

File No. 140619  
140621

Committee Item No. 1 & 2  
Board Item No. \_\_\_\_\_

**COMMITTEE/BOARD OF SUPERVISORS**  
AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date June 16, 2014

Board of Supervisors Meeting \_\_\_\_\_

Date \_\_\_\_\_

**Cmte Board**

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| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
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**OTHER** (Use back side if additional space is needed)

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Completed by: Linda Wong Date June 13, 2014  
Completed by: \_\_\_\_\_ Date \_\_\_\_\_

**The following documents related to the FY 2014-2015 and 2015-2016 Budget of the City and County of San Francisco are available in the reference file and online at the following websites:**

- The City and County of San Francisco Proposed Budget and Appropriation Ordinance as of June 2, 2014 (BOS File Nos. 140618 and 140619)

<http://openbook.sfgov.org/webreports/details3.aspx?id=1748>

- Mayor's 2014-2015 and 2015-2016 Proposed Budget (BOS File No. 140619)

<http://www.sfmayor.org/index.aspx?page=981>

- The City and County of San Francisco Proposed Salary Ordinance as of June 2, 2014 (BOS File Nos. 140620 and 140621)

<http://openbook.sfgov.org/webreports/details3.aspx?id=1749>


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

1390 Market Street, Suite 1150, San Francisco, CA 94102 (415) 552-9292  
FAX (415) 252-0461

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June 12, 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 \$76,039,962 budget for FY 2014-15 is \$3,035,098 or 4.2% more than the original FY 2013-14 budget of \$73,004,864.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 309.85 FTEs, which are 1.71 FTEs more than the 308.14 FTEs in the original FY 2013-14 budget. This represents a 0.6% increase in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$65,012,163 in FY 2014-15, are \$660,722 or 1.0% more than FY 2013-14 revenues of \$64,351,441. General Fund support of \$11,027,799 in FY 2014-15 is \$2,374,376 or 27.4% more than FY 2013-14 General Fund support of \$8,653,423.

**YEAR TWO: FY 2015-16**

Budget Changes

The Department's proposed \$76,749,935 budget for FY 2015-16 is \$709,973 or 0.9% more than the Mayor's proposed FY 2014-15 budget of \$76,039,962.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 309.94 FTEs, which are 0.09 FTEs more than the 309.85 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 0.03% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$65,043,859 in FY 2015-16, are \$31,696 or 0.05% more than FY 2014-15 revenues of \$65,012,163. General Fund support of \$11,706,076 in FY 2015-16 is \$678,277 or 6.2% more than FY 2014-15 General Fund support of \$11,027,799.

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

**DEPARTMENT:** CAT – CITY ATTORNEY

**RECOMMENDATIONS**

**YEAR ONE: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$253,374 in FY 2014-15. Of the \$253,374 in recommended reductions, \$91,536 are ongoing savings and \$161,838 are one-time savings. These reductions would still allow an increase of \$2,781,724 or 3.8% in the Department's FY 2014-15 budget. These recommendations will result in \$253,374 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 \$92,640 in FY 2015-16. Of the \$92,640 in recommended reductions, \$92,640 are ongoing savings. These reductions would still allow an increase of \$617,333 or 0.8% 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:** CAT – CITY ATTORNEY

**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
<b>CITY ATTORNEY</b>					
CLAIMS	\$6,305,851	\$6,531,960	\$226,109	\$6,606,452	\$74,492
LEGAL SERVICE	\$61,697,299	\$66,773,002	\$5,075,703	\$67,408,483	\$635,481
LEGAL SERVICE-PAYING DEPTS	\$5,001,714	\$2,735,000	-\$2,266,714	\$2,735,000	\$0
<b>CITY ATTORNEY</b>	<b>\$73,004,864</b>	<b>\$76,039,962</b>	<b>\$3,035,098</b>	<b>\$76,749,935</b>	<b>\$709,973</b>

FY 2014-15

The Department's proposed FY 2014-15 budget has increased by \$3,035,098 largely due to mandated salary and fringe benefit increases.

FY 2015-16

The Department's proposed FY 2015-16 budget has increased by \$709,973 largely due to salary increases with reduced 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 309.85 FTEs, which are 1.71 FTEs more than the 308.14 FTEs in the original FY 2013-14 budget. This represents a 0.6% increase in FTEs from the original FY 2013-14 budget.

The Department is not requesting any new positions in FY 2014-2015. Changes in FTE totals are due to annualization of new positions approved in the FY 2013-14 budget and other adjustments.

FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 309.94 FTEs, which are 0.09 FTEs more than the 309.85 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 0.03% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

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

**DEPARTMENT:** CAT – CITY ATTORNEY

**DEPARTMENT REVENUES:**

**FY 2014-15**

The Department's revenues of \$65,012,163 in FY 2014-15, are \$660,722 or 1.0% more than FY 2013-14 revenues of \$64,351,441. General Fund support of \$11,027,799 in FY 2014-15 is \$2,374,376 or 27.4% more than FY 2013-14 General Fund support of \$8,653,423. Specific changes in the Department's FY 2014-15 revenues include:

The Department is increasing General Fund support and Department Work Order recoveries to supplement salary and benefit increases.

**FY 2015-16**

The Department's revenues of \$65,012,163 in FY 2014-15, are \$660,722 or 1.0% more than FY 2013-14 revenues of \$64,351,441. General Fund support of \$11,027,799 in FY 2014-15 is \$2,374,376 or 27.4% more than FY 2013-14 General Fund support of \$8,653,423:

The Department does not expect revenue to change by a significant amount in FY 2015-2016.

**RECOMMENDATIONS:**

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$253,374 in FY 2014-15. Of the \$253,374 in recommended reductions, \$91,536 are ongoing savings and \$161,838 are one-time savings. These reductions would still allow an increase of \$2,781,724 or 3.8% in the Department's FY 2014-15 budget. These recommendations will result in \$253,374 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 \$92,640 in FY 2015-16. Of the \$92,640 in recommended reductions, \$92,640 are ongoing savings. These reductions would still allow an increase of \$617,333 or 0.8% 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**

**CAT - City Attorney**

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			
FC2 - Legal Service													
Air Travel			\$14,042	\$7,000	x	\$7,042			\$14,042	\$7,000		\$7,042	x
	Budgeted amount reduced to reflect historical expenditure, which has not exceeded \$6,356 in the past three years.												
Materials and Supplies			\$140,000	\$135,000	x	\$5,000			\$140,000	\$135,000		\$5,000	x
	Department has not provided sufficient justification for an increase in the materials and supplies budget for this unit.												
Legal Secretary I	42.50	41.50	\$3,310,521	\$3,232,626.39	x	\$77,895		42.50	41.50	\$3,416,224	\$3,335,842	\$80,382	x
Mandatory Fringe Benefits			\$1,555,459	\$1,518,860	x	\$36,599			\$1,496,689	\$1,461,473		\$35,216	x
			Total Savings			\$114,494		Total Savings			\$115,598		
Vehicle Purchase	Delete one vacant Legal Secretary I position that has been vacant since October 2012. The Department has projected salary savings in FY 2013-14 up to \$183,600.												
	3.00	2.00	\$75,849	\$50,566	x	\$25,283	x						
	Reduce requested replacement vehicles by 1, from 3 to 2. The Department met its requirement under the Healthy Air and Clean Transportation Ordinance (HACTO) to reduce vehicles by 15% in part by turning in 1 vehicle to the Department of Administrative Services Central Shops. The vehicles returned to Central Shops do not represent a permanent reduction in the City's vehicle fleet because these vehicles can be re-allocated to other City departments, or can be used as credit for future replacement vehicles by the Department. With this recommended reduction the Department will continue to have 12 vehicles.												
Expenditure Recovery			(\$220,000)	(\$185,000)	x	(\$35,000)	x			(\$220,000)	(\$185,000)	(\$35,000)	x
	Offsets reduction in City Attorney work order with the Health Service System.												



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

**CAT - City Attorney**

Object Title	FY 2014-15						FY 2015-16																																																																																																																																													
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	From	To	From	To				From	To	From	To																																																																																																																																									
Attrition Savings	(18.59)	(19.25)	(\$2,805,106)	(\$2,904,696)	\$99,590	x	x																																																																																																																																													
Mandatory Fringe Benefits			(\$1,041,172)	(\$1,078,137)	\$36,965	x	x																																																																																																																																													
			<i>Total Savings</i>	\$136,555																																																																																																																																																
	Increase Attrition Savings to offset vacant positions and projected salary surplus in FY 2013-14.																																																																																																																																																			
	<table border="0" style="width:100%"> <tr> <td colspan="7"></td> <td align="center" colspan="7">FY 2014-15</td> <td colspan="7"></td> </tr> <tr> <td colspan="7"></td> <td align="center" colspan="7">Total Recommended Reductions</td> <td colspan="7"></td> </tr> <tr> <td colspan="7"></td> <td align="center" colspan="3">One-Time</td> <td align="center" colspan="4">Ongoing</td> <td align="center" colspan="3">Total</td> <td colspan="7"></td> </tr> <tr> <td colspan="7"></td> <td align="center">\$161,838</td> <td align="center">\$0</td> <td align="center">\$91,536</td> <td align="center">\$91,536</td> <td align="center">\$253,374</td> <td colspan="7"></td> </tr> <tr> <td colspan="7"></td> <td align="center">General Fund</td> <td align="center">Non-General Fund</td> <td align="center">Total</td> <td align="center">General Fund</td> <td align="center">Non-General Fund</td> <td align="center">Total</td> <td align="center">\$0</td> <td align="center">\$0</td> <td align="center">\$92,640</td> <td align="center">\$0</td> <td align="center">\$92,640</td> <td colspan="7"></td> </tr> <tr> <td colspan="7"></td> <td align="center">\$161,838</td> <td align="center">\$0</td> <td align="center">\$91,536</td> <td align="center">\$91,536</td> <td align="center">\$253,374</td> <td align="center">\$0</td> <td align="center">\$0</td> <td align="center">\$92,640</td> <td align="center">\$0</td> <td align="center">\$92,640</td> <td colspan="7"></td> </tr> </table>																					FY 2014-15																					Total Recommended Reductions																					One-Time			Ongoing				Total																	\$161,838	\$0	\$91,536	\$91,536	\$253,374															General Fund	Non-General Fund	Total	General Fund	Non-General Fund	Total	\$0	\$0	\$92,640	\$0	\$92,640															\$161,838	\$0	\$91,536	\$91,536	\$253,374	\$0	\$0	\$92,640	\$0	\$92,640							
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BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2014-15

Budget Changes

The Department's proposed \$51,960,612 budget for FY 2014-15 is \$7,979,715 or 18.1% more than the original FY 2013-14 budget of \$43,980,897.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 220.2 FTEs, which are 16.1 FTEs more than the 204.1 FTEs in the original FY 2013-14 budget. This represents a 7.9% increase in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$39,542,655 in FY 2014-15, are \$8,746,504 or 28.4% more than FY 2013-14 revenues of \$30,796,151. General Fund support of \$12,417,957 in FY 2014-15 is \$766,789 or 5.8% less than FY 2013-14 General Fund support of \$13,184,746.

YEAR TWO: FY 2015-16

Budget Changes

The department's proposed \$55,781,082 budget for FY 2015-16 is \$3,820,470 or 7.4% more than the Mayor's proposed FY 2014-15 budget of \$ 51,960,612.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 245.1 FTEs, which are 24.9 FTEs more than the 220.2 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 11.3% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$43,254,792 in FY 2015-16, are \$3,712,137 or 9.4% more than FY 2014-15 estimated revenues of \$39,542,655. General Fund support of \$12,526,290 in FY 2015-16 is \$108,333 or 0.9% more than FY 2014-15 General Fund support of \$12,417,957.

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

**DEPARTMENT:** CON – CONTROLLER

**RECOMMENDATIONS**

**YEAR ONE: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$347,707 in FY 2014-15. Of the \$347,707 in recommended reductions, \$347,707 are ongoing savings. These reductions would still allow an increase of \$7,632,008 or 17.4% in the Department's FY 2014-15 budget. These recommendations will result in \$347,707 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 \$1,106,976 in FY 2015-16. Of the \$1,106,976 in recommended reductions, \$1,106,976 are ongoing savings. These reductions would still allow an increase of \$2,713,494 or 5.2% in the Department's FY 2015-16 budget. These recommendations will result in \$1,106,976 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:** CON – CONTROLLER

**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
<b>CONTROLLER</b>					
ACCOUNTING	8,093,614	8,670,738	577,124	8,824,164	153,426
CITY SERVICES AUDITOR	13,671,802	13,133,275	(538,527)	13,399,139	265,864
ECONOMIC ANALYSIS	404,727	493,151	88,424	497,328	4,177
FINANCIAL SYSTEMS	2,300,000	8,580,798	6,280,798	11,515,627	2,934,829
MANAGEMENT, BUDGET	4,943,746	5,237,043	293,297	5,341,074	104,031
PAYROLL AND	13,874,980	15,070,579	1,195,599	15,417,969	347,390
PUBLIC FINANCE	692,028	775,028	83,000	785,781	10,753
<b>CONTROLLER</b>	<b>43,980,897</b>	<b>51,960,612</b>	<b>7,979,715</b>	<b>55,781,082</b>	<b>3,820,470</b>

**FY 2014-15**

The Department's proposed FY 2014-15 budget has increased by \$7,979,715 largely due to:

- Beginning the implementation of a new city-wide financial information system. Work in FY 2014-2015 will include contracting with a software vendor, developing system specifications, and a phased hiring plan.
- Upgrade of the PeopleSoft human resources and payroll system (eMerge) to increase online accessibility for City Employees.
- Increased local government reporting including SFOpenBook and the Government Barometer.

**FY 2015-16**

The Department's proposed FY 2015-16 budget has increased by \$3,820,470 largely due to:

- Continued investments in the new city-wide financial information system. Work in FY 2015-2016 will include software licensing and consulting support, leasing and operating expenses, and continued hiring to fully staff the project.

**Financial System Replacement Project**

The City's five-year Information and Communication Technology (ICT) Plan, adopted by the Board of Supervisors in April 2013, includes \$72.2 million for replacement of the City's financial system over the five-year period from FY 2013-14 through FY 2017-18. The Mayor's proposed budget includes \$8,225,798 in FY 2014-15 and \$11,515,627 in FY 2015-16, totaling \$19,741,425, to partially fund replacement of the financial system.

The FY 2014-15 budget includes 21 new positions and the FY 2015-16 budget includes 12 new positions, totaling 33 new positions allocated to the financial system replacement projects.

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

**DEPARTMENT:** CON – CONTROLLER

Additionally, the proposed budget includes substitution or reassignment of 6.47 existing positions, for 39.47 total positions allocated to the financial system replacement project. The Budget and Legislative Analyst recommends reducing 5 of the requested 33 new positions, and designating 23 as limited-tenure positions, which will terminate at the conclusion of the project in FY 2017-18.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 220.2 FTEs, which are 16.1 FTEs more than the 204.1 FTEs in the original FY 2013-14 budget. This represents a 7.9% increase in FTEs from the original FY 2013-14 budget.

A majority of the department's new positions are for the implementation and support of the new city-wide financial system. In addition, the department is adding limited-term staff for support of the Peoplesoft system upgrade.

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 245.1 FTEs, which are 24.9 FTEs more than the 220.2 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 11.3% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

The increase in FTE in 2015-16 is due to a number of new positions to fully staff the financial system replacement project, as well as a number of staff hired in FY 2014-2015 becoming full time.

**INTERIM EXCEPTIONS**

The Department has requested no interim exceptions. However, due to a clerical error the Department was included on the Mayor's list of interim exceptions. This error has been corrected.

**DEPARTMENT REVENUES:**

**FY 2014-15**

The Department's revenues of \$39,542,655 in FY 2014-15, are \$8,746,504 or 28.4% more than FY 2013-14 revenues of \$30,796,151. General Fund support of \$12,417,957 in FY 2014-15 is \$766,789 or 5.8% less than FY 2013-14 General Fund support of \$13,184,746.

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

- Reduced General Fund support due to greater expenditure recovery from City departments.

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

**DEPARTMENT:** CON – CONTROLLER

**FY 2015-16**

The Department's revenues of \$43,254,792 in FY 2015-16, are \$3,712,137 or 9.4% more than FY 2014-15 estimated revenues of \$39,542,655. General Fund support of \$12,526,290 in FY 2015-16 is \$108,333 or 0.9% more than FY 2014-15 General Fund support of \$12,417,957.

