

**CITY AND COUNTY OF SAN FRANCISCO**  
**BOARD OF SUPERVISORS**

**BUDGET AND LEGISLATIVE ANALYST**

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June 17, 2019

**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 2019-2020 to Fiscal Year 2020-2021 Budget.

	<u>Page</u>
<b><u>Descriptions for Departmental Budget Hearing, June 19, 2019 Meeting, 10:00 a.m.</u></b>	
ASS Assessor-Recorder, Office of the .....	1
CON Controller, Office of .....	6
GEN General City Responsibility .....	11
CAT City Attorney, Office of the.....	14
MYR Mayor, Office of the.....	18
REG Elections, Department of.....	23
ENV Environment, Department of.....	28
HRD Human Resources, Department of .....	33
FAM Fine Arts Museum.....	39
AAM Asian Art Museum .....	43
ADM City Administrator, Office of the.....	47
TIS Technology, Department of.....	53
DPW Public Works .....	60
REC Recreation and Park Department .....	65
HSS Health Service System.....	71
TTX Treasurer/Tax Collector, Office of the.....	75
ECN Economic and Workforce Development, Office of.....	81
ART Arts Commission .....	89
WAR War Memorial.....	93
LIB Library .....	97
BOS Board of Supervisors.....	102

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$42,668,116 budget for FY 2019-20 is \$1,217,692 or 2.8% less than the original FY 2018-19 budget of \$43,885,808.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 174.76 FTEs, which are 6.17 FTEs more than the 168.59 FTEs in the original FY 2018-19 budget. This represents a 3.7% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department’s revenues of \$7,069,636 in FY 2019-20, are \$3,642,146 or 34% less than FY 2018-19 revenues of \$10,711,782.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$47,252,217 budget for FY 2020-21 is \$4,584,101 or 10.7% more than the Mayor’s proposed FY 2019-20 budget of \$42,668,116.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 175.97 FTEs, which is 1.21 FTE more than the 174.76 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a 0.7% increase in FTEs from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department’s revenues of \$7,214,292 in FY 2020-21, are \$144,656 or 2% more than FY 2019-20 estimated revenues of \$7,069,636.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** ASR – ASSESSOR

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Assessor-Recorder	24,145,354	31,180,269	39,418,301	43,885,808	\$42,668,116
FTE Count	162.08	171.88	170.25	169.00	175.00

The Department’s budget increased by \$18,522,762 or 76.7% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 12.9 or 8.0% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has decreased by \$1,217,692 largely due to the end of one-time expenditures in the Recorder modernization project.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has increased by \$4,584,101 largely due to investments in the Department’s technology systems, particularly the Property Assessment and Tax System (PATs).

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** ASR – ASSESSOR

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$453,223 in FY 2019-20. Of the \$453,223 in recommended reductions, \$390,458 are ongoing savings and \$62,765 are one-time savings.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$361,699 in FY 2020-21. Of the \$361,699 in recommended reductions, \$361,699 are ongoing savings and none are one-time savings. These reductions would still allow an increase of \$4,222,402 or 9.9% in the Department’s FY 2020-21 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**ASR - Assessor-Recorder**

Rec #	Account Title	FY 2019-20						FY 2020-21					
		FTE		Amount		Savings	GF	FTE		Amount		Savings	GF
		From	To	From	To			From	To	From	To		
ASR-1	Other Current Expenses - Budget		\$71,300	\$66,300	\$5,000	x			\$71,300	\$66,300	\$5,000	x	
	Reduce to reflect historical Department expenditures and actual need.												
ASR-2	Training - Budget		\$43,050	\$33,050	\$10,000	x			\$43,050	\$33,050	\$10,000	x	
	Reduce to reflect historical Department expenditures and actual need.												
	1204 Senior Personnel Clerk	0.77	0.00	\$62,461	\$0	\$62,461	x	0.77	0.00	\$84,181	\$0	\$84,181	x
	Mandatory Fringe Benefits			\$29,394	\$0	\$29,394	x			\$40,461	\$0.00	\$40,461	x
				<i>Total Savings</i>	\$91,855					<i>Total Savings</i>	\$124,642		
ASR-3	Deny new 0.77 FTE 1204 Senior Personnel Clerk. The Department states that this position is necessary to provide additional clerical and operations support to the Human Resources team. However, the Budget and Legislative Analyst considers the current staffing level in the Human Resources division to be sufficient. The division is overseen by 1.0 FTE 0922 Manager I and currently has four human resources and clerical support positions (1.0 FTE 1244 Senior Human Resources Analyst, 2.0 FTE 1241 Human Resources Analysts, and 1.0 FTE 1220 Payroll and Personnel Clerk) as well as a temporary 1204 Senior Personnel Clerk. The Department has added 24 new positions in the past six years.												
	9993 Attrition Savings			(\$134,652)	(\$207,013)	\$72,361	x			(\$126,244)	(\$207,013)	\$80,769	x
	Mandatory Fringe Benefits			(\$55,681)	(\$85,604)	\$29,923	x					\$0	x
				<i>Total Savings</i>	\$102,284					<i>Total Savings</i>	\$80,769		
ASR-4	The Department reduced their General Fund attrition savings in the proposed FY 2019-20 budget by approximately \$400,000. This recommendation partially offsets the FY 2019-20 increase.												
	<b>ASR Personal Property</b>												
	5366 Engineering Associate II	1.00	0.00	\$111,962	\$0	\$111,962	x	1.00	0.00	\$116,189	\$0	\$116,189	x
	Mandatory Fringe Benefits			\$47,834	\$0	\$47,834	x			\$50,739	\$0	\$50,739	x
	4216 Operations Supervisor	0.00	0.77	\$0	\$77,983	(\$77,983)	x	0.00	1.00	\$0	\$105,101	(\$105,101)	x
	Mandatory Fringe Benefits			\$0	\$33,931	(\$33,931)	x			\$0	\$46,763	(\$46,763)	x
				<i>Total Savings</i>	\$47,882					<i>Total Savings</i>	\$15,064		
ASR-5	Deny one new 0.77 FTE 4216 Operations Supervisor, and downward substitute one vacant 1.0 FTE 5366 Engineering Associate II position to a 4216 Operations Supervisor.												
	Ongoing savings												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**ASR - Assessor-Recorder**

Rec #	Account Title	FY 2019-20						FY 2020-21							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			
ASR-6	ASR Transactions														
	9993 Attrition Savings	(1.60)	(2.52)	(\$147,358)	(\$239,366)	\$92,008	x				(\$152,920)	(\$239,366)	\$86,446	x	
	Mandatory Fringe Benefits			(\$66,352)	(\$107,781)	\$41,429	x				(\$70,366)	(\$110,144)	\$39,778	x	
				<i>Total Savings</i>	<i>\$133,437</i>					<i>Total Savings</i>	<i>\$126,224</i>				
		The Department reduced their General Fund attrition savings in the proposed FY 2019-20 budget by approximately \$400,000. This recommendation partially offsets the FY 2019-20 increase.													
ASR-8	ASR Public Service														
	9993 Attrition Savings	(1.54)	(2.04)	(\$131,620)	(\$174,354)	\$42,734	x	x					\$0		
	Mandatory Fringe Benefits			(\$61,696)	(\$81,727)	\$20,031	x	x					\$0		
				<i>Total Savings</i>	<i>\$62,765</i>					<i>Total Savings</i>	<i>\$0</i>				
		Increase attrition savings due to anticipated delay of hiring 1.0 FTE 0922 Manager I. The Controller's Office report shows that management positions take approximately 6 months to fill. The Department had salary surpluses in each of the past five years.													

FY 2019-20			FY 2020-21		
Total Recommended Reductions		Total	Total Recommended Reductions		Total
One-Time	Ongoing		One-Time	Ongoing	
General Fund	\$62,765	\$390,458	\$0	\$361,699	\$361,699
Non-General Fund	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$62,765</b>	<b>\$390,458</b>	<b>\$0</b>	<b>\$361,699</b>	<b>\$361,699</b>

**YEAR ONE: FY 2019-20**

Budget Changes

The Department's proposed \$74,708,119 budget for FY 2019-20 is \$6,884,639 or 10.2% more than the original FY 2018-19 budget of \$67,823,480.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 250.30 FTEs, which are 0.63 FTEs less than the 250.93 FTEs in the original FY 2018-19 budget. This represents a 0.3% decrease in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$62,314,117 in FY 2019-20 are \$5,034,707 or 8.8% more than FY 2018-19 revenues of \$ 57,279,410.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department's proposed \$77,077,008 budget for FY 2020-21 is \$2,368,889 or 3.2% more than the Mayor's proposed FY 2019-20 budget of \$74,708,119.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 250.18 FTEs, which are 0.12 FTEs less than the 250.30 FTEs in the Mayor's proposed FY 2019-20 budget. This represents a 0.05% decrease in FTEs from the Mayor's proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$63,959,444 in FY 2020-21 are \$ 1,645,327 or 2.6% more than FY 2019-20 estimated revenues of \$ 62,314,117.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** CON– CONTROLLER

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Controller	\$62,453,126	\$69,223,402	\$67,284,287	\$67,823,480	\$74,708,119
FTE Count	252.58	263.44	257.11	250.93	250.30

The Department’s budget increased by \$12,254,993 or 20% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count decreased by 2.28 or 1% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$6,884,639 largely due to the beginning of two major initiatives: Systems Functionality and Enhancement, and the Budget and Performance Measurement System Replacement. The Systems Functionality and Enhancement consists of 13 projects to upgrade and enhance six product lines that provide citywide systems support. The Budget and Performance Measurement System Replacement will provide a replacement of the current budget and performance management system.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has increased by \$2,368,889 largely due to the continuation of the Systems Enhancement initiative.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** CON- CONTROLLER

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$110,000 in FY 2019-20. Of the \$110,000 in recommended reductions, \$80,000 are ongoing savings and \$30,000 are one-time savings. These reductions would still allow an increase of \$6,774,639 or 10.0% in the Department's FY 2019-20 budget.

In addition, the Budget and Legislative Analyst recommends reducing carryforward funding from FY 2018-19 by \$90,133, and closing out prior year unexpended encumbrances of \$86,327, for total General Fund savings of \$286,460.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$80,000 in on-going savings in FY 2020-21. These reductions would still allow an increase of \$2,288,889 or 3.1% in the Department's FY 2020-21 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**CON - Controller**

Rec #	Account Title	FY 2019-20						FY 2020-21					
		FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
		From	To	From	To			From	To	From	To		
	Data Processing and Supplies		\$30,000	\$10,000	\$20,000	X			\$30,000	\$10,000	\$20,000	X	
CON-1		Reduce amount budgeted for Materials and Supplies. The Department did not expend previous years budget due to the planned move from 1 South Van Ness to 1155 Market. The Department has historically underspent in this area.											
		<b>CON Administration</b>											
	Data Processing and Supplies		\$85,000	\$50,000	\$35,000	X			\$85,000	\$50,000	\$35,000	X	
CON-2		Reduce amount budgeted for Materials and Supplies. The Department has approximately \$40,000 in carryforward from the previous year. The Department has historically underspent in this area.											
		<b>CON Citywide Systems</b>											
	Materials & Supplies		\$115,000	\$85,000	\$30,000	X	X		\$115,000	\$115,000	\$0	X	
CON-3		Reduce the amount budgeted for Materials and Supplies. The Department has historically underspent in this area.											
		<b>CON Payroll</b>											
	Forms		\$25,000	\$0	\$25,000	X			\$25,000	\$0	\$25,000	X	
CON-4		Reduce amount budgeted for Forms. The Forms are for providing manual emergency timesheets citywide during an emergency. The department did not spend any of the \$25,000 allocated for Forms in FY 2018-19, and plans to carry those funds forward. That \$25,000 carryforward amount will be sufficient for anticipated FY 2019-20 expenditures.											

**FY 2019-20**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$30,000	\$80,000
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$30,000</b>	<b>\$80,000</b>

**FY 2020-21**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$80,000
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$80,000</b>

**Carryforwards**

CON-5	Division Description	FY 2019-20		FY 2020-21	
		One-Time	Ongoing	One-Time	Ongoing
	Programmatic Projects	\$90,133	\$0	\$0	\$0
		X	X	X	X
	Reduce amount budgeted for Payroll Programmatic Project. The department has \$90,133 in carryforward funding from FY 2018-19 to fund office reconfigurations that will be deferred.				
		One-time savings			

GF = General Fund  
1T = One Time

**DEPARTMENT: CON – OFFICE OF THE CONTROLLER**

Year	Department Code	Fund Code	Supplier No	Supplier Name	Project Code	Remaining Balance
7/2/2015	229227	10000	8155	WILLIAMS ADLEY & COMPANY CA LLP	10001644	45,237.00
2/6/2017	229222	10000	14584	NANCY HUTT	10001643	8,700.00
2/6/2017	229222	10000	26346	ACADEMYX INC	10001643	4,444.00
12/28/2016	229222	10000	24202	BLUE SKY CONSULTING GROUP LLC	10001643	4,380.00
8/29/2017	207672	10000	12182	RICOH USA INC	10001644	4,130.29
8/29/2017	229222	10000	16510	LAW OFFICE OF ROBERT M HIRSCH	10001643	3,175.00
8/29/2017	229222	10000	12323	REMOTE SATELLITE SYSTEMS INTL INC	10001643	3,225.00
6/12/2017	229222	10000	9036	UC HASTINGS COLLEGE OF THE LAW	10001643	2,100.00
7/11/2018	229222	10000	20360	EXTREME PIZZA	10001643	853.53
10/16/2018	229231	10000	11058	SHIP ART INTERNATIONAL	10001644	110.00
7/1/2016	229222	10000	20546	ERGO WORKS INC	10001643	1,168.96
7/1/2016	229227	10000	20546	ERGO WORKS INC	10001644	1,500.00
7/1/2016	229231	10000	20546	ERGO WORKS INC	10001644	204.73
4/27/2017	229222	10000	20360	EXTREME PIZZA	10001643	322.60
4/27/2017	229227	10000	20360	EXTREME PIZZA	10001644	410.54
8/29/2016	229222	10000	10525	STAPLES BUSINESS ADVANTAGE	10001643	16.93
9/30/2016	229222	10000	16611	LANGUAGELINE SOLUTIONS(SM)	10001643	1,000.00
10/24/2016	229222	10000	12408	RECOLOGY SUNSET SCAVENGER COMPANY	10001643	140.00
2/13/2017	229222	10000	8003	XTECH	10001643	997.70
2/8/2017	229222	10000	21313	DIVERSIFIED MANAGEMENT GROUP	10001643	1,587.50
7/27/2017	229231	10000	10525	STAPLES BUSINESS ADVANTAGE	10001644	1,555.05
8/30/2017	229222	10000	12182	RICOH USA INC	10001643	457.18
10/10/2017	229222	10000	19209	GRM INFORMATION MANAGEMENT SERVICES	10001643	464.10
10/10/2017	229231	10000	19209	GRM INFORMATION MANAGEMENT SERVICES	10001644	146.75
<b>Total</b>						<b>86,326.86</b>

**YEAR ONE: FY 2019-20**

Budget Changes

The Department's proposed \$2,000,164,365 budget for FY 2019-20 is \$596,007,406 or 42.4% more than the original FY 2018-19 budget of \$1,404,156,959.

