

File No. 120591

Committee Item No. \_\_\_\_\_

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date June 18, 20, 21 & 22, 2012

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form (for hearings)             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <i>*Master Fee Schedule of Budget Submission</i> |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____  |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____  |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____  |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____  |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____  |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____  |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____  |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____  |

Completed by: Victor Young Date June 14, 2012  
Completed by: Victor Young Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document can be found in the file.



MAYOR'S 2012-2013 & 2013-2014

# *Proposed Budget*

Mayor Edwin M. Lee

City and County of  
**SAN FRANCISCO**  
**CALIFORNIA**

\*\* Complete copy of document is  
located in

File No. 120591

CITY AND COUNTY OF SAN FRANCISCO

RECEIVED  
BOARD OF SUPERVISORS

2012 MAY 31 AM 11:48

*RBC*

PROPOSED BUDGET  
AND  
ANNUAL APPROPRIATION ORDINANCE  
AS OF MAY 31, 2012



File No. 120591

Ordinance No. \_\_\_\_\_

FISCAL YEAR ENDING JUNE 30, 2013 and  
FISCAL YEAR ENDING JUNE 30, 2014

\*\* Complete copy of document is  
located in

File No. 120591



June 12, 2012

To: Honorable Members of the Board of Supervisors' Budget and Finance Committee  
Angela Calvillo, Clerk of the Board of Supervisors  
Harvey Rose, Board of Supervisors' Budget Analyst

From: Kate Howard, Mayor's Budget Director

Re: Interim Exceptions to the Annual Salary Ordinance

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

***Redevelopment Related Positions (53.60 FTE)***

- **Office of the City Administrator (35.00 FTE).** The City Administrator's Office is adding 35 positions due to the increase in work associated with the transition of the former Redevelopment Agency to the City and County of San Francisco. This includes one 0932 Manager IV, one 0933 Manager V, one 0953 Deputy Director III, three R030 Management Assistant III positions, three R035 Management Assistant II positions, two R535 Development Services Managers, two R550 Senior Project Managers, one R565 Senior Civil Engineer, one R585 Contract Compliance Supervisor, one R586 Contract Compliance Specialist III, three R590 Project Managers, two R615 Development Specialists, one R630 Senior Financial Analyst, one R635 Architect, one R640 Contract Compliance Specialist II, one R695 Accountant III, one R720 Senior Programmer Analyst, one R730 Associate Planner, one R775 Accountant II, one R855 Records Specialist II, two R880 Records Specialist I positions, one R930 Staff Associate V, one R970 Accounting Supervisor, and two R990 Assistant Project Managers.
- **The Mayor's Office of Housing (10.00 FTE).** The Mayor's Office of Housing is adding ten positions due to the increase in work associated with the transition of the former Redevelopment Agency (RDA) to the City and County of San Francisco. These interim exceptions are needed to transition former RDA employees to the Mayor's Office of Housing to continue implementing housing obligations and responsibilities. The positions include one 1657 Accountant, one 5502 Project Manager I, one R035 Management Assistant II, one R590 Project Manager, three R615 Development Specialists, one R670 Financial Systems Accountant, one R705 Assistant Development Specialist, and one R895 Office Assistant I.
- **Port (8.60 FTE).** The Port is adding ten positions due to the increase in work associated with the transition of the former Redevelopment Agency (RDA) to the City and County of San

Francisco. The Port is absorbing one R030 Management Assistant III, one R740 Harbormaster, three R840 Harbor Attendants, two 80%-time R865 Harbor Office assistants, and two R890 Harbor Security Officers from the Redevelopment Agency for the maintenance and management of South Beach Harbor.

- In addition there are several departments (listed below) that are requesting additional positions due to increased work related to the City taking on the functions of the former SFRA, including the City Attorney's Office (3.0 FTE), the Treasurer Tax Collector (1.0 FTE), and the City Administrator (1.0 FTE).

***General Fund Positions (73.00 FTE)***

- **Art Commission (2.50 FTE).** The Art Commission has budgeted two new full-time positions and one 0.5 new part-time position as part of their Department reorganization, including one full-time 0951 Deputy Director I, one full-time 1842 Management Assistant, and one part-time 3549 Arts Program Assistant. All of these positions are currently filled with temporary employees.
- **Department of the Assessor-Recorder (5.00 FTE).** The Assessor-Recorder has budgeted five new limited-tenure positions, including three 4213 Assessor-Recorder Office Assistants, one 4265 Real Property Appraiser and one 4267 Principal Real Property Appraiser, to work on Real Property assessment and appeals backlogs. These positions are all currently in the Department's budget as limited-term positions that were set to expire in the budget year, thus the "new" action actually reflects renewal of the limited terms. These require interim exceptions because: the 4265 is currently filled; the 4267 recruitment process is underway and an eligible list is expected to be ready by mid-May 2012; and the three 4213s are part of the Office Assistant reorganization for which the budget contains a set amount of attrition for all positions not currently filled.
- **Office of the City Administrator (2.00 FTE).** The City Administrator's Office is adding two interim exception positions; one is a 0931 Manager III position due to the increase in human resources work associated with the transition of the former Redevelopment Agency to the City and County of San Francisco. The Department is also adding an 1824 Principal Administrative Analyst to the Office of Immigrant Affairs; this position is currently filled with a temporary employee and will be filled on a permanent basis starting in July.
- **Office of the City Attorney (5.00 FTE).** The City Attorney's Office is adding two 8177 Attorney positions and one 8169 Legislative Assistant position due to the increase in work associated with the transition of the former Redevelopment Agency to the City and County of San Francisco. The Department is also adding one 8177 Attorney and one 8169 Legislative Assistant to start its revenue generating Consumer Protection Unit.
- **City Planning (2.00 FTE).** The City Planning Department requires one new limited-tenure 5298 Environmental Planner III and one new limited-tenure 5291 Planner III to provide environmental review and other planning services for the Warriors project; if these two positions are not approved as interim exceptions the work will be delayed for this project. These positions will be fee-funded.

- **Human Services Agency (4.00 FTE).** The Human Services Agency budgeted four new interim exception positions. This includes one 9704 Employment & Training Specialist III to manage a 3-year Department of Labor grant to provide subsidized employment for non-custodial parents identified by Department of Child Support Services. The Department's budget also includes two 1822 Administrative Analyst positions for the federally-funded Broadband Technology Opportunities Program; these positions will focus on increasing broadband access and adoption for seniors and clients with disabilities. Delays in hiring for these positions will slow down the spending of the grant monies and the implementation of these important programs. Finally, the Department budgeted one new 0922 Manager I to lead the new Lesbian, Gay, Bisexual and Transgender Seniors Task Force introduced to the Board of Supervisors by Supervisors Wiener, Campos and Olague. If approved, the Task Force will begin its work in July 2012, with a focus on making its first set of planning and policy recommendations to the Board within an 18 month time period. This position will staff the Task Force and manage the group's efforts in addition to working to implement the Excellence in Dementia Care Plan; if this position is not approved as an interim exception it would be difficult for the Task Force to meet the above mentioned times lines.
- **Department of Public Health (1.00 FTE).** The Department of Public Health has budgeted one 2930 Psychiatric Social Worker to start on July 1. This position will work with the Child Abuse Intervention Program (CAIP), which is a new requirement established in the Penal Code to address child abuse. The Department is already recruiting for this position and intends to fill it shortly after the start of the new fiscal year to ensure compliance.
- **Department of Public Works (46.00 FTE).** The Department of Public Works is adding 46 project-funded, off-budget/limited term positions for various bonds, Certificate of Participation, and work order funded projects. These projects include the Earthquake Safety and Emergency Response bond; the Road Repaving and Streets Safety bond; the San Francisco General Hospital Rebuild bond; the War Memorial Veterans Building rebuild; and various capital projects for the Public Utilities Commission, the Library, the Fire Department, and other departments. The positions are: one 0932 Manager IV, one 1822 Administrative Analyst, one 1840 Junior Management Assistant, one 1842 Management Assistant, ten 5203 Assistant Engineers, five 5207 Associate Engineers, six 5260 Architectural Assistant I positions, six 5262 Landscape Architectural Associate I positions, two 5502 Project Managers, one 5508 Project Manager IV, one 5620 Regulatory Specialist, eight 6318 Construction Inspectors, one 6331 Building Inspector, one 7282 Street Repair Supervisor II, and one 9254 Assistant to the Director, Public Affairs. The recruitment process has begun in anticipation of filling these positions at the beginning of Fiscal Year 2012-13 to meet project time line needs.
- **Sheriff's Department (4.00 FTE).** The Sheriff's Department is adding four 8504 Deputy Sheriff positions to perform security work at the new Public Utilities Commission (PUC) building (construction recently finished). The PUC is funding these positions through a work order; hiring them at the start of the fiscal year will help control overtime costs at the Sheriff's Department.
- **Office of the Treasurer & Tax Collector (1.50 FTE).** The Office of the Treasurer and Tax-Collector is budgeting one new 1654 Accountant III due to the increase in banking related work associated with the transition of the former Redevelopment Agency to the City and County of San Francisco. The Department is also adding one new 0.5 part-time 1840 Junior

Management Assistant to work on the Kindergarten to College and financial literacy program. This position is complimented by a new grant-funded 0.5 1840 described in Non-General Fund Positions below, thus 1.0 FTE will split their time between two different financial programs. This position is also currently filled by a temporary employee, and the General Fund half will be funded by a work order from the Department of Children, Youth and their Families (DCYF).

***Non-General Fund Positions (36.00 FTE)***

- **Airport (3.00 FTE).** The Airport is proceeding with a Federally-required Airfield project during the summer construction season and has budgeted three new off-budget 9212 Airport Security Officers to complete this project. Current staffing levels are not sufficient to ensure completion of the project in the planned time frame and hiring must commence immediately.
- **Art Commission (0.50 FTE).** The Art Commission has budgeted one 0.5 part-time 3549 Arts Program Assistant which is funded by the Community Arts and Education Youth Arts project. The position is currently filled with a temporary employee, and if this interim exception is not approved we would need to adjust temporary salaries to continue seamless programming.
- **Office of the City Administrator (8.00 FTE).** The City Administrator's Office is adding eight 2708 Custodian positions for the opening of the new PUC building. The PUC is funding these positions through a work order, and they are needed July 1 since building construction has finished.
- **Department of Emergency Management (3.00 FTE).** The Department of Emergency Management has budgeted three new grant funded positions as part of an exempt transition project in coordination with the Department of Human Resources. These positions include one 5291 Planner III, one 0931 Manager III that is budgeted between two index codes, and one 0932 Manager IV that is also budgeted between two index codes. Immediate hiring is needed to perform this important work and spend down grant funds.
- **Human Services Agency (5.00 FTE).** The Human Services Agency budgeted five new grant-funded positions. This includes four 2920 Medical Social Workers, and one 2924 Medical Social Work Supervisor. These positions will support the Community-Based Care Transitions Program funded by the federal government, and the Center for Medicare and Medicaid Innovation grant to develop new payment and delivery models. Each of these positions is currently being recruited for and is expected to be filled by the beginning of the fiscal year. If the interim exceptions for these positions are not approved, the Department's assumed grant revenue should be reduced accordingly.
- **Police Department (1.00 FTE).** The Police Department is budgeting one new off-budget 1824 Principal Administrative Analyst to support police positions funded by an Urban Areas Security Initiative (UASI) grant and to plan and provide analysis on UASI projects. Immediate hiring is needed to perform this important work and spend down grant funds.
- **Port (2.00 FTE).** The Port is budgeting one new 1244 Senior Personnel Analyst and one new 1054 Principal IS-Business Analyst. The 1244 is currently filled by an existing temporary employee, and if this interim exception is not approved the Department will need to adjust

temporary salaries to continue the current work being done. The 1054 has been budgeted to perform critical software upgrades to the Department's Oracle system and is needed immediately to perform this important work.

- **Office of the Public Defender (1.00 FTE).** The Public Defender's Office is adding one off-budget 2910 Social Worker. This position will be funded by the Edward Byrne Memorial JAG grant; it is needed July 1 to perform the work required by the grant and to spend down the grant funds.
- **Department of Public Health (6.00 FTE).** The Department of Public Health budgeted six grant funded positions to start on July 1; the process to hire these employees began in FY 2011-12, and the Department will be ready to start spending these funds in July of 2012. The positions include one 2586 Health Worker II to implement a pilot that started in FY 2011-12 to integrate Primary Care into Substance Abuse program settings; one 2818 Health Program Planner to complete work for a Community Transformation Grant to integrate evidence-based strategies to reduce death and disability due to tobacco use, obesity, and heart disease and stroke; and four 2830 Public Health Nurses that will start making home visits in July to families living within at-risk communities to implement a grant received from the State.
- **Department of Public Works (1.00 FTE).** The Department of Public Works is adding one project-funded limited-term 1822 Administrative Analyst position for the implementation of the Road Repaving and Streets Safety bond. The recruitment process has begun in anticipation of filling this position at the beginning of Fiscal Year 2012-13 to meet project timeline needs.
- **Recreation and Park Department (5.00 FTE).** The Recreation and Park Department included five new 3410 Apprentice Gardeners in their budget submission. The Department plans to have these employees start immediately with a new cohort of apprentice gardeners.
- **Office of the Treasurer & Tax Collector (0.50 FTE).** The Office of the Treasurer and Tax-Collector is budgeting one new grant-funded part-time 1840 Junior Management Assistant to work on financial literacy programs. This position is complimented by a new 0.5 1840 described in General Fund Positions above, thus 1.0 FTE will split their time between two different financial programs. The position is needed July 1 to perform this important work and spend down grant funds.

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



OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2012 MAY 31 PM 1:34

*RBC*

May 31, 2012

To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Kate Howard, Mayor's Budget Director  
Date: May 31, 2012  
Re: Mayor's FY 2012-2013 and FY 2013-14 Budget Submission

Madam Clerk,

In accordance with City and County of San Francisco Charter, Article IX, Section 9.100, the Mayor's Office hereby submits the Mayor's June 1<sup>st</sup> proposed budget, corresponding legislation and related materials for Fiscal Year 2012-2013 and Fiscal Year 2013-14.

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

- Five copies of the Mayor's Budget Book.
- The budget for the Treasure Island Development Authority for FY 2012-2013 and FY 2013-14.
- 17 separate pieces of legislation (see list attached).
- A Transfer of Function letter detailing the transfer of 36.13 positions within the Executive Branch.
- A letter addressing funding levels for consumer price index increases for nonprofit corporations or public entities for the coming two fiscal years.

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

Best,

A handwritten signature in cursive script, appearing to read "Kate H.", written in black ink.

Kate Howard  
Mayor's Budget Director

**Legislation Introduced with the Mayor's Proposed FY 2012-13 and FY 2013-14 Budget**

Description of Legislation
Treasure Island Development Authority Budget
Treasure Island Development Authority Interim Budget
Adjusting the Access Line Tax with the Consumer Price Index of 2012
Continuing Prop J Contract/Certification of Specified Contracted Out Services Previously Approved
Police - Car Park Garage Permit Fee
Allocation plan for the Human Services Care Fund
Contract modification between the Human Services Agency and Children's Council of San Francisco
Resolution retroactively approving the contract between the Human Services Agency and Conard House Inc.
Resolution approving the administration of direct aid payments to clients of the San Francisco Human Services Agency under Administrative Code Chapter 20.1
Resolution approving the contract between the Human Services Agency and Episcopal Community Services
Resolution approving the contract between the Human Services Agency and St. Vincent De Paul Society
DPH Patient Rates for FY 2012-13 and FY 2013-14
Accept and Expend Resolution for DPH State Grants
Administrative Code - Mayor's Office of Disability Fee Update
Fire Code - Fee Update
Park Code - Golf Fee Update
Park Code - Tennis Lessons Fee Update
Resolution approving expenditures from the Budget Savings Incentive Fund for FY 2012-13 and FY 2013-14
Business & Tax Regulations and Health Codes -- Food Product and Marketing Establishment License Fees
Public Education Enrichment Fund allocation plan -- SFUSD
Public Education Enrichment Fund allocation plan -- CFC

OFFICE OF THE MAYOR  
SAN FRANCISCO



BOS-11 Joy  
COB, City Attorney  
Leg Dep, C page

EDWIN M. LEE  
MAYOR

May 31, 2012

Ms. Angela Calvillo  
Clerk of the Board of Supervisors  
San Francisco Board of Supervisors  
City Hall, 1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2012 MAY 31 PM 1:35  
PHE

**Re: Notice of Transfer of Function under Charter Section 4.132**

Dear Madam Clerk:

This letter constitutes a notice to the Board of Supervisors under Charter Section 4.132 of a transfer of function between departments within the Executive. All positions are regular positions unless otherwise specified. The positions including the following:

- 28.13 positions (1.0 FTE 0931, 1.0 FTE 0932, 1.0 FTE 1404, 1.0 FTE 1426, 1.0 FTE 1824, 4.0 FTE 2978, 14.13 FTE 2992, 4.0 FTE 2996, 1.0 FTE 2996 – off budget position) will transfer from the Human Rights Commission to the City Administrator so that the City Administrator oversees the Contract Monitoring Unit.
- One position (1.0 FTE 2978 Contract Compliance Officer II) will transfer from the Human Rights Commission to the City Administrator so that the City Administrator oversees the Surety Bond Program.
- One position (1.0 FTE 5291) will transfer from the City Planning Department to the Port to perform Port-related planning functions.
- Two positions (2.0 FTE 1043) will transfer from the Controller's Office to the Department of Technology to support the new integrated Human Resources, Benefits Administration and Payroll system.
- One position (1.0 FTE 1822) will transfer from the Human Services Agency to the Department of Children, Youth & Their Families to perform work relating to transitional age youth.
- One position (1.0 FTE 0951) will transfer from the First Five Commission to the Human Services Agency to direct the Office of Early Care and Education.
- Two positions (1.0 FTE 1823, 1.0 FTE 1842) will transfer from the Department of Children, Youth & Their Families to the Human Services Agency as part of the Office of Early Care and Education.

If you have any questions please feel free to contact me at 554-6515.

Sincerely,

A handwritten signature in black ink, appearing to read "Kate Howard".

Kate Howard  
Mayor's Budget Director

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

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 544-5227

---

---

MEMORANDUM

---

---

Date: May 31, 2012  
To: Honorable Members, Board of Supervisors  
From: *for* Angela Calvillo, Clerk of the Board *ML*  
Subject: Notice of Transfer of Function Under Charter Section 4.132

---

Pursuant to Charter Section 4.132, Mayor Edwin Lee has issued a notice to the Board of Supervisors, dated May 31, 2012, announcing a plan to reorganize duties and functions between departments and other units of government within the executive branch. The notice attached describes the specific positions begin transferred.

Such reorganization shall become effective 30 days after its issuance unless disapproved by the Board of Supervisors during that time. If you would like to hold a hearing on any of these transfer of function items, please let me know by Friday, June 8.

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

May 31, 2012

To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Kate Howard, Mayor's Budget Director  
Date: May 31, 2012  
Re: Mayor's FY 2012-2013 and FY 2013-14 Budget Submission

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2012 MAY 31 PM 1:35  
KHO

Madam Clerk,

As required under the San Francisco Administrative Code, SEC 12P.3 (ii), this letter provides notice to the Board of Supervisors that the Mayor's Proposed Budget for Fiscal Years (FY) 2012-13 and 2013-14 does not contain funding for consumer price index increases for nonprofit corporations and public entities in either FY 2012-13 or FY 2013-14, nor for prior years. The Mayor's Proposed Budget does include a 1.0 percent increase for nonprofit corporations and public entities for the coming two fiscal years. Because the City's Joint Report, issued on March 7, 2012, projects a \$170 million shortfall in FY 2012-13 and a \$312 million shortfall in FY 2013-14, it would not be feasible to provide consumer price index increases through other budgetary reductions without jeopardizing City operations.

If you have any questions, please contact my office.

Sincerely,

A handwritten signature in cursive script that reads "Kate Howard".

Kate Howard  
Mayor's Budget Director

cc: Members of the Board of Supervisors

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Kate Howard, Mayor's Budget Director  
Date: June 5th, 2012  
Re: Revised list of legislation to be submitted with the Mayor's FY 2012-2013 and FY 2013-14 Budget Submission

---

Madam Clerk,

Attached please find four additional pieces of legislation assumed in the Mayor's June 1<sup>st</sup> proposed budget (listed below), and an updated list of all budget trailing legislation (21 pieces in total).

- Resolution approving expenditures from the Budget Savings Incentive Fund for FY 2012-13 and FY 2013-14
- Department of Public Health (DPH) -- Business & Tax Regulations and Health Codes -- Food Product and Marketing Establishment License Fees
- Department of Children, Youth & Their Families (DCYF) -- Resolution approving the San Francisco Unified School District expenditure plan for the Public Education Enrichment Fund for FY 2012-13
- First 5 (CFC) -- Resolution approving the San Francisco Children and Families Commission expenditure plan for the Public Education Enrichment Fund for FY 2012-13

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

Best,

A handwritten signature in black ink, appearing to read "Kate Howard".

Kate Howard  
Mayor's Budget Director

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2012 JUN -5 PM 2:15  
JK

**Legislation Introduced with the Mayor's Proposed FY 2012-13 and FY 2013-14 Budget**

<b>Introduced</b>	<b>Description of Legislation</b>
1-Jun	Treasure Island Development Authority Budget
1-Jun	Treasure Island Development Authority Interim Budget
1-Jun	Adjusting the Access Line Tax with the Consumer Price Index of 2012
1-Jun	Continuing Prop J Contract/Certification of Specified Contracted Out Services Previously Approved
1-Jun	Police - Car Park Garage Permit Fee
1-Jun	Allocation plan for the Human Services Care Fund
1-Jun	Contract modification between the Human Services Agency and Children's Council of San Francisco
1-Jun	Resolution retroactively approving the contract between the Human Services Agency and Conard House Inc.
1-Jun	Resolution approving the administration of direct aid payments to clients of the San Francisco Human Services Agency under Administrative Code Chapter 20.1
1-Jun	Resolution approving the contract between the Human Services Agency and Episcopal Community
1-Jun	Resolution approving the contract between the Human Services Agency and St. Vincent De Paul Society
1-Jun	DPH Patient Rates for FY 2012-13 and FY 2013-14
1-Jun	Accept and Expend Resolution for DPH State Grants
1-Jun	Administrative Code - Mayor's Office of Disability Fee Update
1-Jun	Fire Code - Fee Update
1-Jun	Park Code - Golf Fee Update
1-Jun	Park Code - Tennis Lessons Fee Update







# **City & County of San Francisco**

---

## **Master Fee Schedule of Budget Submissions**

**for**

**FY 2012-13 and FY 2013-14 Budget Deliberations**

**Controller's Office  
April 2012**

\*\* Complete copy of document is  
located in

File No. 120591



# City and County of San Francisco

## Office of the Controller

Controller's Discussion of the Mayor's FY 2012-13 and 2013-14 Proposed Budget

June 14, 2012

Charter Section 9.102 requires that the Controller provide the Board of Supervisors with an opinion regarding the accuracy of economic assumptions underlying the revenue estimates in the Mayor's Proposed Budget and the reasonableness of such estimates. On May 31, 2012, Mayor Edwin Lee submitted his FY 2012-13 and FY 2013-14 Proposed Budget to the Board of Supervisors. An overview of the revenues is provided in Table 1.

**Overall, the proposed two-year budget appears to be reasonable given the information currently available.** The proposed budget reduces the City's recent reliance on one-time revenues and includes a gradual rebuilding of reserves, reducing prospective budgetary shortfalls, provided that the current economic recovery is sustained and potential future reductions in State revenues remain manageable.