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

- The Department does not expect major changes to FY 2015-2016 revenue other than moderate increases in expenditure recovery from City departments

**RECOMMENDATIONS:**

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$347,707 in FY 2014-15. Of the \$347,707 in recommended reductions, \$347,707 are ongoing savings. These reductions would still allow an increase of \$7,632,008 or 17.4% in the Department's FY 2014-15 budget. These recommendations will result in \$347,707 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 \$1,106,976 in FY 2015-16. Of the \$1,106,976 in recommended reductions, \$1,106,976 are ongoing savings. These reductions would still allow an increase of \$2,713,494 or 5.2% in the Department's FY 2015-16 budget. These recommendations will result in \$1,106,976 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**

**CON - Controller**

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			
<b>FFM - Economic Analysis</b>													
Software Licensing			50,000	40,000	10,000	x			50,000	40,000		10,000	x
Current-year expenditures are not expected to exceed \$37,500. \$40,000 would allow sufficient funding for expected licensing cost increases.													
Professional & Specialized Services			\$50,000	\$25,000	\$25,000	x			\$50,000	\$40,000		\$10,000	x
The Department did not provide sufficient justification or specific projects that this funding is intended for. This reduction would still allow for \$25,000 in funding for unforeseen potential projects.													
<b>Management</b>													
Accountant III	2.00	1.00	193,502	96,751	96,751	x	2.00	1.00	199,680	99,840		99,840	x
Mandatory Fringe Benefits			85,073	42,537	42,537	x			81,238	40,619		40,619	x
<i>Total Savings 139,288</i>													
Position has been vacant since July 2011 and Department has not provided evidence of upcoming increase in workload to justify retaining the vacancy.													
<b>Payroll/Personnel</b>													
Payroll Supervisor	2.00	1.00	192,174	96,087	96,087	x	1.00	0.00	198,310	99,155		99,155	x
Mandatory Fringe Benefits			42,188	21,094	21,094	x			80,866	40,433		40,433	x
<i>Total Savings 117,181</i>													
Position has been vacant since November 2010 and Department has not provided evidence of upcoming increase in workload to justify retaining the vacancy.													
<b>Financial Systems Replacement Project</b>													
IS Business Analyst - Senior	0.08	0.00	8,847	0	8,847	x	1.00	0.00	114,119	0		114,119	x
Mandatory Fringe Benefits			3,701	0	3,701	x			44,032	0		44,032	x
<i>Total Savings 12,548</i>													
The Department has requested 10 new 1053 IS Business Analyst positions for the Financial System Replacement Project. The Budget and Legislative Analyst recommends deletion of two of the 10 new positions, resulting in eight 1053 IS Business Analyst positions for the Financial System Replacement Project.													
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**

**CON - Controller**

Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
IS Business Analyst - Senior	0.08	0.00	8,847	0	8,847	x	1.00	0.00	114,119	0	114,119	x
Mandatory Fringe Benefits			3,701	0	3,701	x			44,032	0	44,032	x
			<i>Total Savings</i>	<i>12,548</i>					<i>Total Savings</i>	<i>158,151</i>		
<p>The Department has requested 10 new 1053 IS Business Analyst positions for the Financial System Replacement Project. The Budget and Legislative Analyst recommends deletion of two of the 10 new positions, resulting in eight 1053 IS Business Analyst positions for the Financial System Replacement Project.</p>												
Programmer Analyst - Principal							0.73	0.00	87,908	0	87,908	x
Mandatory Fringe Benefits									33,201	0	33,201	x
									<i>Total Savings</i>	<i>121,109</i>		
<p>The Department has requested six new 1064 Programmer Analyst positions for the Financial System Replacement Project. The Budget and Legislative Analyst recommends deletion of one of the six new positions, resulting in five 1064 Programmer Analyst - Principal positions.</p>												
1654 Accountant III	0.08	0.00	7,740	0	7,740	x	1.00	0.00	99,840	0	99,840	x
Mandatory Fringe Benefits			3,403	0	3,403	x			40,619	0	40,619	x
			<i>Total Savings</i>	<i>11,143</i>					<i>Total Savings</i>	<i>140,459</i>		
<p>The Department has requested three new Accountant III positions for the Financial System Replacement Project. The Budget and Legislative Analyst recommends deletion of one of the three new positions, resulting in two Accountant III positions and one Accountant IV position for the Financial System Replacement Project.</p>												
Manager V							0.77	0.00	124,357	0	124,357	x
Mandatory Fringe Benefits									44,702	0	44,702	x
									<i>Total Savings</i>	<i>169,059</i>		
<p>The Department has requested three Manager V positions in addition to a Manager VII for the Financial System Replacement Project. The Budget and Legislative Analyst recommends deletion of one of the three Manager V positions, resulting in two Manager V positions and one Manager VII position for the Financial System Replacement Project.</p>												
Financial System Replacement Project			6,601,756	6,581,756	20,000	x			6,297,927	6,237,927	60,000	x
<p>Reduce budget for rent, equipment and office supplies based on recommended reduction in positions.</p>												

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**

**CON - Controller**

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		
Manager III												
IS Engineer - Journey							1.00 A	1.00 L				
IS Engineer - Principal							1.00 A	1.00 L				
IS Business Analyst							1.00 A	1.00 L				
IS Business Analyst - Senior							1.00 A	1.00 L				
IS Business Analyst - Principal							1.00 A	1.00 L				
IS Programmer Analyst - Principal												
IT Operations Support Administrator IV							1.00 A	1.00 L				
Principal Administrative Analyst												
Management Assistant							1.00 A	1.00 L				
Designate 4 positions created in FY 2014-15 and 19 positions created in FY 2015-16, totaling 23 positions, as L or limited tenure, with a termination date of June 30, 2018.												
Designate 4 positions created in FY 2014-15 and 19 positions created in FY 2015-16, totaling 23 positions, as L or limited tenure, with a termination date of June 30, 2018.												

**FY 2014-15**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	0	347,707
Non-General Fund	0	0
<b>Total</b>	<b>0</b>	<b>347,707</b>

**FY 2015-16**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	0	1,106,976
Non-General Fund	0	0
<b>Total</b>	<b>0</b>	<b>1,106,976</b>

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2014-15

Budget Changes

The Department's proposed \$933,075,713 budget for FY 2014-15 is \$96,235,944 or 11.5% more than the original FY 2013-14 budget of \$836,839,769.

Personnel Changes

There are no full-time equivalent (FTE) positions budgeted for FY 2014-15.

Revenue Changes

The Department's revenues of \$267,591,009 in FY 2014-15 are \$10,773,983 or 4.2% more than FY 2013-14 revenues of \$256,817,026. General Fund support totaling \$665,484,704 in FY 2014-15 is \$85,461,961 or 14.7% more than FY 2013-14 General Fund support of \$580,022,743.

YEAR TWO: FY 2015-16

Budget Changes

The Department's proposed \$894,476,107 budget for FY 2015-16 is \$38,599,606 or 4.1% less than the Mayor's proposed FY 2014-15 budget of \$933,075,713.

Personnel Changes

There are no full-time equivalent (FTE) positions budgeted for FY 2015-16.

Revenue Changes

The Department's revenues of \$237,048,584 in FY 2015-16, are \$30,542,425 or 11.4% less than FY 2014-15 estimated revenues of \$267,591,009. General Fund support of \$657,427,523 in FY 2015-16 is \$8,057,181 or 1.2% less than FY 2014-15 General Fund support of \$665,484,704.

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

**DEPARTMENT:            GEN – GENERAL CITY RESPONSIBILITIES**

**RECOMMENDATIONS**

**YEAR ONE: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$275,000 in FY 2014-15. Of the \$275,000 in recommended reductions, \$275,000 are ongoing savings. These reductions would still allow an increase of \$95,960,944 or 11.5% 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 \$275,000 in FY 2015-16. Of the \$275,000 in recommended reductions, \$275,000 are ongoing savings.

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

**DEPARTMENT:** GEN – GENERAL CITY RESPONSIBILITIES

**SUMMARY OF PROGRAM EXPENDITURES:**

<u>Program</u>	<u>FY 2013-2014 Budget</u>	<u>FY 2014-2015 Proposed</u>	<u>Increase/ Decrease from FY 2013-2014</u>	<u>FY 2015-2016 Proposed</u>	<u>Increase/ Decrease from FY 2014-2015</u>
<b>GENERAL CITY RESPONSIBILITIES</b>					
GENERAL CITY RESPONSIBILITIES	819,308,133	910,195,970	90,887,837	866,240,155	(43,955,815)
INDIGENT DEFENSE/GRAND JURY	750,000	750,000	0	750,000	0
RETIREE HEALTH CARE - PROP B	16,781,636	22,129,743	5,348,107	27,485,952	5,356,209
<b>GENERAL CITY RESPONSIBILITIES</b>	<b>836,839,769</b>	<b>933,075,713</b>	<b>96,235,944</b>	<b>894,476,107</b>	<b>(38,599,606)</b>

**FY 2014-15**

The Department's proposed FY 2014-15 budget has increased by \$96,235,944 largely due to debt service; reserves for litigation and retiree health care expenditures; replacement of the City's financial management system; cost of living adjustments for non-profit organizations; new City department salary and fringe benefit costs as a result of new Memoranda of Understanding (MOUs) with the City's labor unions; and increased transfers to other funds to meet mandated baseline requirements.

**FY 2015-16**

The Department's proposed FY 2015-16 budget has decreased by \$38,599,606.

**DEPARTMENT REVENUES:**

**FY 2014-15**

The Department's revenues of \$267,591,009 in FY 2014-15 are \$10,773,983 or 4.2% more than FY 2013-14 revenues of \$256,817,026. General Fund support totaling \$665,484,704 in FY 2014-15 is \$85,461,961 or 14.7% more than FY 2013-14 General Fund support of \$580,022,743.

**FY 2015-16**

The Department's revenues of \$237,048,584 in FY 2015-16, are \$30,542,425 or 11.4% less than FY 2014-15 estimated revenues of \$267,591,009. General Fund support of \$657,427,523 in FY 2015-16 is \$8,057,181 or 1.2% less than FY 2014-15 General Fund support of \$665,484,704.

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

**DEPARTMENT:** GEN – GENERAL CITY RESPONSIBILITIES

**Item 7 - File 14-0624**

The proposed ordinance would adopt the Neighborhood Beautification and Graffiti Clean-Up Fund Tax designation ceiling for tax year 2014.

The Business and Tax Regulations Code established the Neighborhood Beautification and Graffiti Clean-Up Fund (Fund), also known as the Community Challenge Grant Program. San Francisco business taxpayers who are subject to the City's payroll or gross receipts tax may elect to designate a portion of their tax liability to the Fund. Under the Business and Tax Regulations Code, the Controller must calculate each year the maximum percentage of tax liability that San Francisco taxpayers can designate to the Fund.

The proposed ordinance would set the tax year 2014 maximum percentage of tax liability that can be designated to the Fund at 3 percent. The Controller estimates that the 3 percent limit would result in 2014 contributions to the Fund of approximately \$1.5 million.

Recommendation: Approve the proposed ordinance.

**Item 8 - File 14-0625**

The proposed resolution would concur with the Controller's establishment of the Consumer Price Index for 2014 and adjust the Access Line Tax by the same rate.

The San Francisco voters approved Proposition O in November 2008, establishing the Access Line Tax for telephone communication services. Currently, the monthly tax rate is set at \$3.01 per access line, \$22.60 per trunk line, and \$406.79 per high capacity line. Business and Tax Code Section 782 allows the Controller to adjust the rate annually by the Consumer Price Index (CPI), which according to the Controller is 2.58% as of December 31, 2013. Based on the CPI adjustment, the Controller recommends increasing the FY 2014-15 Access Line Tax to \$3.09 per access line, leaving the \$22.60 per trunk line the same, and increasing the \$417.29 per high capacity line.

As shown in the table below, the Controller estimates that the proposed increase in the Access Line Tax will result in increased revenues to the City of \$847,000 in FY 2014-15.

File No.	Fee Description	FY 2013-14	FY 2014-15	Increase
		Projected Revenue	Projected Revenue	
14-0625	Access Line Tax	\$42,203,000	\$43,050,000	\$847,000

**Totals**

Recommendation: Approve the proposed resolution.

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

**DEPARTMENT:                      GEN – GENERAL CITY RESPONSIBILITIES**

**RECOMMENDATIONS:**

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$275,000 in FY 2014-15. Of the \$275,000 in recommended reductions, \$275,000 are ongoing savings. These reductions would still allow an increase of \$95,960,944 or 11.5% in the Department's FY 2014-15 budget.

**FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$275,000 in FY 2015-16. Of the \$275,000 in recommended reductions, \$275,000 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**

**GEN- General City Responsibility**

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	From	To	From	To	From	To	From	To
Judgments and Claims			\$3,100,000	\$2,950,000	\$150,000	x					\$3,100,000	\$2,950,000	\$150,000	x		
	Reduce to reflect historical expenditures. The Judgments and Claims account pays for claims incurred by City departments.															
Court Fees			\$750,000	\$625,000	\$125,000	x					\$750,000	\$625,000	\$125,000	x		
	Reduce to reflect historical expenditures. This fund is used to pay Public Defender and/or District Attorney's costs for appeals. The reduction provides sufficient funds for this purpose.															

**FY 2014-15**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$275,000
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$275,000</b>

**FY 2015-16**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$275,000
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$275,000</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15**

Budget Changes

The department's proposed \$307,233,422 budget for FY 2014-15 is \$12,674,021 or 4.3 % more than the original FY 2013-14 budget of \$294,559,401.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 751.02 FTEs, which are 34.78 FTEs more than the 716.24 FTEs in the original FY 2013-14 budget. This represents a 4.9% increase in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$256,382,995 in FY 2014-15, are \$12,984,952 or 5.3% more than FY 2013-14 revenues of \$243,398,043. General Fund support of \$50,850,427 in FY 2014-15 is \$310,931 or 0.6% less than FY 2013-14 General Fund support of \$51,161,358.

**YEAR TWO: FY 2015-16**

Budget Changes

The department's proposed \$308,075,092 budget for FY 2015-16 is \$841,670 or 0.3% more than the Mayor's proposed FY 2014-15 budget of \$307,233,422.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 758.25 FTEs, which are 7.23 FTEs more than the 751.02 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 1.0% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$255,176,539 in FY 2015-16, are \$1,206,456 or 0.5% less than FY 2014-15 estimated revenues of \$256,382,995. General Fund support of \$52,898,553 in FY 2015-16 is \$2,048,126 or 4.0% more than FY 2014-15 General Fund support of \$50,850,427.



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

**DEPARTMENT: ADM – GSA CITY ADMINISTRATOR**

**RECOMMENDATIONS**

**YEAR ONE: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$874,568 in FY 2014-15. Of the \$874,568 in recommended reductions, \$841,989 are ongoing savings and \$32,579 are one-time savings. These reductions would still allow an increase of \$11,799,453 or 4.0% in the Department's FY 2014-15 budget. These recommendations will result in \$874,568 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 \$795,443 in FY 2015-16, all of which are ongoing savings. These reductions would still allow an increase of \$46,227 or 0.02% in the Department's FY 2015-16 budget. These recommendations will result in \$795,443 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: ADM – GSA CITY ADMINISTRATOR**

**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
<b>GSA - CITY ADMINISTRATOR</b>					
311 CALL CENTER	11,431,075	12,273,735	842,660	11,999,349	(274,386)
ANIMAL WELFARE	5,640,092	5,637,590	(2,502)	6,857,664	1,220,074
CAPITAL ASSET PLANNING	750,000	750,000	0	750,000	0
CITY ADMINISTRATOR - ADMINISTRATION	10,594,928	11,371,068	776,140	11,765,535	394,467
COMMITTEE ON INFO TECHNOLOGY	0	650,741	650,741	650,741	0
COMMUNITY AMBASSADOR PROGRAM	580,753	717,778	137,025	721,350	3,572
COMMUNITY REDEVELOPMENT	728,678	754,386	25,708	761,420	7,034
CONTRACT MONITORING	4,662,030	3,876,193	(785,837)	3,876,352	159
COUNTY CLERK SERVICES	1,848,125	1,840,646	(7,479)	1,858,497	17,851
DISABILITY ACCESS	7,937,835	6,097,711	(1,840,124)	4,283,659	(1,814,052)
EARTHQUAKE SAFETY PROGRAM	590,000	808,787	218,787	811,126	2,339
ENTERTAINMENT COMMISSION	851,356	780,809	(70,547)	788,771	7,962
FACILITIES MGMT & OPERATIONS	45,788,116	54,034,622	8,246,506	53,430,153	(604,469)
FLEET MANAGEMENT	874,017	1,250,971	376,954	934,446	(316,525)
GRANTS FOR THE ARTS	12,787,639	12,979,350	191,711	12,979,350	0
IMMIGRANT AND LANGUAGE SERVICES	2,109,655	2,279,980	170,325	2,194,775	(85,205)
JUSTIS PROJECT - CITY ADM OFFICE	3,397,792	3,417,383	19,591	3,435,528	18,145
LIVING WAGE/LIVING HEALTH (MCO/HCAO)	3,688,705	3,737,326	48,621	3,739,787	2,461
MEDICAL EXAMINER	11,222,621	7,810,395	(3,412,226)	8,629,566	819,171
MOSCONE EXPANSION PROJECT	3,400,000	0	(3,400,000)	0	0
NEIGHBORHOOD BEAUTIFICATION	1,840,000	2,005,000	165,000	2,000,000	(5,000)
PROCUREMENT SERVICES	5,366,628	5,991,636	625,008	5,888,010	(103,626)
PUBLICITY AND ADVERTISING	0	0	0	0	0
REAL ESTATE SERVICES	27,414,519	32,405,580	4,991,061	33,769,413	1,363,833
REPRODUCTION SERVICES	6,853,219	6,822,436	(30,783)	6,445,117	(377,319)
RISK MANAGEMENT / GENERAL	18,305,849	19,183,177	877,328	21,610,333	2,427,156
TOURISM EVENTS	73,595,485	78,570,880	4,975,395	76,497,720	(2,073,160)
TREASURE ISLAND	1,924,948	1,966,362	41,414	2,022,065	55,703
VEHICLE & EQUIPMENT MAIN & FUELING	30,375,336	29,218,880	(1,156,456)	29,374,365	155,485
<b>GSA - CITY ADMINISTRATOR</b>	<b>294,559,401</b>	<b>307,233,422</b>	<b>12,674,021</b>	<b>308,075,092</b>	<b>841,670</b>

**FY 2014-15**

The Department's proposed FY 2014-15 budget has increased by \$12,674,021 largely due to:

- Increases in City Administrator's responsibilities with other departments which reportedly require the hiring of additional staff to accommodate requests from the Department of Public Works and the Department of Building Inspection of the human resource staff within the City Administrator's Office;

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

**DEPARTMENT: ADM – GSA CITY ADMINISTRATOR**

- One-time funds for capital projects, including a new elevator at 25 Van Ness and improvements to City Hall;
- The 3growing community demands of Animal Care and Control requiring additional equipment and staff;
- The transfer of the roles and responsibilities of the City's Committee On Information Technology from the Department of Technology to the City Administrator;
- Improvements to the 311 Call Center to address reported shortcomings; and
- One-time increases to meet project schedule needs for the Earthquake Safety Program.

