 Grant
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10037083-0004	DA MacArthur Foundation FY21-2	PDR MacArthur FDN FY21-23	10001	Grants	5010Salary	501010	Perm Salaries-Misc-Regular	-	-	-	-	-	-	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10037201-0002	DA Crankstart Foundation FY21-	PDR Crankstart FDN FY21-24	10001	Grants	5010Salary	501010	Perm Salaries-Misc-Regular	-	-	-	-	-	-	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5010Salary	501010	Perm Salaries-Misc-Regular	-	191,016	191,016	-	-	-	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5130Fringe	513010	Retire City Misc	-	25,813	25,813	-	-	-	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5130Fringe	514010	Social Security (OASDI & HI)	-	6,516	6,516	-	-	-	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5130Fringe	514020	Social Sec-Medicare(HI Only)	-	2,770	2,770	-	-	-	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5130Fringe	515010	Health Service-City Match	-	3,894	3,894	-	-	-	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5130Fringe	515020	Retiree Health-Match-Prop B	-	1,365	1,365	-	-	-	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5130Fringe	515030	RetireeHlthCare-CityMatchPropC	-	544	544	-	-	-	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5130Fringe	515710	Dependent Coverage	-	16,070	16,070	-	-	-	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5130Fringe	516010	Dental Coverage	-	1,229	1,229	-	-	-	See Form 3B
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5130Fringe	519120	Long Term Disability Insurance	-	783	783	-	-	-	See Form 3B

BUDGET FORM 3B: Position Change

DEPARTMENT: PDR Public Defender

Position Code Total BY FTE Change -0.25 Total BY Amount Change 588,144 Total BY1 FTE Change -1.25 Total BY1 Amount Change 580,079

GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5	Job Class	Job Title	Status	Action	Position	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26	FY 2025-26	FY 2025-26	FY 2025-26	Explanation of Change
																					Base FTE	Dept FTE	Dept - Base FTE	Base Amount	Dept Amount	Dept - Base Amount	Base FTE	Dept FTE	Dept - Base FTE	Base Amount	Dept Amount	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5130Fringe	8446_C	Court Alternative Specialist I	G	S	01151458				41,913		(41,913)					Grant related personnel adjustments to match to the -awards	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5010Salary	8452_C	Criminal Justice Specialist II	G	S	01151458	0	1	1		134,813	134,813	0	0	0			Grant related personnel adjustments to match to the -awards
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5130Fringe	8452_C	Criminal Justice Specialist I	G	S	01151458				50,442	50,442						Grant related personnel adjustments to match to the -awards	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5010Salary	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP067802				(57,745)	(57,745)						Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5010Salary	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP350761								123,848	123,848		Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5010Salary	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP448605				(6,717)	(6,717)						Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5010Salary	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP561905				(35,508)	(35,508)						Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5010Salary	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP638940				(1)	(1)						Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5010Salary	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP708090				(1)	(1)						Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5010Salary	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP767773				(1)	(1)						Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5130Fringe	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP067802				(14,546)	(14,546)						Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5130Fringe	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP350761								30,244	30,244		Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5130Fringe	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP448605				(1,691)	(1,691)						Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13720	SR Public Protection-Grant Sta	10040736-0001	PDR Public Defense Pilot Y3	PDR Public Defense Pilot Progr	10001	Grants	5130Fringe	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP561905				(8,944)	(8,944)						Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10037083-0004	DA MacArthur Foundation FY21-2	PDR MacArthur FDN FY21-23	10001	Grants	5010Salary	8177_C	Attorney (Civil/Criminal)	O	D	01148898-1	0.25	0	-0.25			0.25	0	-0.25			Grant related personnel adjustments to match to the -awards	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10037201-0002	DA Crankstart Foundation FY21-	PDR Crankstart FDN FY21-24	10001	Grants	5010Salary	8177_C	Attorney (Civil/Criminal)	O	D	01148772-1	1	0	-1			1	0	-1			Grant related personnel adjustments to match to the -awards	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5010Salary	8177_C	Attorney (Civil/Criminal)	G	R	01148008	0	1	1		258,946	258,946	0	0	0			Update to successive year's grant project code
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5130Fringe	8177_C	Attorney (Civil/Criminal)	G	R	01148008				76,096	76,096						Update to successive year's grant project code	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5010Salary	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP089800				(7,008)	(7,008)						Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5010Salary	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP155576				(60,921)	(60,921)						Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5010Salary	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP280135				(1)	(1)						Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5130Fringe	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP089800				(1,765)	(1,765)						Adjust personnel to match to the grant award	
NGFS	PDR	232082	PDR Public Defender	232082	PDR Public Defender	232082	PDR Public Defender	13730	SR Public Protection-Grant Oth	10040923-0001	PDR Clean Slate Program FY24	PDR Clean Slate Program FY24	10001	Grants	5130Fringe	STEMP_C	Step Adjustments, Miscellaneous	S		NEWP155576				(15,347)	(15,347)						Adjust personnel to match to the grant award	

BUDGET FORM 4B: Fleet

DEPARTMENT: PDR

Note:

All departments requesting to purchase new or replacement vehicles must fill out this form, whether requesting General Fund support or not. Requests will be reviewed by Fleet Management and MBO.

Point of Contact	Source of Funds	Dept	Fiscal Year	Equipment#	Vehicle Type	New Vehicle Specifications				Justification of Need	Purchasing from Term Contract?	Term Contract Information		Cost Information		Replacement Vehicle Information							
						Brief description of Vehicle Type if "Other"	Fuel Type	Special Requirements Comments	If purchasing a sedan that is not battery electric, provide justification			# of Unit default to 1. Please create multiple equipment number entries if requesting multiple units.	If purchasing from a Term Contract, which contract and spec #?	If NOT purchasing from a Term Contract, provide a description of the required vehicle, including make and model	Base Cost per Unit	Description of Supplemental Cost	Supplemental Cost per Unit (e.g. additional vehicle options, outfitting, charging infrastructure if purchasing EV, freight if not purchasing from term contracts, etc.)	Estimated per unit cost (base cost, supplemental cost, # of units and 8.63% tax)	Vehicle to be replaced Asset#	Vehicle to be replaced Licence Plate#	Vehicle to be replaced Model Year	Vehicle to be replaced Make and Model	Vehicle to be replaced Current mph
Hadi Razzaq	GF Equipment Allocation	PDR	2025	PDR25001	Sedan		Hybrid	None, but prefer unmarked and inconspicuous vehicles given the nature of our work.	Cost-saving on gas and City's goal to transition to zero emissions.	1	To be used for investigators in conducting fieldwork travels in the Bay Area to investigate criminal, juvenile, immigration and mental health cases. Please refer to the Budget Strategic Plan	YES	TC72307-TBD		30,000	N/A	32,589						
Hadi Razzaq	GF Equipment Allocation	PDR	2025	PDR25002	Sedan		Hybrid	None, but prefer unmarked and inconspicuous vehicles given the nature of our work.	Cost-saving on gas and City's goal to transition to zero emissions.	1	To be used for investigators in conducting travels over the Bay Area to investigate criminal, juvenile, immigration and mental health cases. Please refer to the Budget Proposal	YES	TC72307-TBD		30,000	N/A	32,589						