### Overview

As shown in Table 1, the Proposed Budget for FY 2012-13 of \$3.5 billion General Fund and \$7.3 billion All Funds represents a 7% increase from the FY 2011-12 original budget. The Proposed Budget for FY 2013-14 represents a further 3% increase in both General Fund and All Funds. Highlights include:

- **Local tax revenue estimates are reasonable given current economic assumptions but will continue to be monitored.** The proposed budget reflects the prevailing economic consensus in assuming a steady economic recovery through FY 2012-13 and FY 2013-14, with regular revenues increasing by \$220 million over the FY 2011-12 budget (representing \$92 million above the revised FY 2011-12 revenue outlook in the Controller's Nine Month Budget Status Report), and FY 2013-14 revenues increasing by a further \$109 million. However, San Francisco's economy is vulnerable to national and international economic developments that could cause changes to the currently favorable trends in job growth, property values and tourism. Any significant economic slowdown would require the Mayor's Office and Board to adjust the budget to reflect reduced revenues. The Controller's Office will monitor local tax receipts and the overall economic outlook carefully and provide revenue projection updates throughout the budget years.

**CITY AND COUNTY OF SAN FRANCISCO**

**BOARD OF SUPERVISORS**

**BUDGET AND LEGISLATIVE ANALYST**

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

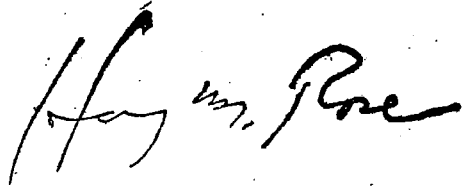
June 14, 2012

**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 2012-2013 to Fiscal Year 2013-2014 Budget.

Page

**Descriptions for Departmental Budget Hearing, June 18, 2012 Meeting, 10:00 a.m.**

ECN	Department of Economic and Workforce Development .....	1
TIDA	Treasurer Island Development Authority .....	9
DBI	Department of Building Inspection.....	12
CPC	Planning Department .....	22
ASR	Assessor/Recorder.....	32
TTX	Treasurer/Tax Collector.....	39
CON	Controller .....	46
GEN	General City Responsibility .....	54
CAT	City Attorney .....	59
GSA ADM	City Administrator and Community Redevelopment .....	66
GSA DT	Department of Technology .....	83
HRC	Human Rights Commission .....	92
GSA DPW	Department of Public Works .....	95
BOS	Board of Supervisors.....	102
MYR	Mayor's Office.....	109
ETH	Ethics Commission .....	117
REG	Department of Elections .....	123



Harvey M. Rose

cc: Supervisor Chu  
Supervisor Avalos  
Supervisor Kim  
Supervisor Cohen  
Supervisor Wiener  
President Chiu  
Supervisor Campos  
Supervisor Elsbernd  
Supervisor Farrell  
Supervisor Mar  
Supervisor Olague  
Clerk of the Board  
Cheryl Adams  
Mayor Lee  
Controller  
Kate Howard

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The department's proposed \$46,048,425 budget for FY 2012-13 is \$13,538,115 or 41.6% more than the original FY 2011-12 budget of \$32,510,310.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 76.48 FTEs, which are 11.62 FTEs more than the 64.86 FTEs in the original FY 2011-12 budget. This represents a 17.9% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$27,291,836 in FY 2012-13, are \$2,196,988 or 8.8% more than FY 2011-12 revenues of \$25,094,848. General Fund support of \$18,756,589 in FY 2012-13 is \$11,341,127 or 152.9% more than FY 2011-12 General Fund support of \$7,415,462.

**YEAR TWO: FY 2013-14**

Budget Changes

The department's proposed \$38,167,350 budget for FY 2013-14 is \$7,881,075 or 17.1% less than the original FY 2012-13 budget of \$46,048,425.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 78.75 FTEs, which are 2.27 FTEs more than the 76.48 FTEs in the original FY 2012-13 budget. This represents a 3.0% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$23,571,616 in FY 2013-14, are \$3,720,220 or 13.6% less than FY 2012-13 revenues of \$27,291,836. General Fund support of \$14,595,734 in FY 2012-13 is \$4,160,855 or 22.2% less than FY 2011-12 General Fund support of \$18,756,589.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

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

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$333,379 in FY 2012-13. Of the \$333,379 in recommended reductions, \$231,379 are ongoing savings and \$102,000 are one-time savings. These reductions would still allow an increase of \$13,204,736 or 40.6% in the Department's FY 2012-13 budget.

The Budget and Legislative Analyst's policy recommendation totals \$1,000,000 in FY 2012-13. If the Board of Supervisors approves the policy recommendation, the recommended reductions to the proposed budget total \$1,333,379 in FY 2012-13. These reductions would still allow an increase of \$11,919,736 of 37.5% in the Departments FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$122 to the General Fund.

Together, these recommendations will result in \$1,333,501 savings to the City's General Fund in FY 2012-13.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$519,014 in FY 2013-14. Of the \$519,014 in recommended reductions, \$519,014 are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

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

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2011-2012 Budget	FY 2012-2013 Proposed	Increase/	FY 2013-2014 Proposed	Increase/
			Decrease from FY 2011-2012		Decrease from FY 2012-2013
<b>ECONOMIC AND WORKFORCE DEVELOPMENT</b>					
CHILDREN'S BASELINE	314,065	314,065	0	314,065	0
ECONOMIC DEVELOPMENT	16,578,112	24,578,342	8,000,230	20,196,120	(4,382,222)
FILM SERVICES	1,207,171	1,291,625	84,454	1,300,000	8,375
OFFICE OF SMALL BUSINESS AFFAIRS	707,907	787,895	79,988	819,192	31,297
WORKFORCE TRAINING	13,703,055	19,076,498	5,373,443	15,537,973	(3,538,525)
<b>ECONOMIC AND WORKFORCE DEVELOPMENT</b>	<b>32,510,310</b>	<b>46,048,425</b>	<b>13,538,115</b>	<b>38,167,350</b>	<b>(7,881,075)</b>

**FY 2012-13**

The Department's proposed FY 2012-13 budget has increased by \$13,538,115 largely due to:

- Ongoing implementation of the Mayor's 17-Point Jobs Plan, which will include involving local nonprofits in providing technical skills training and job placement services to San Francisco residents.
- One-time funding for the City's Cruise Ship Terminal project, in preparation for the America's Cup. The Department's proposed FY 2012-13 budget also includes ongoing funding for positions and consultants related to planning for the 34th America's Cup.
- Annualization of the Mayor's small business loan program, which was created in FY 2011-12.
- Introduction of the Mayor's Improve Blighted Areas initiative, which will focus on Central Market and 6<sup>th</sup> Street areas.
- Increased funding for the City's Film Rebate Program, which provides rebates to companies producing feature films in San Francisco.
- New funding to absorb a job readiness initiative previously assigned to the San Francisco Redevelopment Authority.
- New efforts to bring the Golden State Warriors basketball team to San Francisco and additional coordination between the City and nightlife purveyors.

**FY 2013-14**

The Department's proposed FY 2013-14 budget has decreased by \$7,881,075 largely due to:

- A reduction in capital project funding, following the anticipated completion of Phase I of the Cruise Ship Terminal project, which will be utilized as part of the 34<sup>th</sup> America's Cup.
- A reduction in Workforce Development multi-year Federal Grant Funds.
- These reductions are offset, in part, by the annualization of new positions.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

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

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 76.48 FTEs, which are 11.62 FTEs more than the 64.86 FTEs in the original FY 2011-12 budget. This represents a 17.9% increase in FTEs from the original FY 2011-12 budget.

The proposed budget includes new positions working on economic development issues Citywide, as well as new positions that will focus on economic and workforce development issues for the City's Mid-Market district. The proposed budget's increase in FTEs also reflects the annualization of positions that were new in the department's FY 2011-12 budget.

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 78.75 FTEs, which are 2.27 FTEs more than the 76.48 FTEs in the original FY 2012-13 budget. This represents 3.0% increase in FTEs from the original FY 2012-13 budget, resulting primarily from the annualization of new positions in the Department's FY 2012-13 budget.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$27,291,836 in FY 2012-13, are \$2,196,988 or 8.8% more than FY 2011-12 revenues of \$25,094,848. General Fund support of \$18,756,589 in FY 2012-13 is \$11,341,127 or 152.9% more than FY 2011-12 General Fund support of \$7,415,462.

Specific changes in the Department's FY 2012-13 revenues include:

- New General Fund allocations to the components of the Mayor's 17-Point Jobs Plan.
- A one-time General Fund allocation for a portion of the cost of the Cruise Ship Terminal project. Additional funding for the project is budgeted separately and will come from the America's Cup Organizing Committee.
- Multi-year federal grant funds to technical skills training and job training initiatives.

**FY 2013-14**

The Department's revenues of \$23,571,616 in FY 2013-14, are \$3,720,220 or 13.6% less than FY 2012-13 revenues of \$27,291,836. General Fund support of \$14,595,734 in FY 2012-13 is \$4,160,855 or 22.2% less than FY 2011-12 General Fund support of \$18,756,589.

These changes reflect an anticipated reduction federal grant funds and a reduction in General Fund revenues for capital projects.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

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

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$333,379 in FY 2012-13. Of the \$333,379 in recommended reductions, \$231,379 are ongoing savings and \$102,000 are one-time savings. These reductions would still allow an increase of \$13,204,736 or 40.6% in the Department's FY 2012-13 budget.

The Budget and Legislative Analyst's policy recommendation totals \$1,000,000 in FY 2012-13. If the Board of Supervisors approves the policy recommendation, the recommended reductions to the proposed budget total \$1,333,379 in FY 2012-13. These reductions would still allow an increase of \$11,919,736 of 37.5% in the Departments FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$122 to the General Fund.

Together, these recommendations will result in \$1,333,501 savings to the City's General Fund in FY 2012-13.

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$519,014 in FY 2013-14. Of the \$519,014 in recommended reductions, \$519,014 are ongoing savings and \$0 are one-time savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Fixed Two-Year Budget**

**ECN - Economic and Workforce Development**

Object Title	FY 2012-13						FY 2013-14							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
<b>BKS - Economic Development</b>														
Manager III	0.77	0.00	\$98,998	\$0	\$98,998	x		1.00	0.00	\$130,857	\$0	\$130,857	x	
Mandatory Fringe Benefits			\$37,885	\$0	\$37,885	x				\$54,315	\$0	\$54,315	x	
Manager II	0.00	0.77	\$0	\$91,729	(\$91,729)	x		0.00	1.00	\$0	\$121,248	(\$121,248)	x	
Mandatory Fringe Benefits			\$0	\$36,475	(\$36,475)	x				\$0	\$52,141	(\$52,141)	x	
Senior Community Development Specialist	2.31	1.54	\$207,388	\$138,259	\$69,129	x		3.00	2.00	\$272,818	\$181,879	\$90,939	x	
Mandatory Fringe Benefits			\$84,370	\$56,247	\$28,123	x				\$121,520	\$81,013	\$40,507	x	
Community Development Specialist	1.54	2.31	\$119,128	\$178,692	(\$59,564)	x		2.00	3.00	\$157,095	\$235,643	(\$78,548)	x	
Mandatory Fringe Benefits			\$51,223	\$76,835	(\$25,612)	x				\$73,613	\$110,420	(\$36,807)	x	
			<i>Total Savings</i>	\$20,755						<i>Total Savings</i>	\$27,874			
<p>The Department has requested six new Economic Development positions for the Mayor's new 17-Point Plan, including one new Manager III, three new Senior Community Development Specialists, and two Community Development Specialists. Downward substitute the Manager III to a Manager II, as position will oversee four Manager I positions and 14 non-managerial positions. In addition, reduce one Senior Community Development Specialist to a Community Development Specialist, which would still allow the Department to hire two new Senior Community Development Specialists and three new Community Development Specialists.</p>														
Professional & Specialized Services										\$650,365	\$375,365	\$275,000	x	
<p>Ongoing savings</p> <p>The Department has not provided sufficient justification for increasing its Professional &amp; Specialized Services budget by \$275,000 over its FY 2011-12 appropriation. A reduction of \$275,000 will leave the department with sufficient funding for FY 2013-14.</p>														
<b>BL1 - Workforce Training</b>														
Attrition Savings	(1.54)	(3.14)	(\$144,178)	(\$294,178)	\$150,000	x		(1.54)	(3.12)	(\$146,381)	(\$296,381)	\$150,000	x	
Mandatory Fringe Benefits			(\$58,271)	(\$118,895)	\$60,624	x				(\$64,544)	(\$130,684)	\$66,140	x	
			<i>Total Savings</i>	\$210,624						<i>Total Savings</i>	\$216,140			
<p>The Controller projects a salary surplus of greater than \$200,000 in FY 2011-12. Furthermore, the proposed budget includes an additional \$1.0 million in salaries in this subfund. Increased attrition savings of \$150,000 will still allow the department to increase its staffing efforts in FY 2012-13.</p>														
<p>Ongoing savings</p>														

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Fixed Two-Year Budget**

Object Title	FY 2012-13						FY 2013-14							
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
	From	To	From	To				From	To	From	To			
Community Based Organization Services			\$5,257,582	\$5,155,582	\$102,000	x	x							
Department has historically underspent this budget line item, and the Mayor has proposed a \$1,179,187 increase in FY 2012-13. According to the Department, vacancies have contributed to the Department's inability to exhaust its Community Based Organization Services allocation. Acknowledging the Department's efforts to fill vacancies in the first quarter of FY 2012-13, a one-time reduction of \$102,000 would allow sufficient funding for its Community Based Organization Services work.														

**FY 2012-13**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$231,379	\$333,379
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$231,379</b>	<b>\$333,379</b>

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$519,014	\$519,014
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$519,014</b>	<b>\$519,014</b>

**FY 2013-14**

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

**Policy Recommendations**

<b>BK5 - Economic Development</b>		\$2,000,000	\$1,000,000	x	x			\$2,000,000	\$2,000,000	\$0	x
The Small Business Revolving Loan Fund received a \$1,000,000 supplemental appropriation, as approved by the Board of Supervisors on March 27, 2012 (File 12-0049). Of the \$1,000,000 supplemental appropriation, \$500,000 was placed on Budget and Finance Committee reserve, pending an update on the program. As of June 13, 2012, none of the \$1,000,000 supplemental appropriation had been expended. As a continuing project, these funds can be carried over into subsequent years. A reduction of \$1,000,000 in the Department's FY 2012-13 budget would still allow \$2,000,000 of funding for the Small Business Revolving Loan Fund in FY 2012-13 (\$1,000,000 modified budget appropriation plus \$1,000,000 continuing funds). Furthermore, the Budget and Legislative Analyst recommends placing the FY 2012-13 and FY 2013-14 appropriations on Budget and Finance Committee reserve, pending the anticipated update on the program. Reducing the department's FY 2012-13 budget and placing the FY 2012-13 and 2013-14 funds on reserve are policy matters for the Board of Supervisors.											

**FY 2012-13**

Total Policy Recommendations		
One-Time	Ongoing	Total
General Fund	\$1,000,000	\$1,000,000
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>

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

**FY 2013-14**

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

GF = General Fund  
1T = One Time

**Recommendations of the Budget and Legislative Analyst  
For Reduction and Close-out of Past-Year Encumbrances from City Budget**

**ECN - Economic and Workforce Development**

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
SAN FRANCISCO PARKS ALLIANCE	COMMUNITY BASED ORGANIZATION SERVICES	No	2010	6/8/2011	50,000.00	336.17
SF BAY AREA LABOR FOUNDATION	COMMUNITY BASED ORGANIZATION SERVICES	Yes	2011	6/22/2011	40,000.00	122.28
<b>Total Amount Return to Fund Balance</b>					<b>General Fund</b>	<b>458.45</b>
					<b>Non-General Fund</b>	<b>122.28</b>
						<b>336.17</b>

Note: The above encumbrance balances are from budget years prior to FY 2011-12. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The department's proposed \$8,326,365 budget for FY 2012-13 is \$21,679 or 0.3% more than the original FY 2011-12 budget of \$8,304,686.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 11.64 FTEs, which are 0.76 FTEs more than the 10.88 FTEs in the original FY 2011-12 budget. This represents a 7% change in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$8,326,365 in FY 2012-13, are \$21,679 or 0.3% more than FY 2011-12 revenues of \$8,304,686. General Fund support of \$1,758,079 in FY 2012-13 is \$148,453 or 9% more than FY 2011-12 General Fund support of \$1,609,626.

**YEAR TWO: FY 2013-14**

Budget Changes

The department's proposed \$8,021,473 budget for FY 2013-14 is \$304,892 or 4% less than the original FY 2012-13 budget of \$8,326,365.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 11.87 FTEs, which are 0.23 FTEs more than the 11.64 FTEs in the original FY 2012-13 budget. This represents 2% change in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$8,021,473 in FY 2013-14, are \$304,892 or 4% less than FY 2012-13 revenues of \$8,326,365. General Fund support of \$1,871,150 in FY 2013-14 is \$113,071 or 6% more than FY 2012-13 General Fund support of \$1,758,079.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: TIDA – TREASURE ISLAND REDEVELOPMENT AGENCY**

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2011-12 Budget	FY 2012-13 Proposed	Increase/ Decrease from FY 2011-12	FY 2013-14 Proposed	Increase/ Decrease from FY 2013-14
<b>TIDA</b>					
Treasure Island	9,914,312	10,084,444	170,132	9,892,623	(191,821)
<b>TIDA</b>	<b>9,914,312</b>	<b>10,084,444</b>	<b>170,132</b>	<b>9,892,623</b>	<b>(191,821)</b>
Expenditure Subtotals	9,914,312	10,084,444	170,132	9,892,623	(191,821)
Less Interdepartmental Recoveries and Transfers	(1,609,626)	(1,758,079)	(148,453)	(1,871,150)	(113,071)
Net Uses	8,304,686	8,326,365	21,679	8,021,473	(304,892)

**FY 2012-13**

The Department's proposed FY 2012-13 budget has increased by \$21,679 largely due to:

- The addition of one Senior Administrative Analyst to assist with the implementation of the Treasure Island Redevelopment Plan.
- Department efforts to facilitate the first phase of conveyance of property from the U.S. Navy to the City for the purpose of redeveloping Treasure Island.
- The expansion of the Treasure Island Marina, to be completed by Treasure Island Enterprises.
- Completion of construction on the Yerba Buena Island Ramps Improvement Project.

These increases are offset, in part, but a reduction in one-time general facilities maintenance funding.

**FY 2013-14**

The Department's proposed FY 2013-14 budget has decreased by \$304,892 largely due to reduced funding for Professional Services. These reductions are offset somewhat by the annualization of the Senior Administrative Analyst position and budgeted increases in salary levels and mandatory fringe benefits.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 11.64 FTEs, which are 0.76 FTEs more than the 10.88 FTEs in the original FY 2011-12 budget. This represents a 7% change in FTEs from the original FY 2011-12 budget.

The Budget includes one new Senior Administrative Analyst to help with the Treasure Island Redevelopment Plan and a minor adjustment to the Department's Attrition Savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: TIDA – TREASURE ISLAND REDEVELOPMENT AGENCY**

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 11.87 FTEs, which are 0.23 FTEs more than the 11.64 FTEs in the original FY 2012-13 budget. This represents 2% change in FTEs from the original FY 2012-13 budget.

The increased FTE is a result of the annualization of the position added in FY 2012-13.

**DEPARTMENT REVENUES:**

FY 2012-13

The Department's revenues of \$8,326,365 in FY 2012-13, are \$21,679 or 0.3% more than FY 2011-12 revenues of \$8,304,686. General Fund support of \$1,758,079 in FY 2012-13 is \$148,453 or 9% more than FY 2011-12 General Fund support of \$1,609,626.

Specific changes in the Department's FY 2012-13 revenues include increased General Fund workorders.

FY 2013-14

The Department's revenues of \$8,021,473 in FY 2013-14, are \$304,892 or 4% less than FY 2012-13 revenues of \$8,326,365. General Fund support of \$1,871,150 in FY 2013-14 is \$113,071 or 6% more than FY 2012-13 General Fund support of \$1,758,079.

Specific changes in the Department's FY 2012-13 revenues include an anticipated decrease in rents during the implementation of the Treasure Island transition plan, when tenants will be relocated from areas that will be subject to redevelopment construction. This decrease in rent is offset, somewhat, by an increase in General Fund workorders.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The department's proposed \$50,207,106 budget for FY 2012-13 is \$2,304,499 or 4.8 % more than the original FY 2011-12 budget of \$47,902,607.

Personnel Changes

The number of operating full-time equivalent positions (FTE) budgeted for FY 2012-13 are 264.09 FTEs, which are 21.33 FTEs more than the 242.76 FTEs in the original FY 2011-12 budget. This represents a 8.8% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$50,207,106 in FY 2012-13, are \$2,304,499 or 4.8% more than FY 2011-12 revenues of \$47,902,607. There is no General Fund support for the department.

**YEAR TWO: FY 2013-14**

Budget Changes

The department's proposed \$52,190,006 budget for FY 2013-14 is \$1,982,900 or 3.9% more than the original FY 2012-13 budget of \$50,207,106.

Personnel Changes

The number of full-time equivalent operating positions (FTE) budgeted for FY 2013-14 are 271.67 FTEs, which are 7.58 FTEs more than the 264.09 FTEs in the original FY 2012-13 budget. This represents 2.9% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$52,190,006 in FY 2013-14, are \$1,982,900 or 3.9% more than FY 2012-13 revenues of \$50,207,106. There is no General Fund support for the department.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** DBI – DEPARTMENT OF BUILDING INSPECTION

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,749,168 in FY 2012-13. Of the \$1,749,168 in recommended reductions, \$57,570 are one-time savings and \$1,691,598 are ongoing savings. These reductions would still allow an increase of \$555,331 or 1.2% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances, for an additional one-time savings of \$12,725.

Together, these recommendations will result in \$1,761,893 savings in FY 2012-13.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,574,743 in FY 2013-14. All of the \$1,574,743 in recommended savings are ongoing. These reductions would still allow an increase of \$408,157 or 0.8% in the Department's FY 2013-14 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: DBI – DEPARTMENT OF BUILDING INSPECTION**

**SUMMARY OF PROGRAM EXPENDITURES:**

<u>Program</u>	<u>FY 2011- 2012 Budget</u>	<u>FY 2012- 2013 Proposed</u>	<u>Increase/ Decrease from FY 2011- 2012</u>	<u>FY 2013- 2014 Proposed</u>	<u>Increase/ Decrease from FY 2012- 2013</u>
<b>DEPARTMENT OF BUILDING INSPECTION</b>					
ADMINISTRATION/SUPPORT SERVICES	14,998,293	12,805,193	(2,193,100)	12,574,589	(230,604)
HOUSING INSPECTION/CODE ENFORCEMENT SVCS	7,672,711	8,448,348	775,637	8,912,212	463,864
INSPECTION SERVICES	15,045,486	16,774,160	1,728,674	17,853,911	1,079,751
PLAN REVIEW SERVICES	10,186,117	12,179,405	1,993,288	12,849,294	669,889
<b>DEPARTMENT OF BUILDING INSPECTION</b>	<b>47,902,607</b>	<b>50,207,106</b>	<b>2,304,499</b>	<b>52,190,006</b>	<b>1,982,900</b>

**FY 2012-13**

The Department's proposed FY 2012-13 budget has increased by \$2,304,499 largely due to:

- Continued recovery of construction activities following the unprecedented collapse in FY 2007-08, resulting in substantial new permit and plan checking requests. While the volume of permits has rebounded to a small extent, the number of large valuation issued permits (and more complex) projects has substantially increased. DBI is projecting growth in their permit workload of 5.0%.
- Personnel cost increases with the addition of 27 new operating and project-based positions . The Department's budget for FY 2012-13 also increases temporary and overtime, especially for the Plan Review and Building Inspection divisions, to allow for adequate staffing as it works to fill vacancies in positions added in FY 2011-12.
- The Department continues major projects to update the integration of technology in work functions with the ongoing effort to scan and digitize historical building records and newly submitted plans.
- The Department is restarting its vehicle replacement program on a 10-year cycle.
- The Department faces increasing work order expenses in FY 2012-13 related to legal costs, fuel, and vehicle maintenance fees.
- In order to keep inspectors current on changing codes, the Department is budgeting for a more robust program of training and development.

