


CITY AND COUNTY OF SAN FRANCISCO
BOARD OF SUPERVISORS
BUDGET AND LEGISLATIVE ANALYST

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June 19, 2014

TO: Budget and Finance Committee

FROM: Budget and Legislative Analyst 

SUBJECT: Recommendations of the Budget and Legislative Analyst for Amendment of the Mayor's Fiscal Year 2014-2015 to Fiscal Year 2015-2016 Budget.

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BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2014-15

Budget Changes

The Department's proposed \$40,011,457 budget for FY 2014-15 is \$4,926,218 or 14.0% more than the original FY 2013-14 budget of \$35,085,239.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 226.89 FTEs, which are 15.70 FTEs more than the 211.19 FTEs in the original FY 2013-14 budget. This represents a 7.4% increase in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$14,291,726 in FY 2014-15, are \$824,526 or 5.5% less than FY 2013-14 revenues of \$15,116,252. General Fund support of \$25,719,731 in FY 2014-15 is \$5,750,744 or 28.8% more than FY 2013-14 General Fund support of \$19,968,987.

YEAR TWO: FY 2015-16

Budget Changes

The Department's proposed \$37,774,656 budget for FY 2015-16 is \$2,236,801 or 5.6% less than the Mayor's proposed FY 2014-15 budget of \$40,011,457.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 227.94 FTEs, which are 1.05 FTEs more than the 226.89 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 0.5% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$14,300,123 in FY 2015-16 are \$8,397 or 0.06% more than FY 2014-15 estimated revenues of \$14,291,726. General Fund support of \$23,474,533 in FY 2015-16 is \$2,245,198 or 8.7% less than FY 2014-15 General Fund support of \$25,719,731.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: TTX TREASURER/TAX COLLECTOR

RECOMMENDATIONS

YEAR ONE: FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$165,831 in FY 2014-15. All of the \$165,831 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$4,760,387 or 13.6% in the Department's FY 2014-15 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$89,950 to the General Fund.

Together, these recommendations will result in \$255,781 savings to the City's General Fund in FY 2014-15.

YEAR TWO: FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$199,340 in FY 2014-15. All of the \$199,340 in recommended reductions are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: TTX TREASURER/TAX COLLECTOR

Program	FY 2013-2014 Budget	FY 2014-2015 Proposed	Increase/ Decrease from FY 2013-14	FY2015- 2016 Proposed	Increase/ Decrease from FY 2014-15
Treasurer/Tax Collector					
BUSINESS TAX	5,758,086	6,054,295	296,209	6,102,204	47,909
DELINQUENT REVENUE	8,593,358	8,138,502	-454856	8,218,947	80,445
GROSS RECEIPTS TAX	5,975,296	9,953,115	3977819	7,275,555	(2,677,560)
INVESTMENT	2,355,479	2,599,358	243879	2,661,814	62,456
LEGAL SERVICE	519,184	534,974	15790	540,673	5,699
MANAGEMENT	4,982,252	5,583,092	600840	5,740,890	157,798
PROPERTY TAX/LICENSING	2,468,110	2,094,808	-373302	2,097,454	2,646
TAXPAYER ASSISTANCE	1,621,268	1,747,123	125855	1,765,431	18,308
TRANSFER TAX	0	0	0	0	0
TREASURY	2,812,206	3,306,190	493,984	3,371,688	65,498
Treasurer/Tax Collector	35,085,239	40,011,457	4,926,218	37,774,656	(2,236,801)

SUMMARY OF PROGRAM EXPENDITURES:

FY 2014-15

The Department's proposed FY 2014-15 budget has increased by \$4,926,218 largely due to the (a) implementation of the new Gross Receipts Tax and (b) the delinquent revenue collections enhancement project.

The new Gross Receipts Tax, approved by the voters in November 2012, has been in effect since January 1, 2014. The Department is responsible for implementing the new tax and has budgeted \$9.9 million in FY 2014-15 and \$7.3 million in FY 2015-16 for implementation.

FY 2015-16

The Department's proposed FY 2015-16 budget has decreased by \$2,236,801 largely due to the completion of one-time expenditures associated with the Gross Receipts Tax.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: TTX TREASURER/TAX COLLECTOR

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 226.89 FTEs, which are 15.70 FTEs more than the 211.19 FTEs in the original FY 2013-14 budget. This represents a 7.4% increase in FTEs from the original FY 2013-14 budget.

The increase is largely due to increased staffing needs for the Gross Receipts Tax system.

FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 227.94 FTEs, which are 1.05 FTEs more than the 226.89 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 0.5% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

INTERIM EXCEPTIONS

The Department has requested approval of 8.00 FTEs as interim exceptions. The Budget and Legislative Analyst recommends approval of these 8.00 FTEs as interim exceptions as follows:

Gross Receipts Tax Implementation (8.0 FTEs)

The Department is requesting approval to hire 8.0 FTEs on July 1, 2013, in order to ensure timely implementation of the Gross Receipts Tax, as follows:

- 1630 Account Clerk (3.00 FTE)
- 1632 Senior Account Clerk (4.00 FTE)
- 1844 Management Assistant (1.00 FTE)

DEPARTMENT REVENUES:

FY 2014-15

The Department's revenues of \$14,291,726 in FY 2014-15, are \$824,526 or 5.5% less than FY 2013-14 revenues of \$15,116,252. General Fund support of \$25,719,731 in FY 2014-15 is \$5,750,744 or 28.8% more than FY 2013-14 General Fund support of \$19,968,987.

Specific changes in the Department's FY 2014-15 revenues include increased collection projections associated with Unsecured Personal Property Tax and increased revenues from Summary Judgments.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: TTX TREASURER/TAX COLLECTOR

FY 2015-16

The Department's revenues of \$14,300,123 in FY 2015-16 are \$8,397 or 0.06% more than FY 2014-15 estimated revenues of \$14,291,726. General Fund support of \$23,474,533 in FY 2015-16 is \$2,245,198 or 8.7% less than FY 2014-15 General Fund support of \$25,719,731.

RECOMMENDATIONS:

FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$165,831 in FY 2014-15. All of the \$165,831 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$4,760,387 or 13.6% in the Department's FY 2014-15 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$89,950 to the General Fund.

Together, these recommendations will result in \$255,781 savings to the City's General Fund in FY 2014-15.

FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$199,340 in FY 2014-15. All of the \$199,340 in recommended reductions are ongoing savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2014-15 and FY 2015-16 Two-Year Budget**

TTX - Treasurer/Tax Collector

Object Title	FY 2014-15						FY 2015-16									
	FTE		Amount		Savings		GF		1T		Savings		GF		1T	
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To
FCO - Business Tax																
Attrition Savings			(\$269,206)	(\$369,665)	\$100,459	x					(\$277,802)	(\$404,206)	\$126,404	x		
Mandatory Fringe Benefits			(\$121,588)	(\$166,960)	\$45,372	x					(\$116,338)	(\$169,274)	\$52,936	x		
			<i>Total Savings</i>	\$145,831												
Increase attrition savings to account for long term vacancies.																
Ongoing savings																
O40 Materials & Supplies - Budget to reflect actual needs and historical expenditures. The Mayor's proposed FY 2014-15 budget includes new expenditures of \$41,000 for materials and supplies in the Business Tax Services budget. The Budget and Legislative Analyst's recommended reduction provides for new expenditures of \$21,000, which should be sufficient.																
			\$41,000	\$21,000	\$20,000	x					\$41,000	\$21,000	\$20,000	x		

FY 2014-15

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$165,831
Non-General Fund	\$0	\$0
Total	\$0	\$165,831

FY 2015-16

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$199,340
Non-General Fund	\$0	\$0
Total	\$0	\$199,340

Dept	Subfund	Vendor No	Vendor Name	Year	Remaining Balance
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	35943	COLUMBIA ULTIMATE BUSINESS SYSTEMS	10	450
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	78761	LASERLINK INTERNATIONAL INC	12	20
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	78761	LASERLINK INTERNATIONAL INC	12	456
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	78761	LASERLINK INTERNATIONAL INC	12	611
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	27478	GIVE SOMETHING BACK INC	12	296
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	27478	GIVE SOMETHING BACK INC	12	78
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	27478	GIVE SOMETHING BACK INC	12	57
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	77613	TQS SYSTEMS INC	12	770
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	77613	TQS SYSTEMS INC	12	176
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	77613	TQS SYSTEMS INC	12	800
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	77613	TQS SYSTEMS INC	12	746
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	77613	TQS SYSTEMS INC	12	400
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	62283	GRM INFORMATION MANAGEMENT SERVICES	12	1,392
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	62283	GRM INFORMATION MANAGEMENT SERVICES	12	2,994
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	62283	GRM INFORMATION MANAGEMENT SERVICES	12	3,543
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	62283	GRM INFORMATION MANAGEMENT SERVICES	12	980
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	62283	GRM INFORMATION MANAGEMENT SERVICES	12	3,543
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	35943	COLUMBIA ULTIMATE BUSINESS SYSTEMS	12	3,499
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	09221	HEWLETT-PACKARD CO	12	1,364
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	84821	GLOBAL PAYMENTS ADVISORS INC	12	3,500
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	76414	FIS	12	54
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	60473	BAY CITIES LOCK & SAFE INC	12	2,000
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	21330	R R DONNELLY	12	511
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	14326	PATRICK & CO	13	135
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	35943	COLUMBIA ULTIMATE BUSINESS SYSTEMS	13	351
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	20166	XEROX CORPORATION	13	863
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	20166	XEROX CORPORATION	13	563
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	20166	XEROX CORPORATION	13	201
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	78761	LASERLINK INTERNATIONAL INC	13	74
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	78761	LASERLINK INTERNATIONAL INC	13	284
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	78761	LASERLINK INTERNATIONAL INC	13	6
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	78761	LASERLINK INTERNATIONAL INC	13	66
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	78761	LASERLINK INTERNATIONAL INC	13	139
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	78761	LASERLINK INTERNATIONAL INC	13	86
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	67883	COMPUTERLAND SILICON VALLEY	11	110
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	67883	COMPUTERLAND SILICON VALLEY	11	1,347
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	64607	XTECH	11	833
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	64607	XTECH	12	55,224
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	03073	B M I IMAGING SYSTEMS	12	403
TTX TREASURER/TAX COLLECTOR	1GAGFAAA	03073	B M I IMAGING SYSTEMS	12	125
TTX TREASURER/TAX COLLECTOR	1GAGFWOF	83484	VISTASHARE LLC	13	900
TOTAL					\$89,950

Note: The above encumbered fund balance are from budget years prior to FY 2013-14. The Department has indicated that these funds are no longer needed and therefore can be returned to the General Fund if applicable.

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2014-15

Budget Changes

The Department's proposed \$30,453,821 budget for FY 2014-15 is \$1,634,116 or 5.7% more than the original FY 2013-14 budget of \$28,819,705.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 157.47 FTEs, which are .97 FTEs more than the 156.50 FTEs in the original FY 2013-14 budget. This represents a .6% increase in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$473,081 in FY 2014-15 are \$125,444 or 36.1% more than FY 2013-14 revenues of \$347,637. General Fund support of \$29,980,740 in FY 2014-15 is \$1,508,672 more or 5.3 % more than FY 2013-14 General Fund support of \$28,472,068.

YEAR TWO: FY 2015-16

Budget Changes

The Department's proposed \$30,927,661 budget for FY 2015-16 is \$473,840 or 1.6% more than the Mayor's proposed FY 2014-15 budget of \$30,453,821.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 158.41 FTEs, which are .94 FTEs more than the 157.47 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a .6% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$574,987 in FY 2015-16, are \$101,906 or 21.5% more than FY 2014-15 estimated revenues of \$473,081. General Fund support of \$30,352,674 in FY 2015-16 is \$371,934 or 1.2% more than FY 2014-15 General Fund support of \$29,980,740.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: PDR – PUBLIC DEFENDER

RECOMMENDATIONS

YEAR ONE: FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$75,160 in FY 2014-15. Of the \$75,160 in recommended reductions, \$75,160 are ongoing savings. These reductions would still allow an increase of \$1,558,956 or 5.4% in the Department’s FY 2014-15 budget.

