

**DEPARTMENT: ADM - ADMINISTRATIVE SERVICES**

**YEAR ONE: FY 2016-17**

Budget Changes

The Department's proposed \$364,393,850 budget for FY 2016-17 is \$7,707,345 or 2.1% less than the original FY 2015-16 budget of \$372,101,195.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 828.37 FTEs, which are 25.73 FTEs less than the 802.64 FTEs in the original FY 2015-16 budget. This represents a 3.2% increase in FTEs from the original FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$313,693,994 in FY 2016-17, are \$2,774,531 or 0.9% less than FY 2015-16 revenues of \$316,468,525.

**YEAR TWO: FY 2017-18**

Budget Changes

The Department's proposed \$362,651,859 budget for FY 2017-18 is \$1,741,991 or 0.5% less than the Mayor's proposed FY 2016-17 budget of \$364,393,850.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2017-18 are 818.90 FTEs, which are 9.47 FTEs less than the 828.37 FTEs in the Mayor's proposed FY 2016-17 budget. This represents a 1.1% decrease in FTEs from the Mayor's proposed FY 2016-17 budget.

Revenue Changes

The Department's revenues of \$307,053,203 in FY 2017-18, are \$6,640,791 or 2.1% less than FY 2016-17 estimated revenues of \$313,693,994.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2016-17 AND FY 2017-18**

**DEPARTMENT:** ADM – ADMINISTRATIVE SERVICES

**RECOMMENDATIONS**

**YEAR ONE: FY 2016-17**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$859,383 in FY 2016-17. Of the \$859,383 in recommended reductions, \$495,044 are ongoing savings and \$364,339 are one-time savings.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$135,992. Together these recommendations equal \$995,375 in General Fund savings in FY 2016-17.

The Department has requested one 1823 Senior Administrative Analyst position as an interim exception to complete the Interagency Plan Implementation Committee and one Manager V position as an interim exception for the new Digital Services Program. The Budget and Legislative Analyst recommends approval of the 1823 Senior Administrative Analyst position as an interim exception. The Budget and Legislative Analyst recommends disapproval of the 0933 Manager V position in the FY 2016-17 budget.

**YEAR TWO: FY 2017-18**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$732,269 in FY 2017-18, all of which are ongoing savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

<b>GSA - City Administrator's Office</b>												
<b>FY 2016-17</b>												
Object Title	FTE		Amount			Savings	GF 1T	FTE		Amount		
	From	To	From	To	To			From	To	From	To	Savings
	<b>ASG - Medical Examiner</b>											
Attrition Savings - Misc.	(0.11)	(3.10)	(\$14,496)	(\$116,496)	\$102,000	x						
Mandatory Fringe Benefits			(\$5,104)	(\$41,018)	\$35,914	x						
			<i>Total Savings</i>	<i>\$137,914</i>								
	Increase attrition savings to account for delays in hiring. The Department reported 6 vacant positions in this program for which they are in the process of hiring. The Budget and Legislative Analyst's recommendation gives sufficient funds to meet the Department's hiring plan. The Department has a projected salary surplus in FY 2015-16 of \$2.7 million.											
	<b>FCC - Procurement Services</b>											
Attrition Savings - Misc.			(\$173,205)	(\$264,205)	\$91,000	x						
Mandatory Fringe Benefits			(\$67,426)	(\$102,851)	\$35,425	x						
			<i>Total Savings</i>	<i>\$126,425</i>								<i>Total Savings</i>
	Increase attrition savings to account for delays in hiring vacant Purchaser, Senior Purchaser, Supervising Purchaser, and Senior Administrative Analyst positions. The Department reported 11 vacant positions in this program. The Budget and Legislative Analyst's recommendation gives sufficient funds to meet the Department's hiring plan. The Department has a projected General Fund salary surplus in FY 2015-16 of \$2.7 million.											