Revenue Changes

The Department's revenues of \$5,938,757,193 in FY 2019-20, are \$1,063,255,805 or 21.8% more than FY 2018-19 revenues of \$4,875,501,388.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department's proposed \$1,615,487,168 budget for FY 2020-21 is \$384,677,197 or 19.2% less than the Mayor's proposed FY 2019-20 budget of \$ 2,000,164,365.

Revenue Changes

The Department's revenues of \$5,613,602,639 in FY 2020-21, are \$325,154,554 or 5.5% less than FY 2019-20 estimated revenues of \$5,938,757,193.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** \_\_\_\_\_ **GEN – GENERAL CITY RESPONSIBILITY**

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$200,000 in FY 2019-20. All of the \$200,000 in recommended reductions are one-time savings. These reductions would still allow an increase of \$595,807,406 or 42.4% in the Department’s FY 2019-20 budget.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst has no proposed reductions for FY 2020-21.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**GEN - General City Responsibility**

Rec #	Account Title	FY 2019-20						FY 2020-21									
		FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T				
		From	To	From	To			From	To	From	To						
GEN-1	Health Service- Retiree Subsidy			\$66,549,669	\$66,349,669	\$200,000	x										
	Reduce budgeted amount for Health Service- Retiree Subsidy by \$200,000 to reflect anticipated need.																

**FY 2019-20**

<b>Total Recommended Reductions</b>			
One-Time	Ongoing	Total	
General Fund	\$0	\$200,000	\$200,000
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$200,000	\$200,000

**FY 2020-21**

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

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$91,776,125 budget for FY 2019-20 is \$6,070,050 or 7.1% more than the original FY 2018-19 budget of \$85,706,075.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 311.65 FTEs, which are 2.21 FTEs more than the 309.44 FTEs in the original FY 2018-19 budget. This represents a 0.7% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department’s revenues of \$67,142,657 in FY 2019-20 are \$772,462 or 1.2% more than FY 2018-19 revenues of \$66,370,195.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$95,532,559 budget for FY 2020-21 is \$3,756,434 or 4.1% more than the Mayor’s proposed FY 2019-20 budget of \$91,776,125.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 311.59 FTEs, which are 0.06 FTEs less than the 311.65 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a 0.02% decrease in FTEs from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department’s revenues of \$67,806,996 in FY 2020-21 are \$664,339 or 1.0% more than FY 2019-20 estimated revenues of \$67,142,657.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** CAT – CITY ATTORNEY

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2018-19 Proposed</b>
City Attorney	\$76,189,394	\$78,780,781	\$82,355,387	\$85,706,075	\$91,776,125
FTE Count	306.39	306.82	307.41	309.44	311.65

The Department’s budget increased by \$15,586,731 or 20.5% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 5.26 or 1.7% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$6,070,050 largely due to increases in salary and fringe benefit costs, the addition of new positions to support the City Attorney’s Office’s work on the Pacific Gas and Electric bankruptcy case, and increases in litigation expenses.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has increased by \$3,756,434 largely due to increases in salary and fringe benefit costs, cost of living adjustments, and the annualization of positions added in FY 2019-20.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** CAT – CITY ATTORNEY

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$340,908 in FY 2019-20. All of the \$340,908 in recommended reductions are one-time savings. These reductions would still allow an increase of \$5,729,142 or 6.7% in the Department’s FY 2019-20 budget.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst does not have recommended reductions for FY 2020-21.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**CAT - City Attorney**

Rec #	Account Title	FY 2019-20						FY 2020-21							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			
	City Attorney														
	Attrition Savings			(\$3,376,518)		\$250,000	X	X							
	Mandatory Fringe Benefits			(\$1,227,808)		\$90,908	X	X							
				<i>Total Savings</i>	\$340,908										\$0
CAT-1	Increase Attrition Savings due to historical underspending on salaries and to account for hiring delays of vacant positions. The Department is projected to have more than \$600,000 in salary savings in FY 2018-19, plus additional savings on mandatory fringe benefits.														

**FY 2019-20**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$340,908	\$0	\$340,908
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$340,908</b>	<b>\$0</b>	<b>\$340,908</b>

**FY 2020-21**

**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>

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$330,282,041 budget for FY 2019-20 is \$169,023,839 or 104.8% more than the original FY 2018-19 budget of \$161,258,202.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 77.89 FTEs, which are 14.80 FTEs more than the 63.09 FTEs in the original FY 2018-19 budget. This represents a 23.5% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$174,770,662 in FY 2019-20, are \$54,907,381 or 45.8% more than FY 2018-19 revenues of \$119,863,281.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$152,136,808 budget for FY 2020-21 is \$178,145,233 or 53.9% less than the Mayor’s proposed FY 2019-20 budget of \$330,282,041.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 77.31 FTEs, which are 0.58 FTEs less than the 77.89 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a 0.7% decrease in FTEs from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$100,649,378 in FY 2020-21, are \$74,121,284 or 42.4% less than FY 2019-20 estimated revenues of \$174,770,662.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** MYR – MAYOR’S OFFICE

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Mayor’ Office	\$112,238,807	\$166,845,498	\$125,491,880	\$161,258,202	\$330,282,041
FTE Count	54.68	56.00	58.01	63.09	77.89

The Department’s budget increased by \$218,043,234 or 194.3% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 23.21 or 42.4% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$169,023,839 largely due to excess Educational Revenue Augmentation Fund (ERAF) from FY 2016-17 and FY 2019-20.

- \$76 million in one-time ERAF monies for gap financing for three new multifamily housing development projects.
- \$5.4 million in one-time ERAF monies for increased funding for the City’s Housing Trust Fund.
- \$14.4 million in one-time ERAF monies to repay existing outstanding Housing Trust Fund commercial paper debt.
- \$28.5 million in one-time ERAF monies directed to affordable housing acquisition/preservation efforts.
- \$14.1 million in one-time ERAF monies for five-year rental subsidy pilot for rent burdened seniors and families, a two year rental subsidy pilot for transgender and gender non-conforming individuals, and emergency rental assistance program pilot.

Other non-ERAF related major expenditure includes \$13.1 million of non-General Fund revenue allocated for land purchases to support rehabilitation of public housing.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has decreased by \$178,145,233 largely due to:

The majority of budget enhancements in FY 2019-20 are funded from one-time sources, therefore many of the budgeted expenditures for the accounts enhanced in FY 2019-20 are reduced to their FY 2018-19 levels.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** MYR – MAYOR’S OFFICE

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$225,000 and an additional \$40,000 in current year unexpended funds, for total General Fund savings of \$265,000.

Our reserve recommendations total \$41,560,000 in FY 2019-20, all of which are one-time.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s does not have recommendations for FY 2020-21 for the Mayor’s Office.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**MYR - Mayor**

Rec #	Account Title	FY 2019-20						FY 2020-21							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To					
<b>Reserve Recommendations</b>															
MYR-4		<b>MYR Housing &amp; Community Dev</b>													
	Loans Issued By City		\$13,100,000	\$13,100,000	\$0	X	X							\$0	
MYR-5		Place this line on Budget and Finance Committee reserve, pending submission of a detailed spending plan to the Board of Supervisors. This line is the Department's estimated value of future land sales on market rate parcels at the HOPE SF Portrero site. The Department will request release of these reserves when it seeks Board approval for transactions.													
	Loans Issued By City		\$28,460,000	\$28,460,000	\$0	X	X							\$0	
MYR-6		Place this line on Budget and Finance Committee reserve, pending submission of a spending plan to the Board of Supervisor on how these funds will be allocated to the Housing Accelerator Fund and for small and large site acquisitions and other programs to preserve affordable housing. The plans for these monies are still under development; the Department will seek Board approval for spending once the plans are finalized.													

**FY 2019-20**

<b>Total Reserve Recommendations</b>			
<b>One-Time</b>	<b>Ongoing</b>	<b>Total</b>	
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$41,560,000</b>

**FY 2020-21**

<b>Total Reserve Recommendations</b>			
<b>One-Time</b>	<b>Ongoing</b>	<b>Total</b>	
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**DEPARTMENT: MYR – MAYOR’S OFFICE**

Year	Department Code	Fund Code	Supplier No	Supplier Name	Project Code	Remaining Balance
6/18/2018	232065	10010	0000030255	Enterprise Community Partners Inc.	10023885	\$150,000
8/31/2017	232065	10010	0000021257	DOLORES STREET COMMUNITY SERVICES INC	10023912	\$60,000
1/26/2018	232065	10010	0000011520	SAN FRANCISCO SENIOR & DISABILITY ACTION	10023912	\$15,000
<b>Total</b>						\$225,000

**Current Year (FY 2018-19) Budget Reductions**

Dept Div	Dept ID	Fund ID	Project ID	Activity ID	Authority ID	Account	Account Title	From	To	Savings
232055	232055	10000	10001887	1	10000	540000	Materials & Supplies-Budget	\$68,000	\$28,000	\$40,000

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$26,751,119 budget for FY 2019-20 is \$7,470,373 or 38.7% more than the original FY 2018-19 budget of \$19,280,746.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 75.97 FTEs, which are 26.93 FTEs more than the 49.04 FTEs in the original FY 2018-19 budget. This represents a 54.9% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$2,981,709 in FY 2019-20, are \$2,006,244 or 205.7% more than FY 2018-19 revenues of \$975,465.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$20,939,417 budget for FY 2020-21 is \$5,811,702 or 21.7% less than the Mayor’s proposed FY 2019-20 budget of \$26,751,119.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 56.94 FTEs, which are 19.03 FTEs less than the 75.97 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a 25% decrease in FTEs from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$1,860,916 in FY 2020-21, are \$1,120,793 or 37.6% less than FY 2019-20 estimated revenues of \$2,981,709.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** \_\_\_\_\_ **REG – ELECTIONS**

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Department of Elections	18,841,748	14,413,993	14,847,232	19,280,746	26,751,119
FTE Count	57.01	47.9	47.50	49.04	75.97

The Department’s budget increased by \$7,909,371 or 42% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 18.96 or 33.3% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$7,470,373 largely due to negotiated increases in salary and benefits and variable staffing, equipment, and supply costs related to running two elections in the fiscal year.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has decreased by \$5,811,702 largely due to the fact that the City and County will hold only one election in FY 2020-21, as opposed to two elections in the previous fiscal year.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** \_\_\_\_\_ **REG – ELECTIONS**

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$105,000 in FY 2019-20. All of the \$105,000 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$26,646,119 or 38.2% in the Department’s FY 2019-20 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$9,098.19, for total General Fund savings of \$114,098.19.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$105,000 in FY 2020-21. All of the \$105,000 in recommended reductions are ongoing savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**REG - Elections**

Rec #	Account Title	FY 2019-20						FY 2020-21						
		FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T	
		From	To	From	To			From	To					
	REG Elections Services													
REG-1	Systems Consulting Services					\$15,000	X						\$15,000	X
		Reduce to reflect historical Department expenditures and actual need.												
	Miscellaneous Facilities Rental					\$25,000	X						\$25,000	X
REG-2		Reduce to reflect historical Department expenditures and actual need.												
	Postage					\$45,000	X						\$45,000	X
REG-3		Reduce to reflect historical Department expenditures and actual need.												
	Printing					\$20,000	X						\$20,000	X
REG-4		Reduce to reflect historical Department expenditures and actual need.												