**FY 2015-16**

The Department's proposed FY 2015-16 budget has increased by \$841,670 largely due to:

- The annualization of new positions included 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 751.02 FTEs, which are 34.78 FTEs more than the 716.24 FTEs in the original FY 2013-14 budget. This represents a 4.9% increase in FTEs from the original FY 2013-14 budget.

Increase in City Administrator's responsibilities for work being done by Department of Public Works, including providing human resource assistance to the Department of Public Works, subsidized by a work order with the Department of Building Inspection and the Department of Public Works.

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 758.25 FTEs, which are 7.23 FTEs more than the 751.02 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 1.0% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

The positions increased in FY 2015-16 largely because of the annualization of the new positions in the FY 2014-15 budget.

**INTERIM EXCEPTIONS**

The Department has requested approval of two new positions, a Manager III and a Senior Purchaser, as interim exceptions. The Budget and Legislative Analyst does not recommend approval of the positions as interim exceptions.

The interim exceptions are not recommended for approval for the following reasons:

- The Department is not anticipated to fill the proposed Manager III position until August 2014.

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

**DEPARTMENT: ADM – GSA CITY ADMINISTRATOR**

- The proposed Senior Purchaser position is duplicative of proposed staff in the Department of Public Health budget, and therefore, it is recommended that this position not be approved.

**DEPARTMENT REVENUES:**

**FY 2014-15**

The Department's revenues of \$256,382,995 in FY 2014-15, are \$12,984,952 or 5.3% more than FY 2013-14 revenues of \$243,398,995. General Fund support of \$50,850,427 in FY 2014-15 is \$310,931 or 0.6% less than FY 2013-14 General Fund support of \$51,161,358. Specific changes in the Department's FY 2014-15 revenues include:

A total of \$10,462,546, or 80.6% percent of the \$12,984,952 increase in the revenues in the FY 2014-15 budget from the FY 2013-14 budget is attributable to an increase in work orders with other departments. These increases in work orders are reportedly due to the increases in services provided by the City Administrator's Office to other departments.

**FY 2015-16**

The Department's revenues of \$255,176,539 in FY 2015-16, are \$1,206,456 or 0.5% less than FY 2014-15 estimated revenues of \$256,382,995. General Fund support of \$52,898,553 in FY 2015-16 is \$2,048,126 or 4.0% more than FY 2014-15 General Fund support of \$50,850,427.

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

Continued increases in work orders with other departments for which the City Administrator's Office provides services, primarily human resource services.

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

**DEPARTMENT: ADM – GSA CITY ADMINISTRATOR**

**Fee Legislation**

**Item 11 – File 14-0592**

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

File No.	Fee Description	FY 2013-14		FY 2014-15		FY 2015-16		
		Projected Revenue	Projected Revenue	Change from PY	% Cost Recovery	Projected Revenue	Change from PY	% Cost Recovery
14-0590	SF City ID Card (age 14+) (7)	\$ 37,500	\$ 37,500	\$ -	<100%	\$ 37,500	\$ -	<100%
	SF City ID Card (age 13 and Under, age 62+) (7)	\$ 2,125	\$ 2,125	\$ -	<100%	\$ 2,125	\$ -	<100%
	Public marriage license	\$ 700,538	\$ 637,875	\$ (62,663)	<100%	\$ 637,780	\$ (95)	<100%
	Statutory Surcharge (2)	\$ 451,960	\$ 405,000	\$ (46,960)	<100%	\$ 392,480	\$ (12,520)	<100%
	Confidential marriage license	\$ 102,424	\$ 94,500	\$ (7,924)	<100%	\$ 94,250	\$ (250)	<100%
	Statutory Surcharge (2)	\$ 69,384	\$ 63,000	\$ (6,384)	<100%	\$ 60,900	\$ (2,100)	<100%
	Domestic Partnership Filing	\$ 27,500	\$ 28,050	\$ 550	<100%	\$ 28,600	\$ 550	<100%
	Filing of Amendment to Declaration of Domestic Partnership (not in fee schedule)	\$ -	\$ -	\$ -	<100%	\$ -	\$ -	<100%
	Duplicate copy of marriage license	\$ 8,500	\$ 8,500	\$ -	<100%	\$ 8,925	\$ 425	<100%
	Amendment to marriage license	\$ 1,375	\$ 1,375	\$ -	<100%	\$ 1,430	\$ 55	<100%
	Souvenir marriage certificate	\$ 2,040	\$ 1,800	\$ (240)	<100%	\$ 2,100	\$ 300	<100%
	Performance of marriage/domestic partnership ceremony in City Hall - regular business hours	\$ 654,752	\$ 580,260	\$ (74,492)	<100%	\$ 580,650	\$ 390	<100%
	Performance of marriage/domestic partnership ceremony in City Hall - weekends or holidays (4)	\$ 4,960	\$ 5,080	\$ 120	<100%	\$ 5,240	\$ 160	<100%
	Issuance of authority to perform ceremony and oath	\$ 47,740	\$ 44,450	\$ (3,290)	<100%	\$ 45,850	\$ 1,400	<100%
	Filing fictitious business name statement	\$ 328,900	\$ 333,700	\$ 4,800	<100%	\$ 347,900	\$ 14,200	<100%
	Additional name or registrant on same statement	\$ 17,578	\$ 17,600	\$ 22	<100%	\$ 19,200	\$ 1,600	<100%
	Filing affidavit of publication	\$ 31,780	\$ 36,000	\$ 4,220	<100%	\$ 36,000	\$ -	<100%
	Withdrawing partner or abandoning fictitious business statement	\$ 12,580	\$ 12,350	\$ (230)	<100%	\$ 12,675	\$ 325	<100%
	Administration of oath and filing notary public bond (5)	\$ 47,730	\$ 49,400	\$ 1,670	<100%	\$ 50,700	\$ 1,300	<100%
	Surrender of notary journal	\$ 3,300	\$ 3,300	\$ -	<100%	\$ 3,520	\$ 220	<100%
	Filing, revoking, cancelling or withdrawing power of attorney	\$ 33	\$ 34	\$ 1	<100%	\$ 35	\$ 1	<100%
	Additional name	\$ 9	\$ 9	\$ -	<100%	\$ 9	\$ -	<100%
	Process server identification card	\$ 60	\$ 65	\$ 5	<100%	\$ 65	\$ -	<100%
	Authentication of public official/notary public	\$ 19,764	\$ 19,500	\$ (264)	<100%	\$ 19,500	\$ -	<100%
	Search of County Clerk's files	\$ 45	\$ 50	\$ 5	<100%	\$ 50	\$ -	<100%
	Copies of records on file - per page, pages 1 through 3	\$ 30	\$ 30	\$ -	<100%	\$ 30	\$ -	<100%
	Copies of records on file - each additional page (will collect once it reaches .15 no penny collecting)	\$ -	\$ 1	\$ 1	<100%	\$ 1	\$ -	<100%
	Certifying/endorsing documents or copies of documents	\$ 1,700	\$ 1,700	\$ -	<100%	\$ 1,700	\$ -	<100%
	Fictitious business name index records - one day	\$ 9,000	\$ 9,000	\$ -	<100%	\$ 9,000	\$ -	<100%
	Fictitious business name index records - one week	\$ 1,872	\$ 1,872	\$ -	<100%	\$ 1,872	\$ -	<100%
	Fictitious business name index records - one month	\$ 600	\$ 600	\$ -	<100%	\$ 624	\$ 24	<100%
	Diskette	\$ 2	\$ 2	\$ -	<100%	\$ 2	\$ -	<100%
	New client fee	\$ 95	\$ 95	\$ -	<100%	\$ 100	\$ 5	<100%
	Delivery handling fee	\$ 2,016	\$ 2,184	\$ 168	<100%	\$ 2,184	\$ -	<100%
	Environmental impact report, administrative fee (6)	\$ 3,705	\$ 3,770	\$ 65	<100%	\$ 3,900	\$ 130	<100%
<b>Totals</b>		\$ 2,591,597	\$ 2,400,777	\$ (190,821)		\$ 2,406,897	\$ 6,120	

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

**DEPARTMENT: ADM – GSA CITY ADMINISTRATOR**

Recommendation: Approval of the proposed fee adjustments is a policy matter for the Board of Supervisors. However, the Budget and Legislative Analyst notes that the proposed City Administrator’s budget is balanced based on the assumption that the proposed fee adjustments for the County Clerk shown above in the table will be approved.

**RECOMMENDATIONS:**

**FY 2014-15**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$874,568 in FY 2014-15. Of the \$874,568 in recommended reductions, \$841,989 are ongoing savings and \$32,579 are one-time savings. These reductions would still allow an increase of \$11,799,453 or 4.0% in the Department’s FY 2014-15 budget. These recommendations will result in \$874,568 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 \$795,443 in FY 2015-16, all of which are ongoing savings. These reductions would still allow an increase of \$46,227 or 0.2% in the Department’s FY 2015-16 budget. These recommendations will result in \$795,443 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**

**ADM - City Administrator**

Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
Junior Management Assistant	0.77	0.77	\$0	\$0	\$0	x	1.00	1.00	\$0	\$0	\$0	x
	<i>Total Savings</i>		\$0				<i>Total Savings</i>		\$0			
<p>The new, off-budget position will support the work of the Earthquake Safety Implementation Program. The recommendation is to move the position from "O" status to "OL" to denote the limited tenure of the position as determined by the temporary nature of the program.</p>												
<b>FAC - City Administrator - Administration</b>												
Senior Personnel Analyst	1.00	0.00	\$105,090	\$0	\$105,090	x	1.00	0.00	\$108,446	\$0	\$108,446	x
Mandatory Fringe Benefits			\$42,436	\$0	\$42,436	x			\$41,485	\$0	\$41,485	x
	<i>Total Savings</i>		\$147,526				<i>Total Savings</i>		\$149,931			
<p>The Department has a vacant 1244 Senior Personnel Analyst position, which has been vacant since November 2012. There is not a demonstrated need for this vacant position given that the Department has not filled it in the past two fiscal years. This year, the Department is also requesting a new 1244 Senior Personnel Analyst position and two upward substitutions to a 1244 in the same division.</p>												
Senior Personnel Analyst	0.77	0.77	\$105,090	\$105,090	\$0	x	0.77	0.77	\$108,446	\$108,446	\$0	x
Mandatory Fringe Benefits			\$42,436	\$42,436	\$0	x			\$41,485	\$41,485	\$0	x
	<i>Total Savings</i>		\$0				<i>Total Savings</i>		\$0			
<p>The new position will support the Department through multiple new projects in the next three years. It is recommended that the position be made a limited-term position, set to expire at the close of FY 2016-17, when the projects are expected to come to be completed.</p>												

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

**ADM - City Administrator**

Object Title	FY 2014-15						FY 2015-16							
	FTE		Amount		GF	IT	Savings		FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To	From	To		
Personnel Analyst	0.77	0.77	\$69,304	\$69,304	\$0	x	\$0	\$0	1.00	1.00	\$92,880	\$92,880	\$0	x
Mandatory Fringe Benefits			\$30,418	\$30,418	\$0	x	\$0	\$0			\$37,680	\$37,680	\$0	x
			<i>Total Savings</i>	\$0			<i>Total Savings</i>	\$0			<i>Total Savings</i>	\$0		
<p>The new position will support the Department through multiple new projects in the next three years. It is recommended that the position be made a limited-term position, set to expire at the close of FY 16-17, when the projects are expected to be completed.</p>														
Public Relations Assistant	0.77	0.00	\$46,298	\$0	\$46,298	x	\$0	\$0	1.00	0.00	\$62,047	\$0	\$62,047	x
Mandatory Fringe Benefits			\$23,979	\$0	\$23,979	x	\$0	\$0			\$30,122	\$0	\$30,122	x
			<i>Total Savings</i>	\$70,277			<i>Total Savings</i>	\$92,169			<i>Total Savings</i>	\$92,169		
<p>Disapprove one new Public Relations Assistant position. The new position will be dedicated to managing public relations for both the Department of Public Works and the City Administrator's Office. ADM is reportedly taking on some public relations responsibilities for DPW, and ADM is requesting a 1.310 Public Relations Assistant to aid in that work. While the position is partially covered with a DPW work order, the new Public Relations Assistant position has not been justified.</p>														
Attrition Savings	(1.42)	(2.70)	(\$151,166)	(\$287,428)	\$136,262	x	(\$155,992)	(\$296,605)	(1.42)	(2.70)	(\$155,992)	(\$296,605)	\$140,613	x
Mandatory Fringe Benefits			(\$64,219)	(\$122,107)	\$57,888	x	(\$61,108)	(\$116,191)			(\$61,108)	(\$116,191)	\$55,083	x
			<i>Total Savings</i>	\$194,150			<i>Total Savings</i>	\$195,696			<i>Total Savings</i>	\$195,696		
<p>An increase in attrition savings to accurately reflect current staffing levels in the Department and to adjust for salary savings.</p>														
Training Officer	0.00	1.00	\$0	\$90,775	(\$90,775)	x	\$0	\$93,674	0.00	1.00	\$0	\$93,674	(\$93,674)	x
Mandatory Fringe Benefits			\$0	\$40,703	(\$40,703)	x	\$0	\$38,907			\$0	\$38,907	(\$38,907)	x
Senior Personnel Analyst	1.00	0.00	\$105,090	\$0	\$105,090	x	\$0	\$108,445	1.00	0.00	\$108,445	\$0	\$108,445	x
Mandatory Fringe Benefits			\$43,622	\$0	\$43,622	x	\$0	\$41,485			\$41,485	\$0	\$41,485	x
			<i>Total Savings</i>	\$17,234			<i>Total Savings</i>	\$17,349			<i>Total Savings</i>	\$17,349		
<p>Disapprove of the upward substitution to a Senior Personnel Analyst and restore the Training Officer position. The Department is requesting a new 1244 Senior Personnel Analyst and an additional upward substitution to a 1244 in the same division. The Department has not justified the upward substitution for another 1244.</p>														
			<i>Ongoing savings</i>				<i>Ongoing savings</i>				<i>Ongoing savings</i>			



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

**ADM - City Administrator**

Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
AME - County Clerk Services												
Materials and Supplies Budget Only			\$90,000	\$50,000	\$40,000	x			\$90,000	\$50,000	\$40,000	x
The reduction reflects historical underspending for the line item.												
FFO - 311 Call Center												
Materials and Supplies Budget Only			\$82,000	\$32,000	\$50,000	x			\$82,000	\$32,000	\$50,000	x
The reduction reflects historical underspending for the line item.												
FFH - Facilities Management and Operations												
Materials and Supplies Budget Only			\$75,000	\$0	\$75,000	x			\$75,000	\$0	\$75,000	x
The reduction reflects historical underspending for the line item.												
FCC - Procurement Services												
Manager III	1.00	0.83	\$135,180	\$112,199	\$22,981	x						
Mandatory Fringe Benefits			\$56,461	\$46,863	\$9,598	x						
			<i>Total Savings</i>	<i>\$32,579</i>					<i>Total Savings</i>	<i>\$0</i>		
The Department is not anticipated to fill the position until mid-August 2014. Our recommendation reflects a mid-August 2014 start date.												
Senior Purchaser	1.00	0.00	\$103,072	\$0	\$103,072	x	0.50	0.00	\$53,182	\$0	\$53,182	x
Mandatory Fringe Benefits			\$44,475	\$0	\$44,475	x			\$21,217	\$0	\$21,217	x
			<i>Total Savings</i>	<i>\$147,547</i>					<i>Total Savings</i>	<i>\$74,399</i>		
Disapprove one new requested Senior Purchaser position. This proposed position is to aid with the purchasing of equipment, furniture, and fixtures in San Francisco General Hospital, scheduled to open in December 2015. The Department of Public Health is also proposing hiring two staff in this budget cycle to manage purchasing for the hospital. It is recommended that the City rely on the two purchasers within DPH for purchasing related to the hospital, and that those two purchasers coordinate with the proposed limited-term Manager III in ADM, who will oversee the purchases for Procurement.												
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**

**ADM - City Administrator**

Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		Savings	GF	FTE		Amount		Savings	GF
	From	To	From	To			From	To	From	To		
Materials and Supplies Budget Only			\$33,650	\$3,650	\$30,000	x			\$33,650	\$3,650	\$30,000	x
The reduction reflects historical underspending for the line item.												
Attrition Savings	(1.44)	(2.00)	(\$143,837)	(\$199,774)	\$55,937	x	(1.44)	(2.00)	(\$148,429)	(\$206,151)	\$57,722	x
Mandatory Fringe Benefits			(\$62,531)	(\$86,849)	\$24,318	x			(\$59,597)	(\$82,774)	\$23,177	x
			<i>Total Savings</i>	\$80,255					<i>Total Savings</i>	\$80,899		
An increase in attrition savings to accurately reflect current staffing levels in the Department and to adjust for salary savings.												
<b>ASG - Medical Examiner</b>												
Expend Recovery for Services to AAO Funds			(\$25,000)	(\$15,000)	(\$10,000)	x			(\$25,000)	(\$15,000)	(\$10,000)	x
The work order with the Public Defender for services with the Medical Examiner's Office is being reduced by \$10,000 in accordance with historical spending levels against that work order.												