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

<b>GSA - City Administrator's Office</b>													
<b>FY 2016-17</b>					<b>FY 2017-18</b>								
<b>Object Title</b>	<b>FTE</b>		<b>Amount</b>		<b>Savings</b>	<b>GF</b>	<b>1T</b>	<b>FTE</b>		<b>Amount</b>			
	<b>From</b>	<b>To</b>	<b>From</b>	<b>To</b>				<b>From</b>	<b>To</b>	<b>From</b>	<b>To</b>	<b>Savings</b>	<b>GF</b>
Programmatic Budget - Digital Services Program			\$600,000	\$361,000	\$239,000	x				\$600,000	\$361,000	\$239,000	x
	<p>Reduce Programmatic Budget for the Digital Services Program, which is a new initiative to reconfigure websites in City departments to improve the user experience and to improve procurement processes. The Department is proposing 3 new positions for this program, including a Manager V, a Program Manager, and Senior IS Business Analyst. The Budget and Legislative Analyst recommends against approving the Manager V position, which according to the Department of Human Resources job description, is responsible for managing divisions of medium to large size (more than 3 employees). The Budget and Legislative Analyst recommends approval of the Program Manager and Senior IS Business Analyst, which gives the Department sufficient technical expertise to implement their program.</p>												
Programmatic Budget - COIT			\$650,741	\$550,741	\$100,000	x							
	<p>Reduce the Committee on Information Technology budget by \$100,000. Actual and estimated expenditures in FY 2014-15 and FY 2015-16 are less than \$450,000. In addition, this program carried forward unspent funds of \$223,072 from 2014-15 into FY 2015-16 and will have at least \$400,000 to carry forward from FY 2015-16 into FY 2016-17. The carryforward funds from prior years of \$400,000 plus new recommended funds of \$550,741, totaling \$950,741, are sufficient for program expenditures in FY 2016-17.</p>												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

<b>GSA - City Administrator's Office</b>												
<b>FY 2016-17</b>												
Object Title	FTE		Amount			FTE		Amount			GF	1T
	From	To	From	To	Savings	From	To	From	To	Savings		
	FFO - 311 Call Center											
IS Programmer Analyst - Senior						1.00	0.00	\$107,810	\$0	\$107,810		x
Mandatory Fringe Benefits								\$45,639	\$0	\$45,639		x
								<i>Total Savings</i>	<i>\$153,449</i>			
	Deny 1.00 FTE 1063 IS Programmer Analyst Senior Position in the second year of the two-year budget. This is an existing limited term position that the Department is requesting for conversion to a permanent position. The Department has stated that the IT infrastructure supporting the Call Center will be upgraded and/or replaced in FY 16-17, and this position would be tasked to ensure compatibility between 311's CRM software and the new mobile application. There are currently 2.00 FTE 1063 positions that can assist with this transition. If this temporary position is deemed necessary for the continuation of the program, the Department can request to convert this position to a permanent position during the FY 2017-18 budget review.											
	<b>FFB - Living Wage</b>											
Contract Compliance Officer II	0.77	0.00	\$105,958	\$0	\$105,958	1.00	0.00	\$137,607	\$0	\$137,607		x
Mandatory Fringe Benefits			\$37,240	\$0	\$37,240			\$52,435	\$0	\$52,435		x
			<i>Total Savings</i>	<i>\$143,198</i>				<i>Total Savings</i>	<i>\$190,042</i>			
	Deny request for one new Contract Compliance Officer II position. Although the Department states that there is a backlog in monitoring the Healthcare Security Ordinance, the Department reported 7 vacant Contract Compliance Officer positions in this program. Filing of these vacant positions would allow the Department sufficient resources to manage the backlog.											
	On going savings											

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

<b>GSA - City Administrator's Office</b>													
<b>FY 2016-17</b>													
Object Title	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T	
	From	To	From	To			From	To	From	To			
Contract Compliance Officer I	0.77	0.00	\$80,822	\$0	\$80,822	x	1.00	0.00	\$104,964	\$0	\$104,964	x	
Mandatory Fringe Benefits			\$32,024	\$0	\$32,024	x			\$44,814	\$0	\$44,814	x	
			<i>Total Savings</i>	\$112,846					<i>Total Savings</i>	\$149,778			
<p>Deny request for one new Contract Compliance Officer I position. Although the Department states that there is a backlog in monitoring the Healthcare Security Ordinance, the Department reported 7 vacant Contract Compliance Officer positions in this program. Filling of these vacant positions would allow the Department sufficient resources to manage the backlog.</p> <p align="center">On going savings</p>													

<b>FY 2016-17</b>			
<b>Total Recommended Reductions</b>			
	<b>One-Time</b>	<b>Ongoing</b>	<b>Total</b>
<b>General Fund</b>	\$364,339	\$495,044	\$859,383
<b>Non-General Fund</b>	\$0	\$0	\$0
<b>Total</b>	<b>\$364,339</b>	<b>\$495,044</b>	<b>\$859,383</b>

<b>FY 2017-18</b>			
<b>Total Recommended Reductions</b>			
	<b>One-Time</b>	<b>Ongoing</b>	<b>Total</b>
<b>General Fund</b>	\$0	\$732,269	\$732,269
<b>Non-General Fund</b>	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$732,269</b>	<b>\$732,269</b>

Year	Department Code	Subfund Code	Vendor No	Vendor Name	Index Code Code	Remaining Balance
15	ADM	1GAGFACP		NO VENDOR	705018	135,992

TOTAL

\$135,992