**FY 2019-20**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$105,000
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$105,000</b>

**FY 2020-21**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$105,000
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$105,000</b>

**DEPARTMENT: REG – DEPARTMENT OF ELECTIONS**

Year	Department Code	Fund Code	Supplier No	Supplier Name	Project Code	Remaining Balance
2017	232302	10000	0000012408	RECOLOGY SUNSET SCAVENGER COMPANY	10026787	\$7,327.53
2017	232302	10000	0000008558	VP & RB CORP DBA UPS STORE 0361	10026787	\$1,770.66
<b>Total</b>						\$9,098.19

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$25,899,200 budget for FY 2019-20 is \$4,153,552 or 19.1% more than the original FY 2018-19 budget of \$21,745,648.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 65.66 FTEs, which is 0.35 FTE more than the 65.31 FTEs in the original FY 2018-19 budget. This represents a 0.5% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$25,899,200 in FY 2019-20, are \$4,153,552 or 19.1% more than FY 2018-19 revenues of \$21,745,648.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$27,445,578 budget for FY 2020-21 is \$1,546,378 or 6% more than the Mayor’s proposed FY 2019-20 budget of \$25,899,200.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 65.58 FTEs, which is 0.08 FTE less than the 65.66 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a reduction of less than 1% from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$27,445,578 in FY 2020-21, are \$1,546,378 or 6% more than FY 2019-20 estimated revenues of \$25,899,200.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** ENV – DEPARTMENT OF THE ENVIRONMENT

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Department of the Environment	17,368,744	18,598,247	23,081,438	21,745,648	25,899,200
FTE Count	61.07	65.92	66.90	65.00	66.00

The Department’s budget increased by \$8,530,456 or 49.1% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 4.9 or 8.0% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$4,153,552 largely due to growth in grant funding. On an annual basis, the Department’s budget fluctuates depending on the timing and size of external grants.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has increased by \$1,546,378 largely due to increased costs associated with the Department’s offices moving to a new building.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** ENV – DEPARTMENT OF THE ENVIRONMENT

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$180,679 in FY 2019-20. Of the \$180,679 in recommended reductions, \$67,000 are ongoing savings and \$113,679 are one-time savings. These reductions would still allow an increase of \$3,972,873 or 18.3% in the Department’s FY 2019-20 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$88,411.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$67,000 in FY 2020-21. Of the \$67,000 in recommended reductions, \$67,000 are ongoing savings and none are one-time savings. These reductions would still allow an increase of \$1,479,378 or 5.7% in the Department’s FY 2020-21 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**ENV - Department of the Environment**

Rec #	Account Title	FY 2019-20						FY 2020-21					
		FTE		Amount		GF	IT	FTE		Amount		GF	IT
		From	To	From	To			From	To	From	To		
	<b>Environmental Services</b>												
ENV-1	Other Professional Services		\$24,450	\$19,560	\$4,890				\$24,450	\$19,560	\$4,890		
		Reduce by \$4,890 to reflect historical contract expenditures and actual need.											
ENV-2	Other Professional Services		\$35,550	\$28,440	\$7,110				\$35,550	\$28,440	\$7,110		
		Reduce by \$7,110 to reflect historical contract expenditures and actual need.											
ENV-3	Other Current Expenses		\$36,675	\$25,801	\$10,874				\$36,675	\$25,801	\$10,874		
		Reduce by \$10,874 to reflect historical expenditures and actual need.											
ENV-4	Other Current Expenses		\$53,325	\$34,199	\$19,126				\$53,325	\$34,199	\$19,126		
		Reduce by \$19,126 to reflect historical expenditures and actual need.											
ENV-5	Data Processing Supplies		\$34,638	\$24,388	\$10,250				\$34,638	\$24,388	\$10,250		
		Reduce by \$10,250 to reflect historical expenditures and actual need.											
ENV-6	Data Processing Supplies		\$50,362	\$35,612	\$14,750				\$50,362	\$35,612	\$14,750		
		Reduce by \$14,750 to reflect historical expenditures and actual need.											
	9993 Attrition Savings	(2.23)		(\$223,686)	(\$302,427)		x						
	Mandatory Fringe Benefits			(\$99,249)	(\$134,186)		x						
				<i>Total Savings</i>	<i>\$113,679</i>					<i>Total Savings</i>	<i>\$0</i>		
ENV-7		Increase attrition savings due to three 1.0 FTE 9922 Public Service Aide positions becoming vacant in FY 2019-20. The Department has a projected salary surplus of approximately \$205,000 in FY 2018-19 and had salary surpluses of \$374,000 in FY 2017-18, \$229,400 in FY 2016-17 and \$509,500 in FY 2015-16 due to turnover, extended vacancies, and other delays in hiring.											

FY 2019-20				FY 2020-21			
Total Recommended Reductions		Total Recommended Reductions		Total Recommended Reductions		Total	
One-Time	Ongoing	One-Time	Ongoing	One-Time	Ongoing	One-Time	Total
General Fund	\$0	\$0	\$0	General Fund	\$0	\$0	\$0
Non-General Fund	\$113,679	\$67,000	\$180,679	Non-General Fund	\$0	\$67,000	\$67,000
<b>Total</b>	<b>\$113,679</b>	<b>\$67,000</b>	<b>\$180,679</b>	<b>Total</b>	<b>\$0</b>	<b>\$67,000</b>	<b>\$67,000</b>



**DEPARTMENT: ENV – DEPARTMENT OF THE ENVIRONMENT**

Year	Department Code	Fund Code	Supplier No	Supplier Name	Project Code	Remaining Balance
3/2/2017	229994	14000	0000026388	ABBE & ASSOCIATES LLC	10016233	\$12,717.50
9/12/2017	229994	14820	0000023918	BUCKLES-SMITH ELECTRIC CO	10026522	\$11,376.00
7/7/2015	229994	12200	0000003399	ARUP NORTH AMERICA LIMITED	10026725	\$9,863.50
6/4/2015	229994	14000	0000021678	DAVIS & ASSOCIATES COMMUNICATIONS INC	10016233	\$8,875.00
12/10/2015	229994	14000	0000019267	GREEN IDEAS	10016233	\$8,350.00
8/6/2015	229994	12200	0000003399	ARUP NORTH AMERICA LIMITED	10026725	\$7,916.27
5/19/2017	229994	12200	0000003157	O'RORKE INC	10026725	\$6,226.39
4/14/2016	229994	12230	0000022697	CLEAN COALITION	10000502	\$4,811.50
9/18/2015	229994	14000	0000023417	CAPELLIC LLC	10016233	\$3,988.14
11/21/2016	229994	13990	0000019147	H D R ENGINEERING INC	10026725	\$3,051.09
5/2/2017	229994	13990	0000024950	ATELIER TEN URBAN FABRICK JV LLC	10026725	\$2,500.01
3/20/2018	229994	14000	0000003157	O'RORKE INC	10026233	\$2,063.03
2/1/2017	229994	13990	0000019147	H D R ENGINEERING INC	10026725	\$2,022.34
6/6/2014	229994	12210	0000025017	ASIANWEEK FOUNDATION	10022482	\$2,000.04
11/22/2016	229994	13990	0000024548	BAY-FRIENDLY LNDSCP & GRDNG COALITION	10026725	\$1,650.00
2/9/2017	229994	13990	0000023149	CENTER FOR SOCIAL INCLUSION INC	10026725	\$1,000.00
<b>Total</b>						<b>\$88,410.81</b>

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$112,137,346 budget for FY 2019-20 is \$11,169,864 or 11.1% more than the original FY 2018-19 budget of \$100,967,482.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 173.4 FTEs, which are 7 FTEs more than the 166.40 FTEs in the original FY 2018-19 budget. This represents a 4.2% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$89,219,135 in FY 2019-20, are \$6,921,034 or 8.4% more than FY 2018-19 revenues of \$82,298,101.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$110,484,949 budget for FY 2020-21 is \$1,652,397 or 1.5% less than the Mayor’s proposed FY 2019-20 budget of \$112,137,346.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 173.86 FTEs, which are 0.46 FTEs more than the 173.40 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a 0.3% increase in FTEs from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$89,556,372 in FY 2020-21, are \$337,237 or 0.4% more than FY 2019-20 estimated revenues of \$89,219,135.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** HRD – HUMAN RESOURCES DEPARTMENT

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Human Resources Department	87,992,304	95,016,164	93,296,222	100,967,482	112,137,346
FTE Count	152.41	154.88	147.78	166.40	173.40

The Department’s budget increased by \$24,145,042 or 27.4% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 20.99 or 13.8% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$11,169,864 largely due to increases in workers compensation, additional support for information technology projects, one-time support for the transition of the San Francisco Housing Authority, and the addition of new staff for workforce equity, disaster preparedness, and employee relations.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has decreased by \$1,652,397 largely due to the expiration of one-time funding in the prior year.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** HRD – HUMAN RESOURCES DEPARTMENT

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$206,374 in FY 2019-20. Of the \$206,374 in recommended reductions, \$70,629 are ongoing savings and \$135,745 are one-time savings. These reductions would still allow an increase of \$10,963,490 or 10.9% in the Department’s FY 2019-20 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$37,254, for total General Fund savings of \$243,628.

Our reserve recommendations total \$3,000,000 in FY 2019-20, \$2,500,000 of which are one-time and \$500,000 of which are ongoing.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$23,603 in FY 2020-21. All of the \$23,603 in recommended reductions are ongoing savings.

Our reserve recommendations total \$500,000 in FY 2019-20, all of which are ongoing.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**HRD - Human Resources Department**

Rec #	Account Title	FY 2019-20						FY 2020-21							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			
HRD-1	<b>HRD Equal Employment Opportunity</b>														
	9993 Attrition Savings	(0.58)	(0.81)	(\$71,334)	(\$101,567)	\$30,233	x	x					\$0		
	Mandatory Fringe Benefits			(\$29,080)	(\$41,026)	\$11,946	x	x					\$0		
				<i>Total Savings</i>	<i>\$42,179</i>								<i>\$0</i>		
		Increase Attrition Savings to reflect anticipated delays in hiring one vacant position by adjusting a 1.0 FTE 1231 EEO Programs Senior Specialist position to 0.77 FTE.													
HRD-2	<b>HRD Employee Relations</b>														
	9993 Attrition Savings	(0.48)	(0.75)	(\$61,590)	(\$107,778)	\$46,188	x	x					\$0		
	Mandatory Fringe Benefits			(\$23,920)	(\$41,726)	\$17,806	x	x					\$0		
				<i>Total Savings</i>	<i>\$63,994</i>								<i>\$0</i>		
		Increase Attrition Savings to reflect anticipated delays in hiring one new position by adjusting a 0.77 FTE 1282 Manager, Employee Relations Division to 0.50 FTE.													
HRD-3	<b>HRD Workforce Development</b>														
	0922 Manager I	1.00	0.85	\$137,665	\$117,015	\$20,650	x	x					\$0		
	Mandatory Fringe Benefits			\$59,479	\$50,557	\$8,922	x	x					\$0		
				<i>Total Savings</i>	<i>\$29,572</i>								<i>\$0</i>		
		Reduce 1.0 FTE 0922 Manager I to 0.85 FTE to reflect anticipated delays in hiring.													
HRD-4	0932 Manager IV	0.77	0.00	\$131,720	\$0	\$131,720	x		1.00	0.00	\$177,523	\$0	\$177,523	x	
	Mandatory Fringe Benefits			\$51,506	\$0	\$51,506	x				\$71,273	\$0	\$71,273	x	
	0931 Manager III	0.00	0.50	\$0	\$80,281	(\$80,281)	x		0.00	1.00	\$0	\$160,562	(\$160,562)	x	
				<i>Total Savings</i>	<i>\$70,629</i>						<i>\$64,631.00</i>	<i>(\$64,631.00)</i>		<i>\$0</i>	
		Deny proposed new 0.77 FTE 0932 Manager IV. The 0931 Manager III classification is more appropriate for the responsibilities and duties of the position; this position will oversee 3.0 FTE. In addition, reduce this position to 0.5 FTE to reflect anticipated hiring delays.													

**FY 2019-20**

**Total Recommended Reductions**

	<b>One-Time</b>	<b>Ongoing</b>	<b>Total</b>
<b>General Fund</b>	\$135,745	\$70,629	<b>\$206,374</b>
<b>Non-General Fund</b>	\$0	\$0	<b>\$0</b>
<b>Total</b>	<b>\$135,745</b>	<b>\$70,629</b>	<b>\$206,374</b>

**FY 2020-21**

**Total Recommended Reductions**

	<b>One-Time</b>	<b>Ongoing</b>	<b>Total</b>
<b>General Fund</b>	\$0	\$23,603	<b>\$23,603</b>
<b>Non-General Fund</b>	\$0	\$0	<b>\$0</b>
<b>Total</b>	<b>\$0</b>	<b>\$23,603</b>	<b>\$23,603</b>



**DEPARTMENT: HRD - DEPARTMENT OF HUMAN RESOURCES**

Year	Department Code	Fund Code	Supplier No	Supplier Name	Project Code	Remaining Balance
2016	232025	10000	0000009341	TOPP CONSULTING	10026742	18,000
2016	232024	10010	0000015105	MICHELE MODENA	10024330	7,800
2016	232025	10000	0000020223	FIELDS CONSULTING INC	10026742	6,300
2017	232025	10000	0000024412	BERKELEY RESEARCH GROUP LLC	10026742	5,154
<b>Total</b>						37,254

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$19,400,288 budget for FY 2019-20 is \$3,120,453 or 13.9% less than the original FY 2018-19 budget of \$22,520,741.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 109.41 FTEs, which are 0.51 FTEs less than the 109.92 FTEs in the original FY 2018-19 budget. This represents a 0.5% decrease in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$1,515,610 in FY 2019-20, are \$2,751,040 or 64.5% less than FY 2018-19 revenues of \$4,266,650.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$20,622,692 budget for FY 2020-21 is \$1,222,404 or 6.3% more than the Mayor’s proposed FY 2019-20 budget of \$19,400,288.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 109.34 FTEs, which are 0.07 FTEs less than the 109.41 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a 0.1% decrease in FTEs from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$1,559,145 in FY 2020-21, are \$43,535 or 2.9% more than FY 2019-20 estimated revenues of \$1,515,610.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** FAM – FINE ARTS MUSEUM

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Fine Arts Museums	18,262,298	19,361,422	22,271,624	22,520,741	19,400,288
FTE Count	113.58	108.70	110.80	109.92	109.41

The Department’s budget increased by \$1,137,990 or 6.2% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The increase of 6.2% over five years is below the mandated salary and benefit increases over this five-year period which would be greater than 12%. Additionally, the Museum Security Guard minimum working hours were increased from 35 to 40 hours in FY 2017-18 for an additional \$330,000. The Department has absorbed these higher costs by decreasing FTE count by 4.17 or 4% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department has also maintained strict cost controls for non-payroll expenditures.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has decreased by \$3,120,453 largely due to lower capital expenditures and lower reimbursement to Corporation of the Fine Arts Museums (COFAM) in the Admissions Fund.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has increased by \$1,222,404 largely due to mandatory salary and benefit cost adjustments, as well as new capital budget allocations.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** FAM – FINE ARTS MUSEUM

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$22,500 in FY 2019-20. All of the \$22,500 in recommended reductions are ongoing savings.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$23,364 in FY 2020-21. All of the \$23,364 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$1,199,040 or 6.2% in the Department’s FY 2020-21 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**FAM - Fine Arts Museums**

Rec #	Account Title	FY 2019-20						FY 2020-21								
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T	
		From	To	From	To				From	To	From	To				
	<b>FAM - Fine Arts Museums</b>															
	9993 Attrition Savings			(\$700,874)		\$15,000	x				(\$727,783)		(\$743,359)		\$15,576	x
	Mandatory Fringe Benefits			(\$336,926)		\$7,500	x				(\$357,175)		(\$364,963)		\$7,788	x
				<i>Total Savings</i>		\$22,500					<i>Total Savings</i>		\$23,364			
FAM-1	Increase Attrition Savings to better reflect historical salary savings. The Controller has projected salary savings between \$36,000 and \$44,000 and associated benefits savings between \$190,000 and \$196,000 in the current year.															