	One-Time	Ongoing	Total
General Fund	\$32,579	\$841,989	\$874,568
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$32,579</b>	<b>\$841,989</b>	<b>\$874,568</b>

	One-Time	Ongoing	Total
General Fund	\$0	\$795,443	\$795,443
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$795,443</b>	<b>\$795,443</b>

**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 \$2,056,649 in FY 2014-15. Of the \$2,056,649 in recommended reductions, \$1,731,537 are ongoing savings and \$325,112 are one-time savings. These reductions would still allow an increase of \$9,439,692 or 11.4% 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 \$324,495 to the General Fund.

Together, these recommendations will result in \$2,381,144 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 \$2,136,855 in FY 2015-16. Of the \$2,136,855 in recommended reductions, \$1,903,042 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
<b>General Services Agency - Technology</b>					
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
<b>General Services Agency - Technology</b>	<b>82,746,946</b>	<b>94,243,287</b>	<b>11,496,341</b>	<b>88,865,778</b>	<b>(5,377,509)</b>

**FY 2014-15**

The Department's proposed FY 2014-15 budget has increased by \$11,496,341 largely due to 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 \$2,056,649 in FY 2014-15. Of the \$2,056,649 in recommended reductions, \$1,731,537 are ongoing savings and \$325,112 are one-time savings. These reductions would still allow an increase of \$9,439,692 or 11.4% 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 \$324,495 to the General Fund.

Together, these recommendations will result in \$2,381,144 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 \$2,136,855 in FY 2015-16. Of the \$2,136,855 in recommended reductions, \$1,903,042 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**

Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
<b>BTO - Technology Services - Public Safety</b>												
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.												
0931 Manager III	1.00	0.00	\$135,180	\$0	\$135,180		1.00	0.00	\$139,496	\$0	\$139,496	
Mandatory Fringe Benefits			\$56,461	\$0	\$56,461				\$53,495	\$0	\$53,495	
			<i>Total Savings</i>	\$191,641					<i>Total Savings</i>	\$192,991		
Delete 1.0 FTE 0931 Manager III which has been vacant since February, 2009. The Department has not provided sufficient justification to maintain the vacant position.												
7308 Cable Splicer	7.00	6.00	\$722,803	\$619,545	\$103,258		7.00	6.00	\$745,881	\$639,327	\$106,554	
Mandatory Fringe Benefits			\$326,862	\$280,167	\$46,695				\$313,409	\$268,636	\$44,773	
			<i>Total Savings</i>	\$149,953					<i>Total Savings</i>	\$151,327		
Delete 1.00 FTE 7308 Cable Splicer that has been vacant since June, 2012. The Department has not provided sufficient justification to keep this vacant position. This deletion would still provide the Department with 11 Cable Splicers.												
Attrition Savings	(3.17)	(4.60)	(\$331,692)	(\$481,692)	\$150,000		(3.17)	(4.60)	(\$342,283)	(\$496,310)	\$154,027	
Mandatory Fringe Benefits			(\$144,977)	(\$210,217)	\$65,240				(\$138,682)	(\$201,089)	\$62,407	
			<i>Total Savings</i>	\$215,240					<i>Total Savings</i>	\$216,434		
Increase the Department's Attrition Savings. The Department has a projected salary surplus of approximately \$3.5 million in FY2013-14.												



**Recommendations of the Budget and Legislative Analyst  
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		Savings		GF 1T		FTE		Amount		Savings		GF 1T	
From	To	From	To	From	To	Savings	GF 1T	From	To	From	To	From	To	Savings	GF 1T		
<b>BAK - Operations</b>																	
1044 IS Engineer-Principal	1.54	0.64	\$217,339	\$90,323	\$127,016		x										
Mandatory Fringe Benefits			\$83,063	\$34,520	\$48,543		x										
		<b>Total Savings</b>		<b>\$175,559</b>													
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.																	
1022 IS Administrator II	1.00	0.00	\$83,675	\$0	\$83,675			1.00	0.00	\$89,234	\$0	\$89,234					
Mandatory Fringe Benefits			\$37,634	\$0	\$37,634					\$37,677	\$0	\$37,677					
		<b>Total Savings</b>		<b>\$121,309</b>						<b>Total Savings</b>		<b>\$126,911</b>					
Delete 1.0 FTE 1022 IS Administrator position, which has been vacant since September, 2010. The Department has not provided sufficient justification to maintain the vacant position. The Department will still have 9.0 FTE 1022 IS Administrator II positions.																	
1041 IS Engineer-Assistant	1.00	0.00	\$106,843	\$0	\$106,843			1.00	0.00	\$110,254	\$0	\$110,254					
Mandatory Fringe Benefits			\$45,109	\$0	\$45,109					\$42,977	\$0	\$42,977					
		<b>Total Savings</b>		<b>\$151,952</b>						<b>Total Savings</b>		<b>\$153,231</b>					
Delete 1.0 FTE 1041 IS Engineer - Assistant position, which has been vacant since June, 2012. The Department has not provided sufficient justification to maintain the vacant position.																	
027 Professional & Specialized Services Budget			\$155,000	\$0	\$155,000					\$155,000	\$0	\$155,000					
Reduce 027 Professional & Specialized Services Budget to reflect actual needs and historical expenditures. The Department has not provided documentation justifying these costs associated with the Citywide Technology Consolidation project.																	
029 DP/WP Equipment Maintenance			\$383,730	\$183,730	\$200,000					\$391,730	\$191,730	\$200,000					
Reduce 029 DP/WP Equipment Maintenance to reflect historical expenditures and actual needs. The Department has not provided documentation justifying the costs associated with the DP/WP Equipment Maintenance.																	

**Recommendations of the Budget and Legislative Analyst  
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	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
021 Other Current Expenses - Budget			\$1,535,205	\$1,353,205	\$182,000				\$2,121,720	\$1,821,720	\$300,000	
Reduce 035 Other Current Expenses - Budget to reflect historical expenditures and actual needs. The Department has not provided documentation justifying the costs. This reduction would still allow an increase of \$3,209,889 in FY2014-15 for Other Current Expenses.												
029 Maintenance Services - Equipment Budget			\$43,349	\$0	\$43,349				\$43,349	\$0	\$43,349	
Delete the allocation for \$43,349 for 029 Maintenance Services - Equipment Budget to reflect historical expenditures and actual needs. The Department has not provided documentation justifying the costs.												
040 Materials & Supplies - Budget			\$50,000	\$0	\$50,000				\$50,000	\$0	\$50,000	
Reduce 040 Materials & Supplies to reflect actual needs and historical expenditures. The Department has a General Fund carry forward balance of \$932,955 for materials and supplies from FY 2013-14 and has not provided sufficient justification for continued funding.												
06R Capital Renewal Projects			\$50,000	\$0	\$50,000	x	x					
Delete the allocation for \$50,000 for 06R Capital Renewal Projects, which has not been justified. This reduction would still allow an increase of \$275,000 in FY 2014-15 and \$450,000 in FY 2015-16 for capital renewal projects.												
<b>BK4 - Governance and Outreach</b>												
005 Temporary Salaries	0.32	0.00	\$27,627	\$0	\$27,627				\$27,627	\$0	\$27,627	
Total Savings \$29,810												
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.												
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**

Object Title	FY 2014-15				FY 2015-16				
	FTE		Amount		FTE		Amount		
	From	To	From	To	From	To	From	To	
Attrition Savings	(0.04)	(0.60)	(\$3,348)	(\$53,348)	(0.87)	(0.87)	(\$69,974)	(\$69,974)	\$0
Mandatory Fringe Benefits			(\$1,605)	(\$23,970)			(\$32,036)	(\$32,036)	\$0
			<i>Total Savings</i>	<i>\$72,365</i>			<i>Total Savings</i>	<i>\$0</i>	
	Increase Attrition Savings to offset vacant positions. The Department has a projected salary surplus in FY 2013-14 of \$217,039 in its General Fund account in FY 2013-14.								
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.								
060 Equipment Purchase - Budget				\$0			\$43,500	\$0	\$43,500
	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
	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
	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.								

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**

Object Title	FY 2014-15				FY 2015-16				
	FTE		Amount		FTE		Amount		
	From	To	From	To	From	To	From	To	
022 Training - Budget			\$224,343	\$174,343			\$224,343	\$174,343	\$50,000
	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.								
021 Air Travel - Employees			\$23,052	\$15,052			\$23,052	\$15,052	\$8,000
	Reduce 021 Air Travel - Employees to reflect actual needs and historical expenditures. The Department has not provided documentation justifying the costs associated with the Air Travel - Employees.								
040 Materials & Supplies Budget			\$45,000	\$0			\$45,000	\$0	\$45,000
	Reduce 040 Materials & Supplies to reflect actual needs and historical expenditures. The Department has a General Fund carry forward balance of \$932,955 for materials and supplies from FY 2013-14 and has not provided sufficient justification for continued funding.								

**FY 2014-15**

	Total Recommended Reductions	
	One-Time	Ongoing
General Fund	\$77,188	\$1,212,076
Non-General Fund	\$247,924	\$519,461
<b>Total</b>	<b>\$325,112</b>	<b>\$1,731,537</b>

**FY 2015-16**

	Total Recommended Reductions	
	One-Time	Ongoing
General Fund	\$233,813	\$1,332,129
Non-General Fund	\$0	\$570,913
<b>Total</b>	<b>\$233,813</b>	<b>\$1,903,042</b>

Dept.	Subfund	Vendor No.	Vendor Name	Year	Remaining Balance
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	543
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	2,713
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	718
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	1,020
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	5,368
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	453
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP	70480	DAY WIRELESS SYSTEMS	13	185
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP	58893	EN POINTE TECHNOLOGIES SALES INC	12	0.01
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP	50451	ADVANTEL INC	10	9,759
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP	50451	ADVANTEL INC	11	9,795
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP	67883	COMPUTERLAND SILICON VALLEY	12	8,469
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP	78020	CORNERSTONE TECHNOLOGY PARTNERS JV	12	331
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP	64607	XTECH	12	2,778
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP	51737	PICTOMETRY INTERNATIONAL CORP	13	72
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP		NO VENDOR	11	1
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP		NO VENDOR	11	0.33
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFAAP		NO VENDOR	13	280,671
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFACP	64607	XTECH	12	1,620
<b>TOTAL</b>					<b>\$324,495</b>

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 \$13,497,300 budget for FY 2014-15 is \$606,823 or 4.7% more than the original FY 2013-14 budget of \$12,890,477.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 74.31 FTEs, which are .18 FTEs less than the 74.49 FTEs in the original FY 2013-14 budget. This represents a .24% decrease in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$13,497,300 in FY 2014-15, are \$606,823 or 4.7% more than FY 2013-14 revenues of \$12,890,477. General Fund support of \$12,953,142 in FY 2014-15 is \$698,282 or 5.7% more than FY 2013-14 General Fund support of \$12,254,860.

**YEAR TWO: FY 2015-16**

Budget Changes

The department's proposed \$13,473,425 budget for FY 2015-16 is \$23,875 or .18% less than the Mayor's proposed FY 2014-15 budget of \$13,497,300.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 74.35 FTEs, which are .04 FTEs more than the 74.31 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a .05% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$13,473,425 in FY 2015-16, are \$23,875 or .18% less than FY 2014-15 estimated revenues of \$13,497,300. General Fund support of \$12,929,267 in FY 2015-16 is \$23,875 or .18% less than FY 2014-15 General Fund support of \$12,953,142.

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

**DEPARTMENT:** **BOS – BOARD OF SUPERVISORS**

**RECOMMENDATIONS**

**YEAR ONE: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$57,104 in FY 2014-15, all of which are ongoing savings. These reductions would still allow an increase of \$549,719 or 4.3% in the Department's FY 2014-15 budget. These recommendations will result in \$57,104 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 \$50,057 in FY 2015-16, all of which are ongoing savings. These recommendations will result in \$50,057 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:** BOS – BOARD OF SUPERVISORS

**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
<b>BOARD OF SUPERVISORS</b>					
LEGISLATIVE ANALYSIS	2,000,000	2,000,000	0	2,000,000	0
BOARD OF SUPERVISORS	6,649,711	7,014,046	364,335	7,120,157	106,111
CHILDREN'S BASELINE	266,905	275,558	8,653	278,563	3,005
CLERK OF THE BOARD	3,973,861	4,207,696	233,835	4,074,705	(132,991)
LOCAL AGENCY FORMATION	0	0	0	0	0
<b>BOARD OF SUPERVISORS</b>	<b>12,890,477</b>	<b>13,497,300</b>	<b>606,823</b>	<b>13,473,425</b>	<b>(23,875)</b>

**FY 2014-15**

The Department's proposed FY 2014-15 budget has increased by \$606,823 largely due to:

- Higher Citywide salary and fringe benefit costs, including increased costs from position upgrades, step adjustments and additional temporary salaries and premium pay.
- Increased annual membership fee for the California State Association of Counties (CSAC), new one-time file server equipment and increased financial support to eliminate the backlog at the Assessment Appeals Board.
- All funds for the Local Agency Formation Committee (LAFCO) are off-budget, due to available carry forward of funds from FY 2013-14.

**FY 2015-16**

The Department's proposed FY 2015-16 budget would decrease by \$23,875 largely due to:

- General increase in salary and related fringe benefit costs.
- More than offset by a reduction of one-time data processing equipment expense in FY 2014-15 and completion of the backlog support project for the Assessment Appeals Board.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 74.31 FTEs, which are .18 FTEs less than the 74.49 FTEs in the original FY 2013-14 budget. This represents a .24% decrease in FTEs from the original FY 2013-14 budget.

- The overall change in the positions is primarily due to an increase in temporary salaries, which is more than offset by an increase in attrition savings.



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

**DEPARTMENT:** BOS – BOARD OF SUPERVISORS

- There continues to be 2.50 FTE off-budget positions for the Local Agency Formation Committee (LAFCO) and 1.0 FTE off-budget position for the Assessment Appeals Board (AAB) project to address their backlog.

The following table shows the various position substitutions proposed in the FY 2014-15 budget.

<b>Current Class and Position</b>	<b>FY 2014-15 Annual Salary</b>	<b>Proposed Class and Position</b>	<b>FY 2014-15 Annual Salary</b>	<b>Difference</b>
1022 IS Administrator II	\$86,473	1093 IT Operations Support	\$86,473	\$0
1023 IS Administrator III	105,090	1053 IS Sr. Business Analyst	110,588	5,498
1426 Senior Clerk Typist	60,871	1406 Senior Clerk	55,347	(5,524)
1652 Accountant II	79,993	1654 Accountant III	96,751	16,758
8116 Legislative Calendar Clerk	67,112	8118 Legislation Clerk	80,763	13,651
<b>Total</b>				<b>\$30,383</b>

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 74.35 FTEs, which are .04 FTEs more than the 74.31 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a .05% increase in FTEs from the Mayor's proposed FY 2014-15 budget, due to a slight adjustment in the attrition savings calculation. In addition, there continue to be 2.50 FTE off-budget positions for LAFCO and 1.0 FTE off-budget position for AAB.

**DEPARTMENT REVENUES:**

**FY 2014-15**

The Department's revenues of \$13,497,300 in FY 2014-15, are \$606,823 or 4.7% more than FY 2013-14 revenues of \$12,890,477. The Department's non-General Fund revenues and recoveries of \$544,158 in FY 2014-15 are \$91,459 or 14.4% less than FY 2013-14 revenues of \$635,617, due primarily to a reduction in hearing fees. General Fund support of \$12,953,142 in FY 2014-15 is 698,282 or 5.7% more than FY 2013-14 General Fund support of \$12,254,860.