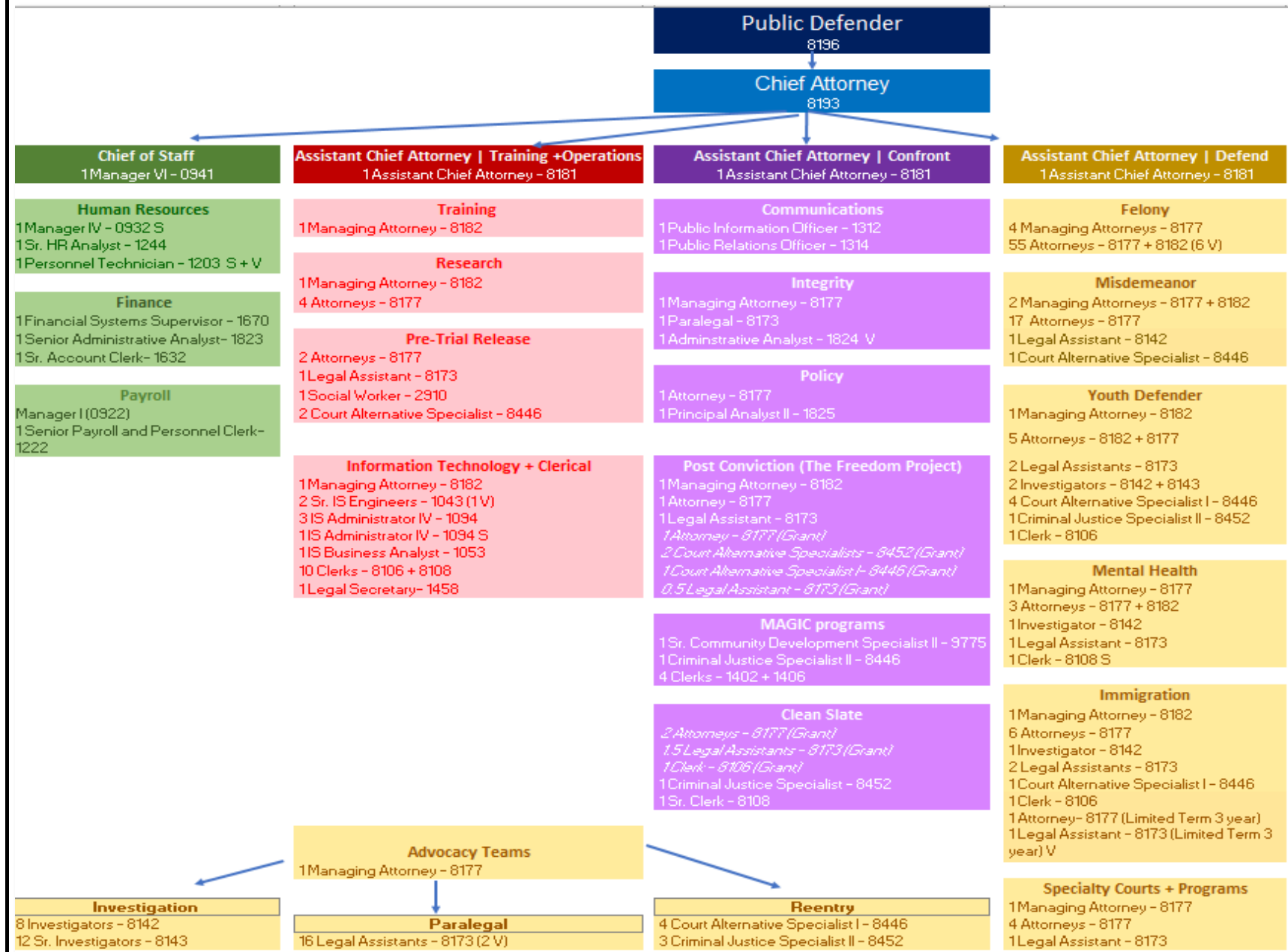
IDS Form Balancing Report

DEPARTMENT: PDR Public Defender

Dept Pair	Requesting	Performing	WO Ref ID	Dept ID	Dept ID Title	Fund	Fund Title	Project	Project Title	Activity	Activity Title	Authority Lvl 1	Authority Title	Authority	Authority Title	Account	Account Title	FY 2023-24 Original	FY 2024-25 Rollover	FY 2024-25 Requesting Changes	FY 2024-25 Performing Changes	FY 2024-25 Requesting Proposal	FY 2024-25 Performing Proposal	FY 2024-25 Form Spread	FY 2025-26 Rollover	FY 2025-26 Requesting Changes	FY 2025-26 Performing Changes	FY 2025-26 Requesting Proposal	FY 2025-26 Performing Proposal	FY 2025-26 Form Spread	Requesting Comments	Performing Comments
CHF-PDR	CHF	PDR	PDR	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889	PD CRIMINAL DEFENSE - GF	0001	CRIMINAL DEFENSE - GF	10000	Operating	10000	Operating	486190	Exp Rec Fr Child/Youth&Fam AAO	92,000	92,000	-	-	92,000	92,000	-	92,000	-	-	92,000	92,000	-	-	-
CHF-PDR	CHF	PDR	PDR	229218	CHF Children,Youth & Families	11190	SR Children and Youth	10001640	CH CYF- Eligible Services	7000	CYF Eligible - General	20112	CH Justices Services	20112	CH Justices Services	581720	GF-Public Defender	(92,000)	(92,000)	-	-	(92,000)	(92,000)	-	(92,000)	-	-	(92,000)	(92,000)	-	-	-
PDR-ADM	PDR	ADM	ADM-EXAMINER	284641	ADM Medical Examiner	10000	GF Annual Account Ctr	10001624	ADME Medical Examiner	0001	Medical Examiner Operations	10000	Operating	10000	Operating	486510	Exp Rec Fr Public Defender AAO	4,000	4,000	-	-	4,000	4,000	-	4,000	-	-	4,000	4,000	-	-	-
PDR-ADM	PDR	ADM	ADM-EXAMINER	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889	PD CRIMINAL DEFENSE - GF	0001	CRIMINAL DEFENSE - GF	10000	Operating	10000	Operating	581230	GF-Coroner-Medical Examiner	(4,000)	(4,000)	-	-	(4,000)	(4,000)	-	(4,000)	-	-	(4,000)	(4,000)	-	-	-
PDR-CHF	PDR	CHF	CHF-YOUTHWRKS	229218	CHF Children,Youth & Families	10060	GF Work Order	10033022	CH YouthWorks Program	8000	Children's Baseline Eligible	20117	CH Youth Workforce Development	20117	CH Youth Workforce Development	486510	Exp Rec Fr Public Defender AAO	33,600	33,600	-	-	33,600	33,600	-	33,600	-	-	33,600	33,600	-	-	-
PDR-CHF	PDR	CHF	CHF-YOUTHWRKS	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889	PD CRIMINAL DEFENSE - GF	0001	CRIMINAL DEFENSE - GF	10000	Operating	10000	Operating	581660	GF-Child-Youth Works	(33,600)	(33,600)	-	-	(33,600)	(33,600)	-	(33,600)	-	-	(33,600)	(33,600)	-	-	-
PDR-TIS	PDR	TIS	TIS-CITYWIDECLD	207921	DT Adm IDS Pass-thru	28070	ISTIF Annual Authority Ctr	10024810	DT INTERDEPART MENTAL SERV	1185	DT Public Cloud	17608	Dt Work Order Projects	17608	Dt Work Order Projects	486510	Exp Rec Fr Public Defender AAO	-	-	1,990	1,990	1,990	1,990	-	-	1,990	1,990	1,990	1,990	-	-	-
PDR-TIS	PDR	TIS	TIS-TECHPROJ	207921	DT Adm IDS Pass-thru	28070	ISTIF Annual Authority Ctr	10024810	DT INTERDEPART MENTAL SERV	0187	DT PDR 165 IT Support Services	17608	Dt Work Order Projects	17608	Dt Work Order Projects	486510	Exp Rec Fr Public Defender AAO	4,623	4,623	(1,837)	(1,837)	2,786	2,786	-	4,623	(1,837)	(1,837)	2,786	2,786	-	-	-
PDR-TIS	PDR	TIS	TIS-TECHPROJ	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889	PD CRIMINAL DEFENSE - GF	0001	CRIMINAL DEFENSE - GF	10000	Operating	10000	Operating	581140	DT Technology Projects	(4,623)	(4,623)	1,837	1,837	(2,786)	(2,786)	-	(4,623)	1,837	1,837	(2,786)	(2,786)	-	-	-
PDR-TIS	PDR	TIS	TIS-CITYWIDECLD	232082	PDR Public Defender	10000	GF Annual Account Ctr	10001889	PD CRIMINAL DEFENSE - GF	0001	CRIMINAL DEFENSE - GF	10000	Operating	10000	Operating	581142	DT Citywide Public Cloud	-	-	(1,990)	(1,990)	(1,990)	(1,990)	-	-	(1,990)	(1,990)	(1,990)	(1,990)	-	-	-

BUDGET FORM: Organizational Chart

FY 2024-25 and FY 2025-26



Office of the Public Defender Budget and Strategic Plan FY 2024 – 2026



1. Introduction

The San Francisco Public Defender’s Office is steadfastly committed to our mission of fiercely defending our indigent clients at the highest level, confronting state-sponsored violence, and advocating for community power. To achieve these goals, the Office provides zealous, compassionate, and client-centered legal representation to indigent adults and youth charged with crimes, who are disproportionately Black, Indigenous, and People of Color (BIPOC). In addition to defending individual clients and meeting our constitutional mandate, the Office continues to be uniquely positioned to partner with the communities we serve to advocate for systemic changes that benefit the City’s most disenfranchised and disempowered while removing barriers and connecting our clients to critical life-affirming resources and opportunities to end the cycle of criminalization.

Well-funded defenders remain vitally important as cities across the United States, including San Francisco, confront a myriad challenges: staggering racial disparities in the criminal legal system, deepening poverty within families broken apart by incarceration, and burgeoning numbers of individuals who tragically cycle in and out of jail because the root causes of their carceral system-involvement – mental illness, substance use, housing instability, unemployment, and trauma – are too often ignored or left unaddressed as resources are again and again disproportionately steered to policing, prosecution, and punishment.¹

The Public Defender’s indigent clients – the majority of whom are Black (51%) or people of color (76%), and who are often unhoused (40% of the jail population), and/or addressing substance use and/or mental illness (over 75% of people in jail have serious mental illness and/or a history of substance use) – are often already in crisis at the point when they are arrested or charged. They require critical support and connection to treatment, housing, employment, and education. However, to fully execute our vision as a community safety agency and transformative justice partner, the Public Defender continues to require the resources necessary to mount vigorous and thorough defenses and advocate for our clients and their families and communities.

¹ CA Legislative Analyst's Office: Assessing the Provision of Criminal Indigent Defense <https://lao.ca.gov/Publications/Report/4623>

Therefore, this budget narrative urgently and determinedly calls for funding parity. The Public Defender Office remains underfunded in comparison to the rest of the agencies in the criminal legal system and any cuts to the Office's existing lean budget would have a detrimental effect on our current indispensable staffing and programs. The Public Defender's budget is approximately \$51 Million, while the District Attorney's budget is \$81 Million. Our budget is also *six times less* than the Sheriff's Department, and *thirteen times less* than the Police Department. The Public Defender proudly employs 120 dedicated and passionate attorneys and 120 integral staff members, including investigators, social workers, and paralegals, who provide legal representation and services to over 20,000 people per year. However, the Public Defender's staffing is 100 FTEs less than the District Attorney's 340 FTEs.

In this budget narrative, the Public Defender outlines why it is critical that our budget remains intact and articulates the need to expand our resources to support constitutionally mandated and transformative public defense that is integral to furthering community health and safety. This narrative (1) provides a brief overview of the Office and our work, (2) highlights some of our most significant achievements in the last year, (3) summarizes the Office's current budget and expenditures, and (4) lays out our budget requests and how they support our goals. The Office's vision seeks to fully capitalize on the Public Defender's commitment and proximity to our clients to address the underlying reasons that lead to carceral system involvement with the ardent goal of reducing recidivism and promoting community health, wellness, and safety. Additionally, the Public Defender is focused on fighting for racial justice on behalf of individual clients and confronting the racial inequities that plague every aspect of San Francisco's criminal legal system.

2. Overview of the Office's Work

The Public Defender Office's tenacious legal advocacy in the courtroom is coupled with the understanding that, for most of our indigent clients, their criminal case is not the only issue they face. Through various innovative and evidence-based programs and initiatives, the Office addresses the root causes of system involvement aimed at reducing recidivism and promoting community safety.

- **The Clean Slate Unit** expunges and clears clients' criminal records, removing barriers to employment, housing, and education.
- **The "Freedom Project"- Post-Conviction Unit** advocates for resentencing and release of individuals under new state laws aimed at reducing California's large prison population and supports our clients' successful reentry into the community by crafting thorough release plans that connect them with housing and other critical resources.
- **The MAGIC (Mobilization for Adolescent Growth in our Communities) programs** focus on prevention strategies by providing educational, recreational, and health support, essential resources, and opportunities to thousands of children, youth, and their families in the Bayview and Fillmore/Western Addition.
- **The Young Defenders program** is a partnership between the San Francisco Human Rights Commission, Teachers for Social Justice, and Opportunities for All – offers paid internship opportunities to local high school students so they can explore legal careers and learn about the criminal legal system through the lens of public defense, reflecting the Office's investment in youth, and community education and empowerment.

- **The “End the Cycle Program”- Pre-Trial Release Unit** meets with clients within hours of these community members being booked into the San Francisco County Jail to immediately begin investigating the facts and circumstances of their arrest, building a robust case for release at arraignment, and utilizing social workers to help connect clients to community-based treatment and support services aimed at reducing recidivism.
- **The Reentry Unit** is comprised of skilled and culturally competent social workers who connect our clients to essential services, including mental health and/or substance use treatment, housing, employment, education, and other support in the community.
- **The Misdemeanor, Felony, Research Units, and Advocacy Teams** comprised of attorneys, investigators, paralegals, and social workers represent the accused in preliminary hearings and trials and in probation revocation and post-release community supervision hearings, aggressively defending clients and protecting their due process rights.
- **The Mental Health Unit** represents clients with mental health disabilities in both civil and criminal proceedings including at all stages of the involuntary treatment commitment process pursuant to Lanterman-Petris-Short Act. This Unit also advocates for the client’s best interest within court-ordered treatment programs such as Assisted Outpatient Treatment, Housing Conservatorships, community-based conservatorship programs, and CARE Court.
- **The Specialty Court Team** advocates for clients to participate in Mental Health Diversion, Behavioral Health Court, the Community Justice Center, Drug Court, Young Adult Court, Intensive Supervision Court, and Veterans’ Court.
- **The Youth Defender Unit** advocates on behalf of San Francisco’s youth, works to disrupt the school-to-prison pipeline by supporting the legal, education, and collateral needs in the Juvenile Court, and provides our young clients with intensive re-entry planning and case management services.
- **The Immigration Unit** provides legal representation on behalf of immigrant members of our community who are indigent – many of whom are detained – facing deportation in the federal immigration courts and works closely with our felony and misdemeanor teams to comply with Sixth Amendment requirements to advise clients of and avert collateral consequences that can stem from criminal convictions.
- **The Integrity Unit** sheds light on misconduct and holds government agencies and actors in the criminal legal system – the police, the sheriff, the prosecution, probation, parole, and the judiciary -- accountable to the communities they serve. The Unit tracks and analyzes data that is publicly shared, files misconduct complaints, advocates for changes before the Police Commission, and supports and empowers the Office’s trial work.
- **The Policy Team** advocates for changes in local and state laws that negatively impact the Office’s clients and their communities, and strategically advocates for substantive, measurable improvements in legislative, court, police, and sheriff policies to benefit them. The Public Defender’s advocacy and policy arm continues to raise awareness through public outreach, media, and community-building to transform the criminal legal system, so it lives up to its promises of fairness, equity, and justice.