YEAR TWO: FY 2015-16

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$103,867 in FY 2015-16. Of the \$103,867 in recommended reductions, \$73,882 are ongoing savings and \$29,985 are one-time savings. These reductions would still allow an increase of \$369,973 or 1.2% in the Department’s FY 2015-16 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: PDR – PUBLIC DEFENDER

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2013-2014 Budget	FY 2014-2015 Proposed	Increase/ Decrease from FY 2013-2014	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015
PUBLIC DEFENDER WORK ORDER					
CRIMINAL AND SPECIAL DEFENSE	28,723,068	30,350,740	1,627,672	30,822,674	471,934
GRANT SERVICES	96,637	103,081	6,444	104,987	1,906
PUBLIC DEFENDER WORK ORDER	0	0	0	0	0
PUBLIC DEFENDER WORK ORDER	28,819,705	30,453,821	1,634,116	30,927,661	473,840

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$1,634,116 largely due to an increase in salary and fringe benefits which includes the funding of two positions to continue the Department’s Legal Education Advocacy Program (LEAP) that provides legal advocacy and educational assistance to juvenile Public Defender clients and is currently funded by a federal grant.

The Department is requesting funding for three new vehicles in FY 2014-15 to replace two-vehicles that are no longer in service and one vehicle that is over 12 years old and has 100,000 miles as well as additional IT funding to maintain its Gideon case management system which is the Public Defender’s component of the City’s JUSTIS initiative.

FY 2015-16

The Department’s proposed FY 2015-16 budget has increased by \$473,840 largely due to increases in salaries and fringe benefits.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 157.47 FTEs, which are .97 FTEs more than the 156.5 FTEs in the original FY 2013-14 budget. This represents a .6% increase in FTEs from the original FY 2013-14 budget.

The Department requests to add one new off-budget position and to fill a vacant position for their Legal Education Advocacy Program (LEAP) which they propose to fund through adjustments to attrition savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: PDR – PUBLIC DEFENDER

FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 158.41 FTEs, which are .94 FTEs more than the 157.47 FTEs in the Mayor's proposed FY 2014-15 budget which is due to the annualization of the two LEAP program positions. This represents a .6% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

DEPARTMENT REVENUES:

FY 2014-15

The Department's revenues of \$473,081 in FY 2014-15, are \$125,444 or 36% more than FY 2013-14 revenues of \$347,637. General Fund support of \$29,980,740 in FY 2014-15 is \$1,508,672 more or 5.3 % more than FY 2013-14 General Fund support of \$28,472,068.

The increase is due to an increase in State funding of AB109 Public Realignment revenues and a new work order with the Department of Children, Youth and their Families to fund a treatment program for juveniles on probation.

FY 2015-16

The Department's revenues of \$574,987 in FY 2015-16, are \$101,906 or 21.5% more than FY 2014-15 estimated revenues of \$473,081. General Fund support of \$30,352,674 in FY 2015-16 is \$371,934 or 1.2% more than FY 2014-15 General Fund support of \$29,980,740.

Specific changes in the Department's FY 2015-16 revenues include an anticipated increase in State funding of AB109 Public Realignment revenues relative to the previous budget year.

RECOMMENDATIONS:

FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$75,160 in FY 2014-15. Of the \$75,160 in recommended reductions, \$75,160 are ongoing savings. These reductions would still allow an increase of \$1,558,956 or 5.4% in the Department's FY 2014-15 budget.

FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$103,867 in FY 2015-16. Of the \$103,867 in recommended reductions, \$73,882 are ongoing savings and \$29,985 are one-time savings. These reductions would still allow an increase of \$369,973 or 1.2% in the Department's FY 2015-16 budget.

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2014-15

Budget Changes

The Department's proposed \$94,243,287 budget for FY 2014-15 is \$11,496,341 or 13.9% more than the original FY 2013-14 budget of \$82,746,946.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 213.61 FTEs, which are 2.03 FTEs less than the 215.64 FTEs in the original FY 2013-14 budget. This represents a 0.9% decrease in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$91,920,779 in FY 2014-15, are \$11,059,615 or 13.7% more than FY 2013-14 revenues of \$80,861,464. General Fund support of \$2,322,508 in FY 2014-15 is \$437,026 or 23.2% more than FY 2013-14 General Fund support of \$1,885,482.

YEAR TWO: FY 2015-16

Budget Changes

The Department's proposed \$88,865,778 budget for FY 2015-16 is \$5,377,509 or 5.7% less than the Mayor's proposed FY 2014-15 budget of \$94,243,287.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 215.95 FTEs, which are 2.34 FTEs more than the 213.61 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 1.1% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$86,181,612 in FY 2015-16 are \$5,739,167 or 6.2% less than FY 2014-15 estimated revenues of \$91,920,779. General Fund support of \$2,684,166 in FY 2015-16 is \$361,658 or 15.6% more than FY 2014-15 General Fund support of \$2,322,508.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: TIS – DEPARTMENT OF TECHNOLOGY

RECOMMENDATIONS

YEAR ONE: FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$894,294 in FY 2014-15. Of the \$894,294 in recommended reductions, \$193,093 are ongoing savings and \$701,201 are one-time savings. These reductions would still allow an increase of \$10,602,047 or 12.8% in the Department's FY 2014-15 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$317,923 to the General Fund.

In addition, the Budget and Legislative Analyst recommends closing out the Data Center Relocation Project and the Citywide Phone Switch Program, resulting in one-time savings of \$521,683.

Together, these recommendations will result in \$1,733,900 savings to the City's General Fund in FY 2014-15.

YEAR TWO: FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$469,612 in FY 2015-16. Of the \$469,612 in recommended reductions, \$235,799 are ongoing savings and \$233,813 are one-time savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: TIS – DEPARTMENT OF TECHNOLOGY

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2013- 2014 Budget	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013-14	FY2015- 2016 Proposed	Increase/ Decrease from FY 2014-15
General Services Agency - Technology					
Administration	26,405,965	29,166,079	2,760,114	29,316,485	150,406
Governance & Outreach	9,142,520	9,313,574	171,054	9,578,524	264,950
Operations	32,965,658	43,355,392	10,389,734	36,741,835	(6,613,557)
Technology	3,122,064	2,439,375	(682,689)	2,678,838	239,463
Technology Services: Public Safety	11,110,739	9,968,867	(1,141,872)	10,550,096	581,229
General Services Agency - Technology	82,746,946	94,243,287	11,496,341	88,865,778	(5,377,509)

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$11,496,341 largely due to an increase in pass-through expenditures and the initiation or continuation of the following projects:

- The WAN Fix the Network Project, which will simplify the City’s information technology network, improve overall network security, and redesign the network to support identity based security;
- The Identity and Access Management Project, which will integrate the Oracle Identity and Access system with the City Active Directory for central authentication and will provide application-based secure access;
- The Authentication Project, which will provide a secure single source of authentication for City employees and contractors;
- The IT Asset Management Project, which will build the City’s asset management capability;
- The Breach Response Monitoring, Enterprise Malware, and Security Operations Project, which will optimize the security level of the City’s network environments from IT breach incidents ranging from virus attacks, attacks from hackers, and other attacks;
- The Radio Security Enhancement Project, which will upgrade the City-owned radio facilities, chiefly used for crisis communication; and,
- The Business License Portal Project, which will improve the City’s business permit and licensing process in order to streamline and simplify business interactions with the City.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: TIS – DEPARTMENT OF TECHNOLOGY

FY 2015-16

The Department’s proposed FY 2015-16 budget has decreased by \$5,377,509 largely due to the completion and termination of the following projects in FY 2014-15 (which are described above):

- The Identity and Access Management Project;
- The Authentication Project; and,
- The IT Asset Management Project

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 213.61 FTEs, which are 2.03 FTEs less than the 215.64 FTEs in the original FY 2013-14 budget. This represents a 0.9% decrease in FTEs from the original FY 2013-14 budget.

This reduction reflects a transfer of function of 3.0 FTE for the Committee on Information Technology (COIT) to the General Services Agency – City Administrator’s Office.

FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 215.95 FTEs, which are 2.34 FTEs more than the 213.61 FTEs in the Mayor’s proposed FY 2014-15 budget. This represents a 1.1% increase in FTEs from the Mayor’s proposed FY 2014-15 budget.

INTERIM EXCEPTIONS

The Department has requested approval of the following 4.00 FTEs on July 1, 2013 as interim exceptions in order to ensure timely implementation of the Online Business License Portal:

- 1052 IS Business Analyst (1.00 FTE)
- 1053 IS Business Analyst-Senior (1.00 FTE)
- 0923 Manager II (1.00 FTE)
- 1053 IS Business Analyst – Senior (1.00 FTE)

The Budget and Legislative Analyst recommends approval of these 4.00 FTEs as interim exceptions.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: TIS – DEPARTMENT OF TECHNOLOGY

DEPARTMENT REVENUES:

FY 2014-15

The Department's revenues of \$91,920,779 in FY 2014-15, are \$11,059,615 or 13.7% more than FY 2013-14 revenues of \$80,861,464. General Fund support of \$2,322,508 in FY 2014-15 is \$437,026 or 23.2% more than FY 2013-14 General Fund support of \$1,885,482.

Changes in the Department's FY 2014-15 revenues are a result of increases in expenditure recovery from other City departments; increased use of fund balances; and, increased revenue from licenses and fines.

FY 2015-16

The Department's revenues of \$86,181,612 in FY 2015-16 are \$5,739,167 or 6.2% less than FY 2014-15 estimated revenues of \$91,920,779. General Fund support of \$2,684,166 in FY 2015-16 is \$361,658 or 15.6% more than FY 2014-15 General Fund support of \$2,322,508.

Specific changes in the Department's FY 2014-15 revenues include reductions in the Department's use of fund balances as well as a reduction in anticipated expenditure recoveries from other City departments.

RECOMMENDATIONS:

FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$894,294 in FY 2014-15. Of the \$894,294 in recommended reductions, \$193,093 are ongoing savings and \$701,201 are one-time savings. These reductions would still allow an increase of \$10,602,047 or 12.8% in the Department's FY 2014-15 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$317,923 to the General Fund.

In addition, the Budget and Legislative Analyst recommends closing out the Data Center Relocation Project and the Citywide Phone Switch Program, resulting in one-time savings of \$521,683.

Together, these recommendations will result in \$1,733,900 savings to the City's General Fund in FY 2014-15.

FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$469,612 in FY 2015-16. Of the \$469,612 in recommended reductions, \$235,799 are ongoing savings and \$233,813 are one-time savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2014-15 and FY 2015-16 Two-Year Budget**

TIS - General Services Agency- Technology												
Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		GF 1T	Savings	FTE		Amount		GF 1T	Savings
	From	To	From	To			From	To	From	To		
BTO - Technology Services - Public Safety												
7368 Senior Communications Systems Technician	0.77	0.00	\$99,140	\$0		\$99,140		1.00	0.00	\$132,864	\$0	\$132,864
Mandatory Fringe Benefits			\$39,143	\$0		\$39,143				\$48,119	\$0	\$48,119
			<i>Total Savings</i>			\$138,283				<i>Total Savings</i>		\$180,983
Delete 0.77 FTE 7368 Senior Communications Systems Technician, which was new in FY 2013-14. The Department has stated the 0.77 FTE Senior Communications Systems Technician is a low priority position and will not be filled. The Department has not sufficiently demonstrated the need to maintain the vacant position.												
Attrition Savings	(3.17)	(4.60)	(\$331,692)	(\$506,037)		\$174,345						
Mandatory Fringe Benefits			(\$144,977)	(\$255,825)		\$110,848						
			<i>Total Savings</i>			\$285,193						
Increase the Department's Attrition Savings. The Department has a projected salary surplus of approximately \$3.5 million in FY2013-14.												
BAK - Operations												
1044 IS Engineer-Principal	1.54	0.64	\$217,339	\$90,323		\$127,016						
Mandatory Fringe Benefits			\$83,063	\$34,520		\$48,543						
			<i>Total Savings</i>			\$175,559						
Reduce allocation of new 1.54 FTE 1044 IS Engineer - Principal to 0.64 FTE 1044 IS Engineer- Principal positions to reflect anticipated start date of March, 2015. The Department has stated that it will hire the 0.64 FTE 1044 IS Engineer - Principal in March, 2015.												