**FY 2015-16**

The Department's revenues of \$13,473,425 in FY 2015-16 are \$23,875 or .18% less than FY 2014-15 revenues of \$13,497,300. The Department's non-General Fund revenues and recoveries of \$544,158 in FY 2015-16 are the same as projected for FY 2014-15 revenues. General Fund support of \$12,929,267 in FY 2015-16 is \$23,875 or .18% less than FY 2014-15 General Fund support of \$12,953,142.

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

**DEPARTMENT:** BOS – BOARD OF SUPERVISORS

**RECOMMENDATIONS:**

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$57,104 in FY 2014-15, all of which would be ongoing savings. These reductions would still allow an increase of \$549,719 or 4.3% in the Department's FY 2014-15 budget. These recommendations will result in \$57,104 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 \$50,057 in FY 2015-16, all of which are ongoing savings. These recommendations will result in \$50,057 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**

**BOS - Board of Supervisors**

Object Title	FY 2014-15				FY 2015-16			
	FTE		Amount		FTE		Amount	
	From	To	From	To	From	To	From	To
FAE - Clerk of the Board	(1.23)	(1.38)			(1.23)	(1.38)		
Attrition Savings			(\$115,690)	(\$129,862)			(\$119,384)	(\$133,942)
Mandatory Fringe Benefits			(\$51,080)	(\$57,347)			(\$48,743)	(\$54,689)
			<i>Total Savings</i>	\$20,439			<i>Total Savings</i>	\$20,504
Increase attrition savings to reflect the salary and related fringe benefit savings associated with filling the 0952 Deputy Director II position with a lower 0922 Manager I.								
Step Adjustments			(\$109,919)	(\$138,545)			(\$113,429)	(\$136,663)
Mandatory Fringe Benefits			(\$30,864)	(\$38,903)			(\$30,785)	(\$37,104)
			<i>Total Savings</i>	\$36,665			<i>Total Savings</i>	\$29,553
Increase step adjustments to reflect the savings associated with the newly appointed 0952 Deputy Director II position effective July 1, 2014, who will be paid at the first step, and replace a retiring employee, who was budgeted at the top step.								

**FY 2014-15**

**Total Recommended Reductions**

One-Time	Ongoing	Total
General Fund	\$0	\$57,104
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$57,104</b>

**FY 2015-16**

**Total Recommended Reductions**

One-Time	Ongoing	Total
General Fund	\$0	\$50,057
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$50,057</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15**

Budget Changes

The department's proposed \$86,816,341 budget for FY 2014-15 is \$34,726,679 or 66.7% more than the original FY 2013-14 budget of \$52,089,662.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 50.69 FTEs, which are 1.24 FTEs more than the 49.45 FTEs in the original FY 2013-14 budget. This represents a 2.5% increase in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$86,816,341 in FY 2014-15 are 34,726,679 or 66.7% more than FY 2013-14 revenues of \$52,089,662. General Fund support and allocations totaling \$32,674,099 in FY 2014-15 is \$1,939,258 or 6.3% more than FY 2013-14 General Fund support and allocation of \$30,734,841.

**YEAR TWO: FY 2015-16**

Budget Changes

The department's proposed \$85,818,616 budget for FY 2015-16 is \$997,725 or 1.1% less than the Mayor's proposed FY 2014-15 budget of \$86,816,341.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 51.42 FTEs, which are .73 FTEs more than the 50.69 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 1.4% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$85,818,616 in FY 2015-16, are \$997,725 or 1.1% less than FY 2014-15 estimated revenues of \$86,816,341. General Fund support and allocations of \$33,933,584 in FY 2015-16 is \$1,259,485 or 3.9% more than FY 2014-15 General Fund support and allocation of \$32,674,099.

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

**DEPARTMENT:** MYR – MAYOR

**RECOMMENDATIONS**

**YEAR ONE: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$77,079 in FY 2014-15, which would be one-time savings. These reductions would still allow an increase of \$34,649,600 or 66.5% 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 \$41,216 to the General Fund.

Together, these recommendations will result in \$118,295 savings to the City's General Fund in FY 2014-15.

The Budget and Legislative Analyst also includes a policy decision for the Board of Supervisors regarding issuance of an additional \$28.125 million of Certificates of Participation for affordable housing in FY 2014-15, which will result in ongoing General Fund debt service payments for 25 years. If the Board of Supervisors approves these funds, \$28.125 million should be placed on Controller's Reserve, pending future approval and sale of the COPs

**YEAR TWO: FY 2015-16**

The Budget and Legislative Analyst also includes a policy decision for the Board of Supervisors regarding issuance of an additional \$28.125 million of Certificates of Participation for affordable housing in FY 2015-16, which will result in ongoing General Fund debt service payments for 25 years. If the Board of Supervisors approves these funds, \$28.125 million should be placed on Controller's Reserve, pending future approval and sale of the COPs.

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

**DEPARTMENT:** MYR – MAYOR

**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
<b>MAYOR</b>					
AFFORDABLE HOUSING	31,456,143	62,298,045	30,841,902	60,784,190	(1,513,855)
CITY ADMINISTRATION	4,653,049	4,939,356	286,307	4,771,178	(168,178)
COMMUNITY INVESTMENT	4,480,514	4,817,159	336,645	4,847,360	30,201
CRIMINAL JUSTICE	8,095	8,095	0	8,094	(1)
HOMELESS SERVICES	9,629,687	12,232,146	2,602,459	13,160,365	928,219
NEIGHBORHOOD SERVICES	392,241	402,994	10,753	407,517	4,523
OFFICE OF STRATEGIC PARTNERSHIPS	0	581,115	581,115	300,000	(281,115)
PUBLIC POLICY & FINANCE	1,469,933	1,537,431	67,498	1,539,912	2,481
<b>MAYOR</b>	<b>52,089,662</b>	<b>86,816,341</b>	<b>34,726,679</b>	<b>85,818,616</b>	<b>(997,725)</b>

**FY 2014-15**

The Department's proposed FY 2014-15 budget has increased by \$34,726,679 largely due to:

- Affordable Housing Program increase of \$30.8 million. In FY 2013-14 a new Housing Trust Fund was established with a \$20 million allocation, in response to San Francisco voters approving Proposition C in November 2012, to provide ongoing funding for affordable housing in San Francisco. In accordance with Proposition C, the Housing Trust Fund increases by \$2.8 million annually to \$22.8 million in FY 2014-15 to provide local financing for the construction, preservation and rehabilitation of affordable housing, including down payment loan assistance, housing stabilization programs, and acquisition, construction and development. In FY 2014-15 an additional \$25 million would be allocated to the Housing Trust Fund, through the issuance of \$28 million of General Fund Certificates of Participation, which includes financing and issuance costs, with General Fund issuance costs of approximately \$3.1 million in FY 2014-15.
- One-time capital cost of \$2,950,968 in the Affordable Housing Program covers expenditures from a partial repayment of a \$16 million loan that the former Redevelopment Agency borrowed from the City's Housing Fund to make the State required Educational Revenue Augmentation Fund (ERAF) payment in March 2010.
- Increase in City Administration and Public Policy and Finance due to increases in salaries and related fringe benefits and reduction in attrition savings.
- Increase in Community Investment to implement the City's new Ellis Act Housing Preference Program, including creation of one new Community Development Specialist Position.

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

**DEPARTMENT:** MYR – MAYOR

- Increase of \$2.6 million in Homeless Services for the Local Operating Subsidy Program (LOSP) to provide additional operating subsidies for supportive housing for previously homeless tenants.
- A new \$581,115 Office of Strategic Partnerships Program would be funded with \$431,115 from grants from the Nonprofit Finance Fund California Pay for Success Initiative and the Haas Fund and \$150,000 of City General Funds to explore private and philanthropic strategies to address City coordinated efforts and initiatives, such as long-term paths for individuals out of supportive housing, violence reduction strategies, and improving health outcomes for low-income mothers.

**FY 2015-16**

The Department's proposed FY 2015-16 budget would decrease by \$997,725 largely due to:

- The Housing Trust Fund would increase by \$2.8 million for a total allocation of \$25.6 million in FY 2015-16, as mandated by Proposition C.
- Another \$25 million would be allocated to the Housing Trust Fund, through the issuance of a second \$28 million of General Fund COPs, resulting in General Fund debt service cost increase of approximately \$2.1 million in FY 2015-16.
- Reduction of Affordable Housing one-time FY 2014-15 capital expenditure of \$2,950,968 and completion of \$1.4 million in FY 2014-15 of acquisition costs for land for future affordable family rental housing development.
- Reduction in Administration primarily due to elimination of District Attorney work order position.
- Additional increases in Homeless Services for the LOSP to provide additional supportive housing services for previously homeless tenants.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 50.69 FTEs, which are 1.24 FTEs more than the 49.45 FTEs in the original FY 2013-14 budget. This represents a 2.5% increase in FTEs from the original FY 2013-14 budget. However, as shown in the Table below, the Mayor's Office includes an additional 11 FTE off-budget, non-operating positions, which are primarily in the Mayor's Office of Housing and Community Development that are funded through outside grants.

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

**DEPARTMENT:** MYR – MAYOR

**Mayor's Budget and Off-Budget Positions**

Mayor's Office	FY 2013-14	FY 2014-15	Change
Budget	49.45	50.69	1.24
Off-Budget	56.30	67.30	11.00
<b>Total</b>	<b>105.75</b>	<b>117.99</b>	<b>12.24</b>

The Mayor's Office is requesting the following new positions and adjustments to attrition savings in FY 2014-15 on and off the budget with both General Fund (GF) and grant funds:

Program	Classification and Title	FTE	Salary Amount
Community Investment	9772 Community Development Specialist (GF)	0.77	\$62,985
	0891 Mayoral Staff XI (GF)	3.00	Off-budget
Office of Strategic Partnerships	0903 Mayoral Staff XV (GF)	0.50	96,139
	0903 Mayoral Staff XV (Grant)	0.50	Off-budget
	890 Mayoral Staff X (Grant)	1.00	Off-budget
	902 Mayoral Staff XIV (Grant)	1.00	Off-budget
Affordable Housing	9774 Senior Community Develop Special I (GF)	2.00	Off-budget
	9775 Senior Community Develop Special II (GF)	3.00	Off-budget
Changes to Attrition Savings		.47	
<b>Total</b>		<b>12.24</b>	

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 51.42 FTEs, which are .73 FTEs more than the 50.69 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 1.4% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

The increase in FTEs is from annualization of the one new 9772 Community Development Specialist position added to the budget in FY 2014-15 for the new Ellis Act Housing Preference Program and reductions in Attrition Savings. The FY 2015-16 budget proposes no new changes to the off-budget positions.



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

**DEPARTMENT:** MYR – MAYOR

**INTERIM EXCEPTIONS**

The Department has requested approval of 8 new FTE positions as interim exceptions, including

- 3.0 FTE 0891 Mayoral Staff XI positions,
- 3.0 FTE 9775 Senior Community Development Specialist IIs, and
- 2.0 FTE 9774 Senior Community Development Specialist Is.

Under the Community Investment Program, the 3.0 FTE 0891 Mayoral Staff XI positions would be used to immediately support the HOPE SF Housing program to replace and rebuild public housing units at (1) Hunters View, (2) Alice Griffith, (3) Sunnysdale and (4) Potrero. All three positions would be off budget, 2.5 FTEs would be funded with General Fund revenues and 0.5 FTE would be supported with grants. The three positions include: (1) Operations Director, (2) Community Building Director, and (3) HOPE SF Innovation Center Director.

Under the Affordable Housing Program, the 3.0 FTE 9775 Senior Community Development Specialist IIs, and the 2.0 FTE 9774 Senior Community Development Specialist Is would work on the new Rental Assistance Demonstration Program, a Federal Housing and Urban Development program which will allow the San Francisco Housing Authority to leverage private developer financing to rehabilitate 3,400 public housing units within an expedited timeframe. These 5.0 FTE project-based positions are off budget and would be partially supported by General Fund and development impact fees.

The Budget and Legislative Analyst recommends approval of the eight positions as interim exceptions, in order to expedite the replacement, rebuild and rehabilitation of public housing in San Francisco.

**DEPARTMENT REVENUES:**

**FY 2014-15**

The Department's revenues of \$86,816,341 in FY 2014-15 are 34,726,679 or 66.7% more than FY 2013-14 revenues of \$52,089,662. General Fund support and allocations totaling \$32,674,099 in FY 2014-15 are \$1,939,258 or 6.3% more than FY 2013-14 General Fund support and allocation of \$30,734,841.

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

- \$28 million from new Certificates of Participation to provide approximately \$25 million of additional revenues for the Housing Trust Fund to develop more affordable housing.
- Increased General Fund recoveries from the Department of Public Health (\$1.4 million) and Human Services Agency (\$1.3 million) for the increased cost of the Local Operating Subsidy Program.
- \$2.8 million growth in General Fund for the Housing Trust Fund, as mandated by Proposition C approved in 2012.
- One-time grant of \$281,115 from California Pay for Success for the new Office of Strategic Partnerships.
- \$150,000 grant from Haas Fund for the new Office of Strategic Partnerships.

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

**DEPARTMENT:** MYR – MAYOR

- \$2.2 million from Office of Community Investment to partially repay a loan from the City's Housing Asset Fund.

**FY 2015-16**

The Department's revenues of \$85,818,616 in FY 2015-16, are \$997,725 or 1.1% less than FY 2014-15 estimated revenues of \$86,816,341. General Fund support and allocations of \$33,933,584 in FY 2015-16 is \$1,259,485 or 3.9% more than FY 2014-15 General Fund support and allocation of \$32,674,099.

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

- \$28 million from another issuance of Certificates of Participation to provide \$25 million of additional revenues for the Housing Trust Fund to develop more affordable housing.
- \$2.8 million growth in General Fund monies for the Housing Trust Fund, as mandated by Proposition C approved in 2012.
- Reduction of one-time \$2.9 million partial loan repayment revenue in FY 2014-15.
- Reduction of one-time grant funds of \$281,115 in FY 2014-15 from California Pay for Success for the new Office of Strategic Partnerships.

**PROPOSED LEGISLATION**

**Item 5 - File 14-0591:** Ordinance amending the City's Administrative Code to eliminate the Mayor's Office of Housing and Community Development escrow account administration fee.

- Currently, Section 8.43 of the City's Administrative Code authorizes the Mayor's Office of Housing to charge a \$200 Escrow Account Administration Fee to each borrower to defray the cost of issuing, administering and processing documents related to certain housing transactions. The proposed ordinance would eliminate this \$200 fee. According to Mr. Benjamin McCloskey, Chief Financial Officer for the Mayor's Office of Housing and Community Development, this fee was never charged to borrowers because the City changed its processes for handling financing. As a result, this fee has never generated any revenue and the elimination of this fee would result in no fiscal impact.
- **Recommendation: Approve the proposed ordinance.**

**Item 10 - File 14-0632:** Resolution approving a waiver of the Payment in Lieu of Taxes (PILOT) for FY 2014-15 and FY 2015-16 from the San Francisco Housing Authority to the City and County of San Francisco.

- The San Francisco Housing Authority is obligated to make a payment to the City in lieu of paying real and personal property taxes and special assessments. However, the City has historically agreed to exempt all public housing developments under the Housing Authority from making such payments. The Budget and Legislative Analyst's audit report

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

**DEPARTMENT:** MYR – MAYOR

on June 3, 2013 on the Housing Authority recommended that the Housing Authority seek annual approval from the Board of Supervisors for a waiver of the PILOT.

- **Recommendation: Approve the proposed resolution.**

**RECOMMENDATIONS:**

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$77,079 in FY 2014-15, which would be one-time savings. These reductions would still allow an increase of \$34,649,600 or 66.5% 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 \$41,216 to the General Fund.

Together, these recommendations will result in \$118,295 savings to the City's General Fund in FY 2014-15.

The Budget and Legislative Analyst also includes a policy decision for the Board of Supervisors regarding issuance of an additional \$28.125 million of Certificates of Participation for affordable housing in FY 2014-15, which will result in ongoing General Fund debt service payments for 25 years. If the Board of Supervisors approves these funds, \$28.125 million should be placed on Controller's Reserve, pending future approval and sale of the COPs.

**FY 2015-16**

The Budget and Legislative Analyst also includes a policy decision for the Board of Supervisors regarding issuance of an additional \$28.125 million of Certificates of Participation for affordable housing in FY 2015-16, which will result in ongoing General Fund debt service payments for 25 years. If the Board of Supervisors approves these funds, \$28.125 million should be placed on Controller's Reserve, pending future approval and sale of the COPs.

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

**MYR - Mayor**

Object Title	FY 2014-15						FY 2015-16							
	FTE		Amount		GF	IT	Savings		FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To	From	To		
Attrition Savings	(1.40)	(1.88)	(\$156,104)	(\$209,625)	x	x	\$53,521							
Mandatory Fringe Benefits			(\$68,656)	(\$92,214)	x	x	\$23,558							
			<i>Total Savings</i>	\$77,079										
Increase Attrition Savings to reflect comparable amount as budgeted in current fiscal year.														