3. Recent Achievements

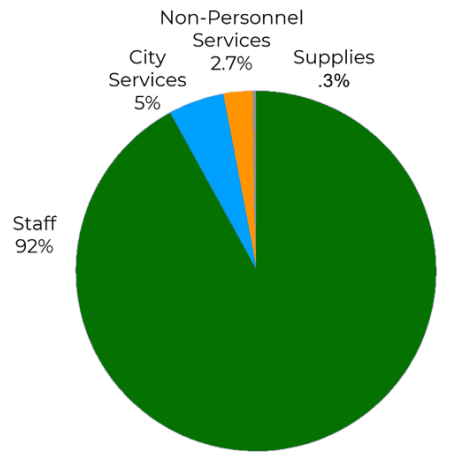
Some of the Public Defender's most significant recent achievements within the last year include:

- **Expanded Expungement Opportunities for more Californians:** In May 2023, our Clean Slate Unit partnered with Californians for Safety and Justice to announce the rollout of SB 731², a new state law that furthers community safety by expanding expungement opportunities to millions of Californians with convictions that were previously ineligible. SB 731 implementation will continue locally and statewide over the next year with new processes and a goal of automated expungements in many cases. Over the last year, Clean Slate established partnerships leading to monthly community clinics at community-based organizations in underserved neighborhoods in San Francisco.
- **Launched the College Pathway Project:** In September of 2023, the Public Defender announced a new community empowerment initiative, the College Pathway Project, which formalizes partnerships with San Francisco State University's Project Rebound and City College of San Francisco's New Directions programs, to expand opportunities for current and former Public Defender clients to attend college. Programs like these are powerful tools for expanding job opportunities, keeping people out of the criminal system, and strengthening communities.
- **Implemented the "End the Cycle" Program:** The Public Defender hired two Court Alternative Specialists (8446) to work in its Pretrial Release Unit (PRU), which meets with individuals soon after they are booked into the jail, before their first court appearance. Both of these social workers are Spanish-speaking which enables the Public Defender to provide excellent representation to ESL and immigrant clients, consistent with the Office and City's commitment to expanding language access. Through the End the Cycle Program, the Public Defender connects vulnerable clients who cycle in and out of custody to treatment, housing, education, and employment opportunities and minimizes the harms inflicted on indigent members of our community brought into the criminal legal system.
- **Eliminated Felony Trial Delays Through Persistent Advocacy to the Courts:** To draw attention to the ongoing crisis of criminal trial delays in San Francisco Superior Court, our Office, along with community allies, took action this past summer. We gathered in front of courthouses on eight consecutive Fridays to bring attention to the number of individuals deprived of their Constitutional and statutory speedy trial rights and to educate the public about the trial delays and ongoing litigation efforts. Thanks to the work and pressure of so many people, the court has begun honoring the 60-day statutory trial deadlines in felony cases. Even though some felony cases and many misdemeanor cases remain overdue, this is a significant step forward. We will continue to advocate to fully end the trial delays to defend our clients' rights to a speedy trial.

² [SB 731](#)

4. Budget Overview

More than 92% of the Public Defender's total general fund operating budget pays the salaries and fringe benefits, of attorneys and staff members. Other expenses include 2.7% for non-personnel services such as consulting with and retaining expert witnesses, training, and legal research; 0.3% for office supplies and materials; and 5% for inter-department services, including the Public Defender's building leases for 3 sites (Downtown/Civic Center Office, Mental Health Unit, and MAGIC-Bayview Office), IT services, telecommunications, workers' compensation, and mail services.



The Public Defender's budget is a little more than one-half of the District Attorney's Office. Strikingly, the Public Defender's budget is also at 5% of the combined budgets of the Police, Sheriff, District Attorney, and Probation.

Over the last few years, the Public Defender has made efforts to acquire funding outside of the City's general fund to support its valuable initiatives and programs. **Currently, the Office has four grants totaling \$1.1 million – 1 private and 1 state-funded- that will carry over through FY24-25.** However, as detailed below one private grant is set to expire at the end of this fiscal year (FY23-24) and one state-fund will expire at the start of the next fiscal year (FY24-25). The grant funding supports (1) the Public Defender's Clean Slate Unit, which works to expunge criminal convictions from people's records and remove barriers to housing, education, and employment, and (2) its Post-Conviction Unit (Freedom Project), which seeks the release or resentencing of those who have been punished under laws that disproportionately sentence poor people and people of color to longer terms in state prison. The combined external funding enabled the Office to secure nine 1.0 FTEs and two .5FTEs. However, with some funding sun setting, the Office is in jeopardy of losing 5.5 FTEs as detailed further below.

Rather than "sustaining" its budget, which has been woefully underfunded in relation to the other actors in the City's criminal legal system, the Public Defender is requesting an investment in its infrastructure, services, programs, and initiatives for San Francisco's most marginalized individuals and communities.

5. Funding Needed to Maintain Essential Legal and Social Services

The Public Defender's budget requests to support transformative public defense are outlined below, divided into three parts: (a) addressing critical infrastructure and operation needs, (b) reassigning positions to address cuts to our Clean Slate and Freedom Project/Post Conviction programs, (c) request to fund one Racial Justice Act attorney, and (d) request for attorneys and paralegals based on the recent National Workload Study and District Attorney overcharging.

A. Addressing Critical Infrastructure, Administrative, and Operation Gaps (Totaling \$410,019 FY24-25 and \$336,355 FY25-26)

As described herein, the Public Defender has been severely underfunded compared to other agencies within the criminal legal system. Despite representing over 70% of adults and juveniles accused by the District Attorney, the Public Defender's budget is 60% that of the District Attorney. Providing zealous representation also requires having institutional support – adequate office space, clerical, administrative, and IT staff to defend clients at the highest level.

i. Request for Office Space Suitable for a Law Office and Similar to The City's Other Public Law Offices -\$168,000 FY24-25/ \$108,000 FY25-26

With the exception of the Public Library, no other City agency requires more in-person, in-office work than the Public Defender. When attorneys and staff are not in Court, they are in their offices to collaborate or work with clients, witnesses, and evidence. The Public Defender's current office space is inadequate for its work and could potentially expose the City to liability.

The Public Defender moved into its current office building at 555 7th Street in 1989. At the time, we had approximately 100 employees and shared a portion of the building with the Sheriff's Department. In 2014, when the Office had grown to approximately 165 employees, we took over the entire 39,000 square feet building at 555 7th Street.

Today, our office has approximately 240 staff members (120 attorneys and 120 non-attorneys including investigators, paralegals, and social workers as well as clerical, IT, and HR and other administrative staff). Almost all – 210 employees³ – work in our 555 7th Street main office – *in the same amount of space we had ten years ago with about 50 fewer people.*

This request for additional office space is also anchored in a call for parity.

The Public Defender's request is not an unreasonable one – or one in which the City is incapable of providing. The City already provides this kind of office space to the City Attorney and the District Attorney.

³ Less than 30 employees work in our other small office spaces at the Youth Guidance Center, Juvenile Justice Center, and MAGIC programs.

Law Office	Office Size ⁴	Number of Employees ⁵	Space Per Employee	Annual Rent	Annual Rent Per City Employee
District Attorney	118,000 sq/ft	340	347 sq/ft	\$10.48 million	\$30,800
City Attorney	75,000 sq/ft	350	214 sq/ft	\$5.99 million	\$17,100
Public Defender	41,000 sq/ft	234	175 sq/ft	\$1.55 million	\$6,600

The City's investment in each of its three law offices speaks for itself in the chart above. It is incontrovertible that the City believes that the work of some attorneys deserves more space than the work of others. Comparing the \$17,100 the City spends per City Attorney with the \$6,600 it spends per Public Defender, it appears protecting the City in civil lawsuits and contract disputes requires more space than protecting poor people from unjust convictions and imprisonment.

However, the real problem lies in the disparity between the District Attorney (as opposed to the City Attorney) and the Public Defender. Unlike the City Attorney, the District Attorney does not provide a "different kind" of legal service than the Public Defender. The District Attorney and the Public Defender oppose one another in our criminal legal system – a core tenet of which is the presumption of innocence and the expectation that both sides are arguably equal before a judge and jury. The Public Defender and the District Attorney provide the "same kind" of service – just on opposing, counter-balanced sides of the scale of justice. It would violate this basic tenant of fairness and equality for the City to provide the District Attorney with **twice as much space** per employee than the Public Defender for doing the **same kind of work**. In fact, the City doesn't just provide the District Attorney with more space, it provides it by a factor of **5 times more** than the Public Defender once one considers the size and quality of the facilities based on their rent.

The size of the disparity of \$6,600 for one side versus \$30,800 for another is magnified by the Public Defender's role in protecting the rights and the presumption of innocence **against** the District Attorney. By not providing the Public Defender with same means to defend its clients against the District Attorney, the City isn't just favoring one law office over another, it is putting its thumb on the scale of justice in favor of prosecution and incarceration.

We see the reality of this disparate treatment in the details of the working conditions at the Public Defender.

⁴ Square footage is approximate. The District Attorney recently moved into a 98,000 sq/ft, \$134M office building at 350 Rhode Island Street. Later in 2024, it will acquire an additional 20,000 sq/ft in the same building. Public Defender square footage includes its Hall of Justice location and its two smaller offices near the Youth Guidance Center.

⁵ Numbers of employees are approximate. The six employees who work in the Public Defender's MAGIC programs in a community space are not included.

Office space impacts an organization's culture, productivity, and efficiency as well as employee wellbeing and the ability to recruit and retain highly qualified attorneys and staff. For defenders, having sufficient space is also critical for conducting confidential and privileged client meetings, creating a welcoming and professional environment, and instilling confidence in clients and their families.

All our misdemeanor attorneys share three-person offices; there is one group of four attorneys sharing one 11 x 15 ft. office. None of these offices have windows. All our felony attorneys share two- or three-person offices, and the majority of these spaces are also windowless. With 2-4 attorneys per office, it is very difficult to conduct confidential phone meetings with clients or to engage in high-level attorney work that includes legal research and writing and preparing cases for a jury trial, including jury selection, opening statements, direct and examination cross-examination of witnesses, closing arguments, etc.

In addition, some of our managing attorneys share two-person offices, making it impossible to have confidential meetings with the staff they supervise or to be on phone calls or in virtual meetings at the same time.

Finally, we just have two small rooms for our entire staff to meet in person confidentially with the thousands of out-of-custody clients we represent annually as well as their families, witnesses, experts, and other visitors.



Photos showing four and five-person staff offices

The Public Defender is seeking to rent 3000-4000 square feet of office space near its 555 7th Street building to relocate approximately 25-35 staff members. This would enable us to eliminate four-person offices, reduce the number of three-person offices, and create more spaces for attorneys and staff to meet with clients.

With the assistance of the Real Estate Division (RED), the Public Defender has conducted site visits to a few nearby office spaces available for lease. Given the current real estate market, we anticipate being able to secure a 3000-4000 square foot space for approximately \$12,000-15,000 per month, or \$144,000-180,000 annually.