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2014-15 and FY 2015-16 Two-Year Budget**

TIS - General Services Agency- Technology												
Object Title	FY 2014-15					FY 2015-16						
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
	From	To	From	To			From	To	From	To		
Attrition Savings			(\$31,445)	(\$88,029)	\$56,584	x						
Mandatory Fringe Benefits			(\$12,611)	(\$47,336)	\$34,725	x						
			Total Savings \$91,309									
Increase the Department's Attrition Savings. The Department has a projected salary surplus of approximately \$3.5 million in FY2013-14.												
Attrition Savings			(\$106,870)	(\$185,582)	\$78,712	x						
Mandatory Fringe Benefits			(\$42,507)	(\$85,747)	\$43,240	x						
			Total Savings \$121,952									
Increase the Department's Attrition Savings. The Department has a projected salary surplus of approximately \$3.5 million in FY2013-14.												
BK4 - Governance and Outreach												
005 Temporary Salaries	0.32	0.00	\$27,627	\$0	\$27,627				\$27,627	\$0	\$27,627	
			\$2,183	\$0	\$2,183				\$2,189	\$0	\$2,189	
			Total Savings \$29,810						Total Savings \$29,816			
Delete 0.32 FTE, budgeted for \$27,627 in Temporary Salaries for a Social Media Intern position. The Department has not provided sufficient justification for the salary amount for the 0.32 FTE Social Media Intern.												
060 Equipment Purchase - Budget			\$54,376	\$27,188	\$27,188	x	x					
Delete one purchase of a Ford Escape 4x4 (Equip No. T11528R). The Department has not provided sufficient justification for the purchase of a new Ford Escape 4x4. The Department currently has 16 trucks which only average 57,000 miles.												
Ongoing savings.												

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2014-15 and FY 2015-16 Two-Year Budget**

TIS - General Services Agency- Technology										
Object Title	FY 2014-15					FY 2015-16				
	FTE		Amount		GF 1T	FTE		Amount		GF 1T
	From	To	From	To		From	To	From	To	
060 Equipment Purchase - Budget					\$0			\$43,500	\$0	\$43,500 x
Delete one purchase of a F150 Pickup (Equip No. T11601R). The Department has not provided sufficient justification for the purchase of a new F150 Pickup. The Department currently has 16 trucks which only average 57,000 miles.										
060 Equipment Purchase - Budget					\$0		\$163,125	\$0	\$163,125	\$0 x
Delete three purchases of Ford E250 Vans (Equip No. T11602R). The Department has not provided sufficient justification for the purchase of three new Ford E250 Vans. The Department currently has 30 vans which only average 42,000 miles.										
060 Equipment Purchase - Budget					\$0		\$27,188	\$0	\$27,188	\$0 x
Delete one purchase of a Ford Escape 4x4 (Equip No. T11603R). The Department has not provided sufficient justification for the purchase of a new Ford Escape 4x4. The Department currently has 16 trucks which only average 57,000 miles.										
BIU - Administration										
022 Training - Budget			\$224,343	\$199,343	\$25,000			\$224,343	\$199,343	\$25,000
Reduce 022 Training - Budget to reflect actual needs and historical expenditures. The Department has not provided documentation justifying the costs associated with their Training budget.										

FY 2014-15

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$27,188	\$0	\$27,188
Non-General Fund	\$674,013	\$193,093	\$867,106
Total	\$701,201	\$193,093	\$894,294

FY 2015-16

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$233,813	\$0	\$233,813
Non-General Fund	\$0	\$235,799	\$235,799
Total	\$233,813	\$235,799	\$469,612

Program Title BAK Operations
Fund Title GENERAL FUND CONTINUING PROJECTS 1GAGFAAA

Index Code	Project Title	Sum of		Sum of	
		2014 Revised	2014 Actuals	2014 Enc	Project Close Out
DEPARTMENT OF TECHNOLOGY CAPITAL PROJECTS					
750200	DATA CENTER CONSOLIDATION/CITYWIDE TELECOM PROJECT	521,683	0	0	521,683
Total					521,683

Dept	Subfund	Vendor No	Vendor Name	Year	Remaining Balance
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	543
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	2,713
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	718
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	453
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFAAP	58893	EN POINTE TECHNOLOGIES SALES INC	12	0.01
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFAAP	50451	ADVANTEL INC	10	9,759
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFAAP	50451	ADVANTEL INC	11	9,795
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFAAP	67883	COMPUTERLAND SILICON VALLEY	12	8,469
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFAAP	78020	CORNERSTONE TECHNOLOGY PARTNERS JV	12	331
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFAAP	64607	XTECH	12	2,778
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFAAP	51737	PICTOMETRY INTERNATIONAL CORP	13	72
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFAAP		NO VENDOR	11	1
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFAAP		NO VENDOR	11	0.33
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFAAP		NO VENDOR	13	280,671
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITFACP	64607	XTECH	12	1,620
TOTAL					\$317,923

Note: The above encumbered fund balance are from budget years prior to FY 2013-14. The Department has indicated that these funds are no longer needed and therefore can be returned to the General Fund if applicable.

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2014-15

Budget Changes

The Department’s proposed \$24,082,245 budget for FY 2014-15 is \$2,487,665 or 11.5% more than the original FY 2013-14 budget of \$21,594,580.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 148.87 FTEs, which are 3.21 FTEs less than the 152.08 FTEs in the original FY 2013-14 budget. This represents a 2.1% decrease in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department’s revenues of \$5,967,407 in FY2014-15 are \$279,808 or 4.9% more than FY 2013-14 revenues of \$5,687,599. General Fund support of \$18,114,838 in FY 2014-15 is \$2,207,857 or 13.9% more than FY 2013-14 General Fund support of \$15,906,981.

YEAR TWO: FY 2015-16

Budget Changes

The Department’s proposed \$22,518,294 budget for FY 2015-16 is \$1,563,951 or 6.5% less than the FY 2014-15 budget of \$24,082,245.

Personnel Changes

The number of FTEs budgeted for FY 2015-16 are 150.89 FTEs, which are 2.02 or 1.4% more than the 148.87 FTEs budgeted for FY 2014-15.

Revenue Changes

The Department’s revenues of \$6,067,313 in FY 2015-16 are \$99,906 or 1.7% more than FY 2014-15 revenues of \$5,967,407. General Fund support of \$16,450,981 in FY 2015-16 is \$1,663,857 or 9.2% less than FY 2014-15 General Fund support of \$18,114,838.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: ASR– ASSESSOR-RECORDER

RECOMMENDATIONS

YEAR ONE: FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$225,077 in FY 2014-15. All of the \$225,077 in recommended reductions are one time savings. These reductions would still allow an increase of \$2,262,588 or 10.5% in the Department’s FY 2014-15 budget.

YEAR TWO: FY 2014-15

The Budget and Legislative Analyst does not recommend any reductions to the proposed budget in FY 2015-16.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: ASR– ASSESSOR-RECORDER

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2013-2014 Budget	FY2014-2015 Proposed	Increase/ Decrease from FY 2013-2014	FY2015-2016 Proposed	Increase/ Decrease from FY 2014-2015
Assessor/Recorder					
Personal Property	3,124,644	2,958,157	(166,487)	3,010,952	52,795
Real Property	8,097,010	7,258,952	(838,058)	7,494,373	235,421
Recorder	2,367,599	1,887,407	(480,192)	1,887,313	(94)
Technical Services	6,796,969	10,544,612	3,747,643	9,079,675	(1,464,937)
Transfer Tax	1,208,358	1,433,117	224,759	1,045,981	(387,136)
Assessor/Recorder	21,594,580	24,082,245	2,487,665	22,518,294	(1,563,951)

FY 2014-15

The department’s proposed FY 2014-15 budget has increased by \$2,487,665 from FY 2013-14 due to costs associated with retaining 13 positions for the Assessment Appeals backlog project through FY2014-15. Approximately \$1.49 million in costs for the Assessment Appeals backlog project were funded in FY2013-14 through prior year project savings. The increase for the Assessment Appeals Team was approved by the Board of Supervisors in the FY 2013-14 budget to reduce the City’s backlog of outstanding appeals cases.

The department’s budget also is increasing to expand its team of real property appraisers working on the backlog of commercial and residential new construction activity. The department proposes 4 new appraiser positions in FY 2014-15 and funding 6.75 existing positions through a work order with the Department of Building Inspections (DBI) to focus on new construction property reassessments.

The department’s FY 2014-15 budget also includes a one-time, \$400,000 allocation, as recommended by the Committee on Information Technology (COIT), for a project to replace the City’s Property Tax Assessment System.

FY 2015-16

The department’s proposed FY 2015-16 budget has decreased by \$1,563,951 from FY 2014-15 largely due to the removal of programmatic budget of \$1,493,354 that funded 13 limited term positions on the Assessment Appeals Team.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: ASR- ASSESSOR-RECORDER

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 148.87 FTEs, which are 3.21 FTEs less than the 152.08 FTEs in the original FY 2013-14 budget, largely due to a reduction in temporary salaries in the Recorder Division.

In FY 2014-15 the Assessor/Recorder's Office is requesting four new positions in its Real Property Division to address the backlog of commercial and residential property reassessments due to new construction activity.

FY 2015-16

The number of FTEs budgeted for FY 2015-16 are 150.89 FTEs, which are 2.02 or 1.4% more than the 148.87 FTEs budgeted for FY 2014-15.

DEPARTMENT REVENUES:

FY 2014-15

The Department's revenues of \$5,967,407 in FY2014-15 are \$279,808 or 4.9% more than FY 2013-14 revenues of \$5,687,599. This increase is a combination of a net decrease in Recorder fee revenue offset by a \$1.1 million increase in work order recoveries.

General Fund support of \$18,114,838 in FY 2014-15 is \$2,207,857 or 13.9% more than FY 2013-14 General Fund support of \$15,906,981

FY 2015-16

The Department's revenues of \$6,067,313 in FY 2015-16 are \$99,906 or 1.7% more than FY 2014-15 revenues of \$5,967,407. General Fund support of \$16,450,981 in FY 2015-16 is \$1,663,857 or 9.2% less than FY 2014-15 General Fund support of \$18,114,838.

RECOMMENDATIONS:

FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$225,077 in FY 2014-15. All of the \$225,077 in recommended reductions are one time savings. These reductions would still allow an increase of \$2,262,588 or 10.5% in the Department's FY 2014-15 budget.

FY 2015-16

The Budget and Legislative Analyst does not recommend any reductions to the proposed budget in FY 2015-16.

Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2014-15 and FY 2015-16 Two-Year Budget

ASR - Assessor-Recorder	FY 2014-15										FY 2015-16				
	FTE		Amount		Savings		GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To	From	To			From	To	From	To			
	FDL - Technical Services														
Attrition Savings			(\$351,876)	(\$398,000)			\$46,124	x	x						
Mandatory Fringe Benefits			(\$158,569)	(\$179,354)			\$20,785	x	x						
			<i>Total Savings</i>				\$66,909								
	Increase Attrition Savings to account for long term vacancies in this program.														
	FDJ - Real Property														
Attrition Savings			(\$335,725)	(\$445,000)			\$109,275	x	x						
Mandatory Fringe Benefits			(\$150,213)	(\$199,106)			\$48,893	x	x						
			<i>Total Savings</i>				\$158,168								
	Increase Attrition Savings to account for long term vacancies in this program.														

FY 2014-15

Total Recommended Reductions		Total
One-Time	Ongoing	
General Fund	\$225,077	\$225,077
Non-General Fund	\$0	\$0
Total	\$225,077	\$225,077

FY 2015-16

Total Recommended Reductions		Total
One-Time	Ongoing	
General Fund	\$0	\$0
Non-General Fund	\$0	\$0
Total	\$0	\$0

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2014-15

Budget Changes

The Department’s proposed \$10,134,747 budget for FY 2014-15 is \$1,235,211 or 13.9% more than the original FY 2013-14 budget of \$8,899,536.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 49.12 FTEs, which are 5.29 FTEs more than the 43.83 FTEs in the original FY 2013-14 budget. This represents a 12.1% increase in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department’s revenues of \$10,134,747 in FY 2014-15 are \$1,235,211 or 13.9% more than revenues of FY 2013-14 of \$8,899,536.