**FY 2014-15**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$77,079	\$0	\$77,079
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$77,079</b>	<b>\$0</b>	<b>\$77,079</b>

**FY 2015-16**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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

**MYR - Mayor**

Object Title	FY 2014-15						FY 2015-16											
	FTE		Amount		Savings		GF		IT		Amount		Savings		GF		IT	
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To
<b>FFC - Affordable Housing</b>																		
<b>Policy Recommendations</b>																		
<p>Proposition C, which established the Housing Trust Fund, provided for \$20 million to be deposited into the Fund in the first year (FY 2013-14), which was to increase to \$22.8 million in the second year (FY 2014-15). The Mayor's proposed FY 2014-15 budget includes \$22.8 million, as required by Proposition C.</p> <p>In addition, the Mayor proposes to sell Certificates of Participation (COPs) in the amount of \$56.25 million to fund affordable housing projects. Of the \$56.25 million in COPs proceeds, \$50 million would be deposited to the Housing Trust Fund (\$25 million in FY 2014-15 and \$25 million in FY 2015-16), and the balance would consist of debt issuance, reserves and other financing costs.</p> <p>Based on an assumed conservative interest rate of 6.5%, the City's General Fund would incur estimated annual debt service of approximately \$5.25 million and total debt service over 25 years of an estimated \$114 million.</p> <p>Because issuance of these COPs is subject to future Board of Supervisors approval, approval of \$56.25 in COPs proceeds for affordable housing is a policy decision for the Board of Supervisors. If the Board of Supervisors approves the FY 2014-15 budget containing \$28.125 million of COPs proceeds for additional Affordable Housing, these funds be placed on Controller's reserve, pending the future approval by the Board for the issuance of the COPs and the sale and availability of these revenues to be expended.</p>																		

**FY 2014-15**

**Total Recommended Reserves**

	One-Time	Ongoing	Total
General Fund	\$28,125,000	\$0	\$28,125,000
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$28,125,000</b>	<b>\$0</b>	<b>\$28,125,000</b>

**FY 2015-16**

**Total Policy Recommendations**

	One-Time	Ongoing	Total
General Fund	\$28,125,000	\$0	\$28,125,000
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$28,125,000</b>	<b>\$0</b>	<b>\$28,125,000</b>

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GF = General Fund  
IT = One Time

Dept	Subfund	Vendor Name	Year	Remaining Balance
MYR MAYOR	1GAGFAAP	KOREAN AMERICAN COMMUNITY CENTER	09	17,500
MYR MAYOR	1GAGFAAP	REBUILDING TOGETHER-SF	11	23,716
<b>Total</b>				<b>\$41,216</b>

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 ongoing 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 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$190,162 in FY 2015-16. All of the \$190,162 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:** 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
<b>Assessor/Recorder</b>					
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)
<b>Assessor/Recorder</b>	<b>21,594,580</b>	<b>24,082,245</b>	<b>2,487,665</b>	<b>22,518,294</b>	<b>(1,563,951)</b>

**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. Of the \$225,077 in recommended reductions, \$225,077 are ongoing 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's recommended reductions to the proposed budget total \$190,162 in FY 2015-16. All of the \$190,162 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

Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
<b>ASR - Assessor-Recorder</b>												
FDJ - Technical Services												
Attrition Savings			(\$351,876)	(\$398,000)	\$46,124	x			(\$363,111)	(\$398,111)	\$35,000	x
Mandatory Fringe Benefits			(\$158,569)	(\$179,354)	\$20,785	x			(\$163,517)	(\$179,278)	\$15,761	x
			Total Savings		\$66,909				Total Savings		\$50,761	
Increase Attrition Savings to account for long term vacancies in this program.												
Ongoing Savings												
<b>FDJ - Real Property</b>												
Attrition Savings			(\$335,725)	(\$445,000)	\$109,275	x			(\$346,445)	(\$445,000)	\$98,555	x
Mandatory Fringe Benefits			(\$150,213)	(\$199,106)	\$48,893	x			(\$143,582)	(\$184,428)	\$40,846	x
			Total Savings		\$158,168				Total Savings		\$139,401	
Increase Attrition Savings to account for long term vacancies in this program.												
Ongoing Savings												
4261 Real Property Appraiser	1.54 A	1.54 L	\$92,530	\$92,530	\$0		1.54 A	1.54 L	\$176,824	\$176,824	\$0	
4265 Senior Real Property Appraiser	1.54 A	1.54 L	\$107,101	\$107,101	\$0		1.54 A	1.54 L	\$204,668	\$204,668	\$0	
			Total Savings		\$0				Total Savings		\$0	
Designate two new positions in the Work Order Fund as two-year Limited Tenure positions in FY 2014-15 and FY 2015-16. The Assessor/Recorder has requested four new positions to process a backlog of residential property assessments, funded by building inspection fees. These positions should be limited tenure for two fiscal years, FY 2014-15 and FY 2015-16, with a termination date of June 30, 2016.												

FY 2014-15			FY 2015-16		
General Fund	Non-General Fund	Total	General Fund	Non-General Fund	Total
\$0	\$0	\$225,077	\$0	\$0	\$190,162
\$0	\$0	\$225,077	\$0	\$0	\$190,162
\$0	\$0	\$225,077	\$0	\$0	\$190,162
Total		\$225,077	Total		\$190,162

## BUDGET REVIEW EXECUTIVE SUMMARY

## YEAR ONE: FY 2014-15

Budget Changes

The department's proposed \$17,014,725 budget for FY 2014-15 is \$318,580 or 1.9 % more than the original FY 2013-14 budget of \$16,696,145.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 49.45 FTEs, which are 2.72 FTEs less than the 52.17 FTEs in the original FY 2013-14 budget. This represents a 5.2% decrease in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$17,014,725 in FY 2014-15, are \$318,580 or 1.9% more than FY 2013-14 revenues of \$16,696,145. General Fund support of \$16,142,048 in FY 2014-15 is \$220,704 or 1.3% less than FY 2013-14 General Fund support of \$16,362,752.

## YEAR TWO: FY 2015-16

Budget Changes

The department's proposed \$18,846,428 budget for FY 2015-16 is \$1,831,703 or 10.8% more than the Mayor's proposed FY 2014-15 budget of \$17,014,725.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 59.93 FTEs, which are 10.48 FTEs more than the 49.45 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 21.2% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$18,846,428 in FY 2015-16, are \$1,831,703 or 10.8% more than FY 2014-15 estimated revenues of \$17,014,725. General Fund support of \$18,626,560 in FY 2015-16 is \$2,484,512 or 15.4% more than FY 2014-15 General Fund support of \$16,142,048.

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

**DEPARTMENT:** REG – ELECTIONS

**RECOMMENDATIONS**

**YEAR ONE: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$668,071 in FY 2014-15. Of the \$668,071 in recommended reductions, \$255,561 are ongoing savings and \$412,510 are one-time savings. These recommendations will result in \$668,071 savings to the City's General Fund in FY 2014-15.

In addition the Budget and Legislative Analyst is recommending a Budget and Finance Committee reserve of \$2,500,000, pending approval of the actual cost to relocate and lease new warehouse space in FY 2014-15. This recommendation is consistent with a recommendation made and approved by the Budget and Finance Committee in June 2013.

**YEAR TWO: FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$275,084 in FY 2015-16, all of which are ongoing savings. These reductions would still allow an increase of \$1,556,619 or 9.1% in the Department's FY 2015-16 budget. These recommendations will result in \$275,084 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:** REG – ELECTIONS

**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
<b>DEPARTMENT OF ELECTIONS</b>	\$16,696,145	\$17,014,725	\$318,580	\$18,846,428	\$1,831,703
Department of Elections	\$16,696,145	\$17,014,725	\$318,580	\$18,846,428	\$1,831,703

**FY 2014-15**

The Department’s proposed FY 2014-15 budget would increase by \$318,580 largely due to:

- A one-time \$2,000,000 capital expenditure to relocate the Department’s warehouse from Pier 48 when the existing lease expires in December of 2015. The Department has not yet identified a site for the new warehouse location.
- \$500,000 increase for anticipated facility rental increased costs and additional data processing equipment needs.
- Additional costs for temporary salaries, payments to poll workers, other professional services, printing and other current expenses to implement the new requirement to provide all forms, applications, program materials, assistance at the polls, via phone and in person in Tagalog, the third language (Chinese and Spanish currently) required under the City’s Language Access Ordinance.
- These increases are partially offset by reduction from two elections in FY 2013-14 (November 5, 2013 Municipal Election and June 3, 2014 Consolidated Gubernatorial Primary Election) to one election in FY 2014-15 (November 4, 2014 Consolidated General Election), which results in overall decreases in all election-related costs, including temporary staffing, payments to poll workers, printing, postage, professional services, and Sheriff’s security costs. However, the FY 2014-15 budget includes a relatively higher level of proposed staff and non-personnel expenditures, as higher voter turnout is anticipated in the November 2014 than occurred in either of the two elections held in FY 2013-14.

**FY 2015-16**

The Department’s proposed FY 2015-16 budget would increase by \$1,831,703 largely due to:

- Increase from one election in FY 2014-15 (November 4, 2014 Consolidated General Election) to two elections in FY 2015-16 (November 3, 2015 Municipal Election and June 7, 2016 Presidential Primary Election), which results in overall increases in staffing and all election-related costs. To reduce some costs, the Department of Elections will consolidate polling locations from 576 sites to 420 sites, a reduction of 156 locations for

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

**DEPARTMENT:** REG – ELECTIONS

the November 3, 2015 Municipal Election. California Election Code Section 12241 allows the consolidation of polling locations only for municipal elections.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 49.45 FTEs, which are 2.72 FTEs less than the 52.17 FTEs in the original FY 2013-14 budget. This represents a 5.2% decrease in FTEs from the original FY 2013-14 budget due to the following:

- Reduction of 7.33 FTE Temporary Salary positions because of fewer elections in FY 2014-15;
- Addition of one new 1403 Elections Clerk position (0.77 FTE), that would be certified as fluent in Filipino (Tagalog) language, in accordance with the City's updated Language Access ordinance requirements;
- Substitution of one new FTE 1092 IT Operations Support Administrator II position to provide technical and operational support, security, monitoring and maintenance for the Department's computers, networks and staff, offset by the reduction of two FTE 1471 Elections Worker positions;
- Annualization of 2.3 FTE positions added in FY 2013-14, including (a) .77 FTE 1062 IS Programmer Analyst position to 1.0 FTE position, (b) 3.08 FTE 1840 Junior Management Assistant positions to 4.0 FTE positions, (c) 3.08 FTE 1842 Management Assistant positions to 4.0 FTE positions, and (d) .77 FTE 1950 Assistant Purchaser to 1.0 FTE position; and
- 1.9 FTE additional staff due to reduction in Attrition Savings.

**FY 2015-16**

The number of FTEs budgeted for FY 2015-16 are 59.93 FTEs, which is 10.48 FTEs more than the 49.45 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 21.2% increase in FTEs from the Mayor's proposed FY 2014-15 budget, including:

- Annualization of .77 FTE 1403 Elections Clerk (Tagalog certified) added in FY 2014-15 to 1.0 FTE position; and
- Increase of 10.25 FTE Temporary Salary positions because of the additional election scheduled for FY 2015-16.

**DEPARTMENT REVENUES:**

**FY 2014-15**

The Department's revenues of \$17,014,725 in FY 2014-15, are \$318,580 or 1.9% more than FY 2013-14 revenues of \$16,696,145. General Fund support of \$16,142,048 in FY 2014-15 is 220,704 or 1.3% less than FY 2013-14 General Fund support of \$16,362,752.

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

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

**DEPARTMENT:** REG – ELECTIONS

- With only one election scheduled in FY 2014-15 as compared to two elections that were held in FY 2013-14, candidate filing fees and paid ballot argument fees are projected to decrease by approximately \$106,000; and
- These reductions in revenues are projected to be more than offset by increased revenue recoveries received from the Retirement System, San Francisco Community College District, San Francisco Unified School District and other jurisdictions which will likely be holding elections in FY 2014-15.

**FY 2015-16**

The Department's revenues of \$18,846,428 in FY 2015-16, are \$1,831,703 or 10.8% more than FY 2014-15 revenues of \$17,014,725. General Fund support of \$18,626,560 in FY 2015-16 is \$2,484,512 or 15.4% more than FY 2014-15 General Fund support of \$16,142,048.

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

- Increased candidate filing fees from two elections in FY 2015-16.
- Reduce revenue recoveries because the Health Service System, San Francisco Community College District, San Francisco Unified School District and other jurisdictions are not projected to be scheduling elections in FY 2015-16.

**RECOMMENDATIONS:**

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$668,071 in FY 2014-15. Of the \$668,071 in recommended reductions, \$255,561 would be ongoing savings and \$412,510 are one-time savings. These recommendations will result in \$668,071 savings to the City's General Fund in FY 2014-15.

In addition the Budget and Legislative Analyst is recommending a Budget and Finance Committee reserve of \$2,500,000, pending approval of the actual cost to relocate and lease new warehouse space in FY 2014-15. This recommendation is consistent with a recommendation made and approved by the Budget and Finance Committee in June 2013.

**FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$275,084 in FY 2015-16, all of which are ongoing savings. These reductions would still allow an increase of \$1,556,619 or 9.1% in the Department's FY 2015-16 budget. These recommendations will result in \$275,084 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**

**REG - Elections**

Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
<b>FCH - Elections</b>												
Temporary Salaries	11.51	11.23	\$982,068	\$958,568	\$23,500	x	21.76	21.47	\$1,789,972	\$1,766,472	\$23,500	x
Mandatory Fringe Benefits			\$77,583	\$75,726	\$1,857	x			\$141,765	\$139,905.00	\$1,860	x
			<i>Total Savings</i>	<i>\$25,357</i>					<i>Total Savings</i>	<i>\$25,360</i>		
	Reduce to reflect the amount of Temporary Salaries funds requested by the Department for FY 2014-15.											
Attrition Savings	(1.33)	(2.00)	(\$103,763)	(\$156,035)	\$52,272	x	(1.33)	(2.00)	(\$107,077)	(\$161,018)	\$53,941	x
Mandatory Fringe Benefits			(\$48,901)	(\$73,539)	\$24,638	x			(\$46,992)	(\$70,671)	\$23,679	x
			<i>Total Savings</i>	<i>\$76,910</i>					<i>Total Savings</i>	<i>\$77,620</i>		
	Increase Attrition Savings to reflect projected vacancy and turnover rate.											
Overtime			\$461,888	\$445,862	\$16,026	x			\$718,085	\$689,264	\$28,821	x
Mandatory Fringe Benefits			\$36,490	\$35,222	\$1,268	x			\$56,873	\$54,590.00	\$2,283	x
			<i>Total Savings</i>	<i>\$17,294</i>					<i>Total Savings</i>	<i>\$31,104</i>		
	Reduce to reflect the amount of Overtime funds requested by the Department for FY 2014-15.											
Systems Consulting Services			\$340,202	\$269,202	\$71,000	x			\$355,938	\$284,938	\$71,000	x
	Reduce to reflect new pricing for ballot extraction services to allow the Department to remove ballots from vote-by-mail envelopes more efficiently.											
Misc Facilities Rental			\$1,473,462	\$1,473,462	\$0	x						
	Ongoing savings.											
	Place \$500,000 on Budget and Finance Committee Reserve for rent pending approval of a new lease and determination of the actual costs to relocate the Department to a new warehouse space from Pier 48. The existing Port Pier 48 lease expires in December 2014. This General Fund appropriation of \$500,000 is included in the FY 2014-15 budget in anticipation of the need to relocate and incur potentially higher lease costs.											
Printing			\$2,468,639	\$2,156,129	\$312,510	x						
	Given that the November 2014 election work needs to begin in early August, there is insufficient time for the Department to fully incorporate Tagalog language services, which would result in additional costs to print the ballots and the Voter Information Pamphlet for the upcoming election. Reduce to reflect the amount of Printing funding requested by the Department for FY 2014-15. The higher-level request for printing costs for Tagalog language services will commence with the November 3, 2015 election.											

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**

**REG - Elections**

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		
Other Current Expenses		\$45,600	\$600	\$45,000	x	\$45,000	\$600		\$45,600		\$45,000	x
	Reduce to reflect the amount of Other Current Expenses requested by the Department for FY 2014-15.											
Data Processing Equipment		\$178,103	\$78,103	\$100,000	x							
	Reduce to reflect that the Department now anticipates being able to purchase hardware and components for the Radio Frequency Identification Asset tracking systems with anticipated surplus funds available in the FY 2013-14 budget.											
Other Office Supplies		\$103,368	\$83,368	\$20,000	x				\$144,223		\$119,223	x
	Reduction based on projected expenditures.											
Bldgs, Structures & Improve		\$2,000,000	\$2,000,000	\$0	x							
	Place \$2,000,000 on Budget and Finance Committee Reserve pending approval of a new lease and determination of the actual one-time costs to relocate the Department to a new warehouse space from Pier 48. The existing Port Pier 48 lease expires in December 2014. This General Fund appropriation of \$2,000,000 is included in the FY 2014-15 capital budget in anticipation of the need to relocate and move the Department of Elections warehouse.											