Moreover, we currently rent an 1800 square foot office space at 258A Laguna Honda Blvd for approximately \$6000 per month. The five-year lease at that space ends on July 1, 2024. We would not renew it if given funds for a new space, offsetting the cost.

Thus, we are requesting \$9000 per month, or \$108,000 for rent per year as well as a \$60,000 one-time cost for furniture, moving, and set up.

**ii. Request for Essential Administrative and Operational Substitutions
\$64,844 FY24-25/ \$67,410 FY25-26**

Non-attorney staff are the engine of the Public Defender's Office and ensure that the City saves cost by not paying attorneys (8177s) to perform work that can – and should – be done by those in other job classifications with the qualified specialization and experience. **The Public Defender requests funding to enable our Office to recruit, hire, retain, and promote exceptional staff and managers to implement our mission, vision, and values.** Furthermore, these requests are intimately tied to the Public Defender's commitment to addressing racial equity and implementing the City's Racial Equity Plan – both in terms of – both in terms of its representation of our clients who are disproportionately BIPOC and retaining and promoting BIPOC staff and leadership.

To that end, the Public Defender requests the following substitutions:

- 1) Substitute 1 Transcriber Typist (1430) to 1 Senior Legal Process Clerk (8108 at step 1),
- 2) Substitute 1 Manager III (0931) to 1 Manager IV (0932),
- 3) Substitute 1 Senior Personnel Clerk (1204) to 1 Personnel Technician (1203 at step 4),
- 4) Substitute 1 IT Operations Support Administrator III (1093) to 1 IT Operations Support Administrator (1094 at step 2).
- 5) Request 1 Senior IS Programmer Analyst (1063 at step 1)

Request to substitute a 1430 with a 8108-\$5,119 FY24-25/ \$5,324 FY25-26

Over the last few years, the City has begun to retire classifications that are no longer essential to City services. The 1430 Transcriber Typist position is one such position with no eligible list or exam on the horizon. The Public Defender recently learned that there are only three such positions in the City, one in the Public Defender's Mental Health Unit and the other two within DPH and HSA. TThe Public Defender is also no longer in need of a Transcriber Typist, as like other Departments, most of its transcription requests are contracted out to City approved vendors (e.g. Wordjet). **Therefore, the Public Defender is requesting approval to substitute the Transcriber Typist position to a crucial Senior Legal Process Clerk (8108 at step 1).**

Clients, their families, and the public look to and rely on the Public Defender's Clerical team for information about cases. The Public Defender is the main source of court information available to the public, private defense attorneys, and all individuals accused in San Francisco – regardless of whether they are in or out of custody and whether they are represented by the Public Defender or a private attorney. Every day, members of the Public Defender's clerical staff field phone calls for information from concerned family members, and private or conflict counsel seeking information about case status, next court dates, and delays in releases.

The Public Defender's Mental Health Unit currently represents 710 clients with some form of legal conservatorship, 65 clients held in state facilities for mental illness, and an average of 20-40 clients weekly at San Francisco General Hospital. A Senior Legal Process Clerk would be responsible for providing case and court information to these clients and their families. In addition, the Clerk would provide critical clerical support to address the increased need for scanning and digitizing paper files for the defense team and data tracking of cases and deadlines, client demographics, and outcomes. Remote work and the continued reliance on paper by the criminal legal system increase the need for clerks to digitize the work. From legal filings to the handling of electronic video evidence, more clerical time is necessary to scan, store, and make formerly paper products digitally available to the legal defense team.

The Mental Health Unit relies solely on its one clerical position to ensure each case has timely processing of electronic data so that the information can be analyzed and proper solutions determined for this vulnerable population of clients.

Request to substitute a 0931 with a 0932-\$18,317 FY24-25/ \$19,041 FY25-26

Currently, the Office of the Public Defender's Human Resources (HR) team includes just three employees: one 0931 Manager III, one Sr. Personnel Clerk (1204) and a Sr. HR Analyst (1244). With a growing staff of almost 250 employees, the Public Defender's Office requires a skilled, knowledgeable, and seasoned higher level Human Resources Director with a strong understanding of City processes, rules, and regulations, including the Civil Service Commission, the City charter, and local, federal, and state regulations who can perform a wide range of critically important and more complex human resources duties for the Office. This classification will enable the Office to remain competitive benefiting from a resolute, experienced human resources professional who is savvy and well-informed in the areas of public sector personnel matters, within a highly unionized environment and well-versed with various rules and regulations including civil service rules, the charter, and local, state and federal laws.

At a critical time when the City is focused on addressing several important issues including current and post-COVID matters impacting City employment and human resources, the Public Defender must have a representative who is cognizant of, and able to collaborate with, agencies across the City, who, collectively, can better address the most pressing human resources issues that the City is facing. Providing this higher-level classification will also allow for managing multiple cross-agency City partnerships, and play an important external-facing leadership role. Securing this much-needed position is heading in the right direction, as this position also serves as a human resources strategic partner and change agent in developing the Office's human resources programs and solutions.

Therefore, we are requesting approval to substitute the current Manager III (0931) classification with a Manager IV (0932) position. With this higher classification in place, this

better reflects addressing the range of complex and sophisticated personnel matters that the Public Defender's Office has been experiencing. This person plays an important role in updating our internal HR processes, removing unnecessary barriers, and providing more flexibility for roles that are difficult to fill, all the while maintaining the integrity of the merit system, and ultimately, enabling the Public Defender to more effectively deliver quality services to our clients.

Request to substitute a 1204 with a 1203-\$6,219 FY24-25/ \$6,465 FY25-26

As mentioned above, the Public Defender's Office has one Personnel Clerk (1204) who performs duties at the technical and clerical level human resources activities related to classification and compensation, performance evaluations, exam administration and bilingual testing; onboarding and off-boarding, employee relations, reasonable accommodations, leaves, workers compensation, discipline, general administration and special projects. As the Office's staff has grown, the number of exams/recruitment activities the Office is conducting has been robust and steadily changing, increasing the volume of total HR work.

Based on the demanding and changing workload, we would like to substitute one 1204 Senior Personnel Clerk position to a 1203 Senior Personnel Technician (at step 4) to best fit the demand on our HR team. It is important to note that the Public Defender has recently lost two 1204 incumbents in less than 1 year since we are unable to offer a higher classification and stay competitive with other departments. Both individuals were also women of color and major losses as we strive to continue to diversify all units within the Public Defender Office.

The Personnel Technician (1203) works directly with the public, departments, and employees concerning various personnel matters. The Personnel Technician will be responsible for processing a variety of personnel-related documents requiring special knowledge in a human resources environment and systems guidelines; and ensure that support staff perform their job duties in compliance with guidelines and processing requirements, and with integrity and reliability.

We believe this very modest substitution request is a cost-saving to our Office and the City, as this person will play an important role in supporting the Public Defender's commitment to address the growing administrative demand and the changing landscape of HR matters in the Office.

Request to substitute a 1093 with a 1094-\$35,188 FY24-25/ \$36,581 FY25-26

As the Public Defender Office grows the demand and expertise needed from the IT team is also urgent. Similarly, across all our operations functions, the Office must remain competitive and retain staff with the expertise needed. **To do so we would like to substitute the last remaining 1093 classification we currently hold for a 1094 classification.**

The necessity for a 1094 classification with a higher level of experience is due to the Department of Technology's decommissioning of the old "CMS" mainframe as part of the JUSTIS project. This major networking project involved not just the Public Defender's internal case management system and its communication with other City criminal justice agencies (District Attorney, Sheriff, Adult Probation, Police), but also those of the San Francisco Superior Court and its new case management system called "C-Track." The work involved is complex, difficult, and multi-faceted because the application is a networked application with user

authentication, and advanced server and network configurations that require a 1094 set of skills. The application must also be managed in its communications with the other applications - also networked-based. It requires an individual who has more senior networking and database management experience and it is not suitable for a person who only qualifies for a 1093 classification. A 1094 is also required to provide the department with the skills necessary to manage these complex networking systems.

Additionally, the Public Defender is competing in a market that affords IT professionals many opportunities and is not able to convince IT professionals that joining the public sector is advantageous at this time. IT positions in the City/public sector have a recurring recruitment problem and to be competitive with the private sector, the City reclassified these positions with 10 steps instead of the usual 5 steps. Therefore, to be better positioned to attract the IT professional we need a more highly compensated 1094 position.

**iii. Request for Senior IS Programmer Analyst (1063) to Build and Maintain the Public Defender Case Management Program and Data System
\$123,929 FY24-25/ \$160,945 FY25-26**

The Public Defender maintains a case, document, and work management application named Gideon. While the IT Operations Support Administrator (1094) provides operation support to the Office's IT hardware and network, **a Senior IS Programmer Analyst (1063 at step 1) will allow the Public Defender to have the means to continue to build and maintain Gideon.** Gideon is critical because it is not just the workflow and client file management application used by all members of our staff, it is also the tool that provides the Public Defender and his managerial team with data and analysis on criminal justice in the City. It is part of the Office's work within the JUSTIS project to provide the City with criminal justice data sharing and analysis. And it is the only means to provide checks and balances in comparison to data routinely reported by the District Attorney and law enforcement. Just like the role the Public Defender plays in court on behalf of individual clients, Gideon allows the Public Defender to protect the public with data that the District Attorney and Law Enforcement may not want to share.

Additionally, Gideon is a custom application that has been created in a multi-year effort between Public Defender subject matter staff and a developer. A Senior IS Programmer Analyst is significantly less expensive than the cost of the Police Department, Sheriff Department, and District Attorney's equivalent of Gideon. The position will mean that the Public Defender will not need to spend about \$50K on software costs. Lastly, a Senior IS Programmer Analyst will provide the Public Defender with the security that Gideon will continue to work and develop on behalf of the City.

iv. Request for Funding to Address Lack of Sufficient Vehicles- \$ 53,246 FY24-25

The Public Defender's Office lacks sufficient vehicles and needs two additional automobiles to be able to carry out its core work. Twenty-four Public Defender Investigators must share 16 City cars that take them across the City and the greater Bay Area to conduct investigations. Assuming that the cars are in working condition, the Public Defender's ability to investigate cases out in the field is limited to the bottleneck of vehicles at its disposal. With only 2 vehicles for every 3 investigators, the Public Defender is hampered by one-third simply because we do not have the necessary tools required to do our work.

And this assumes that the 16 cars are operational. The reality is that at least one car – and sometimes multiple cars – are out of service because they are so old. Fourteen of the 16 cars are more than ten years old, 5 are more than fifteen years old and 1 of our vehicles is almost a quarter of a century old (see photo below). Public Defender investigators have raised safety concerns regarding driving old and unreliable vehicles to conduct investigations, especially after hours as is often necessary to find witnesses and serve subpoenas.



Photos showing Office's dilapidating vehicles

Public defender investigator duties and responsibilities are constitutionally mandated under the Sixth Amendment right to counsel: conducting a complete and thorough investigation on behalf of our clients is constitutionally required.⁶ Our Investigation Unit's work includes searching for and interviewing witnesses, canvassing for and obtaining video, photographing alleged crime scenes, serving subpoenas, obtaining court records, and following leads based on information gathered from clients, witnesses, and other sources. While the police investigate for the

⁶ See *People v. Pope* (1979) 23 Cal. 3d 412, 423 ("substantial portion of the [constitutional] obligation counsel owes is not directly connected with the trial but involves investigation and advice at pretrial and post-trial stages" (overruled on other grounds)); *Keenan v. Superior Court* (1984) 31 Cal.3d 424, 431 (a criminal defense lawyer's basic duty is to "become thoroughly familiar with the factual and legal circumstances of the case"); *In re Cordero* (1988) 46 Cal. 3d 161, 184 (it would be "patently incompetent" not to interview a witness "regarding the crux of the anticipated defense").

prosecution, our investigators are solely responsible for the investigation on behalf of the accused.