**FY 2013-14**

The Department's proposed FY 2013-14 budget has increased by \$1,982,900 largely due to the continued recovery in the building industry, which leads DBI to project continued growth in their permit workload of 4.0%. The increase in the FY 2013-14 budget is due to the annualization of FTEs that were added in FY 2012-13, increased benefit costs and salary increases for permanent employees per the negotiated agreements with the Unions. The Department also has decreased

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** DBI – DEPARTMENT OF BUILDING INSPECTION

temporary salaries from their FY 2012-13 levels, reflecting gradual resolution of the hiring backlog and filling of vacancies.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent operating positions (FTE) budgeted for FY 2012-13 are 264.09 FTEs, which are 21.33 FTEs more than the 242.76 FTEs in the original FY 2011-12 budget. This represents an 8.8% increase in FTEs from the original FY 2011-12 budget.

DBI will add 27 total positions (including project-based) in FY 2012-13 to accommodate the increase in workload from a construction industry that continues to recover, including:

- Four building inspectors, two plumbing inspectors and two electrical inspectors to alleviate field inspection workload from new projects and assist in code enforcement.
- Six clerks and one supervisor to continue records conversion and digitization which will result in less turnaround time for records requests.
- Six engineers and one clerk for plan review, and one engineer and one building inspector to assist with technical code related over-the-counter and phone inquires which allow customers to understand the requirements for permit approval
- One new personnel position to assist with hiring and two positions for technical information technology network management.

These positions amount to a net addition of 21.33 operating FTE after accounting for other adjustments for project-based positions. The Department is not deleting any positions in FY 2012-13.

<b>DBI NEW POSITIONS (Change over prior year)</b>	<b>Δ FY12-13</b>	<b>Δ FY13-14</b>
<b>ADMINISTRATION/SUPPORT SERVICES</b>		
1042 IS Engineer-Journey	1	-
1043 IS Engineer-Senior	1	-
1244 Senior Personnel Analyst	1	-
1408 Principal Clerk	6	-
1410 Chief Clerk	1	-
<b>HOUSING INSPECTION/CODE ENFORCEMENT</b>		
6331 Building Inspector	2	1
<b>PLAN REVIEW SERVICES</b>		
1410 Chief Clerk	1	-
5207 Associate Engineer	3	1
5241 Engineer	4	1
6331 Building Inspector	1	-
<b>INSPECTION SERVICES</b>		
6242 Plumbing Inspector	2	1
6248 Electrical Inspector	2	1
6331 Building Inspector	2	1
<b>Grand Total</b>	<b>27</b>	<b>6</b>

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: DBI – DEPARTMENT OF BUILDING INSPECTION**

**FY 2013-14**

The number of full-time equivalent operating positions (FTE) budgeted for FY 2013-14 are 271.67 FTEs, which are 7.58 FTEs more than the 264.09 FTEs in the original FY 2012-13 budget. This represents a 2.87% increase in FTEs from the original FY 2012-13 budget.

DBI's budget for FY 2013-14 annualizes all 27 positions added in FY2012-13 and adds 6 new positions, including:

- One new building inspector, one new electrical inspector and one new plumbing inspector for field inspections, and one new inspector for building code enforcement.

Two new engineers for technical code related over-the-counter and phone inquires which allow customers to understand the requirements for permit approval. These positions amount to a net addition of 7.58 FTE after accounting for other adjustments for project-based positions.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$50,207,106 in FY 2012-13 are \$2,304,499 or 4.8% more than FY 2011-12 revenues of \$47,902,607. The Department receives no general fund support.

Specific changes in the Department's FY 2012-13 revenues include:

- An increase in revenue from fees related to the recovery of construction activity in the city. In current FY 2011-12, revenue from Charges for Services is well-above budget; the Department forecasts an increase to the account that funds work in future years that was paid for in FY 2011-12 and an increase to fund balance; and
- Increases in revenue from apartment license fees, 1 and 2 family apartment rental unit fees hotel license fees and hotel conversion fees.

**FY 2013-14**

The Department's revenues of \$52,190,006 in FY 2013-14 are \$1,982,900 or 3.9% more than FY 2012-13 revenues of \$50,207,106. The Department receives no general fund support.

The Department's revenues for FY 2013-14 reflect the trends in FY2012-13. This includes strong increases in revenue from fees for plan checking, building permits, and plumbing permits. However, the Department notes that their revenue projection methodology takes a reasonable approach, including the current rapid increase in building activity but recognizing that some of these increases are part of a backlog built up during the recession.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: DBI – DEPARTMENT OF BUILDING INSPECTION**

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,749,168 in FY 2012-13. Of the \$1,749,168 in recommended reductions, \$57,570 are one-time savings and \$1,691,598 are ongoing savings. These reductions would still allow an increase of \$555,331 or 1.2% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances, for an additional one-time savings of \$12,725.

Together, these recommendations will result in \$1,761,893 savings in FY 2012-13.

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,574,743 in FY 2013-14. All of the \$1,574,743 in recommended savings are ongoing. These reductions would still allow an increase of \$408,157 or 0.8% in the Department's FY 2013-14 budget.

Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget

Subject	Object Title	FY 2012-13						FY 2013-14							
		FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
		From	To	From	To				From	To	From	To			
	<b>BAN - Administration/Support Services</b>														
9993M	Attrition Savings	(0.85)	(2.12)	(\$73,854)	(\$184,562)	\$110,708					(\$75,038)	(\$187,716)	\$112,678		
9993M	Mandatory Fringe Benefits			(\$30,422)	(\$72,346)	\$41,924					(\$33,692)	(\$80,150)	\$46,458		
	<i>Total Savings</i>				<i>\$152,632</i>						<i>Total Savings</i>	<i>\$159,136</i>			
	0931 Manager III has been vacant since 2009. It is currently being filled with an 1824 position. Budget analyst recommends increasing attrition by the amount of the 1824 position currently acting as Finance Services Manager.														
	02200 Training			\$45,500	\$35,500	\$10,000					\$45,500	\$35,500	\$10,000		
	Reduce training based on historical expenditures. This reduction still leaves an increase over current use.														
	03100 Rents and Leases			\$127,000	\$80,000	\$47,000					\$127,000	\$80,000	\$47,000		
	Reduce rents and leases budget for IT based on historical expenditures.														
	03500 Other Current Expenses			\$510,000	\$300,000	\$210,000					\$127,000	\$80,000	\$47,000		
	Reduce other current expenses budget for IT based on historical expenditures.														
	04000 Materials and Supplies			\$315,000	\$215,000	\$100,000					\$315,000	\$215,000	\$100,000		
	Reduce materials and supplies based on historical expenditures. This reduction still leaves an increase over current use.														
	<b>BHS - Housing Inspection &amp; Code Enforcement</b>														
9993	Attrition Savings			(\$290,105)	(\$440,105)	\$150,000					(\$294,952)	(\$444,952)	\$150,000		
	Mandatory Fringe Benefits			(\$113,497)	(\$172,181)	\$58,684					(\$125,880)	(\$189,897)	\$64,017		
	<i>Total Savings</i>				<i>\$208,684</i>						<i>Total Savings</i>	<i>\$214,017</i>			
	The Department has a projected salary surplus of \$1.7 million in FY 2011-12. The Department has requested 2 new Inspector positions in Housing Inspection and Code Enforcement to address increased site inspection workload. The Department acknowledges delays in hiring due to delays in Citywide position testing. We recommend increasing attrition savings to account for the Department's FY 2011-12 salary surplus and the time it will take in FY 2012-13 to test, interview, and hire new Inspector positions.														
	Ongoing reduction.														

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**DBI - Building Inspection**

Subobject	Object Title	FY 2012-13					FY 2013-14						
		FTE From	FTE To	Amount From	Amount To	Savings	GF 1T	FTE From	FTE To	Amount From	Amount To	Savings	GF 1T
	<b>BIS - Inspection Services</b>												
9993	Attrition Savings			(\$390,796)	(\$565,796)	\$175,000					(\$387,197)	(\$562,197)	\$175,000
9993	Attrition Savings			(\$224,109)	(\$399,109)	\$175,000					(\$227,876)	(\$402,876)	\$175,000
	Mandatory Fringe Benefits			(\$245,962)	(\$385,962)	\$140,000					(\$246,029)	(\$386,029)	\$140,000
				<i>Total Savings</i>		\$490,000					<i>Total Savings</i>		\$490,000
		<p>The Department has a projected salary surplus of \$1.7 million in FY 2011-12. The Department has requested 6 new Inspector positions in Inspection Services to address increased site inspection workload. The Department acknowledges delays in hiring due to delays in Citywide position testing. We recommend increasing attrition savings to account for the Department's FY 2011-12 salary surplus and the time it will take in FY 2012-13 to test, interview, and hire new Inspector positions.</p>											
01101	Overtime			\$120,626	\$20,626	\$100,000					\$120,626	\$20,626	\$100,000
		<p>Reduce overtime based on historical expenditures. Department is requesting \$100,000 increase relative to FY 2011-12, but projections indicate spending is on budget.</p>											
01101	Overtime			\$200,000	\$147,253	\$52,747					\$200,000	\$147,253	\$52,747
		<p>Reduce overtime based on historical expenditures. Department is requesting \$57,747 increase relative to FY 2011-12, but projections indicate spending is only over budget by \$5,000.</p>											
02200	Training			\$73,607	\$53,607	\$20,000					\$73,607	\$53,607	\$20,000
		<p>Reduce training based on historical expenditures. This reduction still leaves an increase over current use in order to meet new state requirement.</p>											
02200	Training			\$37,720	\$22,720	\$15,000					\$37,720	\$22,720	\$15,000
		<p>Reduce training based on historical expenditures. This reduction still leaves an increase over current use.</p>											
02200	Training			\$22,887	\$12,887	\$10,000					\$22,887	\$12,887	\$10,000
		<p>Reduce training based on historical expenditures. This reduction still leaves an increase over current use.</p>											
02200	Training			\$30,000	\$1,190	\$28,810					\$30,000	\$1,190	\$28,810
		<p>Reduce training based on historical expenditures and quote provided by Department.</p>											

Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget

DBI - Building Inspection

Subobject	Object Title	FY 2012-13						FY 2013-14					
		FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
		From	To	From	To			From	To				
	<b>BPS - Plan Review Services</b>												
1410	Chief Clerk	0.77	0.00	\$61,167	\$0	\$61,167		1.00	0.77	\$80,464	\$0	\$80,464	
1410	Mandatory Fringe Benefits			\$26,000	\$0	\$26,000				\$37,377	\$0	\$37,377	
				<i>Total Savings</i>	<i>\$87,167</i>					<i>Total Savings</i>	<i>\$117,841</i>		
	Disapprove new position due to current vacancy at the same classification and Department's projected FY 2011-12 year-end salary surplus of \$1,757,081.												
9993M	Attrition Savings			(\$519,916)	(\$619,916)	\$100,000				(\$528,016)	(\$628,016)	\$100,000	
9993M	Mandatory Fringe Benefits			(\$205,669)	(\$245,227.12)	\$39,558				(\$228,058)	(\$271,249)	\$43,191	
				<i>Total Savings</i>	<i>\$139,558</i>					<i>Total Savings</i>	<i>\$143,191</i>		
	Increase attrition savings due to delays in hiring and prior year actual spending.												
040	Materials and Supplies			\$157,570	\$100,000	\$57,570	x						
	Reduce materials and supplies based on historical expenditures. This reduction still leaves an increase over current use.												
02200	Training			\$77,361	\$57,361	\$20,000				\$77,361	\$57,361	\$20,000	
	Reduce training based on historical expenditures. This reduction still leaves an increase over current use in order to meet new state requirement.												

FY 2012-13

Total Recommended Reductions			
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$57,570	\$1,691,598	\$1,749,168
<b>Total</b>	<b>\$57,570</b>	<b>\$1,691,598</b>	<b>\$1,749,168</b>

FY 2013-14

Total Recommended Reductions			
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$1,574,743	\$1,574,743
<b>Total</b>	<b>\$0</b>	<b>\$1,574,743</b>	<b>\$1,574,743</b>



**Recommendations of the Budget and Legislative Analyst  
For Reduction and Close-out of Past-year Encumbrances from City Budget**

**DBI - Building Inspection**

Vendor Name	Subject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
[DPW]	SR-DPW-ENGINEERING	No	FY 2008-09	10/16/2008	10,000.00	10,000.00
BMI IMAGING SYSTEMS	OTHER PROFESSIONAL SERVICES	No	FY 2009-10	12/15/2009	300,000.00	2,637.44
STAPLES INC & SUBSIDIARIES	OFFICE SUPPLIES-CITYWILL	No	FY 2010-11	1/21/2011	500.00	86.16
CITY STAMP & SIGN COMPANY	OTHER OFFICE SUPPLIES	No	FY 2011-12	2/8/2011	150.00	1.00
CITY STAMP & SIGN COMPANY	OTHER OFFICE SUPPLIES	No	FY 2011-12	3/10/2011	200.00	0.14
					-	-
					-	-
					-	-
					-	-
<b>Total Amount Returned to Fund Balance</b>						12,724.74
					<b>General Fund</b>	
					<b>Non-General Fund</b>	
					12,724.74	

Note: The above encumbrance balances are from budget years prior to FY 2011-12. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

**DEPARTMENT: CPC – DEPARTMENT OF CITY PLANNING**

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The department's proposed \$30,660,752 budget for FY 2012-13 is \$6,056,353 or 24.6 % more than the original FY 2011-12 budget of \$24,604,399.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 152.54 FTEs, which are 1.71 FTEs more than the 150.83 FTEs in the original FY 2011-12 budget. This represents a 1.1% increase in FTEs from the original FY 2011-12 budget.

The Department has requested approval of 2 positions as interim exceptions to support planning efforts for the development of the proposed Warrior stadium on Piers 30-32. The Budget and Legislative Analyst recommends disapproval of both positions as interim exceptions.

Revenue Changes

The Department's revenues of \$25,654,071 in FY 2012-13, are \$2,954,982 or 13.0% more than FY 2011-12 revenues of \$22,699,089. General Fund support of \$5,006,681 in FY 2012-13 is \$3,101,371 or 162.8% more than FY 2010-11 General Fund support of \$1,905,310.

**YEAR TWO: FY 2013-14**

Budget Changes

The department's proposed \$28,224,069 budget for FY 2013-14 is \$2,436,683 or 7.9% less than the original FY 2012-13 budget of \$30,660,752.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 152.29 FTEs, which are .25 FTEs fewer than the 152.54 FTEs in the original FY 2012-13 budget. This represents 0.2% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$24,355,938 in FY 2013-14, are \$2,954,982 or 5.1% less than FY 2012-13 revenues of \$25,654,071. General Fund support of \$3,868,131 in FY 2012-13 is \$1,138,550 or 22.7% less than FY 2012-13 General Fund support of \$5,006,681.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** CPC – CITY PLANNING DEPARTMENT

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$701,557 in FY 2012-13. Of the \$701,557 in recommended reductions, \$512,318 are ongoing savings and \$189,239 are one-time savings. These reductions would still allow an increase of \$5,354,797 or 21.8% in the Department's FY 2012-13 budget.

Together, these recommendations will result in \$701,557 savings to the City's General Fund in FY 2012-13.

In addition, the Budget and Legislative Analyst also includes a policy recommendation totaling a savings of \$255,770.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$492,934 in FY 2013-14, which are ongoing savings.

These recommendations will result in \$492,934 savings to the City's General Fund in FY 2013-14.

In addition, the Budget and Legislative Analyst also includes a policy recommendation totaling a savings of \$290,097.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: CPC – CITY PLANNING DEPARTMENT**

**SUMMARY OF PROGRAM EXPENDITURES:**

<u>Program</u>	<u>FY 2011- 2012 Budget</u>	<u>FY 2012- 2013 Proposed</u>	<u>Increase/ Decrease from FY 2011- 2012</u>	<u>FY 2013- 2014 Proposed</u>	<u>Increase/ Decrease from FY 2012- 2013</u>
<b>CITY PLANNING</b>					
ADMINISTRATION/PLANNING	7,643,600	9,928,716	2,285,116	9,727,478	(201,238)
CITYWIDE PLANNING	4,095,107	6,866,859	2,771,752	4,542,850	(2,324,009)
CURRENT PLANNING	7,361,946	7,159,972	(201,974)	7,885,871	725,899
ENVIRONMENTAL PLANNING	4,099,077	5,136,999	1,037,922	4,425,236	(711,763)
ZONING ADMINISTRATION AND COMPLIANCE	1,404,669	1,568,206	163,537	1,642,634	74,428
<b>CITY PLANNING</b>	<b>24,604,399</b>	<b>30,660,752</b>	<b>6,056,353</b>	<b>28,224,069</b>	<b>(2,436,683)</b>

**FY 2012-13**

The Department's proposed FY 2012-13 budget has increased by \$6,056,353 largely due to:

- Planning requirements for the construction of the 17<sup>th</sup> and Folsom Park as part of the Eastern Neighborhoods Program, funded by the Eastern Neighborhoods impact fee;
- Completing the Environmental Impact Report (EIR) for the City's Transit Effectiveness Project and development of environmental review procedures for the Transportation Sustainability Program, in coordination with the Municipal Transportation Agency, San Francisco County Transportation Authority, and Office of Economic and Workforce Development;
- Continued implementation of the integrated Permit & Project Tracking System (jointly with the Department of Building Inspection), which will standardize permit processing;
- Planning and environmental review for the new Warriors basketball team stadium to be located at Piers 30 & 32; and
- Increased work order costs from the City Attorney's office due increased litigation related to Environmental Impact Reports (EIR) and other planning issues.

**FY 2013-14**

The Department's proposed FY 2013-14 budget has decreased by \$2,436,683 largely due to:

- An anticipated reduction in capital project expenses following completion of the planning work for the 17<sup>th</sup> and Folsom Park in the Eastern Neighborhoods Program; and
- A reduction in contract expenses due to completion of the Transportation Sustainability Program EIR.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:                    CPC – CITY PLANNING DEPARTMENT**

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 152.54 FTEs, which are 1.71 FTEs more than the 150.83 FTEs in the original FY 2011-12 budget. This represents a 1.1% increase in FTEs from the original FY 2011-12 budget.

The Department is adding 10 new positions, offset by other adjustments, including:

- Two new planner positions for environmental reviews of public projects.
- Two new planners in administration: one for legislative affairs and one to act as support staff for the Planning and Historic Preservation Commissions.
- One new limited tenure environmental planner for the Central Corridor EIR.
- One new limited tenure planner position for the Strengthening Neighborhoods Program.
- One limited tenure planner position and one limited tenure environmental planner position related to the Warriors basketball team proposed stadium project for Piers 30 & 32.
- Two new administrative positions: one for website work related to community engagement and the Permit & Project Tracking System, and one to assist with personnel and payroll.

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 152.29 FTEs, which are 0.25 FTEs less than the 152.54 FTEs in the original FY 2012-13 budget. This represents a .16% decrease in FTEs from the original FY 2012-13 budget. In FY 2013-14, the Department is substituting one manager position in the Planning Commission staff and is annualizing new positions added in FY2012-13.

**INTERIM EXCEPTIONS**

The Department has requested approval of 2 positions as an interim exception. The Budget and Legislative Analyst recommends disapproval of these 2 positions as an interim exception. These positions are one limited tenure planner and one limited tenure environmental planner related to the Warriors basketball team proposed stadium project for Piers 30 & 32. The Board has not yet approved this stadium proposal.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** CPC – CITY PLANNING DEPARTMENT

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$25,654,071 in FY 2012-13, are \$2,954,982 or 13.0% more than FY 2011-12 revenues of \$22,699,089. General Fund support of \$5,006,681 in FY 2012-13 is \$3,101,371 or 162.8% more than FY 2011-12 General Fund support of \$1,905,310.

The Department projects increases in planning permit fee revenues in FY 2012-13 due to increases in construction activity and planned projects.

**FY 2013-14**

The Department's revenues of \$24,355,938 in FY 2013-14, are \$1,298,133 or 5.1% less than FY 2012-13 revenues of \$25,654,071. General Fund support of \$3,868,131 in FY 2013-14 is \$1,138,550 or 22.7% less than FY 2012-13 General Fund support of \$5,006,681.

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$701,557 in FY 2012-13. Of the \$701,557 in recommended reductions, \$512,318 are ongoing savings and \$189,239 are one-time savings. These reductions would still allow an increase of \$5,354,796 or 21.8% in the Department's FY 2012-13 budget.

Together, these recommendations will result in \$701,557 savings to the City's General Fund in FY 2012-13.

In addition, the Budget and Legislative Analyst also includes a policy recommendation totaling a savings of \$255,770.

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$492,934 in FY 2013-14. All the \$492,934 in recommended reductions are ongoing savings.

These recommendations will result in \$492,934 savings to the City's General Fund in FY 2013-14.

In addition, the Budget and Legislative Analyst also includes a policy recommendation totaling a savings of \$290,097.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**CPC - City Planning**

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		Savings	GF IT	FTE		Amount		Savings	GF IT
	From	To	From	To			From	To	From	To		
<b>FAH - Citywide Planning</b>												
Planner II	6.93	5.93	\$581,261	\$497,385	\$83,876	x	6.93	5.93	\$591,605	\$506,236	\$85,369	x
Mandatory Fringe Benefits		5.93	\$245,241	\$209,801	\$35,440	x		5.93	\$270,775	\$231,702	\$39,073	x
			<i>Total Savings</i>	<i>\$119,316</i>					<i>Total Savings</i>	<i>\$124,442</i>		
	Planner II position has been vacant since February 2011. Ongoing reduction.											
Planner III	1.00	0.92	\$99,476	\$91,518	\$7,958	x						
Mandatory Fringe Benefits			\$39,528	\$36,367	\$3,161	x						
			<i>Total Savings</i>	<i>\$11,119</i>								
	The Department proposes to create a limited term Planner III position at 1.0 FTE to work on the proposed Warriors basketball team stadium. The Department is also requesting interim exemption for this position in FY 2012-13. The Budget Analyst recommends disapproval of the interim exception and recommends a hire date of August 1, 2012 instead of July 1, 2012.											
<b>FEE - Administration/Planning</b>												
Planner III	1.54	0.77	\$153,194	\$76,597	\$76,597	x	2.00	1.00	\$202,492	\$101,246	\$101,246	x
Mandatory Fringe Benefits			\$60,874	\$30,436	\$30,438	x			\$87,604	\$43,802	\$43,802	x
			<i>Total Savings</i>	<i>\$107,035</i>					<i>Total Savings</i>	<i>\$145,048</i>		
	Department did not provide sufficient justification for adding two new Planner III positions: 1) The Department requests a second Planner III for legislative affairs. Budget Analyst recommends denying this position in light of three staff already devoted to external affairs: one Government and Public Affairs manager, one Public Relations Officer and one Planner III (new position in FY 2011-12, in process of being hired). 2) Department currently has three staff assigned to the Planning Commission, on Manager IV, one Senior Clerk Typist and one 1450 Executive Secretary. The Department is requesting a new fourth staff person, Planner III, to support the Commission although the number of Commission meetings, including Historic Preservation Commission meetings, has not changed. Ongoing reduction.											