**FY 2014-15**

	Total Recommended Reductions		Total
	One-Time	Ongoing	
General Fund	\$412,510	\$255,561	\$668,071
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$412,510</b>	<b>\$255,561</b>	<b>\$668,071</b>

**FY 2014-15**

	Total Recommended Reserves		Total
	One-Time	Ongoing	
General Fund	\$2,500,000	\$0	\$2,500,000
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$2,500,000</b>	<b>\$0</b>	<b>\$2,500,000</b>

**FY 2015-16**

	Total Recommended Reductions		Total
	One-Time	Ongoing	
General Fund	\$0	\$275,084	\$275,084
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$275,084</b>	<b>\$275,084</b>

**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 \$241,251 in FY 2014-15. All of the recommended reductions are in ongoing savings. These reductions would still allow an increase of \$993,960 or 11.2% in the Department's FY 2014-15 budget.

Approximately 32% or \$77,200 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.

**YEAR TWO: FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$304,176 in FY 2015-16. All of the recommended reductions are in ongoing savings. These reductions would still allow an increase of \$339,565 or 3.4% in the Department's FY 2015-16 budget.

Approximately 32% or \$97,336 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

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2013-2014 Budget	FY 2014-2015 Proposed	Increase/ Decrease from	
			FY 2013-2014 Proposed	FY 2015-2016 Proposed
<b>HEALTH SERVICE SYSTEM</b>				
HEALTH SERVICE SYSTEM	8,899,536	10,134,747	1,235,211	10,778,488
<b>HEALTH SERVICE SYSTEM</b>	<b>8,899,536</b>	<b>10,134,747</b>	<b>1,235,211</b>	<b>10,778,488</b>

**FY 2014-15**

The Department's proposed FY 2014-15 budget has increased by \$1,235,211 largely due to:

- Annualization of the salary and fringe benefit costs for the new positions added in FY 2013-14,
- Cost of Living increases due to the negotiated MOUs with the unions,
- Four new positions were added at 0.5 FTE each and the associated salary and fringe benefit costs; and
- Expansion and promotion of Wellness Initiatives. These initiatives include developing healthy behavioral programs for other CCSF Departments as well as financial incentives to encourage healthy behavior.

**FY 2015-16**

The Department's proposed FY 2015-16 budget has increased by \$643,741 largely due to:

- Cost of Living increases due to the negotiated MOUs with the unions,
- Annualization of the salary and fringe benefit costs for the new positions added in FY 2014-15; and
- An additional new position and the associated 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 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.

The increase in FTEs is due to:

- The annualization of new positions added during FY 2013-14; and

**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 \$241,251 in FY 2014-15. All of the recommended reductions are in ongoing savings. These reductions would still allow an increase of \$993,960 or 11.2% in the Department’s FY 2014-15 budget.

Approximately 32% or \$77,200 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.

**FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$304,176 in FY 2015-16. All of the recommended reductions are in ongoing savings. These reductions would still allow an increase of \$339,565 or 3.4% in the Department’s FY 2015-16 budget.

Approximately 32% or \$97,336 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**

**HSS - Health Service System**

Object Title	FY 2014-15				FY 2015-16			
	FTE	Amount	GF	IT	FTE	Amount	GF	IT
	From	To	Savings		From	To	Savings	
<b>HSS - HSS Administration</b>								
1054 IS Business Analyst - Principal	0.50	0.00	\$64,005	X	1.00	0.00	\$132,097	X
013 Mandatory Fringe Benefits			\$0				\$0	
1053 IS Business Analyst - Senior	0.00	0.50	\$25,396	X	0.00	1.00	\$47,939	X
013 Mandatory Fringe Benefits			\$0				\$0	
			\$55,294	X			\$114,119	X
			\$0				\$0	
			\$23,120	X			\$44,032	X
			\$10,987				\$21,885	
			<b>Total Savings</b>				<b>Total Savings</b>	
Substitute one new 1053 IS Business Analyst-Senior position instead of the new 1054 IS Business Analyst position requested by the Department to accurately reflect the responsibilities for this position.								
0931 Manager III	1.00	0.00	\$135,180	X	1.00	0.00	\$139,496	X
013 Mandatory Fringe Benefits			\$0				\$0	
0923 Manager II	0.00	1.00	\$56,461	X	0.00	1.00	\$53,495	X
013 Mandatory Fringe Benefits			\$0				\$0	
			\$125,274	X			\$129,274	X
			\$0				\$0	
			\$54,119	X			\$51,377	X
			<b>Total Savings</b>				<b>Total Savings</b>	
			\$12,248				\$12,340	
Deny the upward substitution of 1.0 FTE 0923 Manager II to 0931 Manager III. This position is responsible for the Department's contract administration under the supervision of the Chief Financial Officer, and supervises three lower level staff. The responsibilities and scope of the position have not increased and therefore do not warrant an increase in classification.								
1802 Research Assistant	0.50	0.00	\$35,654	X	1.00	0.00	\$73,585	X
013 Mandatory Fringe Benefits			\$0				\$0	
			\$17,287	X			\$33,328	X
			<b>Total Savings</b>				<b>Total Savings</b>	
			\$52,941				\$106,913	
Delete one new position that is not justified. Overall, the Department has requested four new positions in FY 2014-15 and one new position in FY 2015-16, totaling five positions, which is a 10.2 percent increase from the existing 49 positions.								
9993 Attrition Savings - Miscellaneous	(1.15)	(1.65)	(\$106,460)	X	(1.15)	(1.65)	(\$109,859)	X
013 Mandatory Fringe Benefits			\$0				\$0	
			(\$47,492)	X			(\$45,414)	X
			(\$67,567)	X			(\$63,851)	X
			<b>Total Savings</b>				<b>Total Savings</b>	
			\$65,075				\$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.								



**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		Savings		GF 1T		FTE		Amount		Savings		GF 1T	
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To
027 Professional and Specialized Services			\$390,900	\$325,900	\$65,000	x					\$590,000	\$525,000	\$65,000	x		
			<i>Total Savings</i>		\$65,000						<i>Total Savings</i>		\$65,000			
	Reduce 027 Professional and Specialized Services funding from \$390,000 to \$325,000 to reflect funding levels needed for the Department's stated Wellness Assessment participation goals.															
GF City Attorney - Legal Services			\$220,000	\$185,000	\$35,000	x					\$220,000	\$185,000	\$35,000	x		
			<i>Total Savings</i>		\$35,000						<i>Total Savings</i>		\$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**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$77,200
Non-General Fund	\$0	\$164,050
<b>Total</b>	<b>\$0</b>	<b>\$241,251</b>

**FY 2015-16**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$97,336
Non-General Fund	\$0	\$206,840
<b>Total</b>	<b>\$0</b>	<b>\$304,176</b>

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

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 \$81,807,795 budget for FY 2014-15 is \$3,909,776 or 5.0% more than the original FY 2013-14 budget of \$77,898,019.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 145.28 FTEs, which are 9.96 FTEs more than the 135.32 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 \$69,319,775 in FY 2014-15, are \$2,647,934 or 4.0% more than FY 2013-14 revenues of \$66,671,841. General Fund support of \$12,488,020 in FY 2014-15 is \$1,261,842 or 11.2% more than FY 2013-14 General Fund support of \$11,226,178.

**YEAR TWO: FY 2015-16**

Budget Changes

The Department's proposed \$84,310,083 budget for FY 2015-16 is \$2,502,288 or 3.1% more than the Mayor's proposed FY 2014-15 budget of \$81,807,795.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 146.17 FTEs, which are 0.89 FTEs more than the 145.28 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 0.6% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$72,049,522 in FY 2015-16, are \$2,729,747 or 3.9% more than FY 2014-15 estimated revenues of \$69,319,775. General Fund support of \$12,260,561 in FY 2015-16 is \$227,459 or 1.8% less than FY 2014-15 General Fund support of \$12,488,020.

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

**DEPARTMENT:                    HRD – HUMAN RESOURCES DEPARTMENT**

**RECOMMENDATIONS**

**YEAR ONE: FY 2014-15**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$422,849 in FY 2014-15. Of the \$422,849 in recommended reductions, \$422,849 are ongoing savings. These reductions would still allow an increase of \$3,486,927 or 4.5% in the Department’s FY 2014-15 budget. These recommendations will result in \$422,849 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 \$509,738 in FY 2015-16. Of the \$509,738 in recommended reductions, \$509,738 are ongoing savings. These reductions would still allow an increase of \$1,992,550 or 2.4% in the Department’s FY 2015-16 budget. These recommendations will result in \$509,738 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: HRD – HUMAN RESOURCES DEPARTMENT**

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2013-2014 Budget	FY 2014-2015 Proposed	Increase/ Decrease from	FY 2015-2016	Increase/ Decrease from
			FY 2013-2014	Proposed	FY 2014-2015
<b>HUMAN RESOURCES</b>					
ADMINISTRATION	1,057,813	1,329,940	272,127	1,400,346	70,406
CLASS AND COMPENSATION	480,605	348,796	(131,809)	352,752	3,956
EMPLOYEE RELATIONS	5,414,599	4,273,319	(1,141,280)	4,283,440	10,121
EQUAL EMPLOYMENT OPPORTUNITY	1,472,618	2,548,224	1,075,606	2,596,535	48,311
HEALTH SERVICE SYSTEM	0	0	0	0	0
RECRUIT/ ASSESS/ CLIENT SERVICES	7,705,039	9,544,649	1,839,610	9,335,698	(208,951)
WORKERS COMPENSATION	61,081,483	62,553,332	1,471,849	65,196,315	2,642,983
WORKFORCE DEVELOPMENT	685,862	1,209,535	523,673	1,144,997	(64,538)
<b>HUMAN RESOURCES</b>	<b>77,898,019</b>	<b>81,807,795</b>	<b>3,909,776</b>	<b>84,310,083</b>	<b>2,502,288</b>

**FY 2014-15**

The Department's proposed FY 2014-15 budget has increased by \$3,909,776 largely due to:

- Implementation of the Personnel Analyst Development Program, which allows City department staff in the personnel analyst classification series to train in a dedicated program offered by the Human Resources Department.
- Implementation of a new program to increase hiring efficiency, particularly in Information Technology classifications.
- Expansion of the existing City Hall Fellows Program and the launch of a mid-career fellows program, which will allow mid-career professionals to complete limited-term projects with various City departments.
- Transfer of function from the Municipal Transportation Agency and Department of Social Services to the Department of Human Resources for Equal Opportunity complaints and investigations.
- Transfer of function from Public Health to the Department of Human Resources for the Catastrophic Illness Program.

**FY 2015-16**

The Department's proposed FY 2015-16 budget has increased by \$2,502,288 largely due to:

- Expected increase in the cost of Worker's Compensation insurance and mandated salary and fringe benefits increases.

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

**DEPARTMENT:** HRD – HUMAN RESOURCES DEPARTMENT

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 145.28 FTEs, which are 9.96 FTEs more than the 135.32 FTEs in the original FY 2013-14 budget. This represents a 7.4% increase in FTEs from the original FY 2013-14 budget.

A majority of new positions are due to transfers of function for the Equal Employment Opportunity and Catastrophic Illness programs. Additional positions are requested for the hiring efficiency project, Mid-Career Fellows Program, and Personnel Analyst Development Program.

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 146.17 FTEs, which are 0.89 FTEs more than the 145.28 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 0.6% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

The increase in FTE is due to annualization of new positions in the FY 2014-2015 budget. There are no proposed new hires in FY 2015-2016.

**INTERIM EXCEPTIONS**

The Department has requested approval of 3 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 2 positions as an interim exception and disapproval of 1 position.

- One 1244 Senior Personnel Analyst is necessary for the immediate launch of the Personnel Analyst Development program. One 1232 Training Officer is a 0.5 FTE exception to reflect the full time work of the employee.
- One 0922 Manager I is not recommended for approval because the Budget and Legislative Analyst has proposed elimination of the position.

**DEPARTMENT REVENUES:**

**FY 2014-15**

The Department's revenues of \$69,319,775 in FY 2014-15, are \$2,647,934 or 4.0% more than FY 2013-14 revenues of \$66,671,841. General Fund support of \$12,488,020 in FY 2014-15 is \$1,261,842 or 11.2% more than FY 2013-14 General Fund support of \$11,226,178. Specific changes in the Department's FY 2014-15 revenues include:

General Fund support has increased to pay for proposed new positions for which the Department is not recovering costs through work orders with other City departments.

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

**DEPARTMENT:                    HRD – HUMAN RESOURCES DEPARTMENT**

**FY 2015-16**

The Department's revenues of \$72,049,522 in FY 2015-16, are \$2,729,747 or 3.9% more than FY 2014-15 estimated revenues of \$69,319,775. General Fund support of \$12,260,561 in FY 2015-16 is \$227,459 or 1.8% less than FY 2014-15 General Fund support of \$12,488,020.

---

There are no major changes to funding sources in FY 2015-2016.

**RECOMMENDATIONS:**

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$422,849 in FY 2014-15. Of the \$422,849 in recommended reductions, \$422,849 are ongoing savings. These reductions would still allow an increase of \$3,486,927 or 4.5% in the Department's FY 2014-15 budget. Together, these recommendations will result in \$422,849 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 \$509,738 in FY 2015-16. Of the \$509,738 in recommended reductions, \$509,738 are ongoing savings. These reductions would still allow an increase of \$1,992,550 or 2.4% in the Department's FY 2015-16 budget. These recommendations will result in \$509,738 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**

**HRD - Human Resources Department**

Object Title	FY 2014-15						FY 2015-16					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
Other Professional Service			\$79,361	\$54,361	\$25,000	X			\$79,361	\$54,361	\$25,000	X
Department has requested funding for an Executive Search Consulting contract that will only be used as needed and was previously handled by existing staff.												
FC4 - Employee Relations			\$227,529	\$200,000	\$27,529	X			\$227,529	\$200,000	\$27,529	X
Department has completed labor negotiations and has not provided sufficient justification for temporary salaries at this level.												
FAR - Workforce Development			\$116,776	\$0	\$116,776	X			\$116,776	\$0	\$116,776	X
Manager I	1.00	0.00	\$116,776	\$0	\$116,776	X			\$116,776	\$0	\$116,776	X
Mandatory Fringe Benefits			\$52,124	\$0	\$52,124	X			\$52,124	\$0	\$52,124	X
Total Savings \$168,900												
Delete one new Manager I position in the General Fund operating budget for the Workforce Development program, which the Department has requested as an interim exception. This position is not justified. With the recommended deletion, the Department will still have two Manager I positions in the Workforce Development program, funded by work order recoveries.												
Temporary Salaries			\$20,000	\$0	\$20,000	X			\$20,000	\$0	\$20,000	X
Department has not justified an increase in temporary salaries in Workforce Development.												
FC8 - Equal Employment Opportunity			\$167,873	\$0	\$167,873	X			\$167,873	\$0	\$167,873	X
Deputy Director III	1.00	1.00	\$167,873	\$0	\$167,873	X			\$167,873	\$0	\$167,873	X
Deputy Director II	0.00	1.00	\$0	\$135,180	(\$135,180)	X			\$0	\$139,496	(\$139,496)	X
Mandatory Fringe Benefits			\$64,189	\$56,461	\$7,728	X			\$60,483	\$53,495	\$6,988	X
Total Savings \$40,421												
Deny the requested upward substitution from Deputy Director II to Deputy Director III in the Equal Employment Opportunity division, which is not justified by the size of the division or workload. The Equal Employment Opportunity division will have 15 FTE if all requested positions are approved.												
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**

**HRD - Human Resources Department**

Object Title	FY 2014-15						FY 2015-16																																																																																																																																																										
	FTE		Amount		Savings		GF		1T		Amount		Savings		GF		1T																																																																																																																																																
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To																																																																																																																																															
Temporary Salaries			\$126,490	\$100,000	\$26,490	X					\$126,490	\$50,000	\$76,490	X																																																																																																																																																			
Department is increasing expenditure on professional contracts and other areas of Public Safety Exams and has not justified an increase of \$86,490 over FY 2013-2014 budget levels of \$40,000. This reduction would still allow for \$100,000 in temporary salary expenditure.																																																																																																																																																																	
Senior Personnel Analyst	2.31	1.54	\$242,757	\$161,838	\$80,919	X	3.00	2.00	\$325,336	\$216,891	\$108,445	X																																																																																																																																																					
Mandatory Fringe Benefits			\$100,770	\$67,180	\$33,590	X			\$124,453	\$82,969	\$41,484	X																																																																																																																																																					
			<i>Total Savings</i>		\$140,999				<i>Total Savings</i>		\$226,420																																																																																																																																																						
Delete one new Senior Personnel Analyst position. The Department is requesting four new Senior Personnel Analyst positions in this division for examinations and hiring projects, of which the Budget and Legislative Analyst is recommending approval of three positions, including one position as an interim exception.																																																																																																																																																																	
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**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15**

Budget Changes

The department's proposed \$17,242,254 budget for FY 2014-15 is \$124,644 or 0.7% less than the original FY 2013-14 budget of \$17,366,898.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 62.29 FTEs, which are 3.20 FTEs more than the 59.09 FTEs in the original FY 2013-14 budget. This represents a 5.4% increase in FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$17,242,254 in FY 2014-15, are \$124,644 or 0.7% less than FY 2013-14 revenues of \$17,366,898. There is no General Fund support for this Department.