**FY 2019-20**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$22,500	\$22,500
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$22,500</b>	<b>\$22,500</b>

**FY 2020-21**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$23,364	\$23,364
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$23,364</b>	<b>\$23,364</b>

**YEAR ONE: FY 2019-20**

Budget Changes

The Department's proposed \$12,104,198 budget for FY 2019-20 is \$106,205 or 0.9% more than the original FY 2018-19 budget of \$11,997,993.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 58.05 FTEs, which are 0.12 FTEs less than the 58.17 FTEs in the original FY 2018-19 budget. This represents a 0.2% decrease in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$712,161 in FY 2019-20, are \$17,161 or 2.5% more than FY 2018-19 revenues of \$695,000.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department's proposed \$11,888,674 budget for FY 2020-21 is \$215,524 or 1.8% less than the Mayor's proposed FY 2019-20 budget of \$12,104,198.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 57.95 FTEs, which are 0.10 FTEs less than the 58.05 FTEs in the Mayor's proposed FY 2019-20 budget. This represents a 0.2% decrease in FTEs from the Mayor's proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$729,350 in FY 2020-21 are \$17,189, or 2.4% more, than FY 2019-20 estimated revenues of \$712,161.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** AAM – ASIAN ART MUSEUM

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Asian Art Museum	10,289,633	10,856,486	10,962,397	11,997,993	12,104,198
FTE Count	57.15	57.14	57.82	58.17	58.05

The Department’s budget increased by \$1,814,565 or 17.6% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 1.6% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$106,205 largely due to changes driven by capital projects.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has decreased by \$215,524 largely due to changes driven by capital projects.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** AAM – ASIAN ART MUSEUM

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$70,882 in FY 2019-20. All of the \$70,882 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$35,323 or 0.3% in the Department’s FY 2019-20 budget.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$74,261 in FY 2020-21. All of the \$74,261 in recommended reductions are ongoing savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**AAM - Asian Art Museum**

Rec #	Account Title	FY 2019-20						FY 2020-21							
		FTE		Amount		Savings		FTE		Amount		Savings			
		From	To	From	To	From	To	From	To	From	To	From	To		
	<b>AAM- Asian Art Museum</b>														
	7120 Buildings and Grounds Maintenance Superintendent	1.00	0.00	\$145,039	\$0	\$145,039	X	1.00	0.00	\$151,203	\$0	\$151,203	X		
	Mandatory Fringe Benefits			\$57,222	\$0	\$57,222	X			\$61,086.00	\$0.00	\$61,086	X		
	7205 Chief Stationary Engineer	0.00	1.00	\$0	\$126,364	(\$126,364)	X	0.00	1.00	\$0	\$131,734	(\$131,734)	X		
	Mandatory Fringe Benefits			\$0	\$52,297	(\$52,297)	X			\$0	\$55,714	(\$55,714)	X		
		<i>Total Savings</i>										\$23,600		\$24,841	
AAM-1	Deny upward substitution of 1.00 FTE 7205 Chief Stationary Engineer to 1.00 FTE 7120 Buildings and Grounds Maintenance Superintendent. The Department has provided insufficient justification for this upward substitution. The 7120 Chief Stationary Engineer job class is typically responsible for managing multiple buildings and their surrounding grounds, while the 7205 Chief Stationary Engineer job class is responsible for less complex facilities/grounds. AAM is currently undertaking multiple complex renovation projects, but ultimately the scale of AAM's facilities do not warrant a conversion to a higher job classification.	1.00	0.00	\$198,032	\$0	\$198,032	X	1.00	0.00	\$205,509	\$0	\$205,509	X		
				\$72,872	\$0	\$72,872	X			\$77,723	\$0.00	\$77,723	X		
	0952 Deputy Director II	0.00	1.00	\$0	\$159,330	(\$159,330)	X	0.00	1.00	\$0	\$165,345	(\$165,345)	X		
	Mandatory Fringe Benefits			\$0	\$64,292	(\$64,292)	X			\$0	\$68,467	(\$68,467)	X		
		<i>Total Savings</i>										\$47,282		\$49,420	
AAM-2	Deny upward substitution of 1.00 FTE 0952 Deputy Director II to 1.00 0953 Deputy Director III. This position oversees a staff of roughly 90 employees in AAM's Arts and Programs Division (including non-City staff) and has been upwardly substituted twice since 2017. The Department requested the upward substitution of this position to 0953 Deputy Director III for the current year, but DHR denied that request and deemed an 0952 Deputy Director II position to be more appropriate. The 0953 Deputy Director III job class is responsible for the direction of "a major division/bureau in a medium-sized City Department (guide: 175-800 employees) typically managing citywide functions or services." Given the size of this Department (58.05 City-funded FTE's proposed for FY 2019-20) and the scope of programs managed, a 0952 Deputy Director II position is more appropriate.	1.00	0.00	\$198,032	\$0	\$198,032	X	1.00	0.00	\$205,509	\$0	\$205,509	X		
				\$72,872	\$0	\$72,872	X			\$77,723	\$0.00	\$77,723	X		
	0952 Deputy Director II	0.00	1.00	\$0	\$159,330	(\$159,330)	X	0.00	1.00	\$0	\$165,345	(\$165,345)	X		
	Mandatory Fringe Benefits			\$0	\$64,292	(\$64,292)	X			\$0	\$68,467	(\$68,467)	X		
		<i>Total Savings</i>										\$47,282		\$49,420	

**FY 2019-20**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$70,882	\$70,882
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$70,882</b>	<b>\$70,882</b>

**FY 2020-21**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$74,261	\$74,261
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$74,261</b>	<b>\$74,261</b>

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$526,370,919 budget for FY 2019-20 is \$50,224,318 or 10.5% more than the original FY 2018-19 budget of \$476,146,601.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 920.31 FTEs, which are 37.82 FTEs more than the 882.49 FTEs in the original FY 2018-19 budget. This represents a 4.3% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$431,206,779 in FY 2019-20, are \$25,423,968 or 6.3% more than FY 2018-19 revenues of \$405,782,811.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$533,695,213 budget for FY 2020-21 is \$7,324,294 or 1.4% more than the Mayor’s proposed FY 2019-20 budget of \$ 526,370,919.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 954.14 FTEs, which are 33.83 FTEs more than the 920.31 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a 3.7% increase in FTEs from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$437,508,870 in FY 2020-21, are \$6,302,091 or 1.5% more than FY 2019-20 estimated revenues of \$431,206,779.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** ADM – CITY ADMINISTRATOR’S OFFICE

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
City Administrator	372,101,195	364,813,180	391,306,903	476,146,601	526,370,919
FTE Count	802.64	829.52	845.01	882.49	920.31

The Department’s budget increased by \$154,269,724 or 41.5% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 117.67 or 14.7% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$50,224,318 largely due to one-time costs related to the continued exit from the Hall of Justice, the opening of a new City office building for a citywide Permit Center at 49 South Van Ness, the transfer of DataSF staff and spending from the Department of Technology to the City Administrator, and the continued inclusion of staff and spending for the Treasure Island Development Authority in the City Administrator’s budget.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has increased by \$7,324,294 largely due to increased debt service for new facilities and negotiated labor increases budgeted for FY 2019-20 replacing the expiration of one-time capital project funding.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** ADM – CITY ADMINISTRATOR’S OFFICE

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,049,865 in FY 2019-20. All of the \$1,049,865 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$49,174,453 or 10.3% in the Department’s FY 2019-20 budget.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,364,277 in FY 2020-21. All of the \$1,364,277 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$5,960,017 or 1.1% in the Department’s FY 2020-21 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**ADM - City Administrator**

Rec #	Account Title	FY 2019-20					FY 2020-21						
		FTE		Amount		Savings	FTE		Amount		Savings		
		From	To	From	To		From	To					
	<b>ADM Office of Cannabis</b>			\$220,000	\$120,000	\$100,000	x			\$220,000	\$120,000	\$100,000	x
ADM-1	Prof & Specialized Svcs	Reduce budgeted amount for Professional and Specialized Services by \$100,000. The Office of Cannabis FY 2018-19 budget for Non Personnel Services, including carry forward funds, was \$333,390, with reported expenditures through April 2019 of \$3,170. This recommendation gives the office sufficient funds in FY 2019-20 to provide services.											
	1824 Principal Administrative Analyst	0.77	0.00	\$105,753	\$0	\$105,753	x	1.00	0.00	\$142,527	\$0	\$142,527	x
	Mandatory Fringe Benefits			\$42,027	\$0	\$42,027	x			\$57,975	\$0.00	\$57,975	x
	1823 Senior Administrative Analyst	0.00	0.77	\$0	\$91,349	(\$91,349)	x	0.00	1.00	\$0	\$123,116	(\$123,116)	x
	Mandatory Fringe Benefits			\$0	\$38,333	(\$38,333)	x			\$0	\$52,823	(\$52,823)	x
	1820 Junior Administrative Analyst	1.54	0.77	\$119,203	\$59,602	\$59,602	x	2.00	1.00	\$160,653	\$80,327	\$80,327	x
	Mandatory Fringe Benefits			\$57,115	\$28,558	\$28,558	x			\$78,603	\$39,302	\$39,302	x
				<i>Total Savings</i>		<i>\$106,257</i>				<i>Total Savings</i>		<i>\$144,191</i>	
ADM-2		<p>The FY 2019-20 Administrative Services budget has 35 new positions, of which 22 are work order, off budget, or special revenue funds, and funded by DBI, Treasure Island Development Authority, and other sources, and 13 are General Fund. Of the 13 new General Fund positions, we are recommending approval of 9 and disapproval of 4. Administrative Services currently has 101 vacant positions.</p> <p>The Office of Cannabis has proposed 3 new positions, for which we are recommending approval of one 1820 Junior Administrative Analyst to process permit applications, and downward substitution of a new 1824 Principal Administrative Analyst to an 1823 Senior Administrative Analyst to support the Cannabis Oversight Committee but we consider that existing staff have capacity to support this work.</p> <p>Ongoing savings</p>											
	<b>ADM City Administrator - Office of Contract Administration</b>			\$121,597	\$121,597	\$121,597	x	1.00	0.00	\$126,188	\$126,188	\$126,188	x
	1956 Senior Purchaser	1.00	0.00	\$50,648	\$0	\$50,648	x			\$53,747	\$53,747	\$53,747	x
	Mandatory Fringe Benefits			\$100,012	\$100,012	\$100,012	x	1.00	0.00	\$103,788	\$103,788	\$103,788	x
	1952 Purchaser	1.00	0.00	\$44,345	\$44,345	\$44,345	x			\$47,009	\$47,009	\$47,009	x
	Mandatory Fringe Benefits												
				<i>Total Savings</i>		<i>\$316,602</i>				<i>Total Savings</i>		<i>\$330,732</i>	
ADM-3		<p>OCA has one new Supervising Purchaser and one new Principal Administrative Analyst position in FY 2019-20; and has 8 vacant positions, of which the Senior Purchaser and Purchaser have been vacant since 2017.</p> <p>Ongoing savings</p>											

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

Rec #	Account Title	FY 2019-20						FY 2020-21					
		FTE		Amount		Savings	GF	FTE		Amount		Savings	GF
		From	To	From	To			From	To	From	To		
ADM-4	<b>ADM City Administrator - Labor Standards</b>												
	2992 Contract Compliance Officer I	0.54	0.00	\$55,662		\$55,662	x	1.00	0.00	\$119,596		\$119,596	x
	Mandatory Fringe Benefits			\$48,791		\$48,791	x			\$51,763		\$51,763	x
	2978 Contract Compliance Officer II	0.54	0.00	\$81,952		\$81,952	x	1.00	0.00	\$156,798		\$156,798	x
	Mandatory Fringe Benefits			\$31,164		\$31,164	x			\$61,452		\$61,452	x
1823 Senior Administrative Analyst	0.54	0.00	\$64,063		\$64,063	x	1.00	0.00	\$123,116		\$123,116	x	
	Mandatory Fringe Benefits			\$26,883		\$26,883	x			\$52,823		\$52,823	x
				<i>Total Savings</i>		\$308,515				<i>Total Savings</i>		\$565,548	
		<p>The FY 2019-20 Administrative Services budget has 35 new positions, of which 22 are work order, off budget, or special revenue funds, and funded by DBI, Treasure Island Development Authority, and other sources, and 13 are General Fund. Of the 13 new General Fund positions, we are recommending approval of 9 and disapproval of 4. Administrative Services currently has 101 vacant positions</p> <p>The Office of Labor Standards has proposed 4 new positions, one of which is funded by the Airport. Administrative Services has proposed the other three positions - one Contract Compliance Officer I, one Contract Compliance Officer II, and one Senior Administrative Analyst - for implementation of the Project Labor Agreement, which is scheduled to begin in approximately December 2019. According to information provided by Administrative Services, approximately 6 projects would be covered by the Project Labor Agreement in the first year. The Department currently has three vacant positions in the Contract Compliance Officer classification, which have been vacant for one year or more. We recommend filling existing vacancies prior to adding new positions in the Office of Labor Standards Enforcement. Total positions in the Office increased by 20% in four years, from 19 positions in FY 2015-16 to 24 positions in FY 2018-19.</p>											
		Ongoing savings											
ADM-6	<b>ADM Administration</b>												
	1220 Payroll and Personnel Clerk	1.00	0.00	\$80,499		\$80,499	x	1.00	0.00	\$83,538		\$83,538	x
	Mandatory Fringe Benefits			\$37,992		\$37,992	x			\$40,268		\$40,268	x
				<i>Total Savings</i>		\$118,491				<i>Total Savings</i>		\$123,806	
		Delete position that has been vacant since 2016. According to the Department, this position provides funding for a currently filled temporary position. However, this program has nearly \$300,000 in budgeted temporary salaries in FY 2019-20 that could be used to fund the tempo											
		Ongoing savings											