YEAR TWO: FY 2015-16

Budget Changes

The Department’s proposed \$10,778,488 budget for FY 2015-16 is \$643,741 or 6.4% more than the Mayor’s proposed FY 2014-15 budget of \$10,134,747.

Personnel Changes

The number of full-time equivalent (FTE) positions budgeted for FY 2015-16 are 51.90 FTEs, which are 2.78 FTEs more than the 49.12 FTEs in the Mayor’s proposed FY 2014-15 budget. This represents a 5.7% increase in FTEs from the Mayor’s proposed FY 2014-15 budget.

Revenue Changes

The Department’s revenues of \$10,778,488 in FY 2015-16 are \$643,741 or 6.4% more than revenues of FY 2014-15 of \$10,134,747.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: HSS – HEALTH SERVICES SYSTEM

RECOMMENDATIONS

YEAR ONE: FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$237,276 in FY 2014-15. Of the \$237,276 in recommended reductions, \$18,360 are one-time savings and \$218,916 are ongoing savings. These reductions would still allow an increase of \$997,935 or 11.2% in the Department’s FY 2014-15 budget.

Approximately 32% or \$75,928 of these recommendations will result in savings to the City’s General Fund in FY 2014-15.

In addition, the Budget and Legislative Analyst recommends closing out one inactive Health Service System encumbrance, resulting in one-time savings of \$43,410.

Together, these recommendations will result in \$119,338 savings to the City’s General Fund in FY 2014-15.

YEAR TWO: FY 2015-16

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$296,423 in FY 2015-16. Of the \$296,423 in recommended reductions, \$10,000 are one-time savings and \$286,423 are ongoing savings. These reductions would still allow an increase of \$347,318 or 3.4% in the Department’s FY 2015-16 budget.

Approximately 32% or \$94,855 of these recommendations will result in savings to the City’s General Fund in FY 2015-16.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: HSS – HEALTH SERVICES SYSTEM

- New positions, including: (a) one position to assist with eBenefits implementation; (b) one position to assist with the development of an internal data warehouse; (c) one position to research industry trends and prepare reports for the Director; and, (d) one position to consult with other city departments to implement Wellness programs.

FY 2015-16

The number of full-time equivalent (FTE) positions budgeted for FY 2015-16 are 51.90 FTEs, which are 2.78 FTEs more than the 49.12 FTEs in the Mayor’s proposed FY 2014-15 budget. This represents a 5.7% increase in FTEs from the Mayor’s proposed FY 2014-15 budget.

The increase in FTE is due to:

- The annualization of the new positions added in FY 2014-15; and
- A new position that would support other departments in implementing Wellness programs.

DEPARTMENT REVENUES:

FY 2014-15

The Department’s revenues of \$10,134,747 in FY 2014-15 are \$1,235,211 or 13.9% more than the FY 2013-14 revenues of \$8,899,536.

The increases in revenue are a direct result of the increases in the HSS budget which are offset by recoveries.

FY 2015-16

The Department’s revenues of \$10,778,488 in FY 2015-16 are \$643,741 or 6.4% more than FY 2014-15 revenues of \$10,134,747.

The increases in revenue are a direct result of the increases in the HSS budget which are offset by recoveries.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: HSS – HEALTH SERVICES SYSTEM

RECOMMENDATIONS:

FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$237,276 in FY 2014-15. Of the \$237,276 in recommended reductions, \$18,360 are one-time savings and \$218,916 are ongoing savings. These reductions would still allow an increase of \$997,935 or 11.2% in the Department’s FY 2014-15 budget.

Approximately 32% or \$75,928 of these recommendations will result in savings to the City’s General Fund in FY 2014-15.

In addition, the Budget and Legislative Analyst recommends closing out one inactive Health Service System encumbrance, resulting in one-time savings of \$43,410.

Together, these recommendations will result in \$119,338 savings to the City’s General Fund in FY 2014-15.

FY 2015-16

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$296,423 in FY 2015-16. Of the \$296,423 in recommended reductions, \$10,000 are one-time savings and \$286,423 are ongoing savings. These reductions would still allow an increase of \$347,318 or 3.4% in the Department’s FY 2015-16 budget.

Approximately 32% or \$94,855 of these recommendations will result in savings to the City’s General Fund in FY 2015-16.

**Recommendations of the Budget and Finance Committee
For Amendment of Budget Items in the FY 2014-15 and FY 2015-16 Two-Year Budget**

Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
HSS - HSS Administration												
1054 IS Business Analyst - Principal	0.50	0.00	\$64,005	\$0	\$64,005	x	1.00	0.00	\$132,097	\$0	\$132,097	x
013 Mandatory Fringe Benefits			\$25,396	\$0	\$25,396	x			\$47,939	\$0	\$47,939	x
1064 IS Program Analyst - Principal	0.00	0.50	\$58,348	\$0	(\$58,348)	x	0.00	1.00	\$0	\$120,422	(\$120,422)	x
013 Mandatory Fringe Benefits			\$0	\$24,041	(\$24,041)	x			\$0	\$45,482	(\$45,482)	x
			Total Savings	\$7,012					Total Savings	\$14,132		
	Substitute one new 1064 IS Business Analyst-Principal position instead of the new 1054 IS Business Analyst position requested by the Department to accurately reflect the responsibilities for this position.											
021 Rents and Leases - Equipment			\$12,600	\$7,176	\$5,424	x			\$12,600	\$600	\$12,000	x
			Total Savings	\$5,424					Total Savings	\$12,000		
	Reduce 021 Rents and Leases - Equipment funding from \$12,600 to \$7,176 to reflect anticipated expenditure levels in FY 2014-15											
021 Training			\$21,760	\$18,400	\$3,360	x						
			Total Savings	\$3,360								
	Reduce 021 Training funding from \$21,760 to \$18,400 to reflect anticipated expenditure levels in FY 2014-15.											
040 Materials and Supplies Budget			\$25,000	\$20,000	\$5,000	x			\$25,000	\$20,000	\$5,000	x
			Total Savings	\$5,000					Total Savings	\$5,000		
	Reduce 040 Materials and Supplies Budget funding from \$25,000 to \$20,000 to reflect anticipated expenditure levels in FY 2014-15.											
9993 Attrition Savings - Miscellaneous	(1.15)	(1.65)	(\$106,460)	(\$151,460)	\$45,000	x	(1.15)	(1.65)	(\$109,859)	(\$154,460)	\$44,601	x
013 Mandatory Fringe Benefits			(\$47,492)	(\$67,567)	\$20,075	x			(\$45,414)	(\$63,851)	\$18,437	x
			Total Savings	\$65,075					Total Savings	\$63,038		
	Increase Attrition Savings to account for the FY 2013-14 projected salary surplus and increase in FY 2014-15 salaries due to the addition of four new positions.											
	Ongoing Savings											

**Recommendations of the Budget and Finance Committee
For Amendment of Budget Items in the FY 2014-15 and FY 2015-16 Two-Year Budget**

HSS - Health Service System

Object Title	FY 2014-15				FY 2015-16			
	FTE	Amount		GF	FTE	Amount		GF
	From	To	Savings	1T	From	To	Savings	1T
027 Professional and Specialized Services		\$1,154,373	\$1,132,368	\$22,005	x	\$1,154,372	\$1,062,119	\$92,253
		Total Savings				Total Savings		
			\$22,005				\$92,253	
	Reduce 027 Professional and Specialized Services funding from \$1,154,373 to \$1,132,368 to reflect anticipated expenditure levels in FY 2014-15.							
060 Equipment Purchase						\$10,000	\$0	\$10,000
						Total Savings		\$10,000
	Delete 060 Equipment Purchase to reflect anticipated expenditure levels in FY 2015-16.							
027 Professional and Specialized Services		\$390,900	\$311,500	\$79,400	x	\$590,000	\$525,000	\$65,000
		Total Savings				Total Savings		\$65,000
	Reduce 027 Professional and Specialized Services funding from \$390,000 to \$311,500 to reflect funding levels needed for the Department's stated Wellness Assessment participation goals.							
GF - Rent Paid to Real Estate		\$800,000	\$790,000	\$10,000	x			
		Total Savings						
			\$10,000					
	Reduce funding for GF Rent Paid to Real Estate from \$800,000 to \$790,000 to reflect anticipated expenditure levels in FY 2014-15.							
GF - Registrar of Voters		\$58,632	\$53,632	\$5,000	x			
		Total Savings						
			\$5,000					
	Reduce funding for GF Registrar of Voters to reflect anticipated expenditure levels in FY 2014-15.							
GF City Attorney - Legal Services		\$220,000	\$185,000	\$35,000	x	\$220,000	\$185,000	\$35,000
		Total Savings				Total Savings		\$35,000
			\$35,000					
	Reduce funding for GF City Attorney - Legal Services from \$220,000 to \$185,000 based on historical spending levels. The reduction would still allow for an increase of \$50,000 from the FY 2013-14 funding level.							
	FY 2014-15				FY 2015-16			
	Total Recommended Reductions		Total	Total Recommended Reductions		Total		
	One-Time	Ongoing		One-Time	Ongoing			
General Fund	\$5,875	\$70,053	\$75,928	General Fund	\$3,200	\$91,655	\$94,855	
Non-General Fund	\$12,485	\$148,863	\$161,347	Non-General Fund	\$6,800	\$194,768	\$201,568	
Total	\$18,360	\$218,916	\$237,276	Total	\$10,000	\$286,423	\$296,423	

Dept	Subfund	Vendor Name	Year	Remaining Balance
HSS Health Service System	1GAGFAAA	XTECH	13	\$43,410
Total				\$43,410

Note: The above encumbered fund balance are from budget years prior to FY 2013-14. The Department has indicated that these funds are no longer needed and therefore can be returned to the General Fund if applicable.

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2014-15

Budget Changes

The Department's proposed \$218,421,746 budget for FY 2014-15 is \$59,041,404 or 37.0% more than the original FY 2013-14 budget of \$159,380,342.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 850.40 FTEs, which are 25.37 FTEs more than the 825.03 FTEs in the original FY 2013-14 budget. This represents a 3.1% increase in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$128,203,110 in FY 2014-15, are \$300,263 or 0.2% less than FY 2013-14 revenues of \$128,503,373. General Fund support of \$90,218,636 in FY 2014-15 is \$59,341,367 or 192% more than FY 2013-14 General Fund support of \$30,877,269.

YEAR TWO: FY 2015-16

Budget Changes

The Department's proposed \$231,406,138 budget for FY 2015-16 is \$12,984,392 or 5.9% more than the Mayor's proposed FY 2014-15 budget of \$218,421,746.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 860.63 FTEs, which are 10.23 FTEs more than the 850.40 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 1.2% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$137,608,443 in FY 2015-16, are \$9,405,333 or 7.3% more than FY 2014-15 estimated revenues of \$128,203,110. General Fund support of \$93,797,695 in FY 2015-16 is \$3,579,059 or 4.0% more than FY 2014-15 General Fund support of \$90,218,636.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: DPW – GSA PUBLIC WORKS

RECOMMENDATIONS

YEAR ONE: FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$536,056 in FY 2014-15. Of the \$536,056 in recommended reductions, \$265,241 are ongoing savings and \$270,815 are one-time savings. These reductions would still allow an increase of \$58,505,348 or 36.7% in the Department's FY 2014-15 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$19,040 to the General Fund.

Together, these recommendations will result in \$363,746 savings to the City's General Fund in FY 2014-15.