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**CPC - City Planning**

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
From	To	From	To	From			To	From	To	From		
Maintenance Services Equip			\$76,368	\$56,368	\$20,000	x			\$73,026	\$53,026	\$20,000	x
			<i>Total Savings</i>		<i>\$20,000</i>				<i>Total Savings</i>		<i>\$20,000</i>	
	Reduction based on historical spending levels.											
Professional & Specialized Svcs.			\$37,404	\$0	\$37,404	x			\$38,751	\$0	\$38,751	x
			<i>Total Savings</i>		<i>\$37,404</i>				<i>Total Savings</i>		<i>\$38,751</i>	
	Reduction based on historical spending levels.											
	Ongoing reduction.											
	Ongoing reduction.											
	Ongoing reduction.											
<b>FFP - Environmental Planning</b>												
Planner III - Env. Review	1.00	0.92	\$99,476	\$91,518	\$7,958	x	x					
Mandatory Fringe Benefits			\$39,529	\$36,367	\$3,162	x	x					
			<i>Total Savings</i>		<i>\$11,120</i>							
The Department proposes to create an Environmental Planner III position at 1.0 FTE to work on the proposed Warriors basketball team stadium. The Department is also requesting interim exemption for this position in FY 2012-13. The Budget Analyst recommends disapproval of the interim exception and recommends a hire date of August 1, 2012 instead of July 1, 2012.												



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**CPC - City Planning**

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
	From	To	From	To			From	To	From	To		
Planner III - Env. Review	1.54	0.00	\$153,193	\$0	\$153,193	x	2.00	1.00	\$202,492	\$101,246	\$101,246	x
Mandatory Fringe Benefits			\$60,874	\$0	\$60,874	x			\$87,604	\$43,802	\$43,802	x
			<i>Total Savings</i>	\$214,067					<i>Total Savings</i>	\$145,048		
	<p>The Department has requested two new Planner III positions to process public projects, including Recreation and Park Department projects and the first phase of the Historic Preservation Element. The Department has not provided sufficient evidence that public or private project work load will increase sufficiently in FY 2012-13 to justify additional staffing. The Department's FY 2012-13 budget also includes two new environmental planning positions for the proposed Warriors' development on Piers 30-32 and the Central Corridor project, for which we are recommending approval.</p> <p>We recommend approval of one environmental planner in FY 2013-14 due to expected increases in environment planning permitting as construction activity increases, including potential park projects if the voters approve the proposed Neighborhood Parks Bond on the November 2012 ballot.</p> <p align="center">Approve one new Environmental Planner III position.</p>											
Professional & Specialized Svcs.			\$334,000	\$167,000	\$167,000	x						
			<i>Total Savings</i>	\$167,000					<i>Total Savings</i>	\$167,000		
	<p>The Department is carrying forward \$167,000 in FY 2011-12 unspent funds originally appropriated for the Health Care Services Master Plan. The FY 2011-12 carry forward funds of \$167,000 plus the FY 2012-13 appropriation of \$167,000 are sufficient to pay for the consulting contract for the Health Care Services Master Plan in FY 2012-13.</p>											

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**CPC - City Planning**

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		GF 1T	Savings	FTE		Amount		GF 1T	Savings
	From	To	From	To			From	To	From	To		
<b>FZA - Zoning Administration and Compliance</b>												
Planner I	0.00	0.77	\$0	\$53,133	x	(\$53,133)	0.00	1.00	\$0	\$70,232	x	(\$70,232)
Mandatory Fringe Benefits Planner II			\$0	\$24,197	x	(\$24,197)			\$0	\$34,564	x	(\$34,564)
	0.77	0.00	\$64,585	\$0	x	\$64,585	1.00	0.00	\$85,369	\$0	x	\$85,369
Mandatory Fringe Benefits			\$27,241	\$0	x	\$27,241			\$39,072	\$0	x	\$39,072
			<i>Total Savings</i>			\$14,496			<i>Total Savings</i>			\$19,645
Department did not provide sufficient justification for substitution from 1.00 FTE Planner I to Planner II. In a Division with 8.00 Planner FTE, 6.00 are currently Planner III or above.												

**FY 2012-13**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$189,239	\$512,318
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$189,239</b>	<b>\$512,318</b>

**FY 2013-14**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$492,934
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$492,934</b>

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**CPC - City Planning**

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		Savings	GF IT	FTE		Amount		Savings	GF IT
	From	To	From	To			From	To	From	To		

**Policy Recommendations**

<b>FAH - Citywide Planning</b>													
Planner III	0.92	0.00	\$91,518	\$0	\$91,518	x		1.00	0.00	\$101,246	\$0	\$101,246	x
Mandatory Fringe Benefits			\$36,367	\$0	\$36,367	x				\$43,803	\$0	\$43,803	x
			<i>Total Savings</i>	\$127,885									

The Department proposes to create a Planner III position at 1.0 FTE to work on the proposed Warriors basketball team stadium. The Department is also requesting interim exemption for this position in FY 2012-13.

The Department proposes to create a Planner III position at 1.0 FTE to work on the proposed Warriors basketball team stadium.

<b>FFP - Environmental Planning</b>													
Planner III - Env. Review	0.92	0.00	\$91,518	\$0	\$91,518	x		1.00	0.00	\$101,246	\$0	\$101,246	x
Mandatory Fringe Benefits			\$36,367	\$0	\$36,367	x				\$43,802	\$0	\$43,802	x
			<i>Total Savings</i>	\$127,885						<i>Total Savings</i>	\$145,048		

The Department proposes to create an Environmental Planner III position at 1.0 FTE to work on the proposed Warriors basketball team stadium. The Department is also requesting interim exemption for this position in FY 2012-13.

The Department proposes to create an Environmental Planner III position at 1.0 FTE to work on the proposed Warriors basketball team stadium.

**FY 2012-13**

<b>Total Policy Recommendations</b>		
One-Time	Ongoing	Total
General Fund	\$0	\$255,770
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$255,770</b>

**FY 2013-14**

<b>Total Policy Recommendations</b>		
One-Time	Ongoing	Total
General Fund	\$0	\$290,097
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$290,097</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The department's proposed \$21,886,424 budget for FY 2012-13 is \$1,180,117 or 5.7 % more than the original FY 2011-12 budget of \$20,706,307.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 147.83 FTEs, which are 1.16 FTEs more than the 146.67 FTEs in the original FY 2011-12 budget. This represents a 0.8% increase in FTEs from the original FY 2011-12 budget.

The Department has requested approval of 5 positions as an interim exception, four of which are filled limited term positions. The Budget and Legislative Analyst recommends approval of 4 positions as an interim exception and disapproval of 1 position.

Revenue Changes

The Department's revenues of \$5,484,611 in FY 2012-13, are \$2,414,611 or 78.7% more than FY 2011-12 revenues of \$3,070,000. General Fund support of \$16,401,813 in FY 2012-13 is \$1,234,494 or 7.0% less than FY 2011-12 General Fund support of \$17,636,307.

**YEAR TWO: FY 2013-14**

Budget Changes

The department's proposed \$21,049,081 budget for FY 2013-14 is \$837,343 or 3.8% less than the original FY 2012-13 budget of \$21,886,424.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 147.83 FTEs, which is the same as the 147.83 FTEs in the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$3,929,000 in FY 2013-14, are \$1,555,611 or 28.4% less than FY 2012-13 revenues of \$5,484,611. General Fund support of \$17,120,081 in FY 2013-14 is \$718,268 or 4.4% more than FY 2012-13 General Fund support of \$16,401,813.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:**

**ASR – ASSESSOR-RECORDER**

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$783,340 in FY 2012-13. Of the \$783,340 in recommended reductions, \$206,737 are ongoing savings and \$576,603 are one-time savings. These reductions would still allow an increase of \$396,777 or 1.9% in the Department's FY 2012-13 budget.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$211,713 in FY 2013-14. Of the \$211,713 in recommended reductions, \$211,713 are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: ASR – ASSESSOR-RECORDER**

**SUMMARY OF PROGRAM EXPENDITURES:**

<u>Program</u>	<u>FY 2011-2012 Budget</u>	<u>FY 2012-2013 Proposed</u>	<u>Increase/ Decrease from</u>	<u>FY 2013-2014 Proposed</u>	<u>Increase/ Decrease from</u>
			<u>FY 2011-2012</u>	<u>FY 2012-2013</u>	
<b>ASSESSOR / RECORDER</b>					
PERSONAL PROPERTY	2,867,656	3,053,631	185,975	3,185,942	132,311
REAL PROPERTY	7,324,618	7,876,476	551,858	8,228,412	351,936
RECORDER	1,565,000	3,389,611	1,824,611	1,834,000	(1,555,611)
TECHNICAL SERVICES	7,009,303	6,515,062	(494,241)	6,706,937	191,875
TRANSFER TAX	1,939,730	1,051,644	(888,086)	1,093,790	42,146
<b>ASSESSOR / RECORDER</b>	<b>20,706,307</b>	<b>21,886,424</b>	<b>1,180,117</b>	<b>21,049,081</b>	<b>(837,343)</b>

**FY 2012-13**

The Department's proposed FY 2012-13 budget has increased by \$1,180,117 largely due to:

- The Department's investment in COIT-approved technology projects which will be funded from County Record Modernization special fund balances accumulated from prior years. These projects include (a) the development of a paperless process for bulk recording and all recorded documents at the Department window, (b) implementation of new imaging technology and redaction of Social Security numbers on historical documents, and (c) the development of an upgraded system software and hardware for the Clerk-Recorder Imaging Information System with a bridge to the Department reporting system currently in place.

**FY 2013-14**

The Department's proposed FY 2013-14 budget has decreased by \$837,343 largely due to:

- The completion of the Department's one-year investment in technology projects described above.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 147.83 FTEs, which are 1.16 FTEs more than the 146.67 FTEs in the original FY 2011-12 budget. This represents a 0.8% increase in FTEs from the original FY 2011-12 budget.

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 147.83 FTEs, which are the same FTEs as the 147.83 FTEs in the original FY 2012-13 budget. This represents a 0% change in FTEs from the original FY 2012-13 budget.

There are no proposed changes to the Department's positions and therefore there is no change in the FTE count in FY 2013-14 from FY 2012-13.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: ASR – ASSESSOR-RECORDER**

**INTERIM EXCEPTIONS**

The Department has requested approval of 5 positions as interim exceptions. The Budget and Legislative Analyst recommends approval of 4 positions as interim exceptions and disapproval of 1 position.

- 4 positions are existing limited-tenure positions within the Department which were set to expire in FY 2012-13. The Department has proposed these 4 existing positions, which are currently filled, as new permanent positions in FY 2012-13. Therefore, the interim requests for these 4 positions should be approved.
- One position is also a currently existing limited-tenure position within the Department which was set to expire in FY 2012-13. However, due to the fact that the position is currently vacant and no potential candidate has been interviewed or selected to date, the interim exception request for this position should not be allowed and the FTE for the vacant position should be reduced to allow for an August 1, 2012 hiring date instead of a July 1, 2012 hiring date.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$5,484,611 in FY 2012-13, are \$2,414,611 or 78.7% more than FY 2011-12 revenues of \$3,070,000. General Fund support of \$16,401,813 in FY 2012-13 is \$1,234,494 or 7.0% less than FY 2011-12 General Fund support of \$17,636,307.

Specific changes in the Department's FY 2012-13 revenues include:

- County Record Modernization special fund balances accumulated from prior years are included in the FY 2012-13 budget to fund the Department's one-year investment in COIT-approved technology projects described above.

**FY 2013-14**

The Department's revenues of \$3,929,000 in FY 2013-14, are \$1,555,611 or 28.4% less than FY 2012-13 revenues of \$5,484,611. General Fund support of \$17,120,081 in FY 2013-14 is \$718,268 or 4.4% more than FY 2012-13 General Fund support of \$16,401,813.

Specific changes in the Department's FY 2013-14 revenues include:

- The County Record Modernization special fund balances accumulated from prior years, which are reflected in the FY 2012-13 budget, will have been expended by FY 2013-14 and are partially made up by General Fund monies in FY 2013-14.

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$783,340 in FY 2012-13. Of the \$783,340 in recommended reductions, \$206,737 are ongoing savings and \$576,603 are one-time savings. These reductions would still allow an increase of \$396,777 or 1.9% in the Department's FY 2012-13 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** ASR – ASSESSOR-RECORDER  
**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$211,713 in FY 2013-14. Of the \$211,713 in recommended reductions, \$211,713 are ongoing savings and \$0 are one-time savings.



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**ASR - Assessor Recorder**

Object Title	FY 2012-13				FY 2013-14			
	FTE	Amount	Savings	GF IT	FTE	Amount	Savings	GF IT
	From	To	From	To	From	To	From	To
<b>FCG - Recorder</b>								
Other Current Expenses		\$30,000		\$10,000		\$30,000		\$20,000
Reduction based on historical expenditures from FY 2009-10 through FY 2011-12.								
<b>FDJ - Real Property</b>								
Real Property Appraiser	6.00	\$488,592	\$81,432	x	6.00	\$497,286	\$82,881	x
Mandatory Fringe Benefits		\$208,830	\$174,025	x		\$229,994	\$191,662	x
		<i>Total Savings</i>	\$116,237			<i>Total Savings</i>	\$121,213	
Delete vacant position on Board of Supervisors Reserve due to lack of justification. The Real Property Division has made significant progress in eliminating its assessment backlog in FY 2011-12 without this position and 4 vacant positions in the same class. According to the Department, the current assessment backlog has been reduced from 2.5 years as of June 1, 2011 to 2 years as of June 1, 2012. As of June 1, 2012, there were 10,712 pending events compared to 16,083 pending events in June 1, 2011.								
Principal Real Property Appraiser	1.00	\$109,122	\$100,029	x		\$9,094	x	
Mandatory Fringe Benefits		\$41,549	\$38,086.58	x		\$3,462	x	
		<i>Total Savings</i>	\$12,556					
Ongoing savings								
Reduce new Limited Tenure position for hiring start date based on the Budget and Legislative Analyst's recommended disapproval of the Department's Interim Exception request. Position is currently vacant and no candidate has been interviewed or selected to date. Reduction in FTE will allow for August 1, 2012 hire date instead of July 1, 2012 hire date.								
Attrition Savings	(0.81)	(\$319,704)	(\$677,314)	x		\$357,610	x	
Mandatory Fringe Benefits		(\$133,259)	(\$282,318)	x		\$149,059	x	
		<i>Total Savings</i>	\$506,669					
Real Property has 7 FTE vacancies it plans to fill in FY 2012-13. A one-time increase in attrition savings will still allow for full-staffing of the unit as scheduled.								
<b>FDK - Personal Property</b>								
Attrition Savings	(1.32)	(\$193,240)	(\$233,653)	x		\$40,413	x	
Mandatory Fringe Benefits		(\$81,123)	(\$98,089)	x		\$16,966	x	
		<i>Total Savings</i>	\$57,370					
The Budget and Legislative Analyst recommends that the Personal Property Auditor (4220) position be released from Board of Supervisors Reserve. However, the position approved in the FY 2011-12 budget, one Senior Personal Property Auditor (4222), has yet to be hired because of the Department's position that both positions need to be hired simultaneously. Therefore, Attrition has been increased to account for the Senior Personal Property Auditor position and the Personal Property Auditor position to start in								
<b>FDL - Technical Services</b>								
Training Costs Paid to Employees		\$2,000	\$1,500	x		\$2,000	\$1,500	x
Reduction based on historical expenditures from FY 2009-10 through FY 2011-12.								
Ongoing savings								



**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The Department's proposed \$29,681,678 budget for FY 2012-13 is \$1,135,254 or 4.0% more than the original FY 2011-12 budget of \$28,546,424.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 203.82 FTEs, which are 4.22 FTEs less than the 208.04 FTEs in the original FY 2011-12 budget. This represents a 2.0% decrease in FTEs from the original FY 2011-12 budget.

Interim Exception

The Department has requested approval of 2.0 positions as an interim exception, including one Accountant III position in the Investment division and one Junior Management Assistant position which provides services to the financial literacy program and the Kindergarten to College Program and is jointly funded by the Department of Children, Youth and their Families (DCYF) and grant funds. The Budget and Legislative Analyst recommends approval of the Junior Management Assistant position as an interim exception and disapproval of the Accountant III position as an interim exception.

Revenue Changes

The Department's revenues of \$15,215,791 in FY 2012-13, are \$437,674 or 3.0% more than FY 2011-12 revenues of \$14,778,117. General Fund support of \$14,465,887 in FY 2012-13 is \$697,580 or 5.1% more than FY 2011-12 General Fund support of \$13,768,307.

**YEAR TWO: FY 2013-14**

Budget Changes

The Department's proposed \$27,022,277 budget for FY 2013-14 is \$2,659,401 or 9% less than the original FY 2012-13 budget of \$29,681,678.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 182.31 FTEs, which are 21.51 FTEs less than the 203.82 FTEs in the original FY 2012-13 budget. This represents a 10.6% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$14,104,646 in FY 2013-14, are \$1,111,145 or 7.3% less than FY 2012-13 revenues of \$15,215,791. General Fund support of \$12,917,631 in FY 2013-14 is \$1,548,256 or 10.7% less than FY 2012-13 General Fund support of \$14,465,887.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

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

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$503,230 in FY 2012-13. Of the \$503,230 in recommended reductions, \$117,405 are ongoing savings and \$385,825 are one-time savings. The \$503,230 are General Fund savings. These reductions would still allow an increase of \$632,028 or 2.2% in the Department's FY 2012-13 budget.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$117,405 in FY 2013-14, which are ongoing savings. These recommendations will result in \$117,405 savings to the City's General Fund in FY 2013-14.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

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

**SUMMARY OF PROGRAM EXPENDITURES:**

<u>Program</u>	<u>FY 2011- 2012 Budget</u>	<u>FY 2012- 2013 Proposed</u>	<u>Increase/ Decrease from FY 2011- 2012</u>	<u>FY 2013- 2014 Proposed</u>	<u>Increase/ Decrease from FY 2012- 2013</u>
<b>TREASURER/TAX COLLECTOR</b>					
BUSINESS TAX	6,502,366	6,262,027	(240,339)	5,151,035	(1,110,992)
DELINQUENT REVENUE	8,736,301	9,004,848	268,547	7,553,165	(1,451,683)
INVESTMENT	1,981,380	2,338,400	357,020	2,452,538	114,138
LEGAL SERVICE	209,583	441,801	232,218	460,059	18,258
MANAGEMENT	4,959,869	5,352,917	393,048	5,413,989	61,072
PROPERTY TAX/LICENSING	2,280,186	2,181,600	(98,586)	1,946,662	(234,938)
TAXPAYER ASSISTANCE	1,167,976	1,409,882	241,906	1,472,145	62,263
TRANSFER TAX	0	0	0	0	0
TREASURY	2,708,763	2,690,203	(18,560)	2,572,984	(117,219)
<b>TREASURER/TAX COLLECTOR</b>	<b>28,546,424</b>	<b>29,681,678</b>	<b>1,135,254</b>	<b>27,022,577</b>	<b>(2,659,101)</b>

**FY 2012-13**

The Department's proposed FY 2012-13 budget has increased by \$1.1 million, largely due to increases in salary and fringe benefit costs.

**FY 2013-14**

The Department's proposed FY 2013-14 budget has decreased by \$2.7 million largely due to the reduction of \$1.45 million in the work order between the Treasurer/Tax Collector's Office and the Superior Court. Under the work order reduction, the Superior Court will no longer pay the Treasurer/Tax Collector's Office a commission for delinquent traffic fine revenues collected by the Treasurer/Tax Collector's Office for the Superior Court, but rather, the Superior Court will reimburse the Treasurer/Tax Collector for actual collection costs, resulting in a reduction in reimbursements. Also, the Superior Court has reduced the number of delinquent traffic fines referred to the Treasurer/Tax Collector's Office for collection.

The proposed FY 2013-14 budget also reduces General Fund support by \$1.55 million. Overall, the Treasurer/Tax Collector's Office has reduced staff through position deletions and increases in attrition savings as new technology is implemented and routine processes are streamlined.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 203.82 FTEs, which are 4.22 FTEs less than the 208.04 FTEs in the original FY 2011-12 budget. This represents a 2.0% decrease in FTEs from the original FY 2011-12 budget.

The Treasurer/Tax Collector's Office is proposing (1) one new Junior Management Assistant Position, funded jointly by grant funds and work order recoveries, and (2) one new Accountant III and one new Principal Administrative Analyst in the Investment division. The Treasurer/Tax Collector's Office is also deleting one position in the Legal Assistance division and three positions in the Business Tax division in FY 2012-13, offset by other adjustments.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

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

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 182.31 FTEs, which are 21.51 FTEs less than the 203.82 FTEs in the original FY 2012-13 budget. This represents a 10.6% decrease in FTEs from the original FY 2012-13 budget.

The Treasurer/Tax Collector's Office is deleting positions in the Delinquent Revenue division, largely due to reductions in the work order between the Treasurer/Tax Collector's Office and the Superior Court, and increasing attrition savings, offset by other adjustments.

**INTERIM EXCEPTIONS**

The Department has requested approval of 2.0 positions as an interim exception, including one Accountant III position in the Investment division and one Junior Management Assistant position which provides services to the financial literacy program and the Kindergarten to College Program and is jointly funded by the Department of Children, Youth and their Families (DCYF) and grant funds. The Budget and Legislative Analyst recommends approval of the Junior Management Assistant position as an interim exception and disapproval of the Accountant III position as an interim exception.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$15,215,791 in FY 2012-13, are \$437,674 or 3.0% more than FY 2011-12 revenues of \$14,778,117. General Fund support of \$14,465,887 in FY 2012-13 is \$697,580 or 5.1% more than FY 2011-12 General Fund support of \$13,768,307.

Changes in the Department's FY 2012-13 revenues include increased reimbursements from City departments and other agencies for handling, depositing, and investing funds for the City; and increases in revenues as a result of the Treasurer/Tax Collector's Office efforts to enforce payment of Business Tax and Unsecure Personal Property Tax accounts; offset by the reduction in the work order with the Superior Court.

**FY 2013-14**

The Department's revenues of \$14,104,646 in FY 2013-14, are \$1,111,145 or 7.3% less than FY 2012-13 revenues of \$15,215,791. General Fund support of \$12,917,631 in FY 2013-14 is \$1,548,256 or 10.7% less than FY 2012-13 General Fund support of \$14,465,887.

The Treasurer/Tax Collector's Office FY 2013-14 revenue reductions are due to the ongoing reduction in the Treasurer/Tax Collector's Office work order with the Superior Court.

**OTHER ISSUES**

The Treasurer/Tax Collector's Office has implemented new technology to streamline tax filing and collection and other procedures. This new technology includes:

1. The Treasury Workstation to manage approximately 400 bank accounts and automate bank account management;
2. Online tax statements and payments for hotel, payroll and business registration taxes;

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

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

3. The new cash management system, allowing automated posting of payment receipts to the City's general ledger system (FAMIS) and more accurate reporting of payment receipts; and
4. Standardized Citywide permit renewal invoices that consolidates Fire, Police, Entertainment, and Health permit renewals into one invoice, which was implemented in February 2012.

**Budget Savings Incentive Reserve**

The Mayor has allocated \$1,000,000 in Budget Savings Incentive Reserve funds in FY 2012-13 to pay for the Business Tax System Replacement Project. This project will implement a new off-the-shelf system to facilitate taxpayers use of the Business Tax System and improve collection of delinquent Business Tax accounts. Phase one of the Business Tax System Replacement Project has a budget of \$2,400,000, with expected implementation in FY 2011-12 through FY 2013-14. The Treasurer-Tax Collector's Office has encumbered \$1,400,000 in FY 2011-12 for a contract with XTECH for system consulting and software licenses for the Business Tax System. The additional \$1,000,000 in Budget Savings Incentive Reserve funds will complete funding for phase one of the Business Tax System Replacement Project.

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$503,230 in FY 2012-13. Of the \$503,230 in recommended reductions, \$117,405 are ongoing savings and \$385,825 are one-time savings. The \$503,230 are General Fund savings. These reductions would still allow an increase of \$632,028 or 2.2% in the Department's FY 2012-13 budget.

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$117,405 in FY 2013-14, which are ongoing savings.

