


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

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June 16, 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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**Descriptions for Departmental Budget Hearing, June 18, 2014 Meeting, 10:05 a.m.**

ADM City Administrator ..... 1

**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 \$284,506 in FY 2014-15. Of the \$284,506 in recommended reductions, \$228,615 are ongoing savings and \$55,891 are one-time savings. These reductions would still allow an increase of \$12,389,515 or 4.2% 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 \$274,893 in FY 2015-16, all of which are ongoing savings. These reductions would still allow an increase of \$566,777 or 0.2% in the Department's FY 2015-16 budget.

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

**DEPARTMENT: ADM – GSA CITY ADMINISTRATOR**

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2013-2014 Budget	FY 2014-2015 Proposed	Increase/ Decrease from	FY 2015-2016 Proposed	Increase/ Decrease from
			FY 2013-2014		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 growing 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 recommends approval of the positions as interim exceptions.

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

**DEPARTMENT: ADM – GSA CITY ADMINISTRATOR**

**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 \$284,506 in FY 2014-15. Of the \$284,506 in recommended reductions, \$228,615 are ongoing savings and \$55,891 are one-time savings. These reductions would still allow an increase of \$12,389,515 or 4.2% in the Department’s FY 2014-15 budget. These recommendations will result in \$284,506 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 \$274,893 in FY 2015-16, all of which are ongoing savings. These reductions would still allow an increase of \$566,777 or 0.2% 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**

**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	x		1.00	1.00	\$0	\$0	x	
			Total Savings				Total Savings		\$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	0.77	0.77	\$105,090	\$105,090	x		0.77	0.77	\$108,446	\$108,446	x	
Mandatory Fringe Benefits			\$42,436	\$42,436	x				\$41,485	\$41,485	x	
			Total Savings				Total Savings		\$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>												
Personnel Analyst	0.77	0.77	\$69,304	\$69,304	x		1.00	1.00	\$92,880	\$92,880	x	
Mandatory Fringe Benefits			\$30,418	\$30,418	x				\$37,680	\$37,680	x	
			Total Savings				Total Savings		\$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	x		1.00	0.00	\$62,047	\$0	x	
Mandatory Fringe Benefits			\$23,979	\$0	x				\$30,122	\$0	x	
			Total Savings				Total Savings		\$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 1310 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>												
Expend Recovery for Services to AAO Funds			(\$3,667,433)	(\$3,632,294)	x				(\$3,828,789)	(\$3,782,704)	x	
			Total Savings				Total Savings		(\$46,085)			
<p>An adjustment to the work order between the Department of Public Works and the City Administrator's Office to account for the elimination of the proposed Public Relations Assistant position.</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	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
Attrition Savings	(0.27)	(1.64)	(\$28,636)	(\$174,998)	x	x	(0.46)	(2.05)	(\$50,734)	(\$226,097)	x	x
Mandatory Fringe Benefits			(\$12,153)	(\$74,268)	x	x			(\$19,802)	(\$88,248)	x	x
			<i>Total Savings</i>	\$208,477					<i>Total Savings</i>	\$243,809		
An increase in attrition savings to accurately reflect current staffing levels in the Department and to adjust for salary savings.												
<b>FCC - Procurement Services</b>												
Attrition Savings	(1.44)	(1.83)	(\$143,837)	(\$182,793)	x	x						
Mandatory Fringe Benefits			(\$62,531)	(\$79,466)	x	x						
			<i>Total Savings</i>	\$55,891					<i>Total Savings</i>	\$0		
The Department does not anticipate to fill two positions until September 1, 2014. Our recommendation reflects a September 1, 2014 start date.												
<b>ASG - Medical Examiner</b>												
Expend Recovery for Services to AAO Funds			(\$25,000)	(\$10,000)	x	x			(\$25,000)	(\$10,000)	x	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
<b>General Fund</b>	\$55,891	\$228,615	\$284,506
<b>Non-General Fund</b>	\$0	\$0	\$0
<b>Total</b>	<b>\$55,891</b>	<b>\$228,615</b>	<b>\$284,506</b>

	One-Time	Ongoing	Total
<b>General Fund</b>	\$0	\$274,893	\$274,893
<b>Non-General Fund</b>	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$274,893</b>	<b>\$274,893</b>