The Public Defender has done all it can to minimize this deficiency's impact on our clients. Public Defender investigators alternate days or weeks and work as collaboratively as possible to share resources. However, with the addition of new investigators and the Office's fleet of cars becoming increasingly outdated, sharing becomes untenable as each investigator has their caseload, their deadlines, and responsibilities to our clients, which is why the Public Defender is making this reasonable request for two additional City vehicles.

The Department obtained an estimate from San Francisco Toyota for a 2024 Corolla Hybrid for \$23,510.02; with sales taxes and fees, the total one-time cost for two hybrid vehicles is \$53,246.

B. Reassigning Positions to Address Detrimental Cuts to Clean Slate and Freedom Project/Post Conviction Programs (Totaling \$890,582 FY 23-24 and \$979,737 FY24-25)

As noted above, one private grant for the Clean Slate program is set to expire at the end of this fiscal year (June 30, 2024); and one state fund for the Freedom Project/Post Conviction program will expire at the start of the next fiscal year (September 1, 2024). The urgent need to retain these 5.5 FTEs to sustain these vital community safety programs is detailed below.

i. Request to Reassign Clean Slate Staffing-\$533,263 FY 23-24 and \$556,016 FY24-25

The Clean Slate program was founded by the late Jeff Adachi in 1999 and it paved the way for Public Defender Offices in other counties to develop similar programming to help people clear their records so they have an opportunity to connect to jobs, housing, and education. The Clean Slate Unit provides expungement and other post-conviction relief to thousands of eligible people who have an arrest or conviction in San Francisco while reducing barriers to a myriad of opportunities including employment, housing, and professional licensing.⁷

In the last fiscal year of 2022-2023, the San Francisco Public Defender's Clean Slate program received 1,558 new applications. Additionally, Clean Slate filed 1,883 motions, which exceeds the maximum number of motions that the Public Defender is allowed to file on the court calendar.⁸ In this current fiscal year, there have been 800 motions filed thus far. However, there is still a backlog with 200 people awaiting their initial attorney review of their application and 3,700 pending cases that require review for legal eligibility.

In December 2020, the Public Defender applied for, and was awarded, a non-conditional grant from the Crankstart and Kelson Foundations (Foundations) for \$285,000 which allowed

⁷[A Santa Clara County study](#) found low rates of recidivism for people who have received an expungement. [A Michigan study](#) published in 2019 conducted first-of-its-kind empirical analysis of the effects of expungement. The structure of the study suggests that similar conclusions can be made across the country. [Stable employment provides safer communities](#)

⁸ The Public Defender is working with the District Attorney and court to increase the number of motions that can be heard each year as the eligibility for expungement relief continues to grow.

the office to hire a full-time attorney and a full-time paralegal, both exclusively dedicated to Clean Slate responsibilities. Then between December 2021 and March 2022, the Foundations awarded the Public Defender an additional \$1,120,000 which provided more opportunity to expand Clean Slaters' staffing capacity and reach across the City. Lastly, in November 2023, the Office was awarded \$250,000 for one year, which is only one-quarter of the funding that the Office previously received.

The team now includes two full-time 8177 attorneys, one full time and one part time 8173 Legal Assistant, one full-time 8106 Legal Process Clerk, one part-time 8108 Senior Legal Process Clerk, and one full-time 8452 Criminal Justice Specialist II. Some of our staff are former Clean Slate clients themselves. These staff apply their experience to connect with our clients in a meaningful way and to create the best possible outcomes for our clients. Only the part-time 8108 Senior Legal Process Clerk and full-time 8452 Criminal Justice Specialist II are funded through the general fund budget. The Clean Slate managing attorney is currently grant-funded until the end of FY24-25. The remaining staff (1 Attorney, 1 Clerk, and 1.5 FTE Paralegals) are currently funded through the Foundations' grant which ends in June 2024. Thus, without reassigning these positions to the City's general fund, the Public Defender will lose the majority of our key staff. **Therefore, we are requesting reassigning 1 Attorney (8177 at step 4), 1 Clerk (8106 at step 2), 1 Paralegal (8173 at step 5), and .5 FTE Paralegal (8173 at step 3) to the general fund.**

Any loss in our staffing capacity will greatly impact Clean Slate clients who are 43% Latina/o, 35% African American or Black, 11% Asian, and 11% reported Other or Mixed Race. 70% of our clients live below 30% of area median income. 32% of our clients report having children in the home. Clean Slate staff also serve a diverse population with needs that stretch beyond just criminal record relief. Our clients report the following needs: 91% need employment, 36% need healthcare, 30% need permanent housing, and 45% need food assistance.

San Francisco residents make up 54% of our applicants of which 13% live in Soma, 12% in the Mission, 12% in Excelsior, 10% in the Tenderloin, and 9% in the Bayview. The remaining San Francisco residents are spread across North Beach, Ocean Beach, and Treasure Island.

Additionally, 20% of our clients are non-U.S. citizens, whom Clean Slate aids with eliminating convictions that are preventing them from gaining lawful immigration status so that they can continue to work and remain with their families in our community.

Clean Slate Impact for Safer Communities

Prior to the Foundations' funding, the Public Defender did not have a full-time attorney or full-time Legal Assistant dedicated to the program. Having staff exclusively assigned to Clean Slate has allowed us to handle a much higher volume of eligible applicants, to be present in the community, to partner with organizations that improve and promote expungement law changes, and to maintain attorneys and staff who are experts in the field of expungement. For now, the Clean Slate Unit conducts four monthly clinics in the community: at the Mission Food Hub where we have Spanish-speaking staff available, at Arriba Juntos also in the Mission, at Young Community Developers in Oceanview and the SFPD Cares event, which rotates between the Bayview and Visitation Valley. Our Clean Slate Unit also regularly presents at the A. Philip Randolph Institute's information sessions in India Basin and the Bayview. Additionally, our Spanish-speaking, part-time Legal Assistant is tasked with monitoring the status of all of our non-citizen applicants and working with our Immigration attorneys throughout the motions

drafting process. Non-citizen clients tend to require more resources to complete their motions due to language access needs. Having a dedicated bilingual Legal Assistant for non-citizen clients has improved the tracking and turnaround time greatly.

In the past fiscal year, our Clean Slate Unit also coordinated with community partners to deliver presentations at Mercy Housing, the Community Assessment and Services Center, SFSU Project Rebound, and FACES SF. With the current staffing, this team can provide presentations and hold additional clinics at the request of other community organizations throughout the City.

With the current staffing levels, the Clean Slate Unit also can provide a clinic at the Public Defender's main office once per week. Clients can sit down with an attorney to discuss their eligibility, begin to draft any needed declarations or proof of rehabilitation and discuss the next steps. Our clinic remains in high demand, and we have recently expanded our hours to accommodate the needs of our clients. The Public Defender wants to continue to monitor and meet client demand for clinic appointments.

The Clean Slate process is time-consuming and requires a team of people who can assist clients through every step along the way. If the Public Defender were to lose staff (effectively reducing the team to 1 attorney, 1 social worker and .5FTE clerk), our response time for applicants would slow down exponentially, which means we would not be able to respond to the immediate needs of clients who are given a short timeline to expunge their records or lose their jobs. The Public Defender would also have to eliminate our community clinics, not be able to keep up with client inquiries that come through the website, voicemail, or walk-ins, likely have to end the in-office clinics, and have to limit the types of expungement relief that we can assist with obtaining.

More importantly, this is a critical moment for Clean Slate services: eight million people are living with a criminal record in California. Since 2014, the California Legislature has steadily passed laws expanding access to expungement relief allowing more and more people with criminal records become eligible for expungement relief, including an estimated 25,000 people in San Francisco alone.⁹ These changes to the law have renewed people's interest in cleaning up their records; giving them the confidence to dream big.

⁹ In recent years, we have seen the following legislative wins for people living with arrests or convictions in California: felony theft convictions eligible to be reduced to misdemeanors (Penal Code section 1170.18 enacted through Proposition 47 in 2014); legalization of marijuana for adult personal use and the reclassifying of marijuana convictions from felonies to misdemeanors, misdemeanors to infractions, and removal of convictions for now-legal possession of marijuana (Penal Code section 11361.8 enacted through Proposition 64 in 2016); the entitlement to have an arrest for which you were never convicted sealed (Penal Code section 851.91/851.92 enacted through the C.A.R.E. Act in 2018); the elimination of payment of restitution as a requirement before expungement (SB 1106 in 2022); the elimination of many court fees associated with expungement (most recently enacted through AB 134 in 2023); the ability for lower-level offenders to petition the court to terminate their sex offender registry requirement (Penal Code section 290.5 enacted through SB 384 in 2021); the ability for victims of human trafficking to have their non-violent convictions removed from their records if the conviction occurred during the time they were being trafficked (Penal Code section 236.14 enacted in 2017 through SB 823 and expanded in 2024 through AB 1754); the ability for victims of domestic violence and sexual abuse to have their non-violent conviction removed from their records if the conviction occurred during the time of the abuse (Penal Code section 236.15 enacted through AB 124 in 2022 and expanded in 2024 through AB 1754); the ability for anyone except those on the sex offender registry to petition the court to expunge their felony convictions (Penal Code section 1203.41 enacted through SB 731 in 2022); the creation of an automatic

ii. Request to Reassign Freedom Project/Post Conviction Social Worker due to State Budget Cuts and an additional new attorney-\$357,318 FY23-24 and \$423,721 FY24-25

Recognizing that mass incarceration is a seminal human rights challenge of our time, as imprisonment in the U.S. skyrocketed from the 1970s to the 2000s, the California legislature has worked to undo some of the resulting damage. Over the last five years, the legislature has passed thirteen state laws that have recognized the need to reevaluate prison sentences after the passage of time and strenuous rehabilitation efforts.¹⁰ Second-look resentencing asks if a lengthy sentence continues to serve public safety, or instead, if additional incarceration is now counterproductive given demonstrated redemption combined with the detrimental effect on communities and families when loved ones are removed. **These criminal justice reforms have opened up many resentencing opportunities and given hope to the families of thousands of people who are incarcerated. But these laws do not implement themselves.**

The Public Defender's Freedom Project/Post Conviction (Freedom Project) Unit has answered the call by advocating for the release or resentencing of those who have been punished under laws that disproportionately sentence poor people and people of color to longer terms in state prison. The Freedom Project has helped reunite 85 individuals with their communities since starting in 2020—46 of whom were serving life sentences. In each of the 85 cases that led to immediate freedom, either a judge or the parole board and the Governor determined that the person involved had been punished sufficiently *and* posed no current risk to public safety. In many cases, the prosecutor's office agreed! The work must continue to ensure

expungement system implemented by the California Department of Justice in 2021 (AB 1076) and expansion in 2023 (SB 731), which has actually *increased* the demand for Clean Slate services at the county level.