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**ADM - City Administrator**

Rec #	Account Title	FY 2019-20						FY 2020-21					
		FTE		Amount		GF	1T	FTE		Amount		GF	1T
		From	To	From	To			From	To	From	To		
ADM-8	Materials & Supplies-Budget		\$142,028	\$42,028	\$100,000	x			\$142,028	\$42,028	\$100,000	x	
<p>The projected FY 2018-19 General Fund surplus for materials and supplies in the Department is approximately \$200,000. The departmentwide budget for materials and supplies increased in FY 2019-20. The recommended reduction returns the budget in Administration to the FY 2018-19 amount and accounts for actual projected spending in FY 2018-19 and proposed increased spending in FY 2019-20.</p> <p align="center">Ongoing savings</p>													

**FY 2019-20**

Total Recommended Reductions			
	One-Time	Ongoing	Total
General Fund	\$0	\$1,049,865	\$1,049,865
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$1,049,865</b>	<b>\$1,049,865</b>

**FY 2020-21**

Total Recommended Reductions			
	One-Time	Ongoing	Total
General Fund	\$0	\$1,364,277	\$1,364,277
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$1,364,277</b>	<b>\$1,364,277</b>

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$139,216,308 budget for FY 2019-20 is \$15,582,568 or 12.6% more than the original FY 2018-19 budget of \$123,633,740.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 225.07 FTEs, which are 0.34 FTEs more than the 224.73 FTEs in the original FY 2018-19 budget. This represents a 0.2% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$127,633,692 in FY 2019-20, are \$12,500,438 or 10.9% more than FY 2018-19 revenues of \$115,133,254.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$135,045,520 budget for FY 2020-21 is \$4,170,788 or 3.0% less than the Mayor’s proposed FY 2019-20 budget of \$139,216,308.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 226.09 FTEs, which are 1.02 FTEs more than the 225.07 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a 0.5% increase in FTEs from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$123,872,874 in FY 2020-21, are \$3,760,818 or 2.9% less than FY 2019-20 estimated revenues of \$127,633,692.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** TIS – GSA-TECHNOLOGY

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
GSA - Technology	96,741,403	113,191,513	116,704,078	123,633,740	139,216,308
FTE Count	220.60	227.80	231.98	224.73	225.07

The Department’s budget increased by \$42,474,905 or 43.9% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 4.47 or 2.0% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$15,582,568 largely due to increases of \$6,805,163 in non-personnel services, \$3,042,143 in capital outlay, and \$1,880,977 in services of other departments. These increases reflect technology license cost increases, additional investment in infrastructure, and expansion of high-speed internet in public housing.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has decreased by \$3,760,818 largely due to decreases of \$4,058,911 in capital outlay, \$1,400,400 in materials and supplies, and \$1,165,162 in programmatic projects. The reductions are partially offset with increases of \$1,119,061 in salaries and \$850,968 in fringe benefits.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** TIS – GSA-TECHNOLOGY

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$964,854 in FY 2019-20. All \$964,854 of the recommended reductions are one-time savings. These reductions would still allow an increase of \$14,617,714 or 11.8% in the Department’s FY 2019-20 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$15,631 (\$10,234 derived from the General Fund), for total General Fund savings of \$740,499 and non-General Fund savings of \$239,986.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$50,000 in FY 2020-21. All \$50,000 of the recommended reductions are ongoing savings.



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**TIS - GSA-Technology**

Rec #	Account Title	FY 2019-20						FY 2020-21								
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T	
		From	To	From	To				From	To	From	To				
	9993 Attrition Savings Mandatory Fringe Benefits			(\$80,049) (\$37,329)	(\$128,716) (\$60,513)	\$48,667 \$23,184	X X								\$0 \$0	
		<i>Total Savings</i>		\$71,851				<i>Total Savings</i>		\$0						
TIS-1		Increase Attrition Savings to reflect hiring timeline for 1.00 FTE vacant 1767 Media Production Technician and 1.00 FTE 1769 Media Production Supervisor positions. 1767 Media Production Technician position has been vacant since 11/18/2017. Requests to Fill have not been submitted and the positions will take time to fill. The adjustment would allow for an approximate hiring date of October 1, 2019.														
		<b>DT Client Services</b>														
	9993 Attrition Savings Mandatory Fringe Benefits			\$0 \$0	(\$99,016) (\$36,436)	\$99,016 \$36,436	X X									\$0 \$0
		<i>Total Savings</i>		\$135,452				<i>Total Savings</i>		\$0						
TIS-2		Increase Attrition Savings to reflect hiring timeline for 1.00 FTE vacant 0953 Deputy Director III position. This adjustment would allow an approximate hiring date of January 1, 2020. This position has been vacant since 3/23/2017. Controller's report "How Long Does it Take to Hire in the City and County of San Francisco?" shows that management positions take 6 months to fill on average.														
		<b>DT Administration</b>														
	Equipment Purchase-Budget			\$55,169	\$23,169	\$32,000	X	X								\$0
		Eliminate one new proposed Ford Transit vehicle. The Department has been functioning without this vehicle for three years and the City is trying to "right size" its fleet. This reduction would still allow Department to purchase replacement Chevy S10 vehicle.														
	9993 Attrition Savings Mandatory Fringe Benefits			(\$416,465) (\$171,046)	(\$509,135) (\$208,445)	\$92,670 \$37,399	X X									\$0 \$0
		<i>Total Savings</i>		\$130,068				<i>Total Savings</i>		\$0						
TIS-4		Increase Attrition Savings to reflect hiring timeline for 1.00 FTE vacant 0923 Manager II position and 1.00 FTE vacant 1095 IT Operations Support Administrator V position. Recruitment is on hold for both positions. This adjustment would allow for an approximate hiring date of September 1, 2019 for the 0923 Manager II position and January 1, 2020 for the 1095 IT Operations Support Administrator V position.														
		One-time savings														

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**TIS - GSA-Technology**

Rec #	Account Title	FY 2019-20						FY 2020-21					
		FTE		Amount		GF	1T	FTE		Amount		GF	1T
		From	To	From	To			From	To	From	To		
TIS-5	9993 Attrition Savings Mandatory Fringe Benefits			\$0	(\$132,807)	X	X						
				\$0	(\$48,818)	X	X						
		<i>Total Savings</i>		\$181,625				<i>Total Savings</i>		\$0			
	Increase Attrition Savings to reflect expected FY 2019-20 vacancies in JUSTIS Division.												
TIS-6	Materials & Supplies-Budget									\$251,500		\$201,500	X
		<i>Total Savings</i>						<i>Total Savings</i>		\$0			
	Reduce Materials and Supplies Budget for the JUSTIS Division in FY 2019-20. Department is moving the backup storage for the JUSTIS Data Hub in FY 2019-20 and will have reduced costs in FY 2020-21. Savings are ongoing.												
TIS-7	9993 Attrition Savings Mandatory Fringe Benefits			(\$52,206)	(\$144,454)		X						\$0
				(\$20,590)	(\$55,525)		X						\$0
		<i>Total Savings</i>		\$127,183				<i>Total Savings</i>		\$0			
	Increase Attrition Savings to reflect hiring timeline for 1.00 FTE vacant 0933 Manager V position. This position has been vacant since 2/21/2018 and Controller's report "How Long Does it Take to Hire in the City and County of San Francisco?" shows management positions take 6 months to fill on average. This adjustment would allow for an approximate hiring date of January 1, 2020.												
TIS-8	9993 Attrition Savings Mandatory Fringe Benefits			(\$153,420)	(\$192,136)		X						\$0
				(\$58,729)	(\$73,369)		X						\$0
		<i>Total Savings</i>		\$53,356				<i>Total Savings</i>		\$0			
	Increase Attrition Savings to better reflect hiring timeline for 1.00 FTE vacant 1043 IS Engineer-Senior position. This position has been vacant since 6/15/2018. The Request to Fill has not been approved and position will take time to fill. This adjustment would allow for an approximate hiring date of October 1, 2019.												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**TIS - GSA-Technology**

Rec #	Account Title	FY 2019-20						FY 2020-21							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			
	<b>DT Public Safety</b>														
	9993 Attrition Savings		(\$630,014)	(\$797,634)		X								\$0	
	Mandatory Fringe Benefits		(\$252,327)	(\$318,026)		X								\$0	
			<i>Total Savings</i>	<i>\$233,319</i>										<i>\$0</i>	
TIS-9	Increase Attrition Savings to reflect hiring timeline for 1.00 FTE vacant 1044 IS Engineer-Principal position, 1.00 FTE 1842 Management Assistant position, 1.00 FTE 7368 Senior Communications Systems Technician position, and 1.00 FTE 8234 Fire Alarm Dispatcher position. These positions are in various stages of the hiring process and will take time to fill. This adjustment would allow for an approximate hiring date of January 1, 2020 for the 1044 IS Engineer-Principal position and October 1, 2019 for the other positions.														

One-time savings

**FY 2019-20**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$730,265	\$0
Non-General Fund	\$234,589	\$0
<b>Total</b>	<b>\$964,854</b>	<b>\$964,854</b>

**FY 2020-21**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$50,000
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$50,000</b>

\*Fund 28070 (for personnel expenditures) is derived 65.47% from the General Fund and 34.53% from Non-General Fund sources.

**DEPARTMENT: TIS – DEPARTMENT OF TECHNOLOGY**

Year	Department Code	Fund Code	Supplier No	Supplier Name	Project Code	Remaining Balance
2015	232336	28070	0000022410	Computerland Silicon Valley	10024777	15,631
<b>General Fund Total</b>						\$10,234
<b>Non-General Fund Total</b>						\$5,397
<b>Total</b>						\$15,631

\*Fund 28070 is derived 65.47% from the General Fund and 34.53% from Non-General Fund sources.

**YEAR ONE: FY 2019-20**

Budget Changes

The Department's proposed \$385,183,055 budget for FY 2019-20 is \$11,045,226 or 3.0% more than the original FY 2018-19 budget of \$374,137,829.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 1,075.77 FTEs, which are 18.39 FTEs more than the 1,057.38 FTEs in the original FY 2018-19 budget. This represents a 1.7% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$249,013,812 in FY 2019-20 are \$7,508,117 or 2.9% less than FY 2018-19 revenues of \$256,521,929.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department's proposed \$376,921,740 budget for FY 2020-21 is \$8,261,315 or 2.1% less than the Mayor's proposed FY 2019-20 budget of \$385,183,055.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 1,081.76 FTEs, which are 5.99 FTEs more than the 1,075.77 FTEs in the Mayor's proposed FY 2019-20 budget. This represents a 0.6% increase in FTEs from the Mayor's proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$231,881,204 in FY 2020-21 are \$17,132,608 or 6.9% less than FY 2019-20 estimated revenues of \$249,013,812.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** DPW— DEPARTMENT OF PUBLIC WORKS

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Department of Public Works	260,213,596	290,244,640	355,452,009	374,137,829	\$385,183,055
FTE Count	924.94	981.44	1,026.52	1,057.38	1,075.77

The Department’s budget increased by \$124,969,459 or 48% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 150.83 or 16% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$11,045,226 largely due to an expansion of funding for street cleaning and the Pit Stop program.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has decreased by \$8,261,315 largely due to expiration of one-time capital expenditures in FY 2019-20.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** DPW— DEPARTMENT OF PUBLIC WORKS

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,402,528 in FY 2019-20. Of the \$1,402,528 in recommended reductions, \$110,028 are ongoing savings and \$1,292,500 are one-time savings. These reductions would still allow an increase of \$9,642,698 or 2.6% in the Department’s FY 2019-20 budget.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,292,500 in ongoing savings FY 2020-21.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**DPW - Department of Public Works**

Rec #	Account Title	FY 2019-20						FY 2020-21					
		FTE		Amount		GF	1T	FTE		Amount		GF	1T
		From	To	From	To			From	To	From	To		
	Software Licensing Fees			\$1,047,845	\$497,845	\$550,000	X			\$1,129,790	\$579,790	\$550,000	X
DPW-1	Reduce budgeted amount for Software Licensing Fees to reflect ongoing commitments and needs.					\$550,000	X					\$550,000	X
	<b>Infrastructure</b>												
	Other Current Expenses - Bdgt			\$50,500	\$35,500	\$15,000	X			\$50,500	\$35,500	\$15,000	X
DPW-2	Reduce budgeted amount for Street Use and Mapping to reflect historical underspending. The Department spent \$31,342 in FY 2018-19.												
	Permanent Salaries			\$2,435,947	\$2,400,947	\$35,000	X			\$2,519,919	\$2,484,919	\$35,000	X
DPW-3	Reduce budgeted amount for Permanent Salaries to reflect Department's needs.												
	Retire City Misc			\$508,405	\$490,905	\$17,500	X			\$548,053	\$530,553	\$17,500	X
DPW-4	Reduce budgeted amount for Retirement Miscellaneous to reflect Department's needs.												
	<b>Operations</b>												
DPW-5	1 Ton Pickup Truck	1.00	0.00	\$74,811	\$0	\$74,811	X	X				\$0	
DPW-5	Deny replacement of 1 Ton pickup truck with utility bed. The Department does not need this vehicle.												
	Equipment Purchase Budget			\$773,217	\$738,000	\$35,217	X	X		\$171,826	\$171,826	\$0	
DPW-6	Reduce amount budgeted for one-time equipment purchase budget to reflect Department invoices.												
	Facilities Maintenance			\$492,486	\$442,486	\$50,000	X			\$517,110	\$467,110	\$50,000	X
DPW-7	Reduce Facilities and Maintenance budget to reflect past spending and future needs.												
	Permanent Salaries			\$20,443,765	\$20,093,765	\$350,000	X			\$21,274,160	\$20,924,160	\$350,000	
DPW-8	Reduce budgeted amount for Permanent Salaries to reflect Department's needs.												
	Retire City Misc			\$4,306,221	\$4,131,221	\$175,000	X			\$4,665,543	\$4,490,543	\$175,000	
DPW-9	Reduce budgeted amount for Retirement Miscellaneous to reflect Department's needs.												
	Prof & Specialized Services			\$823,000	\$723,000	\$100,000	X			\$823,000	\$723,000	\$100,000	

GF = General Fund  
1T = One Time



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**DPW - Department of Public Works**

Rec #	Account Title	FY 2019-20						FY 2020-21					
		FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
		From	To	From	To			From	To	From	To		
DPW-10	Reduce to reflect large carry forwards from FY 2018-19, and uncertainty of timeline for Prop C inspectors contract. The Department has historically underspent in this category.												