These recommendations will result in \$117,405 savings to the City's General Fund in FY 2013-14.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Fixed Two-Year Budget**

**TTX - Treasurer/Tax Collector's Office**

Object Title	FY 2012-13						FY 2013-14						
	FTE		Amount		Savings	GF IT	FTE		Amount		Savings	GF IT	
	From	To	From	To			From	To	From	To			
<b>FCS - Delinquent Revenue</b>													
Investigator	2.00	0.00	\$168,530	\$0	\$168,530	x	x						
Fringe Benefits			\$70,107	\$0	\$70,107	x	x						
				\$238,637									
<p>The Department has 11 Investigator positions, of which 2 have been vacant since July 2010. The Department will continue to have 9 Investigator positions in the Delinquent Revenue Division.</p> <p>The Department's FY 2013-14 budget does not contain these two positions.</p>													
<b>Object Title</b>	<b>FTE</b>		<b>Amount</b>		<b>Savings</b>	<b>GF IT</b>	<b>FTE</b>		<b>Amount</b>		<b>Savings</b>	<b>GF IT</b>	
Attrition Savings	From	To	From	To			From	To	From	To			
			(\$441,256)	(\$526,256)	\$85,000	x			(\$448,388)	(\$533,388)	\$85,000		
Fringe Benefits			(\$168,222)	(\$200,627)	\$32,405	x			(\$186,753)	(\$219,158)	\$32,405		
				\$117,405						\$117,405			
<p>Increase attrition savings to reflect the Treasurer/Tax Collector's FY 2011-12 projected salary surplus and vacant positions.</p> <p>Ongoing savings</p>													
<b>Object Title</b>	<b>FTE</b>		<b>Amount</b>		<b>Savings</b>	<b>GF IT</b>	<b>FTE</b>		<b>Amount</b>		<b>Savings</b>	<b>GF IT</b>	
Accountant III	From	To	From	To			From	To	From	To			
	1.00	0.77	\$91,962	\$70,811	\$21,151	x	x						
Fringe Benefits			\$37,530	\$28,898	\$8,632	x	x						
				\$29,783									
<p>The Department has requested one new Accountant III position in the Investment Division, which the Department has budgeted as 1.0 FTE with a hire date of July 1, 2012. This recommendation would reduce the position to 0.77 FTE with a hire date of October 1, 2012.</p>													



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Fixed Two-Year Budget**

**TTX - Treasurer/Tax Collector's Office**

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		Savings	GF IT	FTE		Amount		Savings	GF IT
	From	To	From	To			From	To	From	To		
Attrition Savings			(\$265,430)	(\$350,430)	\$85,000	x	x					
Fringe Benefits			(\$111,637)	(\$144,042)	\$32,405	x	x					
				\$117,405								
FCO - Business Tax												
Increase attrition savings to reflect the Treasurer/Tax Collector's FY 2011-12 projected salary surplus and vacant positions.												
Ongoing savings												

**FY 2012-13**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$385,825	\$117,405
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$385,825</b>	<b>\$117,405</b>

**FY 2013-14**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$0
Non-General Fund	\$0	\$117,405
<b>Total</b>	<b>\$0</b>	<b>\$117,405</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The department's proposed \$38,854,732 budget for FY 2012-13 is \$729,106 or 1.9% more than the original FY 2011-12 budget of \$38,125,626.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 198.61 FTEs, which are 2.07 FTEs less than the 200.68 FTEs in the original FY 2011-12 budget. This represents 1.0% decrease in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$27,556,879 in FY 2012-13, are \$259,710 or .9% less than FY 2011-12 revenues of \$27,816,589. General Fund support of \$11,297,853 in FY 2012-13 is \$988,816 or 9.6% more than FY 2011-12 General Fund support of \$10,309,037.

**YEAR TWO: FY 2013-14**

Budget Changes

The department's proposed \$40,079,630 budget for FY 2013-14 is \$1,224,898 or 3.2% more than the original FY 2012-13 budget of \$38,854,732.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 197.61 FTEs, which is 1.00 FTE less than the 198.61 FTEs in the original FY 2012-13 budget. This represents .5% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$28,612,509 in FY 2013-14, are \$1,055,630 or 3.8% more than FY 2012-13 revenues of \$27,556,879. General Fund support of \$11,467,121 in FY 2013-14 is \$169,268 or 1.5% more than FY 2012-13 General Fund support of \$11,297,853.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** CON – CONTROLLER

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$693,860 in FY 2012-13. Of the \$693,860 in recommended reductions, \$455,743 are ongoing savings and \$238,117 are one-time savings. These reductions would still allow an increase of \$35,246 or .1% in the Department's FY 2012-13 budget.

These recommendations will result in \$693,117 savings to the City's General Fund in FY 2012-13.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$516,425 in FY 2013-14. Of the \$516,425 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$1,402,333 or 3.6% in the Department's FY 2013-14 budget.

These recommendations will result in \$516,425 savings to the City's General Fund in FY 2013-14.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** CON – CONTROLLER

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2011- 2012 Budget	FY 2012- 2013 Proposed	Increase/ Decrease from FY 2011- 2012	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013
<b>CONTROLLER</b>					
ACCOUNTING OPERATIONS AND SYSTEMS	7,121,553	7,471,238	349,685	7,764,072	292,834
CITY SERVICES AUDITOR	12,144,435	12,363,860	219,425	13,205,825	841,965
ECONOMIC ANALYSIS	418,467	442,997	24,530	458,733	15,736
MANAGEMENT, BUDGET AND ANALYSIS	4,216,269	5,058,625	842,356	4,738,963	(319,662)
PAYROLL AND PERSONNEL SERVICES	13,704,221	12,962,964	-741,257	13,334,215	371,251
PUBLIC FINANCE	520,681	555,048	34,367	577,822	22,774
<b>CONTROLLER</b>	<b>38,125,626</b>	<b>38,854,732</b>	<b>729,106</b>	<b>40,079,630</b>	<b>1,224,898</b>

**FY 2012-13**

The Department's proposed FY 2012-13 budget has increased by \$729,106 largely due to salary and fringe benefit increases, and the Department's new Disaster Recovery project.

- The Department's new Disaster Recovery initiative will establish an offsite location to maintain and protect the City's core financial systems in order to ensure continuity of operations in the event of an emergency. This project is being developed in collaboration with the Department of Technology. COIT has approved \$500,000 for this project.
- The Department will continue to support the implementation of the eMerge initiative, which transitioned from the Department of Human Resources in December 2009. Project eMerge will integrate recruitment, position management, benefits administration and payroll functions citywide.

**FY 2013-14**

The Department's proposed FY 2013-14 budget has increased by \$1,224,898 largely due to salary and fringe benefit costs.

- Funding for the Accounting Operations and Systems division will increase to support a project to replace the City's financial accounting system (FAMIS).
- Payroll and Personnel Services funding will increase, primarily due to increased salary and fringe benefit costs related to ongoing implementation needs of the eMerge initiative.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** CON – CONTROLLER

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 198.61 FTEs, which are 2.07 FTEs less than the 200.68 FTEs in the original FY 2011-12 budget. This represents 1.0% decrease in FTEs from the original FY 2011-12 budget.

While the FTEs will decrease in FY 2012-13, the Department has requested 5 new positions (4.08 FTEs), offset by other reductions, including one filled position temporarily exchanged from a vacant position.

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 197.61 FTEs, which is 1.00 FTE less than the 198.61 FTEs in the original FY 2012-13 budget. This represents .5% decrease in FTEs from the original FY 2012-13 budget.

**DEPARTMENT REVENUES:**

FY 2012-13

The Department's revenues of \$27,556,879 in FY 2012-13, are \$259,710 or .9% less than FY 2011-12 revenues of \$27,816,589. General Fund support of \$11,297,853 in FY 2012-13 is \$988,816 or 9.6% more than FY 2011-12 General Fund support of \$10,309,037.

Specific changes in the Department's FY 2012-13 revenues include

- Increases in revenue recovery from City, offset by
- Decreases in fund balance, due the use of attrition savings by the City Services Auditor Division as a result of an increased number of vacancies and slower than expected hiring.

FY 2013-14

The Department's revenues of \$28,612,509 in FY 2013-14, are \$1,055,630 or 3.8% more than FY 2012-13 revenues of \$27,556,879. General Fund support of \$11,467,121 in FY 2013-14 is \$169,268 or 1.5% more than FY 2012-13 General Fund support of \$11,297,853.

Specific changes in the Department's FY 2012-13 revenues include:

- Increases in revenue recovery from City, and
- Increases in fund balance.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** CON – CONTROLLER

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$693,860 in FY 2012-13. Of the \$693,860 in recommended reductions, \$455,743 are ongoing savings and \$238,117 are one-time savings. These reductions would still allow an increase of \$35,246 or .1% in the Department's FY 2012-13 budget.

These recommendations will result in \$693,860 savings to the City's General Fund in FY 2012-13.

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$516,425 in FY 2013-14. Of the \$516,425 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$1,402,333 or 3.6% in the Department's FY 2013-14 budget.

These recommendations will result in \$516,425 savings to the City's General Fund in FY 2013-14.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**CON - Controller's Office**

Object Title	FY 2012-13				FY 2013-14					
	FTE		Amount		FTE		Amount			
	From	To	From	To	From	To	From	To		
			Savings	GF	IT			Savings	GF	IT
<b>FDO - City Services Auditor</b>										
Attrition Savings	(5.99)	(6.68)	(\$605,135)	(\$674,842)	x	x	\$69,707			
Mandatory Fringe Benefits			(\$238,237)	(\$265,680)	x	x	\$27,443			
			<i>Total Savings</i>	<i>\$97,150</i>						
Increase attrition savings to reflect actual hire date of two vacant Performance Analyst I positions and one vacant Performance Analyst II position. These positions have been vacant since July 2008.										
Attrition Savings	(5.98)	(6.67)	(\$605,243)	(\$675,079)	x	x	\$69,836			
Mandatory Fringe Benefits			(\$238,131)	(\$265,608)	x	x	\$27,477			
			<i>Total Savings</i>	<i>\$97,312</i>						
Increase attrition savings to reflect actual hire date of three vacant Auditor I positions. These positions have been vacant since July 2008.										
Deputy Director	1.00	0.00	\$159,624	\$0	\$159,624	x		\$0	\$162,464	x
Mandatory Fringe Benefits			\$55,229	\$0	\$55,229	x		\$0	\$61,457	x
Manager V	0.00	1.00	\$0	\$148,830	(\$148,830)	x		\$0	\$151,478	x
Mandatory Fringe Benefits			\$0	\$53,134	(\$53,134)	x		\$0	\$58,974	x
			<i>Total Savings</i>	<i>\$12,889</i>					<i>Total Savings</i>	<i>\$13,469</i>
Disapprove upward substitution. The Department currently has several high level managers and there is not significant differentiation in terms of management responsibility to warrant this upward substitution.										
									Ongoing savings	
<b>FDC - Payroll and Personnel</b>										
Equipment			\$126,565	\$124,597	\$1,968	x	x			
Equipment			\$100,000	\$92,534	\$7,466	x	x			
			<i>Total Savings</i>	<i>\$9,434</i>						
Reduce to reflect actual quotes from vendors.										
Other Professional Services			\$296,385	\$200,000	\$96,385	x	x	\$647,561	\$500,000	\$147,561
			<i>Total Savings</i>	<i>\$96,385</i>				<i>Total Savings</i>	<i>\$147,561</i>	
A reduction of \$96,385 to reflect an expenditure level in line with historical expenditures, while allowing for continued expansion of the eMerge project.										
A reduction of \$147,561 to reflect an expenditure level in line with historical expenditures, while allowing for continued expansion of the eMerge project.										

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**CON - Controller's Office**

Object Title	FY 2012-13						FY 2013-14							
	FTE		Amount		GF	IT	Savings		FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To	From	To		
Manager V	1.00	0.00	\$148,830	\$0	x	x	\$148,830	\$0	1.00	0.00	\$151,478	\$0	x	x
Mandatory Fringe Benefits			\$53,134	\$0	x	x	\$53,134	\$0			\$58,974	\$0	x	x
Manager IV	0.00	1.00	\$0	\$137,904	x	x	(\$137,904)	\$0	0.00	1.00	\$0	\$140,358	x	x
Mandatory Fringe Benefits			\$0	\$51,014	x	x	(\$51,014)	\$0			\$0	\$56,461	x	x
			<i>Total Savings</i>	<i>\$13,046</i>							<i>Total Savings</i>	<i>\$13,633</i>		
Disapprove upward substitution. The Department did not provide sufficient justification. Responsibilities related to this position are not increasing.														
Ongoing savings														
<b>FEB - Management</b>														
Attrition Savings	(2.26)	(2.49)	(\$242,917)	(\$267,639)	x	x	\$24,722	\$0						
Mandatory Fringe Benefits			(\$93,334)	(\$102,833)	x	x	\$9,499	\$0						
			<i>Total Savings</i>	<i>\$34,220</i>										
Increase attrition savings to reflect actual hire date of one 1649 Accountant. This position has been vacant since August 2011.														
Other Professional Services			\$238,000	\$168,000	x	x	\$70,000	\$0			\$238,000	\$168,000	x	x
			<i>Total Savings</i>	<i>\$70,000</i>							<i>Total Savings</i>	<i>\$70,000</i>		
A reduction of \$70,000 in professional services will allow for sufficient funding for professional services to support additional reporting mechanisms associated with eMerge, while keeping the budget in line with historical spending rates.														
Ongoing savings														
<b>FDG - Accounting Operations and Systems</b>														
IS Project Director	1.00	0.00	\$134,082	\$0	x	x	\$134,082	\$0	1.00	0.00	\$136,468	\$0	x	x
Mandatory Fringe Benefits			\$46,574	\$0	x	x	\$46,574	\$0			\$51,947	\$0	x	x
			<i>Total Savings</i>	<i>\$180,656</i>							<i>Total Savings</i>	<i>\$188,415</i>		
Delete position that has not been filled since July 2009. Department does not plan to fill until the scoping project for the FAMIS replacement system has been completed. The timeline for the scoping project has not yet been determined.														
Systems Consulting Services			\$85,000	\$25,000	x	x	\$60,000	\$0			\$85,000	\$25,000	x	x
			<i>Total Savings</i>	<i>\$60,000</i>							<i>Total Savings</i>	<i>\$60,000</i>		
Reduce to reflect historical expenditures														
<b>FFG - Public Finance</b>														
Other Professional Services			\$29,878	\$20,000	x	x	\$9,878	\$0			\$29,878	\$20,000	x	x
			<i>Total Savings</i>	<i>\$9,878</i>							<i>Total Savings</i>	<i>\$9,878</i>		
Reduce to reflect historical expenditures														
Ongoing reduction.														



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**CON - Controller's Office**

Object Title	FY 2012-13				FY 2013-14				
	FTE		Amount		FTE		Amount		
	From	To	From	To	From	To	From	To	
Deputy Director	1.00	0.00	\$159,624	\$0	1.00	0.00	\$162,464	\$0	
Mandatory Fringe Benefits			\$55,229	\$0			\$61,457	\$0	
Manager V	0.00	1.00	\$0	\$148,830	0.00	1.00	\$0	\$151,478	
Mandatory Fringe Benefits			\$0	(\$53,134)			\$0	(\$58,974)	
			<i>Total Savings</i>	\$12,889			<i>Total Savings</i>	\$13,469	
Disapprove upward substitution. The Department did not provide sufficient justification. Responsibilities related to this position are not increasing.									
Ongoing savings									

**FY 2012-13**

	Total Recommended Reductions	
	One-Time	Ongoing
General Fund	\$238,117	\$455,743
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$238,117</b>	<b>\$455,743</b>

**FY 2013-14**

	Total Recommended Reductions	
	One-Time	Ongoing
General Fund	\$0	\$516,425
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$516,425</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The Department's proposed \$615,176,026 budget for FY 2012-13 is \$40,022,627 or 7.0% more than the original FY 2011-12 budget of \$575,153,399.

Revenue Changes

The Department's revenues of \$196,285,280 in FY 2012-13, are \$21,453,639 or 9.9% less than FY 2011-12 revenues of \$217,738,919. General Fund support of \$418,890,746 in FY 2012-13 is \$61,476,266 or 17.2% more than FY 2011-12 General Fund support of \$357,414,480.

**YEAR TWO: FY 2013-14**

Budget Changes

The Department's proposed \$579,731,396 budget for FY 2013-14 is \$35,444,630 or 5.8% less than the original FY 2012-13 budget of \$615,176,026.

Revenue Changes

The Department's revenues of \$192,183,046 in FY 2013-14, are \$4,102,234 or 2.1% less than FY 2012-13 revenues of \$196,285,280. General Fund support of \$387,548,350 in FY 2013-14 is \$31,342,396 or 7.5% less than FY 2012-13 General Fund support of \$418,890,746.

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$606,153 in FY 2012-13, which are ongoing savings. These reductions would still allow an increase of \$39,413,474 or 6.9% in the Department's FY 2012-13 budget.

These recommendations will result in \$606,153 savings to the City's General Fund in FY 2012-13.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$606,153 in FY 2013-14, which are ongoing savings.

These recommendations will result in \$606,153 savings to the City's General Fund in FY 2013-14.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** GEN – GENERAL CITY RESPONSIBILITY

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2011-2012 Budget	FY 2012-2013 Proposed	Increase/ Decrease from FY 2011-2012	FY 2013-2014 Proposed	Increase/ Decrease from FY 2012-2013
<b>GENERAL CITY RESPONSIBILITY</b>					
GENERAL CITY RESPONSIBILITIES	568,358,399	601,078,626	32,720,227	565,362,596	(35,716,030)
GENERAL FUND UNALLOCATED	0	0	0	0	0
INDIGENT DEFENSE/GRAND JURY	250,000	750,000	500,000	750,000	0
NON PROGRAM	0	3,177,400	3,177,400	3,088,800	(88,600)
RETIREE HEALTH CARE - PROP B	6,545,000	10,170,000	3,625,000	10,530,000	360,000
<b>GENERAL CITY RESPONSIBILITY</b>	<b>575,153,399</b>	<b>615,176,026</b>	<b>40,022,627</b>	<b>579,731,396</b>	<b>(35,444,630)</b>

The General City Responsibility budget is comprised of general expenditures and revenue transfers that are not the responsibility of other City departments, including General Fund supported debt service, reserves, and General Fund contributions to subsidized enterprise funds, such as San Francisco General Hospital and Laguna Honda Hospital.

**FY 2012-13**

Major changes to the General City Responsibility budget in FY 2012-13 include:

- \$17,800,000 to the Budget Stabilization Reserve, which equals 75% of estimated Real Property Transfer Tax revenues in FY 2012-13 exceeding the 5-year average, as required by the Administrative Code. FY 2012-13 is the first year that funds have been allocated to the Budget Stabilization Reserve.
- \$9,894,000 to the General Reserve, which will equal \$32,200,000 in FY 2012-13, including the carry forward of unexpended FY 2011-12 General Reserve funds of approximately \$22,306,000. The total General Reserve will equal 1% of General Fund revenues of \$3,212,775,000 in FY 2012-13.
- \$4,496,200 to pay for a 1% cost of living adjustment (COLA) for community based organizations.

The FY 2012-13 budget also includes (a) \$700,000 for the Film Rebate Program, and (b) \$3,000,000 for HOPE SF.

**FY 2013-14**

Major changes to the General City Responsibility budget in FY 2013-14 include:

- \$7,280,000 to the Budget Stabilization Reserve, which equals 75% of estimated Real Property Transfer Tax revenues in FY 2013-14 exceeding the 5-year average, as required by the Administrative Code.
- \$9,300,000 to the General Reserve to increase the General Reserve amount from \$32,200,000 in FY 2012-13 to \$41,500,000, which will equal 1.25% of estimated FY 2013-14 General Fund revenues of \$3,325,500,000 in FY 2013-14.
- \$4,496,200 to pay for a 1% cost of living adjustment (COLA) for community based organizations.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** GEN – GENERAL CITY RESPONSIBILITY

The FY 2013-14 budget also includes (a) \$700,000 for the Film Rebate Program for total Film Rebate Program funding over two years of \$1,400,000; and (b) \$3,000,000 for HOPE SF.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$196,285,280 in FY 2012-13, are \$21,453,639 or 9.9% less than FY 2011-12 revenues of \$217,738,919. General Fund support of \$418,890,746 in FY 2012-13 is \$61,476,266 or 17.2% more than FY 2011-12 General Fund support of \$357,414,480.

**FY 2013-14**

The Department's revenues of \$192,183,046 in FY 2013-14, are \$4,102,234 or 2.1% less than FY 2012-13 revenues of \$196,285,280. General Fund support of \$387,548,350 in FY 2013-14 is \$31,342,396 or 7.5% less than FY 2012-13 General Fund support of \$418,890,746.

**FILE 11-0274 ACCESS LINE TAX**

The San Francisco voters approved Proposition O in November 2008, establishing the Access Line Tax for telephone communication services. Currently, the monthly tax rate is set at \$2.86 per access line, \$21.48 per trunk line, and \$386.63 per high capacity line. Business and Tax Code Section 782 allows the Controller to adjust the rate annually by the Consumer Price Index (CPI), which according to the Controller is 2.93% as of December 31, 2011. Based on the CPI adjustment, the Controller recommends increasing the FY 2012-13 Access Line Tax to \$2.94 per access line, \$22.11 per trunk line, and \$397.96 per high capacity line.

As shown in the table below, the Controller estimates that the proposed increase in the Access Line Tax will result in increased revenues to the City of \$1,300,000 in FY 2012-13 and FY 2013-14.

		FY 2011-12	FY 2012-13	Change from PY	FY 2013-14	Change from PY
File No.	Fee Description	Projected Revenue	Projected Revenue	Change from PY	Projected Revenue	Change from PY
11- 0274	Access Line Tax	\$41,700,000	\$43,000,000	\$1,300,000	\$44,300,000	\$1,300,000
<b>Totals</b>		\$41,700,000	\$43,000,000	\$1,300,000	\$44,300,000	\$1,300,000

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

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$606,153 in FY 2012-13, which are ongoing savings. These reductions would still allow an increase of \$39,413,474 or 6.9% in the Department's FY 2012-13 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: GEN – GENERAL CITY RESPONSIBILITY**

These recommendations will result in \$606,153 savings to the City's General Fund in FY 2012-13.

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$606,153 in FY 2013-14, which are ongoing savings.

These recommendations will result in \$606,153 savings to the City's General Fund in FY 2013-14.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Fixed Two-Year Budget**

**GEN - General City Responsibility**

Object Title	FCO - Business Tax				GF				IT					
	From	To	From	To	From	To	From	To	From	To	From	To		
Other Current Expenses			\$5,606,153	\$5,000,000			\$606,153	\$606,153	x			\$5,000,000	\$606,153	x
<p>The proposed Audit Reserve budget in FY 2012-13 of \$5,606,153 is \$500,000 more than the FY 2011-12 Audit Reserve budget of \$501,606,153. The Audit Reserve is intended to pay claims from prior years' audits. However, this Reserve is also used to meet shortfalls in internal service funds, work order recoveries and other uses. Audit Reserve Fund expenditures in FY 2011-12 are \$4.9 million. Reducing the Audit Reserve to \$5,000,000 would retain sufficient funds to meet expected claims in FY 2012-13 and FY 2013-14.</p> <p align="center">Ongoing Reductions</p>														

**FY 2012-13**

	Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund	\$0	\$606,153	\$606,153
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$606,153</b>	<b>\$606,153</b>

**FY 2013-14**

	Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund	\$0	\$606,153	\$606,153
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$606,153</b>	<b>\$606,153</b>

**DEPARTMENT:**

**CAT- CITY ATTORNEY**

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The Department's proposed \$67,842,320 budget for FY 2012-13 is \$2,852,454 or 4.4% more than the original FY 2011-12 budget of \$ 64,989,866.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 304.16 FTEs, which are 4.87 FTEs more than the 299.29 FTEs in the original FY 2011-12 budget. This represents a 1.6% change in FTEs from the original FY 2011-12 budget.