YEAR TWO: FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$866,681 in FY 2015-16. Of the \$866,681 in recommended reductions, \$298,078 are ongoing savings and \$568,603 are one-time savings. These reductions would still allow an increase of \$12,117,711 or 5.5% in the Department's FY 2015-16 budget. These recommendations will result in \$647,868 savings to the City's General Fund in FY 2015-16.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: DPW – GSA PUBLIC WORKS

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2013-2014 Budget	FY 2014-2015 Proposed	Increase/ Decrease from FY 2013-2014	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015
GSA - PUBLIC WORKS					
ADMINISTRATION/SUPPORT SERVICES	0	202,401	202,401	0	(202,401)
ARCHITECTURE	443,844	1,147,338	703,494	1,115,710	(31,628)
BUILDING REPAIR AND MAINTENANCE	18,575,572	19,707,423	1,131,851	19,977,670	270,247
CAPITAL ASSET PLANNING	0	0	0	0	0
CITY CAPITAL PROJECTS	42,512,471	95,071,922	52,559,451	106,825,340	11,753,418
COMMUNITY DEVELOPMENT	0	0	0	0	0
CONSTRUCTION MGMT SERVICES	271,799	0	(271,799)	0	0
ENGINEERING	870,432	871,902	1,470	858,109	(13,793)
FACILITIES MGMT & OPERATIONS	0	0	0	0	0
GENERAL ADMINISTRATION	0	0	0	0	0
MAINTENANCE OF STREETLIGHTS	0	0	0	0	0
MAPPING	0	0	0	0	0
NON PROGRAM	0	0	0	0	0
PARKING & TRAFFIC	0	0	0	0	0
STREET AND SEWER REPAIR	17,236,240	18,843,234	1,606,994	18,808,139	(35,095)
STREET ENVIRONMENTAL SERVICES	43,768,923	45,165,307	1,396,384	46,518,496	1,353,189
STREET USE MANAGEMENT	17,948,381	18,174,644	226,263	18,615,718	441,074
URBAN FORESTRY	17,752,680	19,237,575	1,484,895	18,686,956	(550,619)
WASTEWATER OPERATIONS	0	0	0	0	0
GSA - PUBLIC WORKS	159,380,342	218,421,746	59,041,404	231,406,138	12,984,392

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$59,041,404 largely due to:

- A major infusion of General Fund support to pay for ongoing capital improvements, including street reconstruction and renovation, sidewalk repair, curb ramp inspection and replacement, and Vision Zero pedestrian safety improvements. This infusion of funds has been necessitated by the expiration of General Obligation bond support.
- New initiatives including \$1.1 million in landscape management projects, and an additional \$800,000 for enhanced street cleaning services.
- Salary increases associated with the addition of newly proposed FTEs, the annualization of FTEs approved in the FY 2013-14 budget, and cost-of-living adjustments.
- Increased funding for training as the department institutionalizes its in-house training program, “DPW University”.
- Some significant increases in work orders for other departments, particularly water charges by the Public Utilities Commission and services of the City Attorney.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: DPW – GSA PUBLIC WORKS

FY 2015-16

The Department's proposed FY 2015-16 budget has increased by \$12,984,392 largely due to:

- Continued increases in capital renewal and capital project expenditures, including the ADA Transition Plan, street reconstruction and renovation, and repair and rehabilitation projects such as the 3rd Street Bridge and the Islais Creek Bridge.
- Salary increases associated with newly proposed FTEs and the annualization of FTEs proposed in the FY 2014-15 budget.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 850.40 FTEs, which are 25.37 FTEs more than the 825.03 FTEs in the original FY 2013-14 budget. This represents a 3.1% increase in FTEs from the original FY 2013-14 budget.

Specific changes include:

- Staffing for new initiatives including Tree and Landscape Management and Enhanced Street Cleaning Services.
- A large number of project-based off-budget positions including architectural assistants to support bond and capital programs for the Recreation and Parks Department and Department of Public Health, engineers to support work for the Earthquake Safety and Emergency Response Bond and the SFPUC Sewer System Improvement program, truck drivers to support general street reconstruction and repair, and inspectors to support the Sidewalk Inspection and Repair program.

FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 860.63 FTEs, which are 10.23 FTEs more than the 850.40 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 1.2% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Specific changes include:

- The annualization of new positions added in the FY 2014-15 budget and the re-addition of limited-term positions that are due to expire.
- The department is not otherwise requesting any new FTEs for FY 2015-16.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: DPW – GSA PUBLIC WORKS

DEPARTMENT REVENUES:

FY 2014-15

The Department's revenues of \$128,203,110 in FY 2014-15, are \$300,263 or 0.2% less than FY 2013-14 revenues of \$128,503,373. General Fund support of \$90,218,636 in FY 2014-15 is \$59,341,367 or 192% more than FY 2013-14 General Fund support of \$30,877,269.

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

- A significant infusion of General Fund support to support capital expenditures, as noted above.
- An increase in Impact Fee revenues distributed by the City Planning department to support specific area-plan projects.
- Continued declines in gas tax receipts as trends such as increased fuel-efficiency and decreased driving lead to lower revenues.

FY 2015-16

The Department's revenues of \$137,608,443 in FY 2015-16, are \$9,405,333 or 7.3% more than FY 2014-15 estimated revenues of \$128,203,110. General Fund support of \$93,797,695 in FY 2015-16 is \$3,579,059 or 4.0% more than FY 2014-15 General Fund support of \$90,218,636.

Specific changes in the Department's FY 2015-16 revenues include:

- An additional increase in General Fund support for capital renewal and capital project expenditures.
- Continued increases in Impact Fee revenues and continued declines in gas tax revenues.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: DPW – GSA PUBLIC WORKS

Fee Legislation

File 14-0594 is a proposed fee to protect and preserve the City’s survey monuments which provide horizontal and vertical survey control for subdivisions, tracts, boundaries, and streets.

Projected revenues for FY 2014-15 are based on the proposed fee ordinance as follows:

File No.	Fee Description	FY 2013-14 Original Revenue	Change in FY 2014-15	Annualized Revenue Thereafter	% Cost Recovery
14-0594	To reference survey monuments before and after construction.	\$0 – this is a new fee	\$141,095	\$141,095	100%
Total	\$141,095				

Recommendation: Approval of the proposed new fee is a policy matter for the Board of Supervisors. However, the Budget and Legislative Analyst notes that the proposed DPW budget is balanced based on the assumption that the tax legislation shown above will be approved.

RECOMMENDATIONS:

FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$536,056 in FY 2014-15. Of the \$536,056 in recommended reductions, \$265,241 are ongoing savings and \$270,815 are one-time savings. These reductions would still allow an increase of \$58,505,348 or 36.7% in the Department’s FY 2014-15 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$19,040 to the General Fund.

Together, these recommendations will result in \$363,746 savings to the City’s General Fund in FY 2014-15.

FY 2015-16

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$866,681 in FY 2015-16. Of the \$866,681 in recommended reductions, \$298,078 are ongoing savings and \$568,603 are one-time savings. These reductions would still allow an increase of \$12,117,711 or 5.5% in the Department’s FY 2015-16 budget. These recommendations will result in \$647,868 savings to the City’s General Fund in FY 2015-16.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2014-15 and FY 2015-16 Two-Year Budget**

DPW - Department of Public Works

Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		GF 1T	Savings	FTE		Amount		GF 1T	Savings
	From	To	From	To			From	To	From	To		
BAZ - Street Environmental Services												
7514 General Laborer	2.31	0.00	\$145,458	\$0	X	\$145,458	X	3.00	0.00	\$194,939	\$0	\$194,939
Mandatory Salary Benefits			\$74,349	\$0	X	\$74,349	X			\$92,677	\$0	\$92,677
			<i>Total Savings</i>	\$219,807						<i>Total Savings</i>	\$287,616	
	Deny the addition of 2.31 FTE 7514 General Laborer position, due to existing long-term vacancies in this classification.											
9993M_Z Attrition Savings	(6.24)	(3.93)	(\$414,211)	(\$268,753)	X	(\$145,458)	X	(7.12)	(4.12)	(\$487,605)	(\$292,666)	(\$194,939)
Mandatory Fringe Benefits			(\$239,551)	(\$165,202)	X	(\$74,349)	X			(\$228,212)	(\$135,535)	(\$92,677)
			<i>Total Savings</i>	(\$219,807)						<i>Total Savings</i>	(\$287,616)	
	Reduce attrition savings to reflect filling of vacant 7514 General Laborer positions held for salary savings.											
027 Professional & Specialized Services			\$570,510	\$500,000	X	\$70,510	X					
	Reduce based upon historical expenditures. This reduction will still allow for an increase of \$194,490 or 63.7% for this line-item.											
040 Materials & Supplies			\$1,284,347	\$1,245,347	X	\$39,001	X					
	Reduce based upon projected need. Spending in this line-item has increased by 259% over the last three fiscal periods. The proposed reduction would still allow for an increase of \$39,001 or 3.2% over FY 2013-14.											
060 Equipment Purchase								PW1616R		\$131,418	\$43,806	\$87,612
	Reduce vehicle allocation in this line-item from 3 to 1. The department did not provide sufficient justification of the need for the second and third vehicle. Additionally the department can revisit their equipment needs during the FY 2015-16 budget process.											
060 Equipment Purchase								PW1617R		\$71,705	\$35,853	\$35,853
	Reduce vehicle allocation in this line-item from 2 to 1. The department did not provide sufficient justification of the need for the second vehicle. Additionally the department can revisit their equipment needs during the FY 2015-16 budget process.											
060 Equipment Purchase								PW1618R		\$80,456	\$40,228	\$40,228
	Reduce vehicle allocation in this line-item from 2 to 1. The department did not provide sufficient justification of the need for the second vehicle. Additionally the department can revisit their equipment needs during the FY 2015-16 budget process.											
060 Equipment Purchase								PW1619R		\$94,805	\$56,883	\$37,922
	Reduce the "Steamer" allocation in this line-item from 5 to 3. The department did not provide sufficient justification of the need to replace this many items of equipment. Additionally the department can revisit their equipment needs during the FY 2015-16 budget process.											
060 Equipment Purchase								PW1620R		\$733,976	\$366,988	\$366,988
	Reduce the "Tymo Steamer" allocation in this line-item from 2 to 1. The department did not provide sufficient justification of the need to replace two of these vehicles. Additionally the department can revisit their equipment needs during the FY 2015-16 budget process.											

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2014-15 and FY 2015-16 Two-Year Budget**

DPW - Department of Public Works

Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		GF 1T	Savings	FTE		Amount		GF 1T	Savings
	From	To	From	To			From	To	From	To		
BKJ - General Administration												
1310 Public Relations Assistant	0.77	0.00	\$46,298	\$0		\$46,298	1.00	0.00	\$62,047	\$0	\$62,047	
Mandatory Salary Benefits			\$23,979	\$0		\$23,979			\$30,122	\$0	\$30,122	
			<i>Total Savings</i>	\$70,277					<i>Total Savings</i>	\$92,169		
	Deny the addition of 0.77 FTE 1310 Public Relations Assistant due to insufficient business case justification. The General Administration division of the Department currently has two public relations-related positions on-budget, including (1) 1312 Public Information Officer and (1) 1314 Public Relations Officer. The Department has an additional nine public relations-related positions in other divisions, including (2) 1314 Public Relations Officers in Infrastructure Design and Construction, and (7) 1312 Public Information Officers in Street Environmental Services. The requested position would give the Department a total of twelve public relations-related positions. The Budget and Legislative Analyst believes the Department has sufficient capacity within its existing public relations-related staff to perform the duties of the requested position.											
TEMPM_E Temporary - Miscellaneous	3.19	1.67	\$271,963	\$142,376		\$129,587	3.31	1.79	\$271,963	\$142,376	\$129,587	
Mandatory Salary Benefits			\$21,485	\$11,248		\$10,237			\$21,539	\$11,302	\$10,237	
			<i>Total Savings</i>	\$139,825					<i>Total Savings</i>	\$139,824		
	Reduce TEMPMP_E Temporary - Miscellaneous salaries from the proposed 3.19 FTE to the FY 2013-14 amount of 1.67 FTE. The Department is adding sufficient staff in FY 2014-15 that this increase should not be necessary.											
081 Services of Other Departments			\$4,190,104	\$4,154,965		\$35,139			\$4,364,958	\$4,318,873	\$46,085	
	An adjustment to the work order between the Department of Public Works and the City Administrator's Office to account for the elimination of a proposed Public Relations Assistant position.											
	BAT - Street Use Management											
060 Equipment Purchase			\$153,261	\$91,957		\$61,304						
	Reduce vehicle allocation in this line-item from 5 to 3. The department did not provide sufficient justification to replace two vehicles which currently have less than 60,000 miles on them.											
	BAW - City Capital Projects											
06R Capital Outlay			\$500,000	\$400,000		\$100,000						
	Reduce based upon lack of details regarding project scope and proposed budget expenditures.											
	BAR - Building Repair and Maintenance											
038 City Grant Programs			\$40,000	\$20,000		\$20,000			\$40,000	\$20,000	\$20,000	
	Reduce based upon lack of details regarding project scope and proposed budget expenditures. The funding request for this new initiative should be revisited after an initial trial period.											