¹⁰AB 2942 (Ting, 2018) established prosecutor-initiated resentencing. The Freedom Project submits applications to the DA's post-conviction review unit on a rolling basis and has represented dozens resentenced under this new law. SB 1437 (Skinner, 2018) established resentencing procedures for certain felony murder cases. The Freedom Project handles all such cases in San Francisco (except where a conflict of interest exists) from start to finish. AB 1540 (Ting, 2021) strengthened individual rights in the prosecutor-initiated resentencing process. The San Francisco Public Defender sponsored this bill, with tireless technical support from The Freedom Project's firsthand experience. SB 483 (Cortese, 2021) abolished the practice of increasing prison sentences based on a previously completed sentence and re-opened all related sentences. The Freedom Project handles all such cases in San Francisco (except where a conflict of interest exists) from start to finish. AB 2542 (Kalra, 2021) created the Racial Justice Act and AB 256's (Kalra, 2022) retroactivity for "final" sentences went into effect this year.

Felony sentencing changed in five critical ways in from 2017 to 2021 and The Freedom Project must scour closed cases for those now ripe for resentencing.

- SB 567 (Bradford, 2021) reserved aggravated terms for a smaller subset of cases.
- AB 518 (Wicks, 2021) means a judge has discretion to choose a shorter term.
- SB 81 (Skinner, 2021) created factors that heavily favor dismissal of sentencing enhancements.
- SB 1393 (Mitchell, 2018) allowed judges to dismiss certain prior conviction enhancements in the interest of justice.
- SB 620 (Bradford, 2017) restored discretion for judges to dismiss firearm enhancements in the interest of justice.

AB 600 (Ting, 2023) established judge-initiated resentencing. A judge can now recall an older sentence on their own initiative when justice demands. The Freedom Project prepares applications for consideration.

we find all San Franciscans who have done their time, can be safely reunited with their communities.

The Freedom Project is currently funded through the Board of State and Community's (BSCC) 3-year Public Defender Pilot Program (PDPP) beginning in March 2022. The Public Defender's Office was awarded \$1,194,500 in Year 1 and \$1,202,979 for Year 2 and pending Year 3's final award for \$900,250. The PDPP grant funds one attorney, two social workers, and one paralegal until December 2026.¹¹ The BSCC also awarded the Office a Re-sentencing grant in October 2021 for \$750,000 for 3 years. The Re-sentencing Grant funds one Criminal Justice Specialist II (Social Worker) until September 2024. Thus, similar to Clean Slate, without reassigning its Social Worker position under the Re-Sentencing grant to the City's general fund the Public Defender will lose a key staff member to the Freedom Project program. **Therefore, we are requesting reassigning 1 Social Worker (8452 at step 3). In addition to the Social Worker reassignment the Public Defender requests one new attorney (8177 at step 8) to support the work of the Freedom Project.**

The Freedom Project is currently working with 62 individuals and their loved ones. Other client cases are in various stages, from gathering records pending resentencing applications to intense preparation for upcoming parole hearings, from drafting complex statistics-based Racial Justice Act claims to litigation of resentencing petitions in adult and juvenile court. If the funding ends, so too will the hopes and dreams of these families and hundreds of similarly situated people in line behind them. Second-look evaluations require a comprehensive review of crime records, prison conduct records, self-help records, educational and vocational records, medical and psychiatric records, and more. Often, extensive social histories must be gathered and synthesized to understand a case. Sometimes, risk assessment reports must be commissioned for expert analysis of a person's future risk. Our social workers delve into histories going back many decades to provide a basis for a true understanding of a person's trauma timeline and evolution. They craft individualized release plans, coordinating with a vast network of local reentry providers and ensuring all persons released have the housing, educational, and job resources they need to succeed.

A Freedom Project attorney must conduct a comprehensive analysis and advocate for positive court or parole board action where possible. Other court decisions have mandated that public defenders help those eligible for youth offender parole consideration (PC 3051) document the youth factors that affected their behaviors in the underlying cases. This often means digging into long-buried memories about who a teen or young adult was in the 1970s, 1980s, or 1990s, combing through records and interviewing family, friends, and other connections. The work is as time-consuming as it is essential with over a hundred of these cases from San Francisco remaining.

The significant impact that the Public Defender's Freedom Project has had is solid evidence of the Project's ongoing worth. The Freedom Project boasts a zero-recidivism rate since being fully staffed. And overall, we expect very low recidivism rates as data shows very low recidivism rates for elders, and 47% of the people in prison on San Francisco cases are over 50, 28% are over 60, and 8% are 70 or older.

The substantial work remaining makes plain the need for permanent funding. More than 500 individuals remain in California prisons serving San Francisco sentences. Our social workers

¹¹ Note in January 2024 Governor Newsom proposed budget cuts to PDPP, putting that grant in jeopardy of expiring by December 2024

make reentry a comparably smooth process, arranging transportation from prison to predesignated transitional housing, securing donated cell phones and other immediately needed items, making healthcare and recovery support connections, obtaining a birth certificate in advance so that people do not come out of prison without any identification (as is otherwise true), and connecting myriad other resources, troubleshooting along the way. This long-term follow-up support and its contribution to our City's safety should not be compromised.

C. Request to Fund Racial Justice Act Attorney Needed to Implement New State Law (Totaling \$186,966 FY 23-24 and \$242,410 FY24-25)

The California Racial Justice Act

In 2021, the California Legislature enacted the Racial Justice Act (RJA), a groundbreaking legislation that allows the defense to challenge explicit or implicit racial bias in criminal charges, convictions, and sentences, or by an attorney, judge, juror, police officer, or expert witness in their case.

Specifically, the defense must show one of the following:

- A judge, attorney, law enforcement officer, expert witness, or juror exhibited racial bias or animus towards the defendant; or
- Use of discriminatory language during case proceedings, regardless of whether or not it was purposeful or aimed at the defendant; or
- Race was a factor in the exercise of peremptory challenges; or
- People of a particular race are disproportionately charged with more serious offenses or enhancements than other races; or
- People of one race receive disproportionately longer or severe sentences; or
- Longer sentences are more frequently imposed on defendants in cases where the victim is of a particular race.

In 2023, the Legislature amended the RJA to make it retroactive to pre-2021 cases, including people who can challenge their pre-2021 convictions and sentences if they can show there was racial bias in their case. RJA continues to be consistently shifting the legal landscape, and decisions made as recently as this year affect the amount of time an attorney will have to spend on each petition.¹² Many of our cases warrant an RJA motion due to the pervasiveness of racial bias in the criminal system.

Continued Racial Bias in San Francisco Criminal Cases

Black people in San Francisco are stopped by police at a much higher rate than any other racial group, nearly six times more likely to be stopped than white people.¹³ According to the San Francisco Chronicle's recent data, San Francisco has the greatest disparity in stops between

¹² [Mosby](#) vs. The Superior Court of Riverside County- The court requires a comparison of "similarly situated" white people accused or convicted of the same crime.

¹³ Dustin Gardiner & Susie Neilson, '*Are the police capable of changing?*': *Data on racial profiling in California shows the problem is only getting worse*. San Francisco Chronicle. July 14, 2022. ("Gardiner article"). <https://www.sfchronicle.com/projects/2022/california-racial-profiling-police-stops/>

Black and white people of any jurisdiction in the Bay Area.¹⁴ Black people in San Francisco are also nearly 10 times more likely than white people to be searched, although Black people are *less* likely than white people to be found with contraband.¹⁵ In these interactions, San Francisco police are 2.6 times more likely to use force on Black people than on white people.¹⁶

In tandem, the most recent data from the San Francisco District Attorney's Office (DAT) shows that Black people were prosecuted at a higher rate than any other racial group, disproportionate to their population in the City. DAT data also shows Black defendants had the highest rate of convictions (37%) than any other racial group, although Blacks make up only 5.7% of the City's population.¹⁷ The overwhelming majority of the Public Defender's 20,000 indigent clients, represented annually, are Black (51%) or people of color (76%). DAT data from 2011-2023 also finds that 48% of those booked on gang allegations were Black and 48% of those booked on gun allegations were Black.

Need for a Full-Time, Permanent RJA Attorney to Meet State Law Requirements

Thus far, since 2021 the Public Defender has filed approximately 97 RJA-related motions in current trials within San Francisco's Superior Court. To provide effective representation to our clients of color in investigating and litigating potential RJA claims in both pending and pre-2021 adjudicated cases, the Public Defender must have a full-time, permanent dedicated RJA attorney to handle the potentially large caseload of hundreds or more RJA cases.

On a statistical level, within the California Department of Correction and Rehabilitation (CDCR) there is a disproportionate percentage of Black people among the California State prison population. Currently, there are approximately 521 people serving state prison sentences from cases out of San Francisco. Of those, 293 are Black with 262 serving a life sentence. That's 56% of all San Franciscans who are incarcerated in state prison. By comparison, Black people comprise only 5.7% of San Francisco's population. **The RJA attorney must examine each of the 293 cases where a Black person has been incarcerated in CDCR from San Francisco.** Based on the available statistics, we know these clients may have relief under the RJA due to these grossly disproportionate outcomes. The Public Defender has already broken down this population to find a couple of examining approaches: (1) 38 Black people have a 5-year sentence enhancement, also known as a nickel prior, for each prior serious felony conviction on their record. They may be entitled to discretionary relief under SB1393¹⁸ and have an opportunity for release; (2) 47 Black second strikers and 18 Black third strikers currently incarcerated in CDCR are glaring statistics - these clients are likely eligible for relief under the RJA. These stats do not account for all the cases that may have relief under RJA. Some likely non-Black clients could get relief under the RJA as well. These cases require a review of the trial transcript for evidence of discriminatory language, or even unconscious bias.

¹⁴ Bob Egelko, *A lot of cases will get another look': More convictions can be challenged over racial bias under new California law*. San Francisco Chronicle, October 15, 2022 ("Egelko article").

<https://www.sfchronicle.com/politics/article/A-lot-of-cases-will-get-another-look-More-17522777.php>

¹⁵ Egelko article.

¹⁶ *Id.*

¹⁷ Data Dashboards, Policy, San Francisco District Attorney <https://www.sfdistrictattorney.org/policy/data-dashboards/>.

¹⁸ Fair and Just Sentencing Reform [Act](#)

Therefore, the Public Defender requests funding for one attorney (8177 at Step 6) to work exclusively on RJA cases. Assessing and litigating individual RJA claims is specialized, data-driven, and time-consuming. The RJA attorney would need to have specialized training and develop expertise in RJA law to be able to litigate cases in this new discreet practice area. To utilize this new law to challenge racial discrimination in the courts, the defense is required to do an extensive amount of work. To prove racial discrimination will require thorough preparation, analysis, and attention to detail. This attorney will also support clients with potential RJA claims within the Immigration and Freedom Project/Post Conviction Units. Most public defender offices in the most populous California counties already have a dedicated RJA attorney or unit, including Alameda, Contra Costa, Fresno, Kern, Los Angeles, Marin, Monterey, Orange, Riverside, Sacramento, San Bernardino, San Diego, San Joaquin, Santa Barbara, Santa Clara, Santa Cruz, Solano, Sonoma, Ventura, Yolo. The Public Defender does not currently have the resources to meet this heavy burden and provide the quality of representation that our largely BIPOC and all low-income clients require and deserve.