The Department has requested approval of 5 positions as interim exceptions. The Budget and Legislative Analyst recommends approval of 3 Redevelopment Agency positions and disapproval of 2 positions as interim exceptions.

Revenue Changes

The Department's revenues of \$61,305,736 in FY 2012-13, are \$1,545,047 or 2.6% more than FY 2011-12 revenues of \$59,760,689. General Fund support of \$6,536,584 in FY 2012-13 is \$1,307,407 or 25% more than FY 2011-12 General Fund support of \$5,229,177.

**YEAR TWO: FY 2013-14**

Budget Changes

The Department's proposed \$70,926,609 budget for FY 2013-14 is \$3,084,289 or 4.6% more than the original FY 2012-13 budget of \$ 67,842,320.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 304.16 FTEs, which is the same number of FTEs in the proposed FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$61,083,153 in FY 2013-14, are \$222,583 or 0.4% less than FY 2012-13 revenues of \$61,305,736. General Fund support of \$9,843,456 in FY 2013-14 is \$3,306,872 or 51% more than the FY 2012-13 General Fund support of \$6,536,584.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** CAT – CITY ATTORNEY

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$369,019 in FY 2012-13. Of the \$369,019 in recommended reductions all are ongoing savings. These reductions would still allow an increase of \$2,483,435 or 3.8% in the Department's FY 2012-13 budget.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$383,506 in FY 2013-14. All of the \$383,506 are ongoing savings. These reductions would still allow an increase of \$2,700,783 or 4.0% in the Department's FY 2013-14 budget.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** CAT – CITY ATTORNEY

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2011- 2012 Budget	FY 2012- 2013 Proposed	Increase/ Decrease from FY 2011- 2012	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013
CITY ATTORNEY					
CLAIMS	\$5,796,693	\$6,060,764	\$264,071	\$6,342,941	\$282,177
LEGAL SERVICES	56,458,173	59,046,556	2,588,383	61,848,668	2,802,112
AFFIRMATIVE LITIGATION	2,735,000	2,735,000	0	2,735,000	0
<b>CITY ATTORNEY</b>	<b>64,989,866</b>	<b>67,842,320</b>	<b>2,852,454</b>	<b>70,926,609</b>	<b>3,084,289</b>

**FY 2012-13**

The Department's proposed FY 2012-13 budget has increased by \$2,852,454 largely due to:

- Increases of \$2,588,383 in Legal Services resulting from increases in mandated salaries, related fringe benefit costs, and services of other departments, as well as the addition of 5 new positions, including 3 from the Redevelopment Agency, and 2 for a new Consumer Protection Unit at a cost \$902,712.
- Increases of \$264,071 in Claims primarily resulting from increases in mandated salaries and related fringe benefit costs.

**FY 2013-14**

The Department's proposed FY 2013-14 budget has increased by \$3,084,289 largely due to:

- Increases in salaries and mandatory fringe benefits.
- The ongoing cost for the addition in FY 2012-13 of 5 new positions, including 3 from the Redevelopment Agency, and 2 for a new Consumer Protection Unit.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 304.16 FTEs, which are 4.87 FTEs more than the 299.29 FTEs in the original FY 2011-12 budget. This represents a 1.6% increase in FTEs from the original FY 2011-12 budget.

- The increase is associated with 5 new positions totaling \$902,712, of which \$666,900 is salaries and \$235,812 is associated with fringe benefit costs. The 5 new positions include two new 8177 Attorneys and one 8169 Legislative Assistant to address increased case and development project workload from the Redevelopment Agency. Additionally, the City Attorney is requesting one new 8177 Attorney and one new 8169 Legislative Assistant in Legal Services for a new proposed Consumer Protection Unit.
- The Department has requested approval of these 5 new positions as interim exceptions. The Budget and Legislative Analyst recommends approval of the 3 Redevelopment Agency transferred positions as interim exceptions.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** CAT – CITY ATTORNEY

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 304.16 FTEs, which is the same as the 304.16 FTEs in the proposed FY 2012-13 budget.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$61,305,736 in FY 2012-13, are \$1,545,047 or 2.6% more than FY 2011-12 revenues of \$59,760,689. General Fund support of \$6,536,584 in FY 2012-13 is \$1,307,407 or 25% more than FY 2011-12 General Fund support of \$5,229,177.

Specific changes in the Department's FY 2012-13 revenues include:

- Recoveries from City departments that are provided City Attorney services are the largest source of funds for the City Attorney, which are expected to increase \$2,308,469, or 4.0% from the original FY 2011-2012 budget of \$57,160,689 to the proposed budget of \$59,469,158.
- The largest increases in expected recoveries are from (a) Administrative Service, for \$984,145 to account for non-housing responsibilities transferred from the Redevelopment Agency, (b) Mayor's Office for \$400,000 for affordable housing responsibilities transferred from the Redevelopment Agency and (c) Recreation and Park Department for \$400,000 for Sharp Park environmental protection lawsuit. Also due to a large increase in the number of lawsuits which the Department of City Planning is facing, and expects in the near term, the City Attorney has increased its expected recoveries from the Department of City Planning by \$500,000.
- A decrease of \$1,025,000 in settlement revenue and \$1,575,000 in consumer protection fines is anticipated for FY 2012-2013, which is proposed to be offset by \$1,836,578 of new consumer protection fines, or a net decrease of \$763,422 in revenues.
- General Fund support is proposed to increase by \$1,307,407 or 25% in FY 2012-13 due to above noted decrease of \$1,025,000 settlement revenue, which was previously used in lieu of General Fund support in FY 2011-12.

**FY 2013-14**

The Department's revenues of \$61,083,153 in FY 2013-14, are \$222,583 or 0.4% less than FY 2012-13 revenues of \$61,305,736. General Fund support of \$9,843,456 in FY 2013-14 is \$3,306,872 or 51% more than FY 2012-13 General Fund support of \$6,536,584.

Specific changes in the Department's FY 2013-14 revenues include:

- Revenues from recoveries are expected to decrease by \$222,583 or 0.4%, from FY 2012-2013 budget of \$59,469,158 to the proposed FY 2013-2014 budget of \$59,246,575.
- General Fund support is proposed to increase by \$3,306,872 or 51% more than FY 2012-13 General Fund support of \$6,536,584 because the City Attorney's Office is projecting

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** CAT – CITY ATTORNEY

that General Fund departments such as Police, Fire, Public Works, and the Board of Supervisors require significantly more City Attorney services in FY 2013-14.

**OTHER ISSUES**

- The existing FY 2011-12 Affirmative Litigation Program provides 12 FTE staff and \$2,735,000 for the City Attorney to investigate and file public interest cases. Recent Affirmative Litigation cases include unfair business practices against Tower Car Wash, National Arbitration Forum and Money Mart.
- The City Attorney's Office is proposing to pilot a new Consumer Protection Unit, which would work closely with the existing Affirmative Litigation Program and collaborate with various City departments, including the Police Department, to investigate and prosecute allegations of unfair business practices. The proposed FY 2012-13 Budget includes the addition of 1 new Attorney and 1 new Legislative Assistant for this new Program. As a result of the City Attorney's growing dependence on General Fund support, the Budget and Legislative Analyst recommends reducing these new positions.

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$369,019 in FY 2012-13. Of the \$369,019 in recommended reductions all are ongoing savings. These reductions would still allow an increase of \$2,483,435 or 3.8% in the Department's FY 2012-13 budget.

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$383,506 in FY 2013-14. All of the \$383,506 are ongoing savings. These reductions would still allow an increase of \$2,700,783 or 4.0% in the Department's FY 2013-14 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Fixed Two-Year Budget**

**CAT-City Attorney**

Object Title	FY 2012-13						FY 2013-14								
	FTE		Amount		GF	IT	Savings		FTE		Amount		Savings	GF	IT
	From	To	From	To			From	To	From	To	From	To			
<b>FC2-Legal Services</b>															
Attorney (Civil/Criminal)	3.00	2.00	\$517,764	\$345,176		x	\$172,588		3.00	2.00	\$526,977	\$351,318	\$175,659	x	
Mandatory Fringe Benefits			\$170,906	\$113,937		x	\$56,969				\$191,112	\$127,408	\$63,704	x	
			<i>Total Savings</i>				\$229,557				<i>Total Savings</i>		\$239,363		
Legislative Assistant	2.00	1.00	\$149,136	\$74,568		x	\$74,568		2.00	1.00	\$151,790	\$75,895	\$75,895	x	
Mandatory Fringe Benefits			\$64,906	\$32,453		x	\$32,453				\$71,613	\$35,807	\$35,807	x	
			<i>Total Savings</i>				\$107,021				<i>Total Savings</i>		\$111,702		
<p>Two of the requested three new Attorney positions are due to the increased workload associated with the transition of the former Redevelopment Agency to the City Attorney's Office and are being requested as interim exceptions, to be filled as of July 1, 2012. The other 8177 Attorney position should be eliminated as the position is to staff a new Consumer Protection Unit to investigate and enforce public nuisance and misconduct violations and would add to the City Attorney's existing Affirmative Litigation Program. This position was not included in the Department's request to the Mayor's Office. The General Fund budget for the City Attorney's Office is increasing by \$1,307,407 in FY 2012-13 and is increasing by an additional \$3,306,872 in FY 2013-14. Given the Department's growing dependence on the City's General Fund, the Budget and Legislative Analyst questions adding new positions at this time.</p> <p>One of the two requested new Legislative Assistant positions is due to the increased workload associated with the transition of the former Redevelopment Agency to the City Attorney's Office and is being requested as an interim exception, to be filled as of July 1, 2012. The other Legislative Assistant position is recommended to be eliminated as this position is to staff a new Consumer Protection Unit to investigate and enforce public nuisance and misconduct violations, which would add to the City Attorney's existing Affirmative Litigation Program. This position was not included in the Department's request to the Mayor's Office. In addition, the General Fund contribution to the City Attorney's Office is increasing by \$1,307,407 in FY 2012-13 and an additional \$3,306,872 in FY 2013-14. Given the Department's growing dependence on the City's General Fund, the Budget and Legislative Analyst questions adding new positions at this time.</p>															

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Fixed Two-Year Budget**

**CAT-City Attorney**

Object Title	FY 2012-13				FY 2013-14													
	FTE		Amount		FTE		Amount											
	From	To	From	To	From	To	From	To										
Materials and Supplies Budget Only			\$132,441	\$100,000			\$132,441	\$100,000					\$32,441	\$32,441				
			<i>Total Savings</i>				<i>Total Savings</i>						<i>Total Savings</i>					
Expend Recovery for SVCS to AAO Funds.			(\$1,568,818)	(\$1,525,000)			(\$1,568,818)	(\$1,525,000)					(\$43,818)	(\$43,818)				
			<i>Total Savings</i>				<i>Total Savings</i>						<i>Total Savings</i>					
<p>The department has historically underspent on materials and supplies.</p> <p>Ongoing savings</p>																		
<p>To reflect a corresponding decrease in the Retirement System's work order budget with the City Attorney because these funds have historically never been expended.</p> <p>Ongoing Savings</p>																		
Attrition Savings (Salaries)	(18.37)	(18.60)	(\$2,633,262)	(\$2,665,823)			(\$2,678,175)	(\$2,709,941)			(18.37)	(18.59)	(\$1,016,048)	(\$1,028,100)			\$31,766	
Attrition Savings (Benefits)			(\$910,392)	(\$921,649)													\$12,052	
			<i>Total Savings</i>				<i>Total Savings</i>						<i>Total Savings</i>				<i>Total Savings</i>	
<p>To adjust for the decrease in Retirement System's work order with the City Attorney.</p> <p>Ongoing Savings</p>																		

**FY 2012-13**

Total Recommended Reductions		
One-Time	Ongoing	Total
\$0	\$369,019	\$369,019
General Fund	\$0	\$0
Non-General Fund	\$0	\$0
Total	\$369,019	\$369,019

**FY 2013-14**

Total Recommended Reductions		
One-Time	Ongoing	Total
\$0	\$383,506	\$383,506
General Fund	\$0	\$0
Non-General Fund	\$0	\$0
Total	\$383,506	\$383,506

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

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The department’s proposed \$409,004,927 budget for FY 2012-13 is \$157,505,709 or 62.6% more than the original FY 2011-12 budget of \$251,499,218.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 722.60 FTEs, which are 85.13 FTEs more than the 637.47 FTEs in the original FY 2011-12 budget. This represents a 13.4% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department’s revenues of \$365,324,234 in FY 2012-13 are \$160,379,637 or 78.3% more than FY 2011-12 revenues of \$204,944,597. General Fund support of \$43,680,693 in FY 2012-13 is \$2,873,928 or 6.2% less than FY 2011-12 General Fund support of \$46,554,621.

Interim Exceptions

The Department has requested approval of 10 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 10 positions as interim exceptions, which includes (a) 8 custodian positions for the opening of the new PUC building at 550 Golden Gate Avenue in July 2012; and (b) 2 new positions, one of which transferred from the former Redevelopment Agency and one of which the Department filled on a temporary requisition in FY 2011-12.

**YEAR TWO: FY 2013-14**

Budget Changes

The department’s proposed \$399,858,875 budget for FY 2013-14 is \$9,146,052 or 2.2 % less than the original FY 2012-13 budget of \$409,004,927.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 725.67 FTEs, which are 3.07 FTEs more than the 722.60 FTEs in the original FY 2012-13 budget. This represents 0.4% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department’s revenues of \$355,313,395 in FY 2013-14, are \$10,010,839 or 2.7% less than FY 2012-13 revenues of \$365,324,234. General Fund support of \$44,545,480 in FY 2013-14 is \$864,787 or 2.0% more than FY 2012-13 General Fund support of \$43,680,693.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

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

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,084,290 in FY 2012-13, which are ongoing savings. Of the \$1,084,290, \$805,147 are General Fund savings. These reductions would still allow an increase of \$156,421,419 or 62.2% in the Department’s FY 2012-13 budget.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,242,920 in FY 2013-14, which are ongoing savings. Of the \$1,242,920, \$1,005,893 are General Fund savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

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

**NOTE:** The Community Redevelopment Program in the City Administrator’s Office, which consists of programs previously provided by the former San Francisco Redevelopment Agency, will be presented separately, as will a review of the Treasure Island Development Agency projects.

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2011-2012 Budget	FY 2012-2013 Proposed	Increase/ Decrease from	FY 2013-2014 Proposed	Increase/ Decrease from
			FY 2011-2012		FY 2012-2013
<b>GENERAL SERVICES AGENCY - CITY ADMIN</b>					
311 CALL CENTER	10,443,003	10,879,996	436,993	11,260,369	380,373
ANIMAL WELFARE	4,087,673	5,330,922	1,243,249	5,031,345	(299,577)
CAPITAL ASSET PLANNING	750,000	750,000	0	750,000	0
CITY ADMINISTRATOR - ADMINISTRATION	8,452,889	9,490,766	1,037,877	9,933,648	442,882
COMMUNITY AMBASSADOR PROGRAM	0	496,385	496,385	712,040	215,655
COMMUNITY REDEVELOPMENT	0	141,180,844	141,180,844	128,415,792	(12,765,052)
CONTRACT MONITORING	0	4,476,177	4,476,177	4,662,030	185,853
COUNTY CLERK SERVICES	1,892,621	1,894,985	2,364	1,951,157	56,172
DISABILITY ACCESS	9,017,747	8,424,249	(593,498)	5,894,609	(2,529,640)
EARTHQUAKE SAFETY PROGRAM	0	440,000	440,000	590,000	150,000
ENTERTAINMENT COMMISSION	761,882	765,464	3,582	789,347	23,883
FACILITIES MGMT & OPERATIONS	40,033,686	40,499,230	465,544	42,648,710	2,149,480
FLEET MANAGEMENT	1,007,507	991,055	(16,452)	991,325	270
GRANTS FOR THE ARTS	11,855,054	11,888,347	33,293	11,919,728	31,381
IMMIGRANT AND LANGUAGE SERVICES	1,071,324	1,458,581	387,257	1,522,514	63,933
JUSTIS PROJECT - CITY ADM OFFICE	3,143,302	3,481,495	338,193	3,404,956	(76,539)
LIVING WAGE / LIVING HEALTH (MCO/HCAO)	2,964,561	3,187,163	222,602	3,307,843	120,680
MEDICAL EXAMINER	12,493,163	6,191,525	(6,301,638)	6,408,216	216,691
MOSCONE EXPANSION PROJECT	0	1,700,000	1,700,000	0	(1,700,000)
NEIGHBORHOOD BEAUTIFICATION	835,000	1,865,000	1,030,000	1,865,000	0
PROCUREMENT SERVICES	4,698,228	5,106,654	408,426	5,264,107	157,453
REAL ESTATE SERVICES	23,312,151	26,874,789	3,562,638	27,666,662	791,873
REPRODUCTION SERVICES	5,470,996	6,025,989	554,993	6,081,205	55,216
RISK MANAGEMENT / GENERAL	12,518,041	14,325,471	1,807,430	14,361,932	36,461
TOURISM EVENTS	70,820,558	73,465,907	2,645,349	76,386,075	2,920,168
TREASURE ISLAND	1,579,439	1,758,079	178,640	1,871,150	113,071
VEHICLE & EQUIPMENT MAIN & FUELING	24,290,393	26,055,854	1,765,461	26,169,115	113,261
<b>GENERAL SERVICES AGENCY - CITY ADMIN</b>	<b>251,499,218</b>	<b>409,004,927</b>	<b>157,505,709</b>	<b>399,858,875</b>	<b>(9,146,052)</b>

**FY 2012-13**

The Department’s proposed FY 2012-13 budget has increased by \$157,505,709 largely due to:

- Fleet Management is focusing on minimizing the costs and environmental impacts of operating City vehicles by continuing to reduce the City’s fleet size based on right-sizing analyses.
- The Earthquake Safety Implementation Program (ESIP), a 30-year program which resulted from the Community Action Plan for Seismic Safety (CAPSS), began in FY 2011-12 to implement CAPSS recommendations to minimize the impacts of earthquakes through information and education, and through voluntary and mandatory strengthening of San



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

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

Francisco's most vulnerable building stock. The Department is proposing one new manager position for this program in FY 2012-13 and three additional positions in FY 2013-14 for this program.

- The Treasure Island Development Authority (TIDA) will be executing the Economic Development Conveyance Memorandum of Understanding with the U.S. Navy for the initial transfer of properties from the Navy to TIDA as well as completing the expansion of the Treasure Island Marina and work on the Treasure Island/Yerba Buena Island Development Project.
- As a part of the City’s consolidation and streamlining of contract monitoring across City departments, the Equal Benefits, Surety Bonds, and Local Business Enterprise Divisions of the Human Rights Commission (HRC) will transition to the City Administration Office, increasing the administrative staff and demands of the Administrator’s Office.
- The Community Ambassadors Program, which began as a pilot program in Districts 6 and 10, provides ambassadors to the selected communities, and those ambassadors serve as community liaisons and are a public safety presence in crime trouble spots to ameliorate community tensions. This program will transition to a permanent program within City Administration in FY 2012-13.

FY 2013-14

The Department’s proposed FY 2013-14 budget has decreased by \$9,146,052 largely due to reductions in the Community Redevelopment Program.

The Department proposes to update the City fleet will be updated in FY 2013-14, replacing 117 older vehicles to comply with the Healthy Air and Clean Transportation Ordinance (HACTO).

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 722.60 FTEs, which are 85.13 FTEs more than the 637.47 FTEs in the original FY 2011-12 budget. This represents 13.4% increase in FTEs from the original FY 2011-12 budget. The FY 2012-13 budget includes 35 positions transferred from the former San Francisco Redevelopment Agency to the Community Development Program; 30 positions transferred from the Human Rights Commission to the new Contract Monitoring unit; increases in temporary salaries; reductions in attrition savings to allow for the hire of vacant positions; and 20 new positions, as follows:

- Seven new positions in the City Administrator’s Office, including (a) one new Manager III, who had previously worked for the San Francisco Redevelopment Agency to assist with Human Resources ; (b) one new Manager I to support the City Administrator in implementing various new initiatives; (c) one new Community Development Specialist to aid in initiatives formerly covered by the state’s redevelopment agencies; and (d) four new Public Service Aides and 26 new temporary positions in the Community Ambassadors Program;
- One new purchased dedicated to the Human Services Agency (HSA) to meet the high volume of purchasing requests generated by HSA;

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

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

- One Senior IS Business Analyst to serve as the technical lead on the City’s Capital Planning Program (CPP), a \$24.7 billion city-wide ten-year capital plan;
- Two new Principal Administrative Analyst positions in the Office of Civic Engagement and Immigrant Affairs, to work with the Community Ambassadors Program, and (a) one of which would provide analysis and program support for programs engaging the Asian American, Native Hawaiian and Pacific Islander communities; and (b) one of which would focus on programs for low-income, vulnerable, and at-risk communities;
- Eight new Custodians to provide custodial services at the new Public Utilities Commission building at 550 Golden Gate Avenue;
- One Senior Administrative Analyst to provide analysis and support for the initial transfer of Treasure Island from the Navy to the City;

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 725.67 FTEs, which are 3.07 FTEs more than the 722.60 FTEs in the original FY 2012-13 budget. This represents 0.42% increase in FTEs from the original FY 2012-13 budget. Position increases in FY 2013-14 are due to annualization of new positions in FY 2012-13 and other adjustments.

INTERIM EXCEPTIONS

The Department has requested approval of 10 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 10 positions as an interim exception.

- 8 custodian positions for the opening of the new PUC building at 550 Golden Gate Avenue in July 2012.
- 2 new positions, one of which transferred from the former Redevelopment Agency and one of which the Department filled on a temporary requisition in FY 2011-12.

FEE LEGISLATION

The proposed ordinance would revise increase fees charged to City administered or City funded construction projects from fixed fees based on the valuation of the project to fixed fees plus hourly rates for plan review and site inspection for the Office on Disability for compliance with Federal disability access laws. Current revenues only generate approximately 50% of the actual costs. Projected revenues for FY 2012-13 are based on the proposed fee ordinance as follows:

File No.	Fee Description	FY 2011-12 Original Revenue	Change in FY 2012-13	Annualized Revenue Thereafter	% Cost Recovery
12-0606	Compliance with Disability Access Laws	\$113,000	\$230,000	\$230,000	100%

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

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

Recommendation: Approval of the proposed fee increases is a policy matter for the Board of Supervisors. However, the Budget and Legislative Analyst notes that the proposed Administrative Services budget is balanced based on

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$365,324,234 in FY 2012-13 are \$160,379,637 or 73.8% more than FY 2011-12 revenues of \$204,944,597. General Fund support of \$43,680,693 in FY 2012-13 is \$2,873,928 or 6.2% less than FY 2011-12 General Fund support of \$46,554,621.

As a result of the transfer of the former Redevelopment Agency to the City as the successor agency, tax increment revenues that would have accrued to the Redevelopment Agency to support existing obligations of the Redevelopment Agency prior to its dissolution are now included in the City Administrator's budget.

Other major changes to the Department's FY 2012-13 revenues include:

- Expected increases in revenues from the Moscone Convention Center upon completion of improvements in June 2012; and
- Transfer of fund balances from the Convention Facilities Fund, Real Estate Special Revenue Fund, and Neighborhood Beautification Fund to fund Moscone Convention Center, Earthquake Safety Implementation Program, and other projects.

**FY 2013-14**

The Department's revenues of \$355,313,395 in FY 2013-14, are \$10,010,839 or 2.7% less than FY 2012-13 revenues of \$365,324,234. General Fund support of \$44,545,480 in FY 2013-14 is \$864,787 or 2.0% more than FY 2012-13 General Fund support of \$43,680,693.

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,084,290 in FY 2012-13, which are ongoing savings. Of the \$1,084,290, \$805,147 are General Fund savings. These reductions would still allow an increase of \$156,421,419 or 62.2% in the Department's FY 2012-13 budget.