**YEAR TWO: FY 2015-16**

Budget Changes

The department's proposed \$17,343,151 budget for FY 2015-16 is \$100,897 or 0.6% more than the Mayor's proposed FY 2014-15 budget of \$17,242,254.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 62.36 FTEs, which are 0.07 FTEs more than the 62.29 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 0.1% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$17,343,151 in FY 2015-16, are \$100,897 or 0.6% more than FY 2014-15 estimated revenues of \$17,242,254. There is no General Fund support for this Department.

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

**DEPARTMENT: ENV - ENVIRONMENT**

**RECOMMENDATIONS**

**YEAR ONE: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$75,123 in FY 2014-15. Of the \$75,123 in recommended reductions, all are ongoing savings.

**YEAR TWO: FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$55,123 in FY 2015-16. Of the \$55,123 in recommended reductions, all are ongoing savings. These reductions will still allow an increase of \$45,774 or 0.3% 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:** ENV - ENVIRONMENT

**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
<b>ENVIRONMENT</b>					
CLEAN AIR	858,062	769,219	(88,843)	772,095	2,876
CLIMATE CHANGE/ENERGY	754,945	557,391	(197,554)	562,500	5,109
ENVIRONMENT	8,056,805	8,238,911	182,106	8,294,646	55,735
ENVIRONMENT-OUTREACH	218,688	14,547	(204,141)	14,723	176
ENVIRO. JUSTICE / YOUTH EMPLOYMENT	173,569	226,203	52,634	228,819	2,616
GREEN BUILDING	478,322	389,847	(88,475)	394,436	4,589
RECYCLING	5,132,367	5,377,295	244,928	5,392,606	15,311
SOLID WASTE MANAGEMENT	0	0	0	0	0
TOXICS	1,645,516	1,618,463	(27,053)	1,632,351	13,888
URBAN FORESTRY	48,624	50,378	1,754	50,975	597
<b>ENVIRONMENT</b>	<b>17,366,898</b>	<b>17,242,254</b>	<b>(124,644)</b>	<b>17,343,151</b>	<b>100,897</b>

**FY 2014-15**

The Department's proposed FY 2014-15 budget has decreased by \$124,644 largely due to a decrease in State and other intergovernmental revenues. Over the last two fiscal years the Department has seen a decrease in its funding as various state and federal grant programs have expired. This decrease has resulted despite steadily increasing charges for services including Solid Waste Impound Fees.

- The only major new initiative at the department is the Biodiversity program, which is tasked with protecting the diversity of San Francisco's native flora and fauna. It is funded by \$106,421 in grants and a \$30,000 work order with the City Planning department.

**FY 2015-16**

The Department's proposed FY 2015-16 budget has increased by \$100,897 largely due to increased charges for services and other revenues including additional grant awards. There are no major new programmatic initiatives planned for FY 2015-16.

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

**DEPARTMENT:** ENV - ENVIRONMENT

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 62.29 FTEs, which are 3.20 FTEs more than the 59.09 FTEs in the original FY 2013-14 budget. This represents a 5.4% increase in FTEs from the original FY 2013-14 budget.

- The new positions are comprised of long-term temporary employees who constitute the leadership of the Environment Now program, a green jobs training program for local residents. The Department of Human Resources requested these employees be moved from temporary to permanent status.

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 62.36 FTEs, which are 0.07 FTEs more than the 62.29 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 0.1% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

- There are no on-budget personnel changes for the department in FY 2015-16.

**INTERIM EXCEPTIONS**

The Department has requested approval of 4.00 FTEs as interim exceptions. The Budget and Legislative Analyst recommends approval of the 4.00 FTEs as interim exceptions, which include 3.00 FTE 5638 Environmental Assistants, and 1.00 FTE 5640 Environmental Specialist. These positions are currently filled by temporary employees who constitute the leadership of the Environment Now program, as noted above.

- The Budget and Legislative Analyst recommends approval as the positions are already filled by long-term incumbents.

**DEPARTMENT REVENUES:**

**FY 2014-15**

The Department's revenues of \$17,242,254 in FY 2014-15 are \$124,644, or 0.7% less than FY 2013-14 revenues of \$17,366,898. There is no General Fund support for this Department.

As noted, this decrease has largely resulted from a decrease in State and other intergovernmental revenues despite an increase in revenue from Solid Waste Impound Fees collected from San Francisco's refuse customers.

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

**DEPARTMENT:** ENV - ENVIRONMENT

**FY 2015-16**

The Department's revenues of \$17,343,151 in FY 2015-16, are \$100,897 or 0.6% more than FY 2014-15 revenues of \$17,242,254. There is no General Fund support for this Department.

Specific changes in the Department's FY 2015-16 revenues include increased charges for services and other revenues including additional grant awards.

**RECOMMENDATIONS:**

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$75,123 in FY 2014-15. Of the \$75,123 in recommended reductions, all are ongoing.

**FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$55,123 in FY 2015-16. Of the \$55,123 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$45,774 or 0.3% 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**

**ENV - Department of the Environment**

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		
049 Other Materials & Supplies			\$125,123	\$80,000	\$45,123				\$125,123	\$100,000	\$25,123	
	Reduce based upon historical expenditures and actual needs of the Department. This program ("Air Travel Carbon Fund") remains at an early stage; the reduction will still allow for a funding increase in FY 2015-16.											
035 Other Current Expenses			\$40,000	\$20,000	\$20,000				\$40,000	\$20,000	\$20,000	
	Reduce based upon historical expenditures and actual needs of the Department.											
035 Other Current Expenses			\$60,000	\$50,000	\$10,000				\$60,000	\$50,000	\$10,000	
	Reduce based upon historical expenditures and actual needs of the Department.											

**FY 2014-15**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$75,123	\$75,123
<b>Total</b>	<b>\$0</b>	<b>\$75,123</b>	<b>\$75,123</b>

**FY 2015-16**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$55,123	\$55,123
<b>Total</b>	<b>\$0</b>	<b>\$55,123</b>	<b>\$55,123</b>

OFFICE OF THE MAYOR  
SAN FRANCISCO



Orig: Leg Clerk  
c: LOB EDWIN M. LEE  
Asm Dep. MAYOR  
Cpage

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2014 JUN -2 PM 4:25  
PN

To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Kate Howard, Mayor's Budget Director  
Date: June 2, 2014  
Re: Mayor's FY 2014-15 and FY 2015-16 Budget Submission

Madam Clerk,

In accordance with City and County of San Francisco Charter, Article IX, Section 9.100, the Mayor's Office hereby submits the Mayor's June 1<sup>st</sup> proposed budget, corresponding legislation, and related materials for Fiscal Year 2014-15 and Fiscal Year 2015-16.

In addition to the Annual Salary Ordinance and Annual Appropriation Ordinance, the following items are included in the Mayor's submission:

- Five copies of the Mayor's Budget Book.
- The budget for the Treasure Island Development Authority for FY 2014-15 and FY 2015-16.
- The budget for the Office of Community Investment and Infrastructure for FY 2014-15 and FY 2015-16.
- 24 separate pieces of legislation (see list attached).
- A Transfer of Function letter detailing the transfer of 15.0 positions within the Executive Branch.
- An Interim Exception letter.
- A letter addressing funding levels for consumer price index increases for nonprofit corporations or public entities for the coming two fiscal years.

If you have any questions, please contact me at (415) 554-6515, or Emily Volberding at (415) 554-7631.

Best Regards,

Kate Howard  
Mayor's Budget Director

cc: Members of the Board of Supervisors  
Harvey Rose  
Controller



OFFICE OF THE MAYOR  
SAN FRANCISCO



Orig: Leg Clerk  
c: COB  
Adm Dep  
Cpage

EDWIN M. LEE  
MAYOR

To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Kate Howard, Mayor's Budget Director  
Date: June 2, 2014  
Re: Minimum Compensation Ordinance and the Mayor's FY 2014-15 and FY 2015-16  
Proposed Budget

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2014 JUN - 2 9M 12: 50  
RN

Madam Clerk,

As required under the San Francisco Administrative Code, SEC 12P.3 (ii), this letter provides notice to the Board of Supervisors that the Mayor's Proposed Budget for Fiscal Years (FY) 2014-15 and 2015-16 does not contain funding for consumer price index increases for nonprofit corporations and public entities in either FY 2014-15 or FY 2015-16, nor for prior years. The Mayor's Proposed Budget does include an ongoing 1.5 percent increase for nonprofit corporations in FY 2014-15 at a General Fund cost of \$6.8 million. As the City's Update to the 5 Year Financial Plan, issued on March 6, 2014, projects a \$66.7 million shortfall in FY 2014-15 and a \$134.4 million shortfall in FY 2015-16, it would not be feasible to provide consumer price index increases through other budgetary reductions without jeopardizing City operations.

If you have any questions, please contact my office.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kate Howard".

Kate Howard  
Mayor's Budget Director

cc: Members of the Board of Supervisors  
Harvey Rose  
Controller

OFFICE OF THE MAYOR  
SAN FRANCISCO



Orig: Leg Clerk  
c: COB  
Adm Dep  
cpage

EDWIN M. LEE

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BOARD OF SUPERVISORS  
SAN FRANCISCO  
2014 JUN -2 PM 12:50  
MAYOR

To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Kate Howard, Mayor's Budget Director  
Date: June 2, 2014  
Re: Interim Exceptions to the Annual Salary Ordinance

Madam Clerk:

I herein present exceptions to the Annual Salary Ordinance (ASO) for consideration by the Budget and Finance Committee of the Board of Supervisors. The City's standard practice is to budget new positions at 0.77 FTE. Where there is justification for expedited hiring however, the Board may authorize exceptions to the Interim ASO, which allow new positions to be filled in the first quarter of the fiscal year, prior to final adoption of the budget.

Of the 85.16 FTE listed below, 34.00 FTE are related to security for San Francisco General Hospital and the new Public Safety building; 8.00 FTE are related to the implementation of Gross Receipts Tax; 3.00 FTE are related to the Personnel Analyst program at the Department of Human Resources; and 14.32 FTE are technical corrections for existing positions. Details on all of the requested interim exceptions are provided below:

Exceptions are being requested for the following positions:

***General Fund Positions (55.23 FTE)***

■ **Administrative Services (2.00 FTE)**

1956 Senior Purchaser (1.00 FTE); 0931 Manager III (1.0 FTE): Positions need to be filled immediately to facilitate the \$170 million purchase of furniture, fixtures and equipment for San Francisco General Hospital. All purchases must all be completed by the December 2015 opening deadline, and there are long lead times for these complex, expensive contracts to be executed.

■ **Office of the Controller (1.00 FTE)**

0933 Manager V (1.00 FTE): The Controller's Office is currently ready to implement a new citywide financial information system (FAMIS replacement), and this position is integral to moving the project forward. FAMIS replacement is part of the Five Year Information and Communications Technology Plan, and this Manager is needed immediately to avoid delays.

■ **Department of Emergency Management (1.00 FTE)**

1241 Personnel Analyst (1.00 FTE): An interim exception is needed to allow the Department to participate in DHR's Personnel Analyst Development program. This Personnel Analyst needs to be in place by August in order to join the first class and contribute to DHR's effort to expedite citywide hiring.

- **Treasurer/Tax Collector (8.00 FTE)**  
1630 Account Clerk (3.00 FTE), 1632 Senior Account Clerk (4.00 FTE), 1844 Management Assistant (1.00 FTE). All of these positions are needed immediately to implement the Gross Receipts Tax and meet the anticipated increased workload throughout the summer and fall of FY2014-15.
- **Department on the Status of Women (0.34 FTE)**  
1820 Junior Administrative Analyst (0.34 FTE). An existing employee is currently filling this fiscal analyst function on a part-time requisition. This corrects the budget to reflect the position's full time duties as an 1820.

***Non-General Fund Positions (29.93 FTE)***

- **San Francisco International Airport (1.00 FTE)**  
1241 Personnel Analyst (1.00 FTE). An interim exception is needed to allow the Department to participate in DHR's Personnel Analyst Development program. This Personnel Analyst needs to be in place by August in order to join the first class and contribute to DHR's effort to expedite citywide hiring.
- **Department of Building Inspection (1.00 FTE)**  
0923 Manager II (1.00 FTE). Immediate implementation of this off-budget position is needed to meet the projected increased workload associated with the legalization of in-law housing units passed by the Board of Supervisors in April 2014, as well as to address record workloads at DBI due to extremely high permit and inspection volumes.
- **Department of Children, Youth and their Families (2.00 FTE)**  
1824 Principal Administrative Analyst (1.00 FTE). The Department currently uses Children's Fund sources to cover this component of the Department's violence prevention work but is proposing to only use grant funding beginning in FY 14-15. This interim exception is needed to ensure continuous provision of this important work on violence prevention by an existing employee.  
  
1822 Administrative Analyst (1.00 FTE). Position authority was given in the current fiscal year for a limited term grant position which expires at the end of the fiscal year. Due to significant hiring delays, this off-budget, grant-funded position was not filled until well into the current fiscal year and now requires continuing authority to continue into the next fiscal year to fulfill the terms of the grant.
- **Office of the District Attorney (1.30 FTE)**  
8133 Victim/Witness Investigator III (1.00 FTE); 8131 Victim/Witness Investigator II (0.10 FTE); 8129 Victim/Witness Investigator I (0.10 FTE); 8135 Assistant Chief Victim/Witness Investigator (0.10 FTE). These grant-funded positions were inadvertently left out of the Department's base position allocation. As this is not a new grant and these are not new positions, this change will only correct the error and accurately reflect the number of existing staff.
- **Department of the Environment (4.00 FTE)**

5638 Environmental Assistant (3.00 FTE); 5640 Environmental Specialist (1.00 FTE). Interim exceptions are needed to convert long term temporary employees to permanent status the existing leadership of the Environment Now program which provides green jobs training for local residents to ensure immediate compliance with City Charter regulations.

■ **Fire Department (3.00 FTE)**

H032 Captain, Bureau of Fire Prevention and Public Safety (1.00 FTE); H033 EMS Captain (2.00 FTE) These positions are located at the San Francisco International Airport and are needed to reflect the updated staffing levels now in place at the Department.

■ **Human Services Agency (3.00 FTE)**

1632 Senior Account Clerk (1.00 FTE); 2903 Eligibility Worker (1.00 FTE); 1820 Junior Administrative Analyst (1.00 FTE). These grant-funded positions are in process of being filled with temporary staff that will be in place by the start of the fiscal year.

■ **Mayor's Office (5.00 FTE)**

9775 Senior Community Development Specialist II (3.00 FTE); 9774 Senior Community Development Specialist I (2.00 FTE). These off-budget project and construction managers are needed to assist the Mayor's Office of Housing and Community Development in time-sensitive repositioning work at the San Francisco Housing Authority. This important housing work needs staffing immediately to ensure successful implementation of HUD's Rental Assistance Demonstration program.

■ **Port of San Francisco (2.00 FTE)**

1842 Management Assistant (0.50 FTE). This position is currently budgeted at 0.50 FTE but is filled by a full time employee whose salary is augmented through temporary salaries. The Department proposed this change to a full time position to accurately reflect the position's status and has reduced temporary salaries accordingly.

1054 IS Business Analyst-Principal (1.50 FTE). These two off-budget project positions will support the implementation the Department's Oracle assessment project and the already underway Financial System Upgrade project. Immediate recruitment is needed to allow the Department to move forward on its current timeline. The Department has current fiscal year funding it plans to encumber to begin funding the positions at the start of the new fiscal year.

■ **Department of Public Health (1.63 FTE)**

2593 Health Program Coordinator III (0.60 FTE); 2322 Nurse Manager (0.30 FTE); 1822 Administrative Analyst (0.43 FTE); 2819 Assistant Health Educator (0.15 FTE). These are one-time technical corrections to consolidate partial FTEs of existing non-General Fund supported positions.

■ **Rent Arbitration Board (2.00 FTE)**

8177 Attorney (Civil/Criminal) (1.00 FTE); 2975 Citizens Complaint Officer (1.00 FTE) Employees were brought on in FY 2013-14 in order to address the Department's growing workload. These interim exceptions are needed for the Department to continue meeting the increased demand for services.

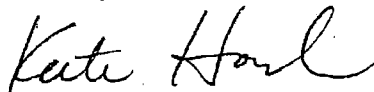
■ **Department of Technology (4.00 FTE)**

1052 IS Business Analyst (1.00 FTE); 1053 IS Business Analyst-Senior (1.00 FTE); 0923 Manager II (1.00 FTE). These off-budget positions are currently filled with employees on expiring limited-term positions. Interim exceptions are needed to ensure the continuation of the Online Business License Portal project as it enters its next phase focused on Business Process Review for business-related permits and licenses.

1053 IS Business Analyst – Senior (1.00 FTE). This off-budget, grant-funded position began in FY2013-14 through an Accept & Expend which did not confer the position authority needed for the position to continue into FY2014-15.

Please do not hesitate to contact me if you have any questions regarding the requested interim exceptions to the Annual Salary Ordinance.

Sincerely,



Kate Howard  
Mayor's Budget Director

cc: Members of the Budget and Finance Committee  
Harvey Rose  
Controller