FY 2014-15			FY 2015-16		
Total Recommended Reductions		Total	Total Recommended Reductions		Total
One-Time	Ongoing		One-Time	Ongoing	
General Fund	\$270,815	\$73,891	General Fund	\$568,603	\$647,868
Non-General Fund	\$0	\$191,350	Non-General Fund	\$0	\$218,814
Total	\$270,815	\$265,241	Total	\$568,603	\$866,681

Dept	Subfund	Vendor Name	Year	Remaining Balance	Comments
DPW GENERAL SERVICES AGENCY - PUBLIC WORKS	1GAGFAAA GF-NON-PROJECT-CONTROLLED	AGURTO CORPORATION DBA PESTEC	13	58	Close
DPW GENERAL SERVICES AGENCY - PUBLIC WORKS	1GAGFAAA GF-NON-PROJECT-CONTROLLED	ZEE MEDICAL SERVICE CO	13	131	Close
DPW GENERAL SERVICES AGENCY - PUBLIC WORKS	1GAGFAAA GF-NON-PROJECT-CONTROLLED	CENTER HARDWARE CO INC	13	7,731	Close
DPW GENERAL SERVICES AGENCY - PUBLIC WORKS	1GAGFAAA GF-NON-PROJECT-CONTROLLED	LCI COMPUTER & OFFICE PRODUCTS	13	254	Close
DPW GENERAL SERVICES AGENCY - PUBLIC WORKS	1GAGFAAA GF-NON-PROJECT-CONTROLLED	DALY CITY SAW & LAWNMOWER	13	1,106	Close
DPW GENERAL SERVICES AGENCY - PUBLIC WORKS	1GAGFAAA GF-NON-PROJECT-CONTROLLED	SPEEDY'S HARDWARE	13	767	Close
DPW GENERAL SERVICES AGENCY - PUBLIC WORKS	1GAGFAAA GF-NON-PROJECT-CONTROLLED	AKZO NOBEL PAINTS LLC	13	763	Close
DPW GENERAL SERVICES AGENCY - PUBLIC WORKS	1GAGFAAA GF-NON-PROJECT-CONTROLLED	H & H PRINTING INC	13	1,425	Close
DPW GENERAL SERVICES AGENCY - PUBLIC WORKS	1GAGFAAP GF-ANNUAL PROJECT	URS-TECI JOINT VENTURE	11	534	Closeout initiated 5.30.14
DPW GENERAL SERVICES AGENCY - PUBLIC WORKS	1GAGFACP GF-CONTINUING PROJECTS	CONSTRUCTION TESTING SERVICES INC	13	4,260	Close
DPW GENERAL SERVICES AGENCY - PUBLIC WORKS	1GAGFACP GF-CONTINUING PROJECTS	CREEGAN & D'ANGELO ENGINEERS/OPAC JV	12	1,741	Close - master contract expired 11/4/13
DPW GENERAL SERVICES AGENCY - PUBLIC WORKS	1GAGFACP GF-CONTINUING PROJECTS	DALY CITY SAW & LAWNMOWER	13	270	Close

19,040

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2014-15

Budget Changes

The Department's proposed \$344,393,878 budget for FY 2014-15 is \$10,778,967 or 3.2% more than the original FY 2013-14 budget of \$333,614,911.

Personnel Increases

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 1,496.23 FTEs, which are 32.24 FTEs more than the 1,463.99 FTEs in the original FY 2013-14 budget. This represents a 2.2% increase in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$122,092,568 in FY 2014-15, are \$3,619,217 or 3.1% more than FY 2013-14 revenues of \$118,473,351. General Fund support of \$222,301,310 in FY 2014-15 is \$7,159,750 or 3.3% more than FY 2013-14 General Fund support of \$215,141,560.

YEAR TWO: FY 2015-16

Budget Changes

The Department's proposed \$340,713,982 budget for FY 2015-16 is \$3,679,896 or 1.1% less than the Mayor's proposed FY 2014-15 budget of \$344,393,878.

Personnel Increases

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 1,499.28 FTEs, which are 3.05 FTEs more than the 1,496.23 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a .2% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$117,889,706 in FY 2015-16, are \$4,202,862 or 3.4% less than FY 2014-15 estimated revenues of \$122,092,568. General Fund support of \$222,824,276 in FY 2015-16 is \$522,966 or 0.2% more than FY 2014-15 General Fund support of \$222,301,310.

RECOMMENDATIONS

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: FIRE DEPARTMENT

FIR – DEPARTMENT

YEAR ONE: FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$749,446 in FY 2014-15. Of the \$749,446 in recommended reductions, \$601,646 are ongoing savings and \$147,800 are one-time savings. These reductions would still allow an increase of \$10,029,521 or 3.0% in the Department’s FY 2014-15 budget.

YEAR TWO: FY 2015-16

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$604,809 in FY 2015-16, which are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: FIRE DEPARTMENT

FIR – DEPARTMENT

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2013-2014 Budget	FY 2014-2015 Proposed	Increase/ Decrease from FY 2013-2014	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015
FIRE DEPARTMENT					
ADMIN & SUPPORT SERVICES	32,757,108	34,415,311	1,658,203	35,160,442	745,131
CUSTODY	1,621,500	2,570,000	948,500	2,546,650	(23,350)
FIRE GENERAL	1,455,251	1,958,000	502,749	1,638,000	(320,000)
FIRE SUPPRESSION	280,824,516	287,600,304	6,775,788	283,569,731	(4,030,573)
GRANT SERVICES	0	0	0	0	0
PREVENTION & INVESTIGATION	12,618,199	13,565,775	947,576	13,541,052	(24,723)
TRAINING	4,238,337	4,284,488	46,151	4,258,107	(26,381)
WORK ORDER SERVICES	100,000	0	(100,000)	0	0
FIRE DEPARTMENT	333,614,911	344,393,878	10,778,967	340,713,982	(3,679,896)

FY 2014-15

The Department's proposed FY 2014-15 budget has increased by \$10,778,967 largely due to:

- Increases to salary and fringe benefit costs;
- The hiring of staff for Fire Station 4, scheduled to open in Fall 2014;
- Two academy classes of 48 entry-level firefighters, one in 2014-15, and one in 2015-16;
- The hiring of 16 new Emergency Medical Service (EMS) staff, consistent with the Budget and Legislative Analyst's recommendation in the *Performance Audit of Emergency Medical Services Resources at the San Francisco Fire Department*;
- The purchase of one new fire boat, previously approved by the Board of Supervisors (File 14-0488); and
- The purchase of two replacement ambulances and three new ambulances.

FY 2015-16

The Department's proposed FY 2015-16 budget has decreased by \$3,679,896 largely due to:

- Salary and fringe benefit savings generated by new hires replacing retirees.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: FIRE DEPARTMENT

FIR – DEPARTMENT

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 1,496.23 FTEs, which are 32.24 FTEs more than the 1,463.99 FTEs in the original FY 2013-14 budget. This represents a 2.2% increase in FTEs from the original FY 2013-14 budget.

- The proposed increase in positions is due to: 1) new positions, and 2) a reduction in attrition savings to hire 16 new Paramedics and one new EMS Section Chief, in addition to the filling of vacant fire operations positions.

Program	Class	Job Class Title	Head Count	Status
Fire Suppression – Airport	H032	Captain, Fire Prevention	1	New
Fire Suppression – Airport	H033	EMS Captain	2	New
Prevention and Investigation	H004	Inspector	3	Currently vacant; decrease in attrition
Fire Suppression	H003	Paramedic	16	Currently vacant; decrease in attrition
Fire Suppression	H-43	EMS Section Chief	1	Currently vacant; decrease in attrition
Total			23	

FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 1,499.28 FTEs, which are 3.05 FTEs more than the 1,496.23 FTEs in the Mayor’s proposed FY 2014-15 budget. This represents a .2% increase in FTEs from the Mayor’s proposed FY 2014-15 budget.

- According to the Department, it is reducing attrition savings to allow for the hire of additional firefighter positions. The Department expects the number of new firefighter positions to exceed the number of retirements.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: FIRE DEPARTMENT

FIR – DEPARTMENT

INTERIM EXCEPTIONS

The Department has requested approval of 3 positions as interim exceptions. The Budget and Legislative Analyst recommends approval of 3 positions as interim exceptions, as follows:

- The three positions requested by the Department as interim exceptions are assigned to the Airport and are funded through the Airport's budget as part of the enhanced staffing of Airport fire and emergency medical services.

DEPARTMENT REVENUES:

FY 2014-15

The Department's revenues of \$122,092,568 in FY 2014-15, are \$3,619,217 or 3.1% more than FY 2013-14 revenues of \$118,473,351. General Fund support of \$222,301,310 in FY 2014-15 is \$7,159,750 or 3.3% more than FY 2013-14 General Fund support of \$215,141,560.

Increased revenues in FY 14-15 are due to:

- A projected increase in the Public Safety Sales Tax;
- An increase in Fire Prevention fee revenue; and
- The reclassification of expenditure recovery for suppression and EMS services performed in the Presidio.

FY 2015-16

The Department's revenues of \$117,889,706 in FY 2015-16, are \$4,202,862 or 3.4% less than FY 2014-15 estimated revenues of \$122,092,568. General Fund support of \$222,824,276 in FY 2015-16 is \$522,966 or 0.2% more than FY 2014-15 General Fund support of \$222,301,310.

The Department will receive a one-time payment from the State for EMS services provided to indigent populations in FY 2014-15. As the Department will not receive this payment again in FY 2015-16, revenues are expected to decline by an estimated \$4 million.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: FIRE DEPARTMENT

FIR – DEPARTMENT

RECOMMENDATIONS:

FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$749,446 in FY 2014-15. Of the \$749,446 in recommended reductions, \$601,646 are ongoing savings and \$147,800 are one-time savings. These reductions would still allow an increase of \$10,029,521 or 3.0% in the Department's FY 2014-15 budget.

FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$604,809 in FY 2015-16, which are ongoing savings.

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

FIR - Fire Department

Object Title	FY 2014-15						FY 2015-16							
	FTE		Amount		GF 1T	Savings	FTE		Amount		GF 1T	Savings		
	From	To	From	To			From	To	From	To				
Attrition Savings - Miscellaneous			\$ (202,526)	\$ (380,384)	x	\$ 177,858						\$ 184,288		
Mandatory Fringe Benefits			\$ (88,051)	\$ (165,377)	x	\$ 77,326						\$ 74,014		
			<i>Total Savings</i>	<i>\$255,184</i>								<i>Total Savings</i>	<i>\$258,302</i>	
Increase attrition savings to account for two long term miscellaneous vacancies.														
Attrition Savings			\$ (202,526)	\$ (245,776)	x	\$ 43,250						\$ 0		
Mandatory Fringe Benefits			\$ (88,051)	\$ (106,855)	x	\$ 18,804						\$ 0		
			<i>Total Savings</i>	<i>\$62,054</i>								<i>Total Savings</i>	<i>\$ 0</i>	
Increase attrition savings to allow for a January 1, 2015 hiring date for 1093 IT Operations Support Administrator III, instead of a July 1, 2014 hiring date.														
Attrition Savings - Uniform			\$ (1,904)	\$ (67,000)	x	\$ 65,096								
Mandatory Fringe Benefits			\$ (604)	\$ (21,254)	x	\$ 20,650								
			<i>Total Savings</i>	<i>\$85,746</i>										
Increase attrition savings because the Department reduced attrition savings in Admnsitration in FY 2014-15 to allow for the hiring of one H-43 EMS Section Chief. The Budget and Legislative Analyst's recommendation allows for the hire of this position in January 2014.														
Overtime - Uniform			\$ 448,851	\$ 398,851	x	\$ 50,000						\$ 460,625	\$ 410,625	x
Mandatory Fringe Benefits			\$ 7,693	\$ 6,836	x	\$ 857						\$ 7,923	\$ 7,063	x
			<i>Total Savings</i>	<i>\$50,857</i>								<i>Total Savings</i>	<i>\$50,860</i>	
Reduce overtime for uniform staff in Fire Support Services, which provide engineering, equipment and facilities support, and logistics support. These positions are not required to meet minimum staffing requirements set by Proposition F; the Department will continue to have \$398,851 in overtime to meet equipment, facilities, and logistics needs.														
Ongoing savings														