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,242,920 in FY 2013-14, which are ongoing savings. Of the \$1,242,920, \$1,005,893 are General Fund savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**ADM - City Administrator's Office**

Object Title	FY 2012-13				FY 2013-14			
	FTE From	FTE To	Amount From	Amount To	FTE From	FTE To	Amount From	Amount To
<b>ACA - Community Ambassadors Program</b>								
Principal Administrative Analyst	0.77	0.00	\$85,245	\$0	1.00	0.00	\$112,678	\$0
Mandatory Fringe Benefits			\$41,924	\$0			\$46,458	\$0
			<b>Total Savings</b>	<b>\$127,169</b>			<b>Total Savings</b>	<b>\$159,136</b>
<p>The Department is requesting two new Principal Administrative Analyst positions in the Office of Civic Engagement and Immigrant Affairs, one of which the Department hired in FY 2011-12 on a temporary requisition and for which we recommend approval, and one of which would support the new Community Ambassadors Program. Deletion of one new Principal Administrative Analyst position would still allow the Office of Civic Engagement and Immigrant Affairs sufficient analytical and management resources to support the Office's programs, including one Manager VI, one Principal Administrative Analyst, one Senior Administrative Analyst, and one Administrative Analyst.</p>								
Temporary - Miscellaneous			\$289,434	\$144,717	5.21	2.61	\$428,434	\$214,217
Mandatory Fringe Benefits			\$22,866	\$11,433			\$33,846	\$16,923
			<b>Total Savings</b>	<b>\$156,750</b>			<b>Total Savings</b>	<b>\$231,140</b>
<p>Based on the organizational chart and work plan for the Community Ambassadors Program, provided by the Department of Administrative Services, temporary salaries of \$144,717 should be sufficient to pay for temporary staff and interns to provide community outreach.</p>								
<b>FFQ - Contract Monitoring</b>								
Representative, Human Rights Commission	5.00	3.00	\$425,302	\$255,181	5.00	3.00	\$430,803	\$258,482
Mandatory Fringe Benefits			\$176,329	\$105,797			\$195,399	\$117,239
			<b>Total Savings</b>	<b>\$240,652</b>			<b>Total Savings</b>	<b>\$250,481</b>
<p>Delete two vacant positions. The consolidation of the Human Rights Commission contract monitoring functions into the City Administrator's Office is intended to streamline the contract monitoring procedures and reduce salary and other costs. The contract monitoring unit would continue to have sufficient contract monitoring staff.</p>								
Manager III	1.00	0.00	\$128,569	\$0	1.00	0.00	\$130,857	\$0
Mandatory Fringe Benefits			\$49,201	\$0			\$54,315	\$0
			<b>Total Savings</b>	<b>\$177,770</b>			<b>Total Savings</b>	<b>\$185,172</b>
<p>Delete one vacant position. The consolidation of the Human Rights Commission contract monitoring functions into the City Administrator's Office is intended to streamline the contract monitoring procedures and reduce salary and other costs. The contract monitoring unit would continue to have sufficient management staffing.</p>								
Attrition Savings			(\$519,400)	(\$399,400)			(\$499,400)	(\$339,400)
Mandatory Fringe Benefits			(\$83,448)	(\$64,169)			(\$120,561)	(\$81,935)
			<b>Total Savings</b>	<b>(\$139,279)</b>			<b>Total Savings</b>	<b>(\$198,626)</b>
<p>Decrease attrition savings to offset the proposed reduction in positions.</p>								

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

Object Title	FY 2012-13				FY 2013-14				
	FTE		Amount		FTE		Amount		
	From	To	From	To	From	To	From	To	
Community Development Specialist	0.77	0.00	\$59,710	\$0	1.00	0.00	\$78,548	\$0	
Mandatory Fringe Benefits			\$25,611	\$0			\$36,806	\$0	
			<i>Total Savings</i>	<i>\$85,321</i>			<i>Total Savings</i>	<i>\$115,354</i>	
Attrition Savings	0.00	1.29	(\$130,369)	(\$196,068)			(\$132,567)	(\$196,068)	
Mandatory Fringe Benefits			(\$51,174)	(\$76,963)			(\$56,801)	(\$78,039)	
			<i>Total Savings</i>	<i>\$91,488</i>			<i>Total Savings</i>	<i>\$84,739</i>	
<p>The Department is requesting one new Community Development Specialist position to support the Mid-Market and 3rd Street projects previously funded by the San Francisco Redevelopment Agency. The Department has not sufficiently defined the role of this position or how the potential responsibilities of the position cannot be undertaken by existing staff.</p>									
Manager III	0.00	0.77	\$0	\$98,998	0.00	1.00	\$0	\$130,857	
Mandatory Fringe Benefits			\$0	\$37,885			\$0	\$54,315	
Manager V	0.77	0.00	\$114,599	\$0	1.00	0.00	\$151,478	\$0	
Mandatory Fringe Benefits			\$40,914	\$0			\$58,974	\$0	
			<i>Total Savings</i>	<i>\$155,513</i>			<i>Total Savings</i>	<i>\$210,452</i>	
<p>The Department is requesting a new Manager III position to be transferred from the former Redevelopment Agency to the City Administrator's Office to provide personnel and human resources functions, as part of the transfer of 35 positions from the former Redevelopment Agency to the City Administrator's Office. We recommend approval of the new position but do not recommend the upward substitution of the position to a Manager V position. The Department has sufficient existing administrative and human resources management staff.</p>									
Attrition Savings	0.00	1.29	(\$143,641)	(\$228,641)			(\$146,063)	(\$211,063)	
Mandatory Fringe Benefits			(\$56,502)	(\$89,937)			(\$62,710)	(\$90,617)	
			<i>Total Savings</i>	<i>\$118,435</i>			<i>Total Savings</i>	<i>\$92,907</i>	
<p>The Department decreased attrition savings in FY 2012-13 to allow for hiring of existing vacancies. The Department hired two positions in FY 2011-12 on temporary requisitions prior to requesting funding for these two new positions in the FY 2012-13 budget. With approval of funding for these two new positions in the FY 2012-13 budget, the Department will have sufficient salaries to pay for all requested staff.</p>									

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**ADM - City Administrator's Office**

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		GF IT	Savings	FTE		Amount		GF IT	Savings
	From	To	From	To			From	To	From	To		
IS Business Analyst-Senior	0.00	1.00	\$0	\$105,092	x	(\$105,092)	0.00	1.00	\$0	\$106,962	x	(\$106,962)
Mandatory Fringe Benefits			\$0	\$40,498	x	(\$40,498)			\$0	\$44,969	x	(\$44,969)
IS Business Analyst-Principal	1.00	0.00	\$121,628	\$0	x	\$121,628	1.00	0.00	\$123,792	\$0	x	\$123,792
Mandatory Fringe Benefits			\$44,097	\$0	x	\$44,097			\$49,024	\$0	x	\$49,024
			Total Savings			\$20,135			Total Savings			\$20,885
<p>The Department has not provided sufficient information on how the responsibilities of this position differ from the responsibilities of the Senior IS Business Analyst or how this position fits into the overall management organization of the 311 Call Center.</p>												
<p><b>BA8 - Earthquake Safety Program</b></p>												
Planner I	0.00	1.00	\$0	\$98,998	x	(\$98,998)	0.00	1.00	\$0	\$130,857	x	(\$130,857)
Mandatory Fringe Benefits			\$0	\$37,885	x	(\$37,885)			\$0	\$54,315	x	(\$54,315)
Manager IV	0.77	0.00	\$114,599	\$0	x	\$114,599	1.00	0.00	\$151,478	\$0	x	\$151,478
Mandatory Fringe Benefits			\$40,914	\$0	x	\$40,914			\$58,974	\$0	x	\$58,974
			Total Savings			\$18,630			Total Savings			\$58,974
<p>The position was added to the budget in FY 11-12 as a Planner I position to provide support for disaster preparedness but was never hired. The Department is now requesting an upward substitution of this position to Manager IV for the Community Action Plan for Seismic Safety Program (CAPSS) but has not shown how this position will serve a high level management function, including responsibility for existing subordinate staff.</p>												
<p>Ongoing savings.</p>												
<p><b>BK6 - Treasure Island</b></p>												
Senior Administrative Analyst	0.77A	0.77L	\$73,654	\$73,654		\$0			\$0			
			Total Savings			\$0			Total Savings			
<p>The Department is requesting a new position to support the transition of TIDA from the Navy to the City. We recommend this as a limited-tenure position to be terminated when the transition is completed.</p>												
<p>Ongoing reduction.</p>												
<p><b>FFB - Living Wage / Living Health</b></p>												
Professional & Specialized Services			\$570,843	\$538,537	x	\$32,306			\$570,843	\$538,537	x	\$32,306
<p>Reduce Relations contract amount by \$32,306, from \$132,306, to match \$100,000 work order amount from the Office of Economic and Workforce Development</p>												
<p>Ongoing reduction.</p>												

**FY 2012-13**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$805,147
Non-General Fund	\$0	\$279,143
<b>Total</b>	<b>\$0</b>	<b>\$1,084,290</b>

**FY 2013-14**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$1,005,893
Non-General Fund	\$0	\$237,027
<b>Total</b>	<b>\$0</b>	<b>\$1,242,920</b>

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**ADM - City Administrator's Office**

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		Savings	GF IT	FTE		Amount		Savings	GF IT
	From	To	From	To			From	To	From	To		
<b>ACA - Community Ambassadors Program</b>												
Principal Administrative Analyst	0.77	0.00	\$85,245	\$0	\$85,245	x	1.00	0.00	\$112,678	\$0	\$112,678	x
Mandatory Fringe Benefits			\$41,924	\$0	\$41,924	x			\$46,458	\$0	\$46,458	x
			<i>Total Savings</i>	<i>\$127,169</i>					<i>Total Savings</i>	<i>\$159,136</i>		
<p>The Department is requesting two new Principal Administrative Analyst positions in the Office of Civic Engagement and Immigrant Affairs, one of which the Department hired in FY 2011-12 on a temporary requisition and for which we recommend approval, and one of which would support the new Community Ambassadors Program. Deletion of one new Principal Administrative Analyst position would still allow the Office of Civic Engagement and Immigrant Affairs sufficient analytical and management resources to support the Office's programs, including one Manager VI, one Principal Administrative Analyst, one Senior Administrative Analyst, and one Administrative Analyst.</p>												
Temporary - Miscellaneous			\$289,434	\$144,717	\$144,717	x	5.21	2.61	\$428,434	\$214,217	\$214,217	x
Mandatory Fringe Benefits			\$22,866	\$11,433	\$11,433	x			\$33,846	\$16,923	\$16,923	x
			<i>Total Savings</i>	<i>\$156,150</i>					<i>Total Savings</i>	<i>\$231,140</i>		
<p>Based on the organizational chart and work plan for the Community Ambassadors Program, provided by the Department of Administrative Services, temporary salaries of \$144,717 should be sufficient to pay for temporary staff and interns to provide community outreach.</p>												
<b>FFQ - Contract Monitoring</b>												
Representative, Human Rights Commission	5.00	3.00	\$425,302	\$255,181	\$170,121		5.00	3.00	\$430,803	\$258,482	\$172,321	
Mandatory Fringe Benefits			\$176,329	\$105,797	\$70,532				\$195,399	\$117,239	\$78,160	
			<i>Total Savings</i>	<i>\$240,652</i>					<i>Total Savings</i>	<i>\$250,481</i>		
<p>Delete two vacant positions. The consolidation of the Human Rights Commission contract monitoring functions into the City Administrator's Office is intended to streamline the contract monitoring procedures and reduce salary and other costs. The contract monitoring unit would continue to have sufficient contract monitoring staff.</p>												
Manager III	1.00	0.00	\$128,569	\$0	\$128,569		1.00	0.00	\$130,857	\$0	\$130,857	
Mandatory Fringe Benefits			\$49,201	\$0	\$49,201				\$54,315	\$0	\$54,315	
			<i>Total Savings</i>	<i>\$177,770</i>					<i>Total Savings</i>	<i>\$185,172</i>		
<p>Delete one vacant position. The consolidation of the Human Rights Commission contract monitoring functions into the City Administrator's Office is intended to streamline the contract monitoring procedures and reduce salary and other costs. The contract monitoring unit would continue to have sufficient management staffing.</p>												
Attrition Savings			(\$519,400)	(\$399,400)	(\$120,000)				(\$499,400)	(\$339,400)	(\$160,000)	
Mandatory Fringe Benefits			(\$83,448)	(\$64,169)	(\$19,279)				(\$120,561)	(\$81,935)	(\$38,626)	
			<i>Total Savings</i>	<i>(\$139,279)</i>					<i>Total Savings</i>	<i>(\$198,626)</i>		
<p>Decrease attrition savings to offset the proposed reduction in positions.</p>												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

Object Title	FY 2012-13						FY 2013-14						
	FTE		Amount		GF IT	Savings	FTE		Amount		GF IT	Savings	
	From	To	From	To			From	To	From	To			
<b>ADM - City Administrator's Office</b>													
<b>Community Development Specialist</b>	0.77	0.00	\$59,710	\$0	x	\$59,710	x	1.00	0.00	\$78,548	\$0	\$78,548	x
<b>Mandatory Fringe Benefits</b>			\$25,611	\$0	x	\$25,611	x			\$36,806	\$0	\$36,806	x
			<i>Total Savings</i>			\$85,321				<i>Total Savings</i>		\$115,354	
<p>The Department is requesting one new Community Development Specialist position to support the Mid-Market and 3rd Street projects previously funded by the San Francisco Redevelopment Agency. The Department has not sufficiently defined the role of this position or how the potential responsibilities of the position cannot be undertaken by existing staff.</p>													
<b>Attrition Savings</b>	0.00	1.29	(\$130,369)	(\$196,068)	x	\$65,699	x			(\$132,567)	(\$196,068)	\$63,501	x
<b>Mandatory Fringe Benefits</b>			(\$51,174)	(\$76,963)	x	\$25,789	x			(\$56,801)	(\$78,039)	\$21,238	x
			<i>Total Savings</i>			\$91,488				<i>Total Savings</i>		\$84,739	
<p>The Department decreased attrition savings in FY 2012-13 to allow for hiring of existing vacancies. The Department hired two positions in FY 2011-12 on temporary requisitions prior to requesting funding for these two new positions in the FY 2012-13 budget. With approval of funding for these two new positions in the FY 2012-13 budget, the Department will have sufficient salaries to pay for all requested staff.</p>													
<b>Manager III</b>	0.00	0.77	\$0	\$98,998	x	(\$98,998)	x	0.00	1.00	\$0	\$130,857	(\$130,857)	x
<b>Mandatory Fringe Benefits</b>			\$0	\$37,885	x	(\$37,885)	x			\$0	\$4,315	(\$4,315)	x
<b>Manager V</b>	0.77	0.00	\$114,599	\$0	x	\$114,599	x	1.00	0.00	\$151,478	\$0	\$151,478	x
<b>Mandatory Fringe Benefits</b>			\$40,914	\$0	x	\$40,914	x			\$58,974	\$0	\$58,974	x
			<i>Total Savings</i>			\$155,513				<i>Total Savings</i>		\$210,452	
<p>The Department is requesting a new Manager III position to be transferred from the former Redevelopment Agency to the City Administrator's Office to provide personnel and human resources functions, as part of the transfer of 35 positions from the former Redevelopment Agency to the City Administrator's Office. We recommend approval of the new position but do not recommend the upward substitution of the position to a Manager V position. The Department has sufficient existing administrative and human resources management staff.</p>													
<b>Attrition Savings</b>	0.00	1.29	(\$143,641)	(\$228,641)	x	\$85,000	x			(\$146,063)	(\$211,063)	\$65,000	x
<b>Mandatory Fringe Benefits</b>			(\$56,502)	(\$89,937)	x	\$33,435	x			(\$62,710)	(\$90,617)	\$27,907	x
			<i>Total Savings</i>			\$118,435				<i>Total Savings</i>		\$92,907	
<p>The Department decreased attrition savings in FY 2012-13 to allow for hiring of existing vacancies. The Department hired two positions in FY 2011-12 on temporary requisitions prior to requesting funding for these two new positions in the FY 2012-13 budget. With approval of funding for these two new positions in the FY 2012-13 budget, the Department will have sufficient salaries to pay for all requested staff.</p>													
<p>Ongoing reduction.</p>													
<p>Ongoing savings.</p>													
<p>Ongoing savings.</p>													



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		Savings	GF IT	FTE		Amount		Savings	GF IT
	From	To	From	To			From	To	From	To		
<b>FPO - 311 Call Center</b>												
IS Business Analyst-Senior	0.00	1.00	\$0	\$105,092	(\$105,092)	x	0.00	1.00	\$0	\$106,962	(\$106,962)	x
Mandatory Fringe Benefits			\$0	\$40,498	(\$40,498)	x			\$0	\$44,969	(\$44,969)	x
IS Business Analyst-Principal	1.00	0.00	\$121,628	\$0	\$121,628	x	1.00	0.00	\$123,792	\$0	\$123,792	x
Mandatory Fringe Benefits			\$44,097	\$0	\$44,097	x			\$49,024	\$0	\$49,024	x
			<i>Total Savings</i>	<i>\$20,135</i>					<i>Total Savings</i>	<i>\$20,885</i>		
<p>The Department has not provided sufficient information on how the responsibilities of this position differ from the responsibilities of the Senior IS Business Analyst or how this position fits into the overall management organization of the 311 Call Center.</p>												
<b>BA8 - Earthquake Safety Program</b>												
Planner I	0.00	1.00	\$0	\$98,998	(\$98,998)	x	0.00	1.00	\$0	\$130,857	(\$130,857)	x
Mandatory Fringe Benefits			\$0	\$37,885	(\$37,885)	x			\$0	\$54,315	(\$54,315)	x
Manager IV	0.77	0.00	\$114,599	\$0	\$114,599	x	1.00	0.00	\$151,478	\$0	\$151,478	x
Mandatory Fringe Benefits			\$40,914	\$0	\$40,914	x			\$58,974	\$0	\$58,974	x
			<i>Total Savings</i>	<i>\$18,630</i>					<i>Total Savings</i>	<i>\$58,974</i>		
<p>The position was added to the budget in FY 11-12 as a Planner I position to provide support for disaster preparedness but was never hired. The Department is now requesting an upward substitution of this position to Manager IV for the Community Action Plan for Seismic Safety Program (CAFSS) but has not shown how this position will serve a high level management function, including responsibility for existing subordinate staff.</p>												
<b>BK6 - Treasure Island</b>												
Senior Administrative Analyst	0.77A	0.77L	\$73,654	\$73,654	\$0				\$0			
			<i>Total Savings</i>	<i>\$0</i>								
<p>The Department is requesting a new position to support the transition of TIDA from the Navy to the City. We recommend this as a limited-tenure position to be terminated when the transition is completed.</p>												
<b>FFB - Living Wage / Living Health</b>												
Professional & Specialized Services			\$570,843	\$538,537	\$32,306	x			\$570,843	\$538,537	\$32,306	x
<p>Reduce Elations contract amount by \$32,306, from \$132,306, to match \$100,000 work order amount from the Office of Economic and Workforce Development</p>												

FY 2012-13				FY 2013-14			
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	\$805,147	\$805,147	General Fund	\$0	\$1,005,893	\$1,005,893
Non-General Fund	\$0	\$279,143	\$279,143	Non-General Fund	\$0	\$237,027	\$237,027
<b>Total</b>	<b>\$0</b>	<b>\$1,084,290</b>	<b>\$1,084,290</b>	<b>Total</b>	<b>\$0</b>	<b>\$1,242,920</b>	<b>\$1,242,920</b>

FY 2012-13				FY 2013-14			
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	\$805,147	\$805,147	General Fund	\$0	\$1,005,893	\$1,005,893
Non-General Fund	\$0	\$279,143	\$279,143	Non-General Fund	\$0	\$237,027	\$237,027
<b>Total</b>	<b>\$0</b>	<b>\$1,084,290</b>	<b>\$1,084,290</b>	<b>Total</b>	<b>\$0</b>	<b>\$1,242,920</b>	<b>\$1,242,920</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The division's proposed budget for FY 2012-13 is \$141,180,844. Previous to February 1, 2012, the division was part of the Redevelopment Agency, an independent entity from the City and County of San Francisco.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 35.0 FTEs. Previous to its dissolution on February 1, 2012, the division was part of the Redevelopment Agency, an independent entity from the City and County of San Francisco. In FY 2011-12, its final budget as an independent agency, the Redevelopment Agency had 112.0 FTEs budgeted.

The City Administrator has requested approval of 35.0 positions as an interim exception. The Budget and Legislative Analyst recommends approval of all 35.0 positions as an interim exception.

Revenue Changes

The Department's projected revenues are \$140,160,844 in FY 2012-13. There is no General Fund support within the Community Redevelopment Division budget.

**YEAR TWO: FY 2013-14**

Budget Changes

The division's proposed \$128,415,792 budget for FY 2013-14 is \$12,765,052 or 9.0% less than the original FY 2012-13 budget of \$141,180,844.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 35 FTEs, which is the same number of FTEs as is in the original FY 2012-13 budget.

Revenue Changes

The division's revenues of \$127,395,792 in FY 2013-14, are \$12,765,052 or 9.1% less than FY 2012-13 revenues of \$140,160,844. There is no General Fund support within the Community Redevelopment Division budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: ADM- COMMUNITY REDEVELOPMENT DIVISION**

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst has no recommended reductions to the proposed budget.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst has no recommended reductions to the proposed budget.

**SUMMARY OF PROGRAM EXPENDITURES:**

<b>Program</b>	<b>FY 2011- 2012 Budget</b>	<b>FY 2012- 2013 Proposed</b>	<b>Increase/ Decrease from</b>	<b>FY 2013- 2014 Proposed</b>	<b>Increase/ Decrease from</b>
			<b>FY 2011-2012</b>	<b>FY 2012-2013</b>	
COMMUNITY DEVELOPMENT	286,617,000	141,180,844	(145,436,156)	128,415,792	(12,765,052)

**FY 2012-13**

The difference of \$145,436,156 between the total budget of the former Redevelopment Agency and the proposed FY 2012-13 budget of the newly created division within the City Administrator's Office is largely due to:

- California State Assembly Bill No. X1 26 (AB 26), which resulted in the dissolution of all redevelopment agencies in the State of California on February 1, 2012. On that date the City became the Successor Agency of the San Francisco Redevelopment Agency (SFRA), acquiring its housing and non-housing assets, funds, and enforceable obligations. All housing assets and obligations were transferred to the Mayor's Office of Housing. All other SFRA assets and obligations were transferred under the jurisdiction of the Director of the Department of Administrative Services, with the exception of property that falls under the jurisdiction of the Port of San Francisco.
- Functions formerly performed by the Agency, but were determined to not be legal obligations under AB 26 can no longer be conducted using redevelopment funds. This creates gaps, as the SFRA did considerable work in neighborhoods including Bayview and Central Market/6<sup>th</sup> Street, as well as workforce-related work as part of its Jobs Readiness Initiative. In the Mayor's proposed budget, many of these responsibilities are shifted to the City, using General Fund monies to deliver a work program led by the Office of Workforce Development.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: ADM- COMMUNITY REDEVELOPMENT DIVISION**

FY 2013-14

The division's proposed FY 2013-14 budget has decreased by \$12,765,052 largely due to:

- Following the dissolution of the SFRA, the City, as the successor agency, will continue to repay enforceable obligations and carry out associated activities. The budget for redevelopment activities will continue to decline until all enforceable obligations are repaid.
- There were approximately \$9 million in one-time transactions during FY 2012-13, including the \$7 million transfer of Hunters Point Shipyard parcels owned by the State Parks Department.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 35.0 FTEs. The SFRA had 112.0 FTE positions in its final budget for FY 2011-12. The Agency was officially dissolved on February 1, 2012, but because of existing labor agreements, the entire staff was retained until March 31, 2012. At that time, there were 101 SFRA employees (99.6 FTE). Upon dissolution of SFRA, these former Agency employees were placed on City and County of San Francisco temporary requisitions. Through this time period, the Mayor's Office, City Administrator's Office, and the Department of Human Resources worked with the management at the former Redevelopment Agency to determine the level of staffing that could be supported by the City. These decisions regarding staff were based on the assessment of enforceable obligations, the associated budget for those activities, and the staffing needed to perform these functions. The Department of Human Resources worked with Local 21 and 1021 to come to an agreement on staffing, and on April 1, 2012, layoffs went into effect for the employees that could not be retained.