D. Request for 16 Front-line Attorneys (8177) and 4 Paralegals (8173) Over Two Years Based on Recent National Workload Study and District Attorney Overcharging (Totaling \$3,056,030 FY 23-24 and \$4,062,237 FY24-25)

Our attorneys' caseloads and workloads are unmanageable. By every measure, including a 2023 national study of public defender workloads, exit interviews with attorneys who have left our office, and surveying remaining attorneys with mushrooming workloads, our lawyers have significantly more cases and work than they can effectively handle. When a defense attorney has too much work, they cannot give the appropriate time and attention to each client. Having more clients than an attorney can defend not only imperils clients' lives and denies them their constitutional right to effective assistance of counsel but it also significantly affects the client's family, community, and future generations impacted by their incarceration and criminal conviction. Moreover, because public defender clients in San Francisco are disproportionately people of color, excessive workloads have a racially disproportionate impact.

In this section, we address (1) our increasing workloads, (2) our increasing caseloads, (3) the recently-released National Public Defender Workload Study (NPDWS), and (4) our request for 16 additional attorneys (8177) and 4 paralegals (8173) to begin closing the gap between the Public Defender's current staffing level and what it needs to meet the NPDSW standards.

More Clients Who Need Help

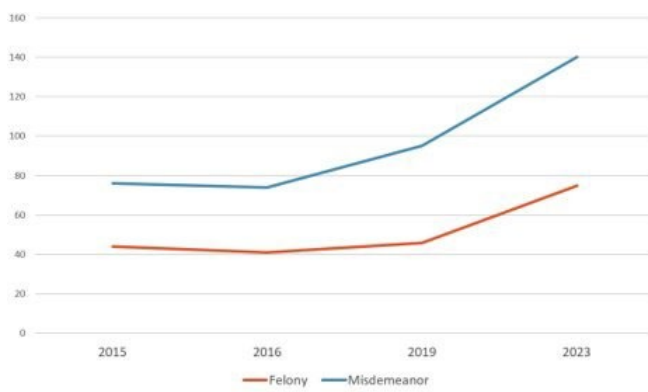
In 2021, our felony and misdemeanor attorneys conducted 3521 arraignments.¹⁹ In 2022, the number increased to 3850. **In 2023, the number escalated to 4293, reflecting a 22% increase in two years.** Significantly, there was a 27% increase in the number of felony arraignments our attorneys conducted during these two years with the overwhelming majority of individuals charged being in custody at arraignment. Meanwhile, the jail population is increasing

¹⁹ An arraignment is the first step in a criminal proceeding where an accused person is brought in front of the court to hear the charges against them and enter a plea.

and the number of people released from custody has declined, so more of our clients are in custody.

The results are not surprising: our caseloads are increasing while the amount of time attorneys can dedicate to each client is resultantly decreasing. The mean caseload for an attorney in our Felony Unit is currently about 70 cases, *with some attorneys carrying near or above 100 felony cases*, often including multiple cases that could result in life in prison for their clients. In 2020, the average was about 50 cases per felony attorney.

The average caseload for attorneys in our Misdemeanor Unit is approximately 120, *with some attorneys carrying over 140 cases*. In addition, the well-documented trial backlog in the San Francisco Superior Court continues to inordinately impact our misdemeanor attorneys and their clients. At the time of writing this budget request, there are over 700 misdemeanor cases that are beyond their statutory trial deadline. In a nutshell, this means that more clients are in limbo waiting for justice and for their cases to come to a conclusion, further contributing to high attorney caseloads.



The graph below shows our rising caseloads and reflects a rising crisis.

Each Client Requires More Work to Represent Effectively

In addition to an increase in the number of clients per attorney caused by the rise in cases filed by the District Attorney, the work needed to represent each person has increased in three areas.

First, the wider the net the District Attorney casts in filing cases, the more often they rubber stamp the police report given to them by law enforcement and charge people – many innocent – with crimes they are unable to prove at trial. Moreover, the District Attorney regularly “overcharges” cases, charging multiple crimes in the hope that they will get a conviction on one. Prosecutorial overreaching and overcharging are commonplace, creating more work for public defenders to protect and defend our clients.

Second, recent changes in the law – such as Mental Health Diversion (Penal Code section 1001.36) and the California Racial Justice Act (Penal Code section 745, described above) – require a significant investment of time and resources by the Public Defender to execute the legislative intent and benefit the communities in which the laws were written to help.

Third, modern technology (e.g., reviewing body-worn camera footage, surveillance video, social media, DNA and other forensic evidence, GPS, and cell phone data) is an important facet of more and more criminal cases, placing accumulating demands on defenders.

Increasing Workloads: Prosecutorial Overreaching and Overcharging

The Public Defender has seen a steady increase in filings by the District Attorney that reflect a “see what sticks” approach to prosecution. Prosecutors are also negotiating less, and typically only at the last moment before trial when they are forced to examine the strengths and weaknesses of their cases. Often our investigators and attorneys are uncovering facts and evidence neglected or overlooked by the police (and prosecutors) that lead to cases being dismissed. In 2023, our defense teams secured 2715 dismissals in felony and misdemeanor cases. Cases are dismissed because of the vital work defenders do.

In addition, overcharging is rampant, as prosecutors include not only as many charges as possible with the aim of extracting a plea on one, but they also increasingly choose to file felony charges that could and should be misdemeanors. The fact that there was a 27% increase in the number of felony arraignments our attorneys conducted between 2021 and 2023 reflects this troubling trend.

The proof of overcharging is also in the results of criminal trials, and how frequently San Francisco juries reject the District Attorney’s work at trial. In 2023, our defense teams took 60 felony cases to trial – 40% resulted in acquittals or hung juries (meaning the District Attorney did not obtain a conviction) and another 33% resulted in mixed verdicts (meaning our clients were found not guilty of at least some of the charges). Despite limited courtrooms for misdemeanor cases, our defense teams took 40 misdemeanor cases to trial – a staggering 72% resulted in acquittals or hung juries.

These phenomenal results are a testament to the tenacity and dedication of our staff, but they also reflect the reality that we are handling more and more cases and taking on more work to ensure justice for each client.

Increasing Workloads: Mental Health Diversion

With the passage of Penal Code section 1001.36, the number of clients that are both eligible and suitable for referral to Mental Health Diversion (MHD) is quite broad. Currently, approximately one-third of the felony attorney caseload may be eligible for MHD. This is consistent with data that 75% of people in San Francisco’s jail have mental health and/or substance use issues).²⁰

Attorneys must often do double the amount of work for each MHD client for the following reasons:

- To establish eligibility for MHD, attorneys must obtain and analyze all previous medical/mental health records that may exist, sometimes from all over the country;
- The MHD referral requires attorneys to coordinate with Jail Behavioral Health Services to both monitor and discuss a client’s mental health background, eligibility, and suitable treatment options;

²⁰ <https://safetyandjusticechallenge.org/our-network/city-county-san-francisco-ca/>

- Attorneys must coordinate with family members to obtain background information needed to make appropriate referrals to community health programs;
- Attorneys must file a motion for MHD eligibility, and must often litigate contested motions where the DA's office objects to MHD;
- Attorneys must coordinate with the complaining witness in the case (crime victims) to explain the MHD process and obtain their position on the matter.

These steps translate to 8 to 10 times as many court dates per case, as MHD takes more than a year to complete. Attorneys must litigate restitution hearings when that is an issue. Attorneys do not have case managers who monitor progress, so they are required to stay in constant contact with clients and community-based programs to update the court on their client's progress and advocate in situations where a client's performance does not match expectations or program requirements. Thus, while PC 1001.36 is both a benefit to individual clients and the public at large, the workload for the attorney on each MHD case is often double or triple the hours of work of a typical case that winds its way through criminal court.

Increasing Workloads: the California Racial Justice Act

As noted above in the section requesting an RJA attorney, racial inequities permeate all aspects of San Francisco's criminal legal system. Black individuals comprise almost half of San Francisco's jail population and are the group incarcerated in the County Jail for the longest duration. According to the MacArthur Foundation's Safety and Justice Challenge, the per capita incarceration rate of Black people is *17 times* that of white people.²¹ Not surprisingly, over 75% of the Public Defender's clients are BIPOC, and over 50% are Black. Our office is firmly committed to uncovering and fighting against racial injustice in every aspect of the criminal legal system. RJA (Assembly Bill 2542), which took effect on January 1, 2021, is groundbreaking legislation that provides public defenders and criminal defense attorneys statewide with important legal tools to effectively do so.

Prior to the RJA going into effect, the U.S. Supreme Court established a legal precedent that required the defense to prove *intentional* discrimination when challenging racial bias. Without direct proof of deliberate or targeted conduct, this was a nearly impossible standard to meet. As mentioned above, now under the RJA, defenders can challenge racial discrimination in the courts.

Using the RJA requires an extensive amount of work. The defense must first thoroughly investigate claims made by clients. Next, it must file a written motion and prepare for an evidentiary hearing at which the court considers evidence presented by both parties, including but not limited to, statistical evidence, aggregate data, body-worn camera footage, court transcripts, 911 calls, and the sworn testimony of witnesses. A successful RJA claim typically requires identifying, consulting with, and retaining experts, and presenting expert testimony to explain the statistical significance of the collected data and the effect that explicit and implicit bias has on the legal proceedings.

It is the Public Defender's responsibility to utilize the RJA to benefit every client who faces racial bias or discrimination in the criminal legal system. Put simply, to effectively use the RJA to

²¹ <https://safetyandjusticechallenge.org/our-network/city-county-san-francisco-ca/>

benefit clients requires a significant investment of time, thorough preparation and analysis, and attention to detail, contributing to increasing workloads for our attorneys.

Increasing Demands from Modern Technology

Criminal cases increasingly involve complex forensic data or technology that was not present in the past. Reviewing police body-worn camera footage, surveillance video, social media, DNA and other types of forensic evidence, and/or GPS and cell phone data is now required in the overwhelming majority of criminal cases, and places accumulating new, novel, and time-consuming demands on defenders.

As it relates to body-worn cameras, for example, in 2017, our office received 7.75 TB of body-worn camera footage. In 2021, we received 15 TB. **In 2023 we received 17.5 TB, reflecting more than a 125% increase in 6 years.**

To provide our clients with effective and excellent assistance of counsel, it is necessary for attorneys and staff to carefully review BWC, surveillance video from private and public entities, and an increasing number of homes (i.e., Nest and Ring cameras), social media posts, cell phone data, etc. to look for exculpatory and mitigating evidence. We have a plethora of examples in which combing through these materials – which were often overlooked or neglected by the police and prosecution – made the difference in the outcome of our clients’ cases, and thereby the trajectory of our clients’ lives.

Reviewing and analyzing these types of evidence is a time-consuming but necessary aspect of an attorney’s job that leaves less and less time for other more substantive tasks (and for work on other cases).

National Public Defender Workload Study

Overview

A first-of-its-kind comprehensive national study that examined how many cases public defender attorneys can reasonably handle provides new evidence that many public defender offices around the country, including San Francisco’s, are overburdened and under-resourced. An overburdened and under-resourced public defender office jeopardizes the constitutional rights of public defender clients, who are uniformly low-income and disproportionately people of color and undermines the integrity of the criminal legal system.

Published in late 2023, the [National Public Defense Workload Study](#) (NPDWS)²² found that the last national workload standards, developed in 1973, are “outdated, not empirically based, and inadequate,” and do not give attorneys enough time to provide constitutionally adequate representation to every client. The NPDWS created new national standards for public defender workloads, which the study says are essential for adequate funding and staffing so that public defenders can competently represent their clients per the Rules of Professional Conduct applicable to attorneys and as guaranteed to by the Sixth Amendment to the U.S. Constitution.