On-going savings

**FY 2019-20**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$110,028	\$1,292,500	\$1,402,528
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$110,028</b>	<b>\$1,292,500</b>	<b>\$1,402,528</b>

**FY 2020-21**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$667,500	\$667,500
Non-General Fund	\$0	\$625,000	\$625,000
<b>Total</b>	<b>\$0</b>	<b>\$1,292,500</b>	<b>\$1,292,500</b>

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$219,484,346 budget for FY 2019-20 is \$11,373,593 or 4.9% less than the original FY 2018-19 budget of \$230,857,939.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 940.55 FTEs, which are 13.67 FTEs more than the 926.88 FTEs in the original FY 2018-19 budget. This represents a 1.5% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$137,463,381 in FY 2019-20, are \$16,389,711 or 10.7% less than FY 2018-19 revenues of \$153,853,092.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$216,082,258 budget for FY 2020-21 is \$3,402,088 or 1.6% less than the Mayor’s proposed FY 2019-20 budget of \$219,484,346.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 959.04 FTEs, which are 18.49 FTEs more than the 940.55 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a 2% increase in FTEs from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$132,848,923 in FY 2020-21, are \$4,614,458 or 3.4% less than FY 2019-20 estimated revenues of \$137,463,381.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** REC – RECREATION AND PARKS

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Recreation and Parks	178,699,938	208,806,728	221,545,353	230,857,939	219,484,346
FTE Count	916.35	935.45	934.24	926.88	940.55

The Department’s budget increased by \$40,784,408 or 22.8% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 24.2 or 2.6% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has decreased by \$11,373,593 largely due to the completion of capital projects partially offset by salary and benefit increases and new initiatives made possible by the Department’s Proposition B (2016) baseline funding growth.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has decreased by \$3,402,088 largely due to continued decreases in capital expenditures partially offset by salary and benefit increases and baseline growth enabled by Proposition B.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** REC – RECREATION AND PARKS

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$368,667 in FY 2019-20. Of the \$368,667 in recommended reductions, \$265,717 are ongoing savings and \$102,950 are one-time savings.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$112,542.58, for total General Fund savings of \$481,209.58.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$291,577 in FY 2020-21. Of the \$291,577 in recommended reductions, \$260,262 are ongoing savings and \$31,315 are one-time savings.





**DEPARTMENT: REC – RECREATION AND PARK DEPARTMENT**

<b>Year</b>	<b>Department Code</b>	<b>Fund Code</b>	<b>Supplier No</b>	<b>Supplier Name</b>	<b>Project Code</b>	<b>Remaining Balance</b>
2017	262684	10080	0000018466	IMPARK	10001738	\$19,872.00
2016	262684	10080	0000011536	SAN FRANCISCO PARKING INC	10001738	\$14,400.00
2017	262684	10080	0000016820	KONICA MINOLTA BUSINESS SOLUTNS USA INC	10001738	\$14,000.00
2016	262684	10080	0000013773	OTIS ELEVATOR CO	10001738	\$10,000.00
2017	150699	12360	0000009319	TOURNAMENT PLAYERS CLUB OF CALIF INC	10001737	\$43,310.17
2016	150700	12360	0000019410	GOLDEN GATE PETROLEUM	10001737	\$10,960.41
<b>Total</b>						<b>\$112,542.58</b>

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$12,172,648 budget for FY 2019-20 is \$540,626 or 4.6% more than the original FY 2018-19 budget of \$11,632,022.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 50.15 FTEs, which is 0.42 FTE less than the 50.57 FTEs in the original FY 2018-19 budget. This represents a 0.8% decrease in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$12,172,648 in FY 2019-20, are \$540,626 or 4.6% more than FY 2018-19 revenues of \$11,632,022.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$12,659,035 budget for FY 2020-21 is \$486,387 or 4.0% more than the Mayor’s proposed FY 2019-20 budget of \$12,172,648.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 50.12 FTEs, which is 0.03 FTE less than the 50.15 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a reduction of less than 1% from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$12,659,035 in FY 2020-21, are \$486,387 or 4.0% more than FY 2019-20 estimated revenues of \$12,172,648.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** HSS – HEALTH SERVICE SYSTEM

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Health Service System	10,726,620	10,918,665	11,444,255	11,632,022	12,172,648
FTE Count	50.80	51.36	50.99	51.00	50.00

The Department’s budget increased by \$1,446,028 or 13.5% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count decreased by 0.8 or 1.6% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$540,626 largely due to salary and benefit cost increases.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has increased by \$486,387 largely due to salary and benefit cost increases.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** HSS – HEALTH SERVICE SYSTEM

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$84,402 in FY 2019-20. Of the \$84,402 in recommended reductions, \$52,887 are ongoing savings and \$31,514 are one-time savings. These reductions would still allow an increase of \$456,224 or 3.9% in the Department’s FY 2019-20 budget.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$62,605 in FY 2020-21. Of the \$62,605 in recommended reductions, \$62,605 are ongoing savings and none are one-time savings. These reductions would still allow an increase of \$423,782 or 3.5% in the Department’s FY 2020-21 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**HSS- Health Service System**

Rec #	Account Title	FY 2019-20						FY 2020-21							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			
HSS-1	<b>HSS Health Service System</b>														
	9993 Attrition Savings	(2.35)	(2.58)	(\$258,564)	(\$283,870)	\$25,306			(2.38)	(2.66)	(\$271,717)	(\$303,113)	\$31,396		
	Mandatory Fringe Benefits			(\$110,378)	(\$121,181)	\$10,803					(\$118,682)	(\$132,395)	\$13,713		
	<i>Total Savings</i>				\$36,109				<i>Total Savings</i>				\$45,109		
Increase Attrition Savings to reflect anticipated delays in hiring and vacancies. The Department had salary surpluses in the past five years.															
HSS-2	2819 Assistant Health Educator	1.00	0.77	\$94,333	\$72,636	\$21,697	x								
	Mandatory Fringe Benefits			\$42,686	\$32,868	\$9,818	x								
	<i>Total Savings</i>				\$31,514				<i>Total Savings</i>						
Reduce 1.0 FTE 2819 Assistant Health Educator by 0.23 FTE to reflect anticipated delays in hiring. The Department had salary surpluses in the past five years.															
HSS-3	1827 Administrative Services Manager	1.00	0.00	\$119,848	\$0	\$119,848			1.00	0.00	\$124,372	\$0	\$124,372		
	Mandatory Fringe Benefits			\$50,137	\$0	\$50,137					\$53,200	\$0	\$53,200		
	1844 Senior Management Assistant	0.00	1.00	\$0	\$107,360	(\$107,360)			0.00	1.00	\$0	\$111,413	(\$111,413)		
	Mandatory Fringe Benefits				\$45,847	(\$45,847)						\$48,663	(\$48,663)		
<i>Total Savings</i>				\$16,778				<i>Total Savings</i>				\$17,496			
Reclassify 1827 Administrative Services Manager position as 1844 Senior Management Assistant to reflect correct classification for the duties of this position.															

**FY 2019-20**

<b>Total Recommended Reductions</b>		
<b>One-Time</b>	<b>Ongoing</b>	<b>Total</b>
General Fund	\$16,072	\$26,972
Non-General Fund	\$15,442	\$25,915
<b>Total</b>	<b>\$31,514</b>	<b>\$52,887</b>

**FY 2020-21**

<b>Total Recommended Reductions</b>		
<b>One-Time</b>	<b>Ongoing</b>	<b>Total</b>
General Fund	\$0	\$31,929
Non-General Fund	\$0	\$30,677
<b>Total</b>	<b>\$0</b>	<b>\$62,605</b>

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$41,948,119 budget for FY 2019-20 is \$2,533,406 or 6.4% more than the original FY 2018-19 budget of \$39,414,713.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 209.62 FTEs, which are 2.34 FTEs more than the 207.28 FTEs in the original FY 2018-19 budget. This represents a 1.1% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$16,890,202 in FY 2019-20 are \$1,058,522 or 6.7% more than FY 2018-19 revenues of \$15,831,680.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$41,937,466 budget for FY 2020-21 is \$10,653 or less than 0.1% less than the Mayor’s proposed FY 2019-20 budget of \$41,948,119.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 203.70 FTEs, which are 5.92 FTEs less than the 209.62 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a 2.8% decrease in FTEs from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$16,061,223 in FY 2020-21 are \$828,979 or 4.9% less than FY 2019-20 estimated revenues of \$16,890,202.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** TTX – TREASURER/TAX COLLECTOR

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Treasurer/Tax Collector	39,243,067	42,206,966	41,102,255	39,414,713	41,948,119
FTE Count	218.81	218.64	207.42	207.28	209.62

The Department’s budget increased by \$2,705,052 or 6.9% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count decreased by 9.19 or 4.2% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$2,533,406 largely due to increases of \$1,536,433 in salaries, \$771,135 in fringe benefits, and \$426,218 in services of other departments.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has decreased by \$10,653 largely due to decreases of \$551,163 in non-personnel services. These reductions are partially offset by increases of \$448,187 in fringe benefits.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** TTX – TREASURER/TAX COLLECTOR

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$274,054 in FY 2019-20. Of the \$274,054 in recommended reductions, \$36,578 are ongoing savings and \$237,476 are one-time savings. These reductions would still allow an increase of \$2,259,352 or 5.7% in the Department’s FY 2019-20 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$41,460 (\$36,054 derived from the General Fund), for total General Fund savings of \$310,108.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$36,578 in FY 2020-21. All of the \$36,578 in recommended reductions are ongoing savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**TTX - Treasurer/Tax Collector**

Rec #	Account Title	FY 2019-20						FY 2020-21					
		FTE		Amount		Savings	GF	FTE		Amount		Savings	GF
		From	To	From	To			From	To	From	To		
	<b>TTX Collection</b>												
TTX-1	Software Licensing Fees		\$115,000	\$65,000	\$50,000	X	X				\$0		
	Reduce Software Licensing Fees in the Collections Division to reflect historical underspending in this area.												
	Professional & Specialized Services-Budget		\$239,000	\$189,000	\$50,000	X	X				\$0		
TTX-2													
	Reduce Professional and Specialized Services Budget in the Collections Division to reflect historical underspending in this area.												
	9993 Attrition Savings		(\$108,046)	(\$155,179)	\$47,133	X	X				\$0		
	Mandatory Fringe Benefits		(\$49,968)	(\$72,371)	\$22,403	X	X				\$0		
	<i>Total Savings</i>			\$69,536							\$0		
TTX-3													
	Increase Attrition Savings to reflect hiring timeline for 1.0 FTE 4308 Senior Collections Officer position and 1.0 FTE 4310 Commercial Division Assistant Supervisor position. 4310 Commercial Division Assistant Supervisor position has been vacant since 9/26/2015. This adjustment would assume hiring dates of September 1, 2019 for the 4308 Senior Collections Officer position and October 1, 2019 for the 4310 Commercial Division Supervisor Position, rather than July 1, 2019. These positions are in various stages of the hiring process and will take additional time to fill.												
	9993 Attrition Savings		(\$680,878)	(\$694,332)	\$13,454	X	X				\$0		
	Mandatory Fringe Benefits		(\$293,760)	(\$299,710)	\$5,950	X	X				\$0		
	<i>Total Savings</i>			\$19,404							\$0		
TTX-4													
	Increase Attrition Savings to better reflect hiring timeline for 0.8 FTE 4220 Tax Auditor-Appraiser positions. 4220 Tax Auditor-Appraiser positions have been vacant since 9/25/2017, 5/12/2018, and 6/4/2018. This adjustment would reflect an approximate hiring date of September 1, 2019 for the Tax Auditor-Appraiser positions. The Department is still awaiting an eligible list of candidates and the positions will take time to fill.												
	Temporary-Miscellaneous	0.83	0.64	\$86,708	\$20,000	X	X	0.81	0.62	\$86,708	\$66,708	\$20,000	X
	Mandatory Fringe Benefits			\$6,867	\$1,578	X	X			\$6,867	\$5,289.00	\$1,578	X
	<i>Total Savings</i>			\$21,578							\$21,578		
TTX-5													
	Reduce Temporary Salaries in the Collections Division to reflect historical underspending in this area.												
	<i>Ongoing savings</i>												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**TTX - Treasurer/Tax Collector**

Rec #	Account Title	FY 2019-20						FY 2020-21							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To					
	9993 Attrition Savings			(\$1,363,680)	(\$1,397,340)	\$33,660	X	X							
	Mandatory Fringe Benefits			(\$598,269)	(\$613,145)	\$14,876	X	X							
				<i>Total Savings</i> \$48,536											\$0
TTX-6	Increase Attrition Savings to better reflect hiring timeline for vacant 2.0 FTE 4220 Tax Auditor-Appraiser positions. The Department is awaiting an eligible list of candidates and positions will take time to fill. Adjustment reflects anticipated hire date of September 1, 2019.														
	Materials & Supplies-Budget			\$22,300	\$12,300	\$10,000	X					\$22,300	\$12,300	\$10,000	X
TTX-7	Reduce Materials and Supplies Budget in the Business Tax Section of the Collection Division to reflect historical underspending in this area.														
	Materials & Supplies-Budget			\$15,000	\$10,000	\$5,000	X					\$15,000	\$10,000	\$5,000	X
TTX-8	Reduce Materials and Supplies Budget in the Property Tax Section of the Collection Division to reflect historical underspending in this area.														