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

FIR - Fire Department

Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		GF 1T	Savings	FTE		Amount		GF 1T	Savings
	From	To	From	To			From	To	From	To		
Overtime - Miscellaneous			\$ 97,826	\$ 75,000	x	\$ 22,826			\$ 97,826	\$ 75,000	x	\$ 22,826
Mandatory Fringe Benefits			\$ 7,728	\$ 5,925	x	\$ 1,803			\$ 7,728	\$ 5,925	x	\$ 1,803
			Total Savings						Total Savings			
				\$24,629						\$24,629		
	Reduce overtime for civilian staff in Administration, who provide human resources, budget, scheduling and other administrative services. The Department will continue to have \$75,000 to meet overtime requirements for the staffing office and other administrative functions.											
Software Licensing Fees			\$ 40,925	\$ 31,675	x	\$ 9,250			\$ 40,925	\$ 31,675	x	\$ 9,250
	Reduce expenditures for software licensing fees to FY 2013-14 amount.											
Materials & Supplies			\$ 3,803,062	\$ 3,753,062	x	\$ 50,000			\$ 3,803,062	\$ 3,753,062	x	\$ 50,000
	Reduce expenditures for materials and supplies. The Budget and Legislative Analyst's recommendation provides a 10 percent increase compared to the FY 2013-14 budget.											
	Ongoing savings											

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

FIR - Fire Department

Object Title	FY 2014-15						FY 2015-16						
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T	
	From	To	From	To			From	To	From	To			
AEC - Operations													
Overtime - Uniform			\$ 33,171,868	\$ 32,963,681	\$ 208,187	x				33,545,877	\$33,337,690	\$208,187	x
Mandatory Fringe Benefits			\$ 563,921	\$ 560,382	\$3,539	x				\$ 576,989	\$ 573,408	\$3,581	x
			<i>Total Savings</i>	\$ 211,726						<i>Total Savings</i>	\$ 211,768		
Reduce overtime to staff the new Station 4, which is scheduled to open in November 2014, to reflect actual required amount.													

FY 2014-15

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$147,800	\$601,646
Non-General Fund	\$0	\$0
Total	\$147,800	\$601,646

FY 2015-16

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$604,809
Non-General Fund	\$0	\$0
Total	\$0	\$604,809

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2014-15

Budget Changes

The Department's proposed \$76,309,954 budget for FY 2014-15 is \$6,817,020 or 9.8% more than the original FY 2013-14 budget of \$69,492,934.

Personnel Increases

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 254.08 FTEs, which are 10.53 FTEs more than the 243.55 FTEs in the original FY 2013-14 budget. This represents a 4.3% increase in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$26,026,615 in FY 2014-15, are \$1,004,879 or 4.0% more than FY 2013-14 revenues of \$25,021,736. General Fund support of \$50,283,339 in FY 2014-15 is \$5,812,141 or 13.1% more than FY 2013-14 General Fund support of \$44,471,198.

YEAR TWO: FY 2015-16

Budget Changes

The Department's proposed \$77,158,856 budget for FY 2015-16 is \$848,902 or 1.1% more than the Mayor's proposed FY 2014-15 budget of \$76,309,954.

Personnel Decreases

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 254.98 FTEs, which is 0.9 FTE more than the 254.08 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a .4% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$26,041,090 in FY 2015-16, are \$14,475 or .1% more than FY 2014-15 estimated revenues of \$26,026,615. General Fund support of \$51,117,766 in FY 2015-16 is \$834,427 or 1.7% more than FY 2014-15 General Fund support of \$50,283,339.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: DEM – DEPARTMENT OF EMERGENCY MANAGEMENT

RECOMMENDATIONS

YEAR ONE: FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$209,827 in FY 2014-15. Of the \$209,827 in recommended reductions, \$90,118 are ongoing savings and \$119,709 are one-time savings. These reductions would still allow an increase of \$6,607,193 or 9.5% in the Department’s FY 2014-15 budget.

YEAR TWO: FY 2015-16

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$130,636 in FY 2015-16. Of the \$130,636 in recommended reductions, \$96,793 are ongoing savings and \$33,843 are one-time savings. These reductions would still allow an increase of \$718,266 or 0.9% in the Department’s FY 2015-16 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: DEM – DEPARTMENT OF EMERGENCY MANAGEMENT

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2013-2014 Budget	FY 2014-2015 Proposed	Increase/ Decrease from FY 2013-2014	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015
EMERGENCY MANAGEMENT					
911 PROJECT	0	0	0	0	0
EMERGENCY COMMUNICATIONS	43,069,408	48,874,123	5,804,715	49,694,026	819,903
EMERGENCY SERVICES	26,282,616	27,295,520	1,012,904	27,324,792	29,272
FALSE ALARM PREVENTION	0	0	0	0	0
OUTDOOR PUBLIC WARNING SYSTEM	140,910	140,311	(599)	140,038	(273)
EMERGENCY MANAGEMENT	69,492,934	76,309,954	6,817,020	77,158,856	848,902

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$6,817,020 largely due to:

- Funding for a class of ten 9-1-1- call center dispatchers to begin in September, 2014;
- Funding for the second year of a two-year planning phase for the Public Safety Radio Replacement Project;
- Replacement of more than 820 outdated portable radios used by the Police, Fire, and Sheriff’s Department with new devices; and
- The receipt of \$1 million in pass-through grant revenues from the Department of Homeland Security that will be distributed regionally.

FY 2015-16

The Department’s proposed FY 2015-16 budget has increased by \$848,902 largely due to:

- An increase in salary and fringe benefit costs.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 254.08 FTEs, which are 10.53 FTEs more than the 243.55 FTEs in the original FY 2013-14 budget. This represents a 4.3% increase in FTEs from the original FY 2013-14 budget.

The Department is proposing to create one new position in FY 2014-15:

- A 1241 Personnel Analyst, to take part in the newly created Personnel Analyst Development Program established by the Department of Human Resources. The purpose of this position is to provide an opportunity for Personnel Analysts to gain exposure and increased competency in core human resources functions, and to have HR

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: DEM – DEPARTMENT OF EMERGENCY MANAGEMENT

analysts within departments who have an understanding of the City's HR policies, procedures, and practices and know how to implement them.

The Department is also proposing to hire a second class of 10 Public Safety Communications Dispatchers in 2014; these positions will be paid for through a reduction in attrition savings and the filling of currently vacant positions.

FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 254.98 FTEs, which is 0.9 FTE more than the 254.08 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a .4% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

- The reduction in FTE is due to the deletion of an off-budget position.

INTERIM EXCEPTIONS

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

- The approval of the 1241 Personnel Analyst as an Interim Exception is recommended, as the Department aims to hire this position by August 1, 2014, so that the individual will participate in the Department of Human Resource's Personnel Analyst Development Program.

DEPARTMENT REVENUES:

FY 2014-15

The Department's revenues of \$26,026,615 in FY 2014-15, are \$1,004,879 or 4.0% more than FY 2013-14 revenues of \$25,021,736. General Fund support of \$50,283,339 in FY 2014-15 is \$5,647,255 or 13.1% more than FY 2013-14 General Fund support of \$44,471,198.

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

- An increased allocation of \$1 million from the Homeland Security Grant Program;
- The Department will receive increased General Fund support to implement (in part) various initiatives, including:
 - The Critical Infrastructure Protection Project, which will provide security improvements to critical cable infrastructure at 1011 Turk Street;
 - The hiring of additional Emergency Communications Dispatchers;
 - Planning for the replacement of outdated public safety radios; and
 - The replacement of the 911 phone system.

FY 2015-16

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: DEM – DEPARTMENT OF EMERGENCY MANAGEMENT

The Department's revenues of \$26,041,090 in FY 2015-16, are \$14,475 or .1% more than FY 2014-15 estimated revenues of \$26,026,615. General Fund support of \$51,117,766 in FY 2015-16 is \$834,427 or 1.7% more than FY 2014-15 General Fund support of \$50,283,339.

Specific changes in the Department's FY 2015-16 revenues include:

- An increased allocation of \$6,847 from the Homeland Security Grant Program; and
- Expenditure recovery totaling \$7,628.
- The Department will receive increased General Fund support to implement (in part) various initiatives, including:
 - Planning for the replacement of outdated public safety radios;
 - The replacement of the Nice Logging Recorder System, which records 911 telephone, Police/Fire dispatch channels and tactical radio channels;
 - Radio site improvements; and
 - Replacement of the gutter at the 911 Center.

RECOMMENDATIONS:

YEAR ONE: FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$209,827 in FY 2014-15. Of the \$209,827 in recommended reductions, \$90,118 are ongoing savings and \$119,709 are one-time savings. These reductions would still allow an increase of \$6,607,193 or 9.5% in the Department's FY 2014-15 budget.

YEAR TWO: FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$130,636 in FY 2015-16. Of the \$130,636 in recommended reductions, \$96,793 are ongoing savings and \$33,843 are one-time savings. These reductions would still allow an increase of \$718,266 or 0.9% in the Department's FY 2015-16 budget.

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

Department of Emergency Management (DEM)

Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
	From	To	From	To			From	To	From	To		
BIR -- Emergency Communications												
EQUIPMENT PURCHASE-BUDGET									\$ 33,843	\$	33,843	X
												X
<i>Total Savings</i>												\$33,843
<p>This equipment purchase is for a 2014 Transit Connect XLT Wagon, which is supposed to replace a 2000 Ford Windstar Mini-Van. The Windstar has just 23,000 miles on it and was driven less than 1,000 miles annually between 2012-2014. The BLA recommends against replacing the Windstar, as it is used infrequently and there are other cars that can be shared in the Department's vehicle pool.</p>												
ATTRITION SAVINGS			\$ (2,187,615)	\$ (2,211,785)	\$ 24,170	X	X					
MANDATORY FRINGE BENEFITS			\$ (964,730)	\$ (974,763)	\$ 10,033	X	X					
<i>Total Savings</i>												\$34,203
<p>Increase Attrition Savings to reflect an October 1, 2014 hire date for 1244 Senior Personnel Analyst. Hire dates estimated based on information provided by the Department.</p>												
ATTRITION SAVINGS			\$ (2,187,615)	\$ (2,195,085)	\$ 7,470	X	X					
MANDATORY FRINGE BENEFITS			\$ (964,730)	\$ (968,009)	\$ 3,279	X	X					
<i>Total Savings</i>												\$10,749
<p>Increase Attrition Savings to reflect an August hire date for 1241 Personnel Analyst. Hire dates estimated based on information provided by the Department.</p>												

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget
Department of Emergency Management (DEM)**

Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
	From	To	From	To			From	To	From	To		
OVERTIME -- MISC			\$ 1,190,070	\$ 1,110,070	\$ 80,000	X			\$ 1,305,758	\$ 1,221,077	\$ 84,681	X
MANDATORY FRINGE BENEFITS			\$ 9,409,754	\$ 9,399,636	\$ 10,118	X			\$ 9,129,567	\$ 9,101,579	\$ 12,112	X
			<i>Total Savings</i>	\$ 90,118					<i>Total Savings</i>	\$ 96,793		
<p>Decrease in Miscellaneous Overtime to FY 2013-14 budgeted amount. The Department's plan to hire 10 new Communications Dispatchers should reduce the need for additional overtime. The Budget and Legislative Analyst's recommended reduction leaves \$1.1 million for overtime spending. The Department's justification for its supplemental appropriation for additional overtime in FY 2013-14 was to provide employees with training on the use of the new Computer-Aided Dispatch system. The training could not be given during normal working hours due to minimum staffing requirements. The training period ended in April, 2014. The Department has not provided justification for additional overtime need in FY 2014-15.</p>												
BIV -- Emergency Services												
ATTRITION SAVINGS			\$ -	\$ (52,184)	\$ 52,184	X					\$ 0	
MANDATORY FRINGE BENEFITS			\$ -	\$ (22,573)	\$ 22,573	X					\$ 0	
			<i>Total Savings</i>	\$ 74,757								
<p>Increase Attrition Savings to reflect an October 1, 2014 hire date for 1806 Senior Statistician and 0923 EMS Manager. Hire date estimated based on information provided by the Department.</p>												

FY 2014-15

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$119,709	\$90,118	\$209,827
Non-General Fund	\$0	\$0	\$0
Total	\$119,709	\$90,118	\$209,827

FY 2015-16

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$33,843	\$96,793	\$130,636
Non-General Fund	\$0	\$0	\$0
Total	\$33,843	\$96,793	\$130,636

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2014-15

Budget Changes

The Department's proposed \$529,979,638 budget for FY 2014-15 is \$3,042,771 or 0.6% more than the original FY 2013-14 budget of \$526,936,867.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 2,793.78 FTEs, which are 66.52 FTEs more than the 2,727.26 FTEs in the original FY 2013-14 budget. This represents a 2.4% increase in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$117,619,068 in FY 2014-15 are \$2,942,473 or 2.4% less than FY 2013-14 revenues of \$120,561,541. General Fund support of \$412,360,570 in FY 2014-15 is \$5,985,244 or 1.5% more than FY 2013-14 General Fund support of \$406,375,326.