²² The study was conducted by the [RAND Corporation](#); the [National Center for State Courts](#); the American Bar Association [Standing Committee on Legal Aid and Indigent Defense](#); and the [Law Office of Stuart Hanlon](#).

The NPDWS synthesized seventeen prior state-level workload studies and the experience of expert attorneys familiar with modern public defense practices to produce case weights based on prevailing professional norms to form the basis of attorney workload standards. Charges were categorized into eleven case types²³ based on the average time attorneys need to spend on eight case activities²⁴ that occur in every case.

Among other things, the NPDWS accounts for the growing demands and time that technology – as described in the “Increasing Workloads” section above – places on criminal defense lawyers.

It is important to note that the NPDWS recommendations focus on the necessary defense work to meet the constitutional standard for being “reasonably effective.” They are not all-inclusive in that they do not account for any and all conceivable work a defense attorney could do on a case, but rather what amount of time gives defenders a “realistic” opportunity to meet the constitutional standard. They estimate the average time needed for a particular case type.

Assessing Caseloads at the SF Public Defender Using the NPDWS

According to the NPDWS, the “case weights provide a basis for any public defense system or provider to reliably assess overall caseloads and staffing, as well as plan for anticipated future needs.” Using the NPDWS as well as California-specific guidance from the California Council of Chief Defenders and the California Public Defenders Association²⁵, we mapped our attorneys’ caseloads into the NPDWS’s 11 case types to estimate attorney workloads.

Here, it is necessary to point out that the NPWDS does not determine how many casework hours an attorney can reasonably complete in a year. Rather the study’s annual caseload recommendations are based on a default of 2080 casework hours per attorney/per year, or 40 hours per week for 52 weeks per year, with no allowance for paid time off, administrative work, or professional development.

Pursuant to the Memorandum of Understanding between the City and the Municipal Attorneys’ Association, attorneys receive 160-200 hours of vacation, administrative leave, and floating holidays per year, depending on years of service. Administrative work and professional development are part of every attorney’s responsibilities, the latter being required as part of continuing legal education. Conservatively, attorneys in our office engage in about 3 hours of administrative work per week worked (for a total of about 150 hours per year), and participate in

²³ The study identified the following Case Types and Case Weights (Hours per Case):

(1) Felony-High-Life Without Possibility of Parole (286.0), (2) Felony-High-Murder (248.0), (3) Felony-High-Sex (167.0), (4) Felony-High-Other (99.0), (5) Felony-Mid (57.0), (6) Felony-Low (35.0), (7) DUI-High (33.0), (8) DUI-Low (19.0), (9) Misdemeanor-High (22.3), (10) Misdemeanor-Low (13.8), and (11) Probation/Parole Violations (13.5).

²⁴ (1) Client communication and care, (2) discovery and investigation, (3) experts, (4) legal research, motion practice, and other writing, (5) negotiations, (6) court preparation, (7) court time, and (8) sentencing, mitigation, and post-adjudication.

²⁵ Policy Statement on the Implementation of the 2023 National Public Defense Workload Study in California, December 2023.

50 hours of continuing legal education, including attending trainings, conferences, etc., annually. Thus, attorneys have approximately 1700 hours available for casework per year.

We used the NPWDS formula to calculate the total number of attorney hours needed for adult criminal cases of all types. The result: 148,840.8 hours. For each attorney to carry a load of 1700 hours, we need approximately 88 attorneys in our Misdemeanor and Felony Units. Presently we only have 72 attorneys in these units.²⁶ To reduce our attorney workloads to the standards set by the NPWDS we therefore need at least 16 additional attorneys.

Also, it is worth pointing out that because of large caseloads and workloads, the Public Defender's Office continues to rely on managers and the leaders in the office to handle cases. Currently, because of the heavy toll of growing caseloads and workloads on front-line attorneys, the four managers of our Felony Unit have workloads of 800-1500 hours on client matters, taking away from their ability to supervise, mentor, and train the attorneys they oversee. Moreover, the elected Public Defender, the Chief Attorney, one of the Office's three Assistant Chief Attorneys, and 9 out of the Office's 18 attorney managers currently carry cases in which clients face life in prison if convicted.

These findings make clear we do not have enough attorneys to meet the NPWDS standards for being "reasonably effective."

The bottom line: excessive and unfeasible workloads and public defenders constantly triaging and prioritizing some cases and clients over others. More specifically, critical activities defenders must do (communicating with clients and visiting them in custody; carefully reviewing discovery; consulting with experts; conducting legal research, briefing legal issues, and writing motions; preparing for court and spending time in court conducting hearings; negotiating with prosecutors; conducting trials; and engaging in any necessary post-adjudication work) predictably, and unfortunately, do not get the attention they require.

The NPWDS aptly stated the following:

Overloaded public defense attorneys simply cannot give appropriate time and attention to each client. They cannot investigate in a timely manner or fully. They cannot file the motions they should. Instead, attorneys are forced to triage cases, choosing which cases to focus attention on while allowing others to be resolved without appropriate diligence. A justice system burdened by triage risks unreliability – denying all people who rely on it – victims, witnesses, defendants, and their families and communities – efficient, equal, and accurate justice.

²⁶ Seventy-two attorneys includes all unfilled positions and attorneys on leave. It is important to note that, at the time of writing this budget narrative, we have 6 attorney unfilled attorney positions (requisitions are pending with the Mayor's Office). Moreover, there are currently 7 attorneys on medical, parental, or other types of leave, which is consistent with prior years. Consequently, the actual number of attorneys we need is even higher as this number assumes all 72 attorneys are working with all positions approved and filled and no attorneys on leave

Moreover, overwhelming workloads and being unable to provide each client with diligent, thorough, and effective representation contribute to occupational stress for defenders, what a 2020 study aptly labeled the “stress of injustice.”²⁷

More broadly, the NPDWS is a sobering alarm indicating that much more work must be done to make the constitutional right to counsel real for everyone. Over 75% of the Public Defender’s clients are Black, Indigenous, and People of Color (BIPOC) and over 50% are Black. As a result, excessive public defender workloads have a racially disproportionate impact on the BIPOC population.

Budget Request Based on NPDWS

There are concrete, impactful steps the City should undertake *now* to begin addressing the huge gap between the Public Defender’s current staffing level and what it needs to meet the NPDSW standards.

The NPDWS makes clear that the Public Defender’s staffing needs are urgent, and we are determined to avoid the harms that result from excessive caseloads and to advocate for more positions that enable us to fulfill our constitutional mandate and Department goal of providing each of our client’s with effective and excellent representation. We are also bracing for the reality that increased spending on policing coupled with the rise in filings by the District Attorney will very likely further inflate our caseloads and workloads.

Thus, we are requesting 16 attorneys to reduce our attorney workloads to meet the NPDWS recommendations. (Eight 8177s at Step 1 and Eight at Step 5). With the addition of attorneys, we are requesting paralegals to support them. Paralegals provide attorneys with critical litigation support, including drafting motions, following up on client meetings, creating trial binders and exhibits, creating PowerPoint presentations, and taking notes during trial. Therefore we are also requesting four paralegals (8173 at step 1).

6. Conclusion

The San Francisco Public Defender’s Office is committed to fiercely defending our individual clients in San Francisco’s courtrooms day in and day out at the highest level, while fighting for criminal legal system reform to tackle racial disparities, address mass incarceration and positively impact the City’s most disenfranchised communities. The Public Defender urges the City to recognize the constitutional mandate imposed upon our attorneys to provide effective assistance of counsel by fully funding our Office. Additionally, by supporting impactful services and programs and to move beyond purely “sustaining” the current budget of the Office, which has historically been and continues to be woefully underfunded, particularly in relation to other criminal justice agencies. The Public Defender advocates for equality, equity, and healing on behalf of the vulnerable communities we serve as outlined in our budget requests aimed at (a) addressing critical infrastructure and operation needs (b) reassigning positions to address cuts to Clean Slate and Freedom Project/Post Conviction programs (c) request to fund Racial Justice

²⁷ *The Stress of Injustice: Public Defenders and the Frontline of American Inequality*, December 12, 2020 (<https://www.njchs.org/wp-content/uploads/Stress-of-Injustice-article.pdf>).

Act attorney, and (d) request for attorneys and paralegals based on recent National Workload Study and District Attorney overcharging.

To this end, the total budget request for FY24-25 is \$4,543,596 and FY25-26 is \$5,620,739.

This request represents the Public Defender's steadfast commitment to advocating for the most vulnerable people of San Francisco in need of legal representation, to addressing racial disparities and supporting communities that are disproportionately policed and prosecuted, providing support to end the cycle of criminalization, and promoting safe and thriving communities in our beloved city of San Francisco.

SF Public Defender FY2024-FY2026 Budget Enhancement Cost Proposal

	FY 2024-2025				FY 2025-2026				
	Job Code	FTE	Salary	Fringes	Total Costs	FTE	Salary	Fringes	Total Costs
Substitutions:									
1 Transcriber Typist 1430 to Senior Legal Process Clerk 8108 (Step 1)	8108	1	3,938	1,181	5,119	1	4,095	1,229	5,324
1 Manager III 0931 to Manager IV 0932 (Range B)	0932	1	14,090	4,227	18,317	1	14,647	4,394	19,041
1 Senior Personnel Clerk 1204 to Personnel Technician 1203 (Step 4)	1203	1	4,784	1,435	6,219	1	4,973	1,492	6,465
1 IT Operations Support Administrator III 1093 to IT Operations Support Administrator IV 1094 (Step 2)	1094	1	27,068	8,120	35,188	1	28,139	8,442	36,581
Total					64,844				67,410
New Position Request									
1 IS Programmer Analyst-Senior (Step 1)	1063	0.79	95,330	28,599	123,929	1	123,804	37,141	160,945
1 Racial Justice Act Attorney (Step 6)	8177	0.79	143,820	43,146	186,966	1	186,469	55,941	242,410
8 Trial Attorney (Step 1)	8177	6.32	946,275	283,882	1,230,157	8	1,257,803	377,341	1,635,144
8 Trial Attorney (Step 5)	8177	6.32	1,095,383	328,615	1,423,998	8	1,456,404	436,921	1,893,325
4 Legal Assistants (Step 1)	8173	3.16	309,134	92,740	401,875	4	410,591	123,177	533,768
1 Freedom Project Attorney (step 8)	8177	0.79	150,949	45,285	196,234	1	195,815	58,745	254,560
Total					3,563,159				4,720,152
Re-assignment from Grant to General Fund									
1 Attorney (Step 4)	8177	1	165,099	49,530	214,628	1	173,320	51,996	225,316
1 Legal Process Clerk (Step 2)	8106	1	72,306	21,692	93,998	1	75,895	22,768	98,663
1 Legal Assistant (Step 5)	8173	1	118,876	35,663	154,539	1	121,904	36,571	158,475
0.5 Legal Assistant (Step 3)	8173	0.5	53,922	16,176	70,098	0.5	56,586	16,976	73,562
Clean Slate Total					533,263				556,016
1 Freedom Project Court Alternative Specialist II (Step 3)	8452	1	123,911	37,173	161,084	1	130,124	39,037	169,161
Total					694,348				725,177
Non-Personnel									
Space Rental (Includes One-time setup cost in FY24-25)					168,000				108,000
2 vehicles					53,246				-
Total					221,246				108,000
Grand Total					4,543,596				5,620,739