The City retained 54.0 FTE, and all these positions remained within Administrative Services for the remainder of FY 2011-12. The proposed FY 2012-13 budget includes 35.0 FTE that will remain under the Department of Administrative Services. Additionally, 10.0 FTEs are included in the Mayor's Office of Housing budget and 9.0 FTEs are included in the Port's budget. There are several additional positions requested in the City Attorney's Office, GSA, and the Treasurer's Office due to increased workload in absorbing certain RDA functions.

FY 2013-14

There are no position changes currently budgeted for FY 2013-14.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** ADM- COMMUNITY REDEVELOPMENT DIVISION

**INTERIM EXCEPTIONS**

The Department has requested approval of all 35.0 positions as an interim exception. The Budget and Legislative Analyst recommends approval of all 35.0 positions as an interim exception.

- Approval of all 35.0 FTE positions are recommended to continue activities associated with enforceable obligations. There is no direct general fund support for these positions.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The division's projected revenues of \$140,160,844 in FY 2012-13, are 27% less than FY 2011-12 budgeted revenues of \$191,874,000 for the Redevelopment Agency. The changes in the specific revenue lines are reflected in the below table.

<b>Revenue Source</b>	<b>2011-12 RDA Budget</b>	<b>2012-13 CRD Budget</b>
Property Tax Increment	125,224,000	111,156,387
Leases/Rental Income	15,116,000	10,230,912
Grants	14,585,000	293,777
Developer Reimbursements	11,882,000	15,413,546
Property Sales	2,618,000	912,000
Other Income	21,091,000	1,309,404
Prior Year Fund Balance	1,358,000	1,864,818
<b>Total Revenue</b>	<b>\$191,874,000</b>	<b>\$140,160,844</b>

The annual Community Redevelopment budget differs from annual Community Redevelopment revenues. According to the Department this difference occurs because the Recognized Obligation Payment Schedule is approved every six months by the State which time revenues are adjusted.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** ADM- COMMUNITY REDEVELOPMENT DIVISION

**FY 2013-14**

The division's revenues of \$127,395,792 in FY 2013-14, are \$12,765,052 or 9.1% less than FY 2012-13 revenues of \$140,160,844. The changes in the specific revenue lines are reflected in the below table.

<b>Revenue Source</b>	<b>2012-13 CRD Budget</b>	<b>2013-14 CRD Budget</b>
Property Tax Increment	111,156,387	108,648,177
Leases/Rental Income	10,230,912	10,311,912
Grants	293,777	0
Developer Reimbursements	15,413,546	7,804,746
Property Sales	912,000	0
Other Income	289,404	296,639
Prior Year Fund Balance	1,864,818	334,318
<b>Total Revenue</b>	<b>\$140,160,844</b>	<b>\$127,395,792</b>

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst has no recommended reductions to the proposed budget.

**FY 2013-14**

The Budget and Legislative Analyst has no recommended reductions to the proposed budget.

**DEPARTMENT:** TIS – DEPARTMENT OF TECHNOLOGY  
**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The department's proposed \$75,914,891 budget for FY 2012-13 is \$1,731,443 or 2.3% more than the original FY 2011-12 budget of \$74,183,448.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 199.42 FTEs, which are 3.19 FTEs more than the 196.23 FTEs in the original FY 2011-12 budget. This represents a 1.6% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$74,307,300 in FY 2012-13, are \$1,562,978 or 2.1% more than FY 2011-12 revenues of \$74,307,300. General Fund support of \$1,607,591 in FY 2012-13 is \$168,465 or 11.7% more than FY 2011-12 General Fund support of \$1,439,126.

**YEAR TWO: FY 2013-14**

Budget Changes

The department's proposed \$73,070,818 budget for FY 2013-14 is \$2,844,073 or 3.7% less than the original FY 2012-13 budget of \$75,914,891.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 206.33 FTEs, which are 6.91 FTEs more than the 199.42 FTEs in the original FY 2012-13 budget. This represents 3.5% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$71,422,863 in FY 2013-14, are \$2,884,437 or 3.9% less than FY 2012-13 revenues of \$74,307,300. General Fund support of \$1,647,955 in FY 2012-13 is \$40,364 or 2.5% more than FY 2012-13 General Fund support of \$1,607,591.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** TIS – DEPARTMENT OF TECHNOLOGY

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,599,659 in FY 2012-13. Of the \$1,599,659 in recommended reductions, \$1,360,457 are ongoing savings and \$239,202 are one-time savings. The General Fund savings from these recommendations is \$1,211,047.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$58,912 to the General Fund.

These recommendations will result in \$1,269,959 savings to the City's General Fund in FY 2012-13.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,380,657 in FY 2013-14, which are ongoing savings.

These recommendations will result in \$1,049,740 savings to the City's General Fund in FY 2013-14.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** TIS – DEPARTMENT OF TECHNOLOGY

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2011-2012	FY 2012-2013	Increase/ Decrease from	FY 2013-2014	Increase/ Decrease from
	Budget	Proposed	FY 2011-2012	Proposed	FY 2012-2013
<b>GENERAL SERVICES AGENCY - TECHNOLOGY</b>					
ADMINISTRATION	25,574,713	23,541,789	-2,032,924	23,873,975	332,186
GOVERNANCE AND OUTREACH	7,547,473	9,117,365	1,569,892	8,580,582	(536,783)
OPERATIONS	30,611,314	31,583,200	971,886	28,808,128	(2,775,072)
REPRODUCTION SERVICES	0	0	0	0	0
TECHNOLOGY	1,806,574	2,601,035	794,461	2,664,080	63,045
TECHNOLOGY SERVICES: PUBLIC SAFETY	8,643,374	9,071,502	428,128	9,144,053	72,551
<b>GENERAL SERVICES AGENCY - TECHNOLOGY</b>	<b>74,183,448</b>	<b>75,914,891</b>	<b>1,731,443</b>	<b>73,070,818</b>	<b>(2,844,073)</b>

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by is \$1,731,443 largely due to:

- Increased salary and mandatory fringe benefit expenditures, including new positions in FY 2012-13, annualization of positions that were new in FY 2011-12, and mandatory salary increases.
- A one-time increase in Committee on Information Technology (COIT) projects, including data center consolidation and ongoing work converting City workers' email system from Lotus Notes to Microsoft Outlook.
- Enhancements to the City's Disaster Recovery and Mobile Services projects and equipment upgrades for SFGovTV and other TIS efforts.
- These increases are partially offset by reductions in telephone costs due to reduced usage.

FY 2013-14

The Department's proposed FY 2013-14 budget has decreased by \$2,844,073 largely due to:

- Reduced funding for data center consolidation and email conversion.
- These reductions are offset, somewhat, by increased salary expenditures for the annualization of positions that were new in FY 2012-13, and increases in salaries and mandatory fringe benefits.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 199.42 FTEs, which are 3.19 FTEs more than the 196.23 FTEs in the original FY 2011-12 budget. This represents a 1.6% increase in FTEs from the original FY 2011-12 budget.

The proposed budget includes new positions working on the Disaster Recovery Project and SFGovTV, adjusting select positions from part-time to full-time, and positions reassigned from the Controller's Office.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:                                    TIS – DEPARTMENT OF TECHNOLOGY**

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 206.33 FTEs, which are 6.91 FTEs more than the 199.42 FTEs in the original FY 2012-13 budget. This represents 3.5% increase in FTEs from the original FY 2012-13 budget.

This increase reflects the annualization of positions that were new in FY 2012-13, and the reassignment of positions from an off-budget position in FY 2012-13 to on-budget in FY 2013-14.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$74,307,300 in FY 2012-13, are \$1,562,978 or 2.1% more than FY 2011-12 revenues of \$74,307,300. General Fund support of \$1,607,591 in FY 2012-13 is \$168,465 or 11.7% more than FY 2011-12 General Fund support of \$1,439,126.

Specific changes in the Department's FY 2012-13 revenues include:

- Increases in expenditure recovery from other City departments.
- Reduced use of fund balance.
- Increased revenue from licenses and fines.

**FY 2013-14**

The Department's revenues of \$71,422,863 in FY 2013-14, are \$2,884,437 or 3.9% less than FY 2012-13 revenues of \$74,307,300. General Fund support of \$1,647,955 in FY 2012-13 is \$40,364 or 2.5% more than FY 2012-13 General Fund support of \$1,607,591.

These changes reflect continued reductions in the Department's use of fund balance, as well as a reduction in anticipated expenditure recoveries from other City departments. .

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,599,659 in FY 2012-13. Of the \$1,599,659 in recommended reductions, \$1,360,457 are ongoing savings and \$239,202 are one-time savings. The General Fund savings from these recommendations is \$1,211,047. In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$58,912 to the General Fund.

These recommendations will result in \$1,269,959 savings to the City's General Fund in FY 2012-13.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: TIS – DEPARTMENT OF TECHNOLOGY**

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,380,657 in FY 2013-14, which are one-time savings.

These recommendations will result in \$1,049,740 savings to the City's General Fund in FY 2013-14.

Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget

Object Title	FY 2012-13						FY 2013-14							
	FTE		Amount		GF	IT	Savings		FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To	From	To		
<b>BAK - Operations</b>														
Attrition Savings	(0.16)	(1.72)	(\$15,362)	(\$165,362)	x	x	\$150,000							
Mandatory Fringe Benefits			(\$6,163)	(\$66,341)	x	x	\$60,178							
			<i>Total Savings</i>	<i>\$210,178</i>										
	Although Operations is still in the process of filling new positions added to the Budget in FY 2011-12, the Department is projected to have a salary surplus of more than \$850,000 in the 6I-TIF-AAP subfund at the end of FY 2011-12. A one-time increase of Attrition Savings of \$150,000, plus Mandatory Fringe Benefits, will allow the Department to complete its hiring in FY 2012-13.													
Attrition Savings	(0.73)	(1.53)	(\$91,085)	(\$191,085)	x	x	\$100,000		(0.73)	(1.52)	(\$92,706)	(\$192,706)	x	x
Mandatory Fringe Benefits			(\$33,067)	(\$69,370)	x	x	\$36,303				(\$36,742)	(\$76,375)	x	x
			<i>Total Savings</i>	<i>\$136,303</i>							<i>Total Savings</i>	<i>\$139,633</i>		
	The Department is projected to have a salary surplus of more than \$850,000 in the 6I-TIF-AAP subfund at the end of FY 2011-12. Increasing attrition savings by \$200,000, plus Mandatory Fringe Benefits, in the Department's Operations Program will still allow sufficient funding for salaries in FY 2012-13.													
Other Current Expenses			\$500,000	\$0	x	x	\$500,000				\$500,000	\$0	x	x
	The Mayor's Office added \$700,000 to the Department's budget for Non-Personnel Services Other Current Expenses. In all, the Department's budget for Non-Personnel Services is increasing by \$3,529,679, from \$15,157,883 to \$18,687,562. Furthermore, as of April 27, 2012, the Department had only expended 31% of its revised Non-Personnel Services budget, and historically, the Department has under-expended its Non-Personnel Services budget by \$1 million or more. A reduction of \$500,000 will still allow an increase to the Department's Non-Personnel Budget of \$3,029,679.													
Software Licensing Fees			\$2,023,041	\$1,756,041	x	x	\$267,000				\$650,365	\$375,365	x	x
	Reduce to reflect actual need for Software Licensing Fees for email. Ongoing savings.													

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**TIS - Department of Technology**

Object Title	FY 2012-13				FY 2013-14									
	FTE From	FTE To	Amount From	Amount To	Savings	GF	IT	FTE From	FTE To	Amount From	Amount To	Savings	GF	IT
<b>BU - Administration</b>														
Attrition Savings	(1.90)	(3.39)	(\$191,749)	(\$341,749)	\$150,000	x		(1.31)	(2.32)	(\$195,045)	(\$345,045)	\$150,000	x	
Mandatory Fringe Benefits			(\$75,632)	(\$134,797)	\$59,165	x				(\$83,723)	(\$148,110)	\$64,387	x	
			<i>Total Savings</i>	<i>\$209,165</i>						<i>Total Savings</i>	<i>\$214,387</i>			
	The Department is projected to have a salary surplus of more than \$850,000 in the 6I-TIF-AAAP subfund at the end of FY 2011-12. Increasing attrition savings by \$150,000, plus Mandatory Fringe Benefits, in the Department's Administration Program will still allow sufficient funding for salaries in FY 2012-13.													
<b>BK4 - Governance and Outreach</b>														
Media Production Technician	1.00	0.77	\$60,164	\$46,326	\$13,838	x	x							
Mandatory Fringe Benefits			\$29,936	\$23,051	\$6,885	x	x							
			<i>Total Savings</i>	<i>\$20,723</i>										
	Department has requested two new 0.5 FTE Media Production Technicians, but did not request an Interim Exemption. A one-time reduction of 0.23 FTE will allow the Department to hire these two part-time Media Production Technicians to start on or after October 1, 2012.													
Temporary - Miscellaneous	2.06	0.85	\$169,710	\$69,710	\$100,000	x		2.06	0.85	\$169,710	\$69,710	\$100,000	x	
Mandatory Fringe Benefits			\$13,407	\$5,507	\$7,900	x				\$13,407	\$5,507	\$7,900	x	
			<i>Total Savings</i>	<i>\$107,900</i>						<i>Total Savings</i>	<i>\$107,900</i>			
	As of April 13, 2012, the Department had only expended \$7,429 of its General Fund Temporary Salaries appropriation. A reduction of \$100,000, plus mandatory fringe benefits, will allow sufficient funding for Temporary Salaries.													
Equipment Purchase			\$1,119,308	\$1,111,007	\$8,301		x							
	Department overestimated sales tax in calculating its Equipment Purchase budget. Reduce by \$8,301 to reflect 8.5% sales tax.													
<b>BTO - Communications</b>														
Attrition Savings	(3.13)	(4.13)	(\$313,830)	(\$413,830)	\$100,000	x		(3.13)	(4.11)	(\$318,763)	(\$418,763)	\$100,000	x	
Mandatory Fringe Benefits			(\$125,812)	(\$165,901)	\$40,089	x				(\$139,416)	(\$183,153)	\$43,737	x	
			<i>Total Savings</i>	<i>\$140,089</i>						<i>Total Savings</i>	<i>\$143,737</i>			
	The Department is projected to have a salary surplus of more than \$850,000 in the 6I-TIF-AAAP subfund at the end of FY 2011-12. Increasing attrition savings by \$100,000, plus Mandatory Fringe Benefits, in the Department's Communications Program will still allow sufficient funding for salaries in FY 2012-13.													
	Ongoing savings.													

Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget

TIS - Department of Technology

Object Title	FY 2012-13				FY 2013-14			
	FTE From	FTE To	Amount From	Amount To	FTE From	FTE To	Amount From	Amount To
			Savings				Savings	
								GF IT

FY 2012-13

	Total Recommended Reductions		Total
	One-Time	Ongoing	
General Fund	\$176,255	\$1,034,792	\$1,211,047
Non-General Fund	\$62,947	\$325,665	\$388,612
<b>Total</b>	<b>\$239,202</b>	<b>\$1,360,457</b>	<b>\$1,599,659</b>

FY 2013-14

	Total Recommended Reductions		Total
	One-Time	Ongoing	
General Fund	\$0	\$1,049,740	\$1,049,740
Non-General Fund	\$0	\$330,917	\$330,917
<b>Total</b>	<b>\$0</b>	<b>\$1,380,657</b>	<b>\$1,380,657</b>

NOTE: The 61 TIF AAP fund is an interdepartmental recovery fund, consisting of approximately 74% General Fund and 26% non-General Fund

**Recommendations of the Budget and Legislative Analyst  
For Reduction and Close-out of Past-year Encumbrances from City Budget**

**TIS - Department of Technology**

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
XTECH	DATA PROCESSING EQUIPMENT	No	\$2,008	2/26/2009	35,297.63	19,570.54
XTECH	SYSTEMS CONSULTING SERVICES	Yes	\$2,009	4/2/2009	11,520.00	6,600.00
SYMPHONY SERVICES CORP	SYSTEMS CONSULTING SERVICES	Yes	\$2,009	9/15/2009	8,000.00	8,000.00
EN POINTE TECHNOLOGIES SALES INC	SYSTEMS CONSULTING SERVICES	Yes	\$2,009	11/6/2009	32,855.00	32,855.00
XTECH	SYSTEMS CONSULTING SERVICES	Yes	\$2,010	4/26/2010	40,000.00	8,000.00
XTECH	DP/WP EQUIPMENT MAINT	Yes	\$2,010	4/30/2010	3,893.25	3,893.25
MALTBY ELECTRIC SUPPLY CO INC	COMMUNICATION SUPPLIES	Yes	\$2,010	7/19/2010	1,000.00	726.25
MALTBY ELECTRIC SUPPLY CO INC	COMMUNICATION SUPPLIES	Yes	\$2,010	12/20/2010	1,910.00	1,564.92
REAL ESTATE	GF-RENT PAID TO REAL ESTATE	Yes	\$2,010	1/28/2011	859,878.00	15,006.00
REMOTE SATELLITE SYSTEMS INTL	COMMUNICATION TRAINING COSTS PAID TO VENDORS	Yes	\$2,011	3/1/2011	65.70	65.70
CA INC	VENDORS	Yes	\$2,011	3/1/2011	2,900.00	2,900.00
<b>Total Amount Return to Fund Balance</b>					<b>General Fund</b>	<b>99,181.66</b>
					<b>Non-General Fund</b>	<b>58,912.23</b>
						<b>40,269.43</b>

Note: The above encumbrance balances are from budget years prior to FY 2011-12. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

DEPARTMENT:

HRC- HUMAN RIGHTS COMMISSION

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The department's proposed \$1,519,345 budget for FY 2012-13 is \$4,322,133 or 74% less than the original FY 2011-12 budget of \$5,841,478.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 9.32 FTEs, which are 24.20 FTEs fewer than the 33.52 FTEs in the original FY 2011-12 budget. This represents a 72.2% decrease in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's work order revenues of \$647,946 in FY 2012-13, are \$4,260,031 or 86.8% less than FY 2011-12 work order revenues of \$4,907,977. General Fund support of \$871,399 in FY 2012-13 is \$62,102 or 6.7% less than FY 2011-12 General Fund support of \$933,501.

**YEAR TWO: FY 2013-14**

Budget Changes

The department's proposed \$1,620,444 budget for FY 2013-14 is \$101,099 or 6.7% more than the original FY 2012-13 budget of \$1,519,345.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 9.62 FTEs, which is .30 FTEs more than the 9.32 FTEs in the original FY 2012-13 budget. This represents a 3.22% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's work order revenues of \$713,438 in FY 2013-14, are \$65,492 or 10% more than FY 2012-13 work order revenues of \$647,946. General Fund support of \$907,006 in FY 2013-14 is \$35,607, or 4% more than FY 2012-13 General Fund support of \$871,399.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: HRC – HUMAN RIGHTS COMMISSION**

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2011-2012 Budget	FY 2012-2013 Proposed	Increase/ Decrease from	Increase/ Decrease from
			FY 2011-2012	FY 2012-2013
HUMAN RIGHTS COMMISSION				
HUMAN RIGHTS COMMISSION	5,841,478	1,519,345	(4,322,133)	1,620,444
<b>HUMAN RIGHTS COMMISSION</b>	<b>5,841,478</b>	<b>1,519,345</b>	<b>(4,322,133)</b>	<b>1,620,444</b>

**FY 2012-13**

The Department’s proposed FY 2012-13 budget has decreased by \$4,322,133 largely due to the transfer of contract compliance staff in HRC’s Equal Benefits, Local Business Enterprise (LBE) and Surety Bond program divisions to the General Services Agency. Contract compliance staff currently in HRC’s Equal Benefits and LBE Divisions will be reassigned to the City Administrator’s Office within the General Services Agency. HRC’s Surety Bond program and staff will be reassigned to GSA’s Risk Management Division.

**Background**

The Human Rights Commission (HRC) was established by City ordinance in 1964 and became a Charter commission in 1990. The Commission currently has five divisions:

- (1) Policy and Inter-Group Tension Resolution Division (Policy Division)
- (2) Discrimination Complaints and Mediation Division (Discrimination Division)
- (3) Chapter 12B Equal Benefits Division (12B Equal Benefits Division)
- (4) Chapter 14B Local Business Enterprise Division (14B LBE Division) and
- (5) Surety Bond and Financing Assistance Division (Surety Bond Division).

The work of the Policy and Discrimination Divisions are the HRC’s original Charter-mandated activities and have been funded entirely by the General Fund. Discrimination Division staff investigates and mediates complaints of discrimination in employment, housing, and public accommodation. Policy Division staff interprets, revises and implements City ordinances under which HRC operates.

The activities of HRC’s LBE and Equal Benefits Compliance Divisions are mandated in Chapters 14B and 12B respectively of the Administrative Code. HRC’s 12B Equal Benefits staff enforces compliance with the ordinance’s prohibition against discrimination based on marital and/or domestic partner status. 14B Local Business Enterprise Division staff enforce compliance with requirements for the use of local businesses in city contracting. 12B and 14B compliance staff have been funded entirely by the Work Order Fund.

HRC’s Surety Bond program assists certified Local Business Enterprise contractors participating in City construction projects obtain bonding and financing. The Surety Bond compliance staff have been funded by the Continuing Project Fund (ACP).

In the proposed FY 2012-13 budget, all twenty-nine 12B, 14B and Surety Bond contract compliance positions, including seven vacant positions that are currently vacant, will be transferred to

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** HRC – HUMAN RIGHTS COMMISSION

the General Services Agency as part of an effort to streamline and consolidate the city's contract compliance activities, which are currently dispersed among City departments.

**FY 2013-14**

The Department's proposed FY 2013-14 budget has increased by \$101,099 due to the department's estimate of a COLA adjustment.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 9.32 FTEs, which are which are 24.20 FTEs fewer than the 33.52 FTEs in the original FY 2011-12 budget. This represents a 72% decrease in FTEs from the original FY 2011-12.

The Budget and Legislative Analyst notes that the number of positions that HRC will retain as part of the planned reassignment is 12 FTEs which is 2.68 FTEs more than are budgeted in the proposed 2012-13 budget. None of the positions that HRC plans to retain are vacant and no layoff are planned. According to Department management, the Mayor's Office will make the technical adjustment in HRC's budget necessary to fund the 12 FTEs that HRC will retain.

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 9.62 FTEs, which is .30 FTEs more than the 9.32 FTEs in the original FY 2012-13 budget. This represents a 3.22% decrease in FTEs from the original FY 2012-13 budget. As noted above, the Budget and Legislative Analyst

As mentioned above, according to HRC management, the Mayor's Office will make a technical adjustment in HRC's budget necessary to fund the 12 FTEs that HRC will retain as part of the planned reassignment of contract compliance staff to the General Services Agency.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's work order revenues of \$647,946 in FY 2012-13, are \$4,260,031 or 86.80% less than FY 2011-12 revenues of \$4,907,977. As noted above, 29 positions, including seven vacancies, are being reassigned to the General Services Agency. This reassignment includes all Equal Benefits, LBE or Surety Bond program staff that had been funded by the Work Order Funds Index Code 345002 and 345005 in past fiscal years. Therefore, HRC's budget for fiscal years 2013 reflects a decrease in work order revenue of \$4,260,031.

**FY 2013-14**

The Department's work order revenues of \$713