YEAR TWO: FY 2015-16

Budget Changes

The Department's proposed \$533,980,709 budget for FY 2015-16 is \$4,001,071 or 0.8% more than the Mayor's proposed FY 2014-15 budget of \$529,979,638.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 2,849.34 FTEs, which are 55.56 FTEs more than the 2,793.78 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 2.0% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$116,959,119 in FY 2015-16, are \$659,949 or 0.6% less than FY 2014-15 estimated revenues of \$117,619,068. General Fund support of \$417,021,590 in FY 2015-16 is \$4,661,020 or 1.1% more than FY 2014-15 General Fund support of \$412,360,570.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: POL – POLICE DEPARTMENT

RECOMMENDATIONS

YEAR ONE: FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,507,361 in FY 2014-15. Of the \$1,507,361 in recommended reductions, \$1,408,313 are ongoing savings and \$99,048 are one-time savings. These reductions would still allow an increase of \$1,535,410 or .3% in the Department’s FY 2014-15 budget.

YEAR TWO: FY 2015-16

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,280,256 in FY 2015-16. Of the \$1,280,256 in recommended reductions, \$1,189,872 are ongoing savings and \$90,384 are one-time savings. These reductions would still allow an increase of \$2,720,815 or .5% in the Department’s FY 2015-16 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: POL – POLICE DEPARTMENT

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2013- 2014 Budget	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014	FY 2015- 2016 Proposed	Increase/ Decrease from FY 2014- 2015
POLICE					
AIRPORT POLICE	49,622,941	49,894,105	271,164	50,080,228	186,123
INVESTIGATIONS	81,811,136	80,870,761	(940,375)	80,420,915	(449,846)
OFFICE OF CITIZEN COMPLAINTS	4,829,125	5,162,717	333,592	5,160,304	(2,413)
OPERATIONS & ADMINISTRATION	89,793,489	82,328,090	(7,465,399)	77,901,787	(4,426,303)
PATROL	290,243,911	304,742,465	14,498,554	316,037,147	11,294,682
WORK ORDER SERVICES	10,636,265	6,981,500	(3,654,765)	4,380,328	(2,601,172)
POLICE	526,936,867	529,979,638	3,042,771	533,980,709	4,001,071

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$3,042,771 largely due to:

- **Public Safety Building:** The new Public Safety Building is expected to open in November 2014. The Department is requesting 4 new positions to provide 24/7 security at the Public Safety Building, beginning July 1. Security for the building was intended to be provided through a contract, but in response to bargaining unit concerns, the Police Department will now maintain responsibility for building security.
- **Vehicle replacement:** As part of a multiyear effort to replace aging Police vehicles, the Department will replace 60 marked cars, one unmarked car, and 10 motorcycles.
- **Academies:** The Department will hire 150 new police officers to increase the size of the police force.
- **Technology enhancements for police officers:** The Department began providing police officers with smart phones in order to enable officers to access critical information regarding suspects in real-time. This smart phone program began in FY 2013-14, and the Department proposes to expand it in FY 2014-15.

FY 2015-16

The Department’s proposed FY 2015-16 budget has increased by \$4,001,071 largely due to:

- **Academies:** The Department will hire 150 new police officers to increase the size of the police force.
- **Vehicle replacement:** As part of a multiyear effort to replace aging Police vehicles, the Department will replace 33 unmarked cars, 15 motorcycles, 4 tactical utility trucks, 2 trucks, 1 van and 1 sedan.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: POL – POLICE DEPARTMENT

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 2,793.78 FTEs, which are 66.52 FTEs more than the 2,727.26 FTEs in the original FY 2013-14 budget. This represents a 2.4% increase in FTEs from the original FY 2013-14 budget.

- Transit Officers: MTA Transit Officers, which were previously funded by MTA via work order, will be moved to the Police Department budget over the next two fiscal years. In FY 2014-15, 16 FTEs (of 34 FTEs) will transfer to the Police Department budget.
- Public Safety Building: Security for the new Public Safety Building will be provided by the Police Department, rather than through a contract as previously planned. This will include 4 new 9209s to be hired in FY 2014-15, as well as 2 vacant clerical positions that will be filled to provide support.
- Airport Reorganization: To support the new organization, the Airport has requested one Lieutenant (Q62) to supervise a new division (Specialized Units), and 2 Community Service Aide Supervisors (8217).

FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 2,849.34 FTEs, which are 55.56 FTEs more than the 2,793.78 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 2.0% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

- Transit Officers: MTA Transit Officers, which were previously funded by the MTA through a work order, will be moved to the Police Department budget over the next two fiscal years. In FY 2015-16, 16 FTEs (of 34 FTEs) will transfer to the Police Department budget.

INTERIM EXCEPTIONS

The Department has requested approval of 4 positions as an interim exception. The Budget and Legislative Analyst recommends disapproval of all 4 positions as an interim exception.

- According to the Department, these positions will be used to provide security at the new Public Safety Building in Mission Bay. Although the building is not expected to open until November 2014, security will be needed in order to protect equipment and other assets. The Department has just begun the background review process for these positions, based upon conditional offers made. The earliest they would be able to bring them on staff would be August 2014.

The interim exception is therefore not needed.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: POL – POLICE DEPARTMENT

DEPARTMENT REVENUES:

FY 2014-15

The Department's revenues of \$117,619,068 in FY 2014-15 are \$2,942,473 or 2.4% less than FY 2013-14 revenues of \$120,561,541. General Fund support of \$412,360,570 in FY 2014-15 is \$5,985,244 or 1.5% more than FY 2013-14 General Fund support of \$406,375,326.

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

- An increase in Proposition 172 Public Safety Sales Tax
- A reduction in Expenditure Recovery due to a decrease in the SFMTA Traffic Work Order
- An increase in General Fund support

FY 2015-16

The Department's revenues of \$116,959,119 in FY 2015-16, are \$659,949 or 0.6% less than FY 2014-15 estimated revenues of \$117,619,068. General Fund support of \$417,021,590 in FY 2015-16 is \$4,661,020 or 1.1% more than FY 2014-15 General Fund support of \$412,360,570.

Specific changes in the Department's FY 2015-16 revenues include:

- An increase in Proposition 172 Public Safety Sales Tax
- A reduction in Expenditure Recovery due to the elimination of the SFMTA Traffic Work Order
- An increase in General Fund support

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2014-15 AND FY 2015-16**

DEPARTMENT: POL – POLICE DEPARTMENT

RECOMMENDATIONS:

FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,507,361 in FY 2014-15. Of the \$1,507,361 in recommended reductions, \$1,408,313 are ongoing savings and \$99,048 are one-time savings. These reductions would still allow an increase of \$1,535,410 or .3% in the Department's FY 2014-15 budget.

FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,280,256 in FY 2015-16. Of the \$1,280,256 in recommended reductions, \$1,189,872 are ongoing savings and \$90,384 are one-time savings. These reductions would still allow an increase of \$2,720,815 or .5% in the Department's FY 2015-16 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2014-15 and FY 2015-16 Two-Year Budget**

POL - Police Department

Object Title	FY 2014-15						FY 2015-16						
	FTE		Amount		GF 1T	Savings	FTE		Amount		GF 1T	Savings	
	From	To	From	To			From	To	From	To			
ACB - Investigations													
Attrition Savings			(\$245,868)	(\$801,718)	\$555,850	x				(\$253,718)	(\$650,000)	\$396,282	x
Mandatory Fringe Benefits			(\$111,600)	(\$363,901)	\$252,301	x				(\$106,878)	(\$273,811)	\$166,933	x
			<i>Total Savings</i>	<i>\$808,151</i>						<i>Total Savings</i>	<i>\$563,215</i>		
	Increase Attrition Savings due to ongoing vacancies. The Investigations Division currently has 7 other vacant civilian positions (excluding 2 vacant civilian positions which are part of the 2012-2014 Recivilianization Plan). The Department has not provided hiring plans for these positions.												
Materials & Supplies			\$500,000	\$400,000	\$100,000	x				\$500,000	\$400,000	\$100,000	x
	Reduce to reflect historical underspending for this line item.												
	ACM - Operations and Administration												
Community Police Services Aide	4.00	3.68	\$267,811	\$246,386	\$21,425	x							
Mandatory Fringe Benefits			\$132,950	\$122,314	\$10,636	x							
			<i>Total Savings</i>	<i>\$32,061</i>						<i>Total Savings</i>	<i>\$426,658</i>		
	Reduce FTE for four new Community Police Services Aides to reflect actual hiring timeline.												
Attrition Savings			(\$1,443,278)	(\$1,718,278)	\$275,000	x				(\$1,489,742)	(\$1,789,742)	\$300,000	x
Mandatory Fringe Benefits			(\$656,882)	(\$782,043)	\$125,161	x				(\$628,958)	(\$755,616)	\$126,658	x
			<i>Total Savings</i>	<i>\$400,161</i>						<i>Total Savings</i>	<i>\$426,658</i>		
	Increase Attrition Savings due to ongoing vacancies. The Operations and Administration Division currently has 17 other vacant civilian positions (excluding 7 vacant civilian positions which are part of the 2012-2014 Recivilianization Plan) for which the Department has not provided hiring plans.												
Equipment			\$771,285	\$731,604	\$39,681	x				\$391,950	\$328,872	\$63,078	x
	Reduce budget for one new 1 Ford Fusion Energi to replace a 2011 Chevy Volt with 35,250 miles Given the year and the low mileage, approval of this replacement vehicle is not recommended.												
Materials & Supplies			\$1,000,000	\$900,000	\$100,000	x				\$1,000,000	\$900,000	\$100,000	x
	Reduce to reflect historical underspending for this line item.												
	Ongoing savings												

GF = General Fund

1T = One Time

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2014-15 and FY 2015-16 Two-Year Budget**

POL - Police Department

Object Title	FY 2014-15						FY 2015-16						
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T	
	From	To	From	To			From	To	From	To			
Equipment			\$54,612	\$27,306	\$27,306	x			\$27,306	\$0	\$27,306	x	x
<p>ACV - Office of Citizen Complaints</p> <p>The budgeted amount is for two new replacement vehicles. Reduce this amount by one vehicle to replace a vehicle that was taken out of service due to expired CNG tanks. The Office of Citizen's Complaints has one vehicle whose CNG tank will not expire until July 2015 and a 2000 Ford Taurus with 64,718 miles.</p> <p>Delete this equipment purchase expenditure. This amount was incorrectly budgeted for a vehicle and was not intended to be included.</p>													

FY 2014-15

Total Recommended Reductions			
	One-Time	Ongoing	Total
General Fund	\$99,048	\$1,408,313	\$1,507,361
Non-General Fund	\$0	\$0	\$0
Total	\$99,048	\$1,408,313	\$1,507,361

FY 2015-16

Total Recommended Reductions			
	One-Time	Ongoing	Total
General Fund	\$90,384	\$1,189,872	\$1,280,256
Non-General Fund	\$0	\$0	\$0
Total	\$90,384	\$1,189,872	\$1,280,256