**FY 2019-20**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$237,476	\$36,578	\$274,054
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$237,476</b>	<b>\$36,578</b>	<b>\$274,054</b>

**FY 2020-21**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$36,578	\$36,578
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$36,578</b>	<b>\$36,578</b>



**DEPARTMENT: TTX – OFFICE OF THE TREASURER & TAX COLLECTOR**

<b>Year</b>	<b>Department Code</b>	<b>Fund Code</b>	<b>Supplier No</b>	<b>Supplier Name</b>	<b>Project Code</b>	<b>Remaining Balance</b>
2017	232344	12550	0000011502	San Francisco Unified School District	10001230	\$5,405
2017	232344	10000	0000023798	CKR Interactive	10001748	\$2,079
2017	232349	10000	0000024150	Bondedge Solutions LLC	10001751	\$12,206
2017	232352	10000	0000016611	Languageline Solutions (SM)	10001750	\$1,255
2017	232349	10000	0000024150	Bondedge Solutions LLC	10001751	\$2,000
2018	232351	10000	0000021899	Daily Journal Corporation	10001751	\$11,760
2018	232344	10000	0000016611	Languageline Solutions (SM)	10001748	\$6,755
<b>General Fund Total</b>						\$36,054
<b>Non-General Fund Total</b>						\$5,405
<b>Total</b>						\$41,460

**YEAR ONE: FY 2019-20**

Budget Changes

The Department's proposed \$84,731,821 budget for FY 2019-20 is \$17,262,337 or 25.6% more than the original FY 2018-19 budget of \$67,469,484.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 108.53 FTEs, which are 6.45 FTEs more than the 102.08 FTEs in the original FY 2018-19 budget. This represents a 6.3% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$28,324,449 in FY 2019-20, are \$1,272,522 or 4.7% more than FY 2018-19 revenues of \$27,051,927.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department's proposed \$70,033,823 budget for FY 2020-21 is \$14,697,998 or 17.3% less than the Mayor's proposed FY 2019-20 budget of \$84,731,821.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 109.55 FTEs, which are 1.02 FTEs more than the 108.53 FTEs in the Mayor's proposed FY 2019-20 budget. This represents a 0.9% increase in FTEs from the Mayor's proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$27,965,317 in FY 2020-21, are \$359,132 or 1.3% less than FY 2019-20 estimated revenues of \$28,324,449.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** ECN – ECONOMIC AND WORKFORCE DEVELOPMENT

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Economic and Workforce Development	41,022,912	58,162,818	62,341,959	67,469,484	84,731,821
FTE Count	97.94	105.91	104.49	102.08	108.53

The Department’s budget increased by \$43,708,909 or 106.6% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 10.59 or 10.8% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$17,262,337 largely due to increases of \$15,783,111 in community-based organizations and \$3,008,473 in non-personnel services. The increases are partially offset by a decrease of \$3,001,051 in programmatic projects.

These increases reflect new investments in small business and nonprofits, along with staffing increases for workforce and neighborhood programming.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has decreased by \$14,697,998 largely due to decreases of \$13,990,423 in community-based organizations and \$2,001,864 in non-personnel services.

These reductions reflect the termination of one-time small business, nonprofit and youth workforce investments.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** ECN – ECONOMIC AND WORKFORCE DEVELOPMENT

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$723,330 in FY 2019-20. Of the \$723,330 in recommended reductions, \$251,594 are ongoing savings and \$471,736 are one-time savings. These reductions would still allow an increase of \$16,539,007 or 24.5% in the Department’s FY 2019-20 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$321,494 (\$221,494 derived from the General Fund), for total General Fund savings of \$619,943.

Our reserve recommendations total \$1,250,000 in FY 2019-20, all of which are one-time.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$298,783 in FY 2020-21. All \$298,783 of the recommended reductions are ongoing savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**ECN - Economic and Workforce Development**

Rec #	Account Title	FY 2019-20						FY 2020-21					
		FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
		From	To	From	To			From	To	From	To		
	<b>ECN Workforce Development</b>												
	9993 Attrition Savings		(\$157,914)	(\$249,627)	\$91,713	X	X					\$0	
	Mandatory Fringe Benefits		(\$65,568)	(\$106,026)	\$40,458	X	X					\$0	
			<i>Total Savings</i>	\$132,171						<i>Total Savings</i>	\$0		
ECN-1		<p>Increase Attrition Savings to reflect hiring timeline for vacant 1.00 FTE 0931 Manager III position and 1.00 FTE 0923 Manager II position in CityBuild, reflecting approximate start date of January 1, 2020 (total savings of \$216,569). However, adjust initial Attrition Savings budget from \$223,482 to \$139,084, representing the savings of a vacant 1.00 FTE 9772 Community Development Specialist position, to ensure that CityBuild can meet its staffing needs in FY 2019-20. The result is a net increase in Attrition Savings of \$132,171.</p> <p>One-time savings.</p>											
	9993 Attrition Savings		\$0	(\$55,820)	\$55,820	X				\$0	(\$57,927)	\$57,927	X
	Mandatory Fringe Benefits		\$0	(\$23,548)	\$23,548	X				\$0	(\$25,001)	\$25,001	X
			<i>Total Savings</i>	\$79,368						<i>Total Savings</i>	\$82,928		
ECN-2		<p>Increase Attrition Savings to better reflect possible vacancies in Workforce Development Division. Attrition is currently budgeted at approximately 4.9 percent of the Division's salary and benefit costs (excluding CityBuild), and adjustment would increase attrition to approximately 7.9 percent. Adjustment is equivalent to vacancy of 0.50 FTE 9774 Senior Community Development Specialist position.</p> <p>Ongoing savings</p>											
	Prof & Specialized Svcs-Bdgt		\$175,000	\$150,000	\$25,000	X				\$175,000	\$150,000	\$25,000	X
ECN-3		<p>Reduce funding in the Professional and Specialized Services Budget for Workforce Development to reflect historical underspending in this area.</p> <p>Ongoing savings</p>											



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**ECN - Economic and Workforce Development**

Rec #	Account Title	FY 2019-20						FY 2020-21									
		FTE		Amount		Savings		FTE		Amount		Savings					
		From	To	From	To	From	To	From	To	From	To	From	To				
	<b>ECN Real Estate Development</b>																
	Programmatic Projects-Budget			\$4,908,127	\$4,730,100	\$178,027											\$0
ECN-6	Reduce project budget to reflect hiring timeline for vacant off-budget 1.00 FTE 0933 Manager V position and 1.00 FTE 5502 Project Manager I position. Request to Fill has not been submitted for the 0933 Manager V position. Controller's report "How Long Does it Take to Hire in the City and County of San Francisco?" shows management positions take approximately six months to fill. 5502 Project Manager I position has been vacant since 3/26/18 and is still pending DHR approval. Adjust Attrition savings to reflect approximate start dates of January 1, 2020 for the 0933 Manager V position and October 1, 2019 for the 5502 Project Manager I position. Real Estate Development Division is funded by developer fees and reductions do not provide General Fund savings.			(\$19,957)	(\$105,391)	\$85,434	X										\$0
	9993 Attrition Savings			(\$8,386)	(\$44,806)	\$36,420	X										\$0
	Mandatory Fringe Benefits																
				<b>Total Savings</b>		<b>\$121,854</b>											<b>\$0</b>
ECN-7	Increase Attrition Savings to better reflect hiring timeline for vacant 1.00 FTE 0922 Manager I position and vacant 1.00 FTE 1823 Senior Administrative Analyst Position. The 0922 Manager I position is pending DHR approval and will take time to fill. The Request to Fill has not been submitted for the 1823 Senior Administrative Analyst position. Controller's Office report "How Long Does it Take to Hire in the City and County of San Francisco?" shows that Administrative Analyst positions take approximately 4 months to fill. Adjust Attrition savings to reflect approximate start date of November 1, 2019 for these positions. Real Estate Development Division is funded by developer fees and reductions do not provide General Fund savings.			\$450,000	\$425,000	\$25,000											\$25,000
ECN-8	Reduce funding in the Professional and Specialized Services Budget for Public-Private Development to reflect historical underspending in this area. Real Estate Development Division is funded by developer fees and reductions do not provide General Fund savings.																

FY 2020-21			
Total Recommended Reductions		One-Time	Ongoing
General Fund	Non-General Fund	Total	Total
\$0	\$0	\$273,783	\$273,783
\$0	\$0	\$25,000	\$25,000
<b>\$0</b>	<b>\$0</b>	<b>\$298,783</b>	<b>\$298,783</b>

FY 2019-20			
Total Recommended Reductions		One-Time	Ongoing
General Fund	Non-General Fund	Total	Total
\$171,855	\$299,881	\$226,594	\$398,449
\$299,881	\$25,000	\$25,000	\$324,881
<b>\$471,736</b>	<b>\$251,594</b>	<b>\$251,594</b>	<b>\$723,330</b>





**DEPARTMENT: ECN – OFFICE OF ECONOMIC WORKFORCE DEVELOPMENT**

Year	Department Code	Fund Code	Supplier No	Supplier Name	Project Code	Remaining Balance
2017	229991	10770	0000019657	General Assembly Space Inc.	10000448	\$100,000
2017	207766	10010	0000010294	Success Center San Francisco	10022546	\$92,073
2017	229991	10010	0000010328	Street Level Advisors	10022531	\$51,413
2017	207767	10010	0000011806	SF Chamber of Commerce Foundation-LSF	10022531	\$26,813
2017	207766	10010	0000007937	Young Community Developers Inc.	10022546	\$26,195
2017	207767	10020	0000008327	West Portal Merchants Association Inc.	10022539	\$25,000
<b>General Fund Total</b>						\$221,494
<b>Non-General Fund Total</b>						\$100,000
<b>Total</b>						\$321,494

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$28,017,473 budget for FY 2019-20 is \$5,075,980 or 22.1% more than the original FY 2018-19 budget of \$22,941,493.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 31.12 FTEs, which are 0.81 FTEs more than the 30.31 FTEs in the original FY 2018-19 budget. This represents a 2.7% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$19,595,940 in FY 2019-20, are \$4,313,155 or 28.2% more than FY 2018-19 revenues of \$15,282,785.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$25,900,084 budget for FY 2020-21 is \$2,117,389 or 7.6% less than the Mayor’s proposed FY 2019-20 budget of \$28,017,473.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 31.11 FTEs, which are 0.01 FTEs less than the 31.12 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a less than 0.1% decrease in FTEs from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$16,945,369 in FY 2020-21, are \$2,650,571 or 13.5% less than FY 2019-20 estimated revenues of \$19,595,940.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** ART – ARTS COMMISSION

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Arts Commission	15,524,681	16,173,305	17,975,575	22,941,493	28,017,473
FTE Count	28.49	30.48	30.28	30.31	31.12

The Department’s budget increased by \$12,492,792, or 80.5%, from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 2.63 or 9.2% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$5,075,980 largely due to capital costs and increases from the passage of a ballot measure (November 2018, Proposition E) that dedicates a portion of hotel tax growth to new and existing arts and culture programming.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has decreased by \$2,117,389 largely due to the expiration of one-time capital expenditures.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** ART – ARTS COMMISSION

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$109,281 in FY 2019-20. All of the \$109,281 in recommended reductions are one-time savings. These reductions would still allow an increase of \$4,966,699 or 21.6% in the Department’s FY 2019-20 budget.

Our reserve recommendations total \$2,613,000 in FY 2019-20, \$2,613,000 of which are one-time and none of which are ongoing.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst has no recommended reductions to the proposed budget for FY 2020-21.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**ART - Arts Commission**

Rec #	Account Title	FY 2019-20				FY 2020-21					
		FTE		Amount		FTE		Amount			
		From	To	From	To	From	To	From	To		
ART-1	9993 Attrition Savings	(0.97)	(1.45)	(\$106,839)	(\$171,071)						
	Mandatory Fringe Benefits			(\$45,935)	(\$72,819)						
	<i>Total Savings</i>				\$91,116						\$0
		Increase Attrition Savings to reflect anticipated delays in hiring two vacant positions by adjusting a 0.5 FTE 0923 Manager II position to 0.25 FTE and a 1.0 FTE 1823 Senior Administrative Analyst position to 0.77 FTE.									
ART-2	1840 Junior Management Assistant	1.00	0.85	\$82,518	\$70,140						
	Mandatory Fringe Benefits			\$38,583	\$32,796						
	<i>Total Savings</i>				\$18,165						\$0
		Reduce a vacant 1.0 FTE 1840 Junior Management Assistant to 0.85 FTE to reflect anticipated delay in hiring.									

**FY 2019-20**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$109,281
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$109,281</b>

**FY 2020-21**

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

Rec #	Account Title	FY 2019-20				FY 2020-21					
		FTE		Amount		FTE		Amount			
		From	To	From	To	From	To	From	To		
ART-3	Programmatic Projects			\$2,613,000							
	<i>Total</i>				\$2,613,000						\$0
		Place \$2,613,000 for the Arts Impact Endowment Fund on Budget and Finance Committee Reserve. This new funding is from the passage of Proposition E in November 2018, which dedicates a portion of hotel tax growth to new and existing arts and culture programming. Details for allocation of these funds are being determined by the Cultural Services Allocation Plan Working Group.									

**FY 2019-20**

Total Reserve Recommendations		
One-Time	Ongoing	Total
General Fund	\$0	\$0
Non-General Fund	\$2,613,000	\$2,613,000
<b>Total</b>	<b>\$0</b>	<b>\$2,613,000</b>

**FY 2020-21**

Total Reserve Recommendations		
One-Time	Ongoing	Total
General Fund	\$0	\$0
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$27,621,396 budget for FY 2019-20 is \$154,125 or 0.6% more than the original FY 2018-19 budget of \$27,467,271.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 70.95 FTEs, which are 0.28 FTEs more than the 70.67 FTEs in the original FY 2018-19 budget. This represents a 0.4% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$18,263,920 in FY 2019-20, are \$78,234 or 0.4% more than FY 2018-19 revenues of \$18,185,686.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$31,942,171 budget for FY 2020-21 is \$4,320,775 or 15.6% more than the Mayor’s proposed FY 2019-20 budget of \$27,621,396.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 70.81 FTEs, which are 0.14 FTEs less than the 70.95 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a 0.2% decrease in FTEs from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$22,479,386 in FY 2020-21, are \$4,215,466 or 23.1% more than FY 2019-20 estimated revenues of \$18,263,920.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** WAR – WAR MEMORIAL

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
War Memorial	24,388,543	25,621,236	26,910,642	27,467,271	27,621,396
FTE Count	64.70	68.46	69.46	70.67	70.95

The Department’s budget increased by \$3,232,853 or 13% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 6.25 or 9.7% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$154,125 largely due to salary and benefit costs.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has increased by \$4,320,775 largely due to an allocation of \$4.2 million for the Opera House Roof Replacement capital project.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** WAR – WAR MEMORIAL

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$45,993 in FY 2019-20. Of the \$45,993 in recommended reductions, \$45,993 are ongoing savings and none are one-time savings. These reductions would still allow an increase of \$108,132 or 0.4% in the Department’s FY 2019-20 budget.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$38,702 in FY 2020-21. Of the \$38,702 in recommended reductions, \$38,702 are ongoing savings and none are one-time savings. These reductions would still allow an increase of \$4,282,073 or 15.5% in the Department’s FY 2020-21 budget.



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**WAR - War Memorial**

Rec #	Account Title	FY 2019-20						FY 2020-21							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			
	<b>WAR War Memorial</b>														
	9993 Attrition Savings			(\$321,331)	(\$354,036)	\$32,705	x				(\$334,865)	(\$364,883)		\$30,018	
	Mandatory Fringe Benefits			(\$145,772)	(\$159,060)	\$13,288	x				(\$155,177)	(\$163,861)		\$8,684	
				<i>Total Savings</i>	<i>\$45,993</i>						<i>Total Savings</i>	<i>\$38,702</i>			
WAR-1		Increase Attrition Savings to 5% of total budgeted salaries from 4.5% of total budgeted salaries to better reflect historical salary savings. The Controller has projected salary savings between \$306,000 and \$327,000 and associated benefits savings between \$261,000 and \$265,000 in the current year. Prior years have also shown salary surpluses upwards of \$200,000.													

**FY 2019-20**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$45,993
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$45,993</b>

**FY 2020-21**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$38,702
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$38,702</b>

**YEAR ONE: FY 2019-20**

Budget Changes

The Department's proposed \$173,808,645 budget for FY 2019-20 is \$13,196,155 or 8.2% more than the original FY 2018-19 budget of \$160,612,490.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 701.06 FTEs, which are 4.75 FTEs more than the 696.31 FTEs in the original FY 2018-19 budget. This represents a 0.7% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$77,678,645 in FY 2019-20, are \$696,155 or 0.9% more than FY 2018-19 revenues of \$76,982,490.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department's proposed \$169,290,895 budget for FY 2020-21 is \$4,517,750 or 2.6% less than the Mayor's proposed FY 2019-20 budget of \$173,808,645.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 700.96 FTEs, which is the 0.10 FTE less than the 701.06 FTEs in the Mayor's proposed FY 2019-20 budget. This represents less than 1.0% reduction in FTEs from the Mayor's proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$74,770,895 in FY 2020-21, are \$2,907,750 or 3.7% less than FY 2019-20 estimated revenues of \$77,678,645.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** LIB – PUBLIC LIBRARY

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Public Library	117,128,318	126,008,847	137,850,825	160,612,490	173,808,645
FTE Count	662.28	682.99	697.60	696.00	701.00

The Department’s budget increased by \$56,680,327 or 48.4% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count increased by 38.7 or 5.9% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$13,196,155 largely due to negotiated salary and benefit costs and additional investments in capital, library collections, and information technology (IT).

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has decreased by \$4,517,750 largely due to fewer planned capital investments in FY 2020-21. However, the Library plans to continue making enhancements to its collections, technology, and building infrastructure in both fiscal years.

**File 19-0631** is a proposed ordinance amending the Administrative Code to eliminate fines for overdue library books and other materials and equipment, and forgiving outstanding patron debt for overdue fines. According to Ms. Maureen Singleton, Acting Chief Operating Officer at the San Francisco Public Library, the annual budget revenue for overdue fines is \$300,000. The Library will reduce this to 75 percent in FY 2019-20 and the remaining 25 percent in FY 2020-21. Ms. Singleton states that actual amounts range from \$300,000 to \$330,000.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** LIB – PUBLIC LIBRARY

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$424,500 in FY 2019-20. Of the \$424,500 in recommended reductions, \$367,000 are ongoing savings and \$57,500 are one-time savings. These reductions would still allow an increase of \$12,771,655 or 7.95% in the Department’s FY 2019-20 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$54,303.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$547,000 in FY 2020-21. Of the \$547,000 in recommended reductions, \$367,000 are ongoing savings and \$180,000 are one-time savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**LIB - Public Library**

Rec #	Account Title	FY 2019-20						FY 2020-21					
		FTE		Amount		GF	1T	FTE		Amount		GF	1T
		From	To	From	To			From	To	From	To		
	<b>Facilities Maintenance</b>												
LIB-1	Equipment Purchase-Budget		\$29,000	\$0	\$29,000		x						\$0
	Eliminate purchase of one piece of unnecessary equipment (sewage tank pump).												
LIB-2	Other Materials & Supplies		\$189,000	\$109,000	\$80,000				\$189,000	\$109,000	\$80,000		
	Reduce by \$80,000 to reflect expected expenditure and actual need.												
LIB-3	Janitorial Services		\$287,000	\$200,000	\$87,000				\$287,000	\$200,000	\$87,000		
	Reduce by \$87,000 to reflect expected expenditure and actual need.												
LIB-4	Other Equip Maintenance								\$342,415	\$262,415	\$80,000		x
	Savings in FY 2020-21 only.												
	Equipment Purchase - Budget		\$28,500	\$0	\$28,500		x						\$0
LIB-5	Eliminate the purchase of one replacement vehicle for the Chief of Branches' 2007 Toyota Prius. Since 2007, this vehicle has been driven approximately 36,745 miles. According to the City's latest vehicle inventory report, this vehicle has been driven an average of 10 days per month and received a telematics utilization grade of "F" (meaning the 20 percent least-used). The Department has not shown sufficient justification for this replacement vehicle and the City is trying to "right size" its fleet of vehicles.												
	<b>Capital Improvement Project</b>												
LIB-6	Bldgs, Struct & Imprv Proj- Budget		\$2,416,857	\$2,216,857	\$200,000				\$831,164	\$631,164	\$200,000		
	Reduce by \$200,000 to reflect expected expenditure and actual need.												
	<b>Information Technology</b>												
LIB-7	Copy Machine								\$319,000	\$269,000	\$50,000		x
	Savings in FY 2020-21 only.												
	<b>Main Library Operations</b>												
LIB-8	Copy Machine								\$370,000	\$320,000	\$50,000		x
	Savings in FY 2020-21 only.												

FY 2019-20				FY 2020-21			
Total Recommended Reductions		Total Recommended Reductions		Total Recommended Reductions		Total Recommended Reductions	
One-Time	Ongoing	One-Time	Ongoing	One-Time	Ongoing	One-Time	Ongoing
General Fund	\$0	General Fund	\$0	General Fund	\$0	General Fund	\$0
Non-General Fund	\$57,500	Non-General Fund	\$367,000	Non-General Fund	\$367,000	Non-General Fund	\$547,000
<b>Total</b>	<b>\$57,500</b>	<b>Total</b>	<b>\$424,500</b>	<b>Total</b>	<b>\$367,000</b>	<b>Total</b>	<b>\$547,000</b>

**DEPARTMENT: LIB – LIBRARY**

<b>Year</b>	<b>Department Code</b>	<b>Fund Code</b>	<b>Supplier No</b>	<b>Supplier Name</b>	<b>Project Code</b>	<b>Remaining Balance</b>
7/5/2018	232048	13140	0000014703	MULTI-CULTURAL BOOKS & VIDEOS INC	10001718	\$21,700.00
7/9/2018	232048	13140	0000014703	W T COX INFORMATION SERVICES	10001718	\$11,386.64
10/9/2018	232048	13140	0000014703	PROQUEST LLC	10001718	\$11,216.25
7/2/2018	232048	13140	0000014703	CENGAGE LEARNING INC	10001718	\$10,000.20
<b>Total</b>						<b>\$54,303.09</b>

**YEAR ONE: FY 2019-20**

Budget Changes

The Department’s proposed \$17,268,730 budget for FY 2019-20 is \$1,262,462 or 7.9% more than the original FY 2018-19 budget of \$16,006,268.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2019-20 are 76.05 FTEs, which are 0.12 FTE more than the 75.93 FTEs in the original FY 2018-19 budget. This represents a 0.2% increase in FTEs from the original FY 2018-19 budget.

Revenue Changes

The Department's revenues of \$320,746 in FY 2019-20, are \$58,400 or 15.4% less than FY 2018-19 revenues of \$379,146.

**YEAR TWO: FY 2020-21**

Budget Changes

The Department’s proposed \$17,554,197 budget for FY 2020-21 is \$285,467 or 1.7% more than the Mayor’s proposed FY 2019-20 budget of \$17,268,730.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 76.01 FTEs, which are 0.04 FTEs less than the 76.05 FTEs in the Mayor’s proposed FY 2019-20 budget. This represents a 0.1% decrease in FTEs from the Mayor’s proposed FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$327,866 in FY 2020-21, are \$7,120 or 2.2% more than FY 2019-20 estimated revenues of \$320,746.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** BOS – BOARD OF SUPERVISORS

**SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:**

	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>
Board of Supervisors	\$14,685,074	\$14,647,983	\$15,727,807	\$16,006,268	\$17,268,730
FTE Count	79.91	79.00	77.13	75.93	76.05

The Department’s budget increased by \$2,583,656 or 17.6% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20. The Department’s FTE count decreased by 3.86 or 4.8% from the adopted budget in FY 2015-16 to the proposed budget in FY 2019-20.

**FY 2019-20**

The Department’s proposed FY 2019-20 budget has increased by \$1,262,462 largely due to increases in salaries and fringe benefits, a planned renovation to create a confidential office area, digitization of legislative files, and ongoing maintenance for the new Assessment Appeals Board web-based system.

**FY 2020-21**

The Department’s proposed FY 2020-21 budget has increased by \$285,467 largely due to cost of living adjustments.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2019-20 AND FY 2020-21**

**DEPARTMENT:** BOS – BOARD OF SUPERVISORS

**RECOMMENDATIONS**

**YEAR ONE: FY 2019-20**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$25,000 in FY 2019-20. Of the \$25,000 in recommended reductions, \$20,000 are ongoing savings and \$5,000 are one-time savings. These reductions would still allow an increase of \$1,237,462 or 7.7% in the Department’s FY 2019-20 budget.

**YEAR TWO: FY 2020-21**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$20,000 in FY 2020-21. All of the \$20,000 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$265,467 or 1.5% in the Department’s FY 2020-21 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

**BOS - Board of Supervisors**

Rec #	Account Title	FY 2019-20						FY 2020-21					
		FTE		Amount		GF	1T	Savings		GF		1T	
		From	To	From	To			From	To	From	To	From	To
BOS-1	Membership Dues			\$1,565	\$1,000	\$565	x			\$1,565	\$1,000	\$565	x
		Reduce budget based on actual spending.											
BOS-2	DP/WP Equipment Maintenance			\$32,790	\$30,000	\$2,790	x			\$32,790	\$30,000	\$2,790	x
		Reduce budget based on actual spending.											
BOS-3	Materials & Supplies			\$37,717	\$32,717	\$5,000	x	x					\$0
		Reduce materials and supplies budget for conference expenses.											
	<b>BOS Supervisors</b>			\$69,134	\$59,989	\$9,145	x			\$69,134	\$59,989	\$9,145	x
BOS-4	Membership Dues			\$210,000	\$205,000	\$5,000	x			\$210,000	\$205,000	\$5,000	x
		Reduce budget based on actual spending.											
BOS-5	Interpreters			\$7,500	\$5,000	\$2,500	x			\$7,500	\$5,000	\$2,500	x
		Reduce budget based on actual spending.											

**FY 2019-20**

	Total Recommended Reductions		Total
	One-Time	Ongoing	
General Fund	\$5,000	\$20,000	\$25,000
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$5,000</b>	<b>\$20,000</b>	<b>\$25,000</b>

**FY 2020-21**

	Total Recommended Reductions		Total
	One-Time	Ongoing	
General Fund	\$0	\$20,000	\$20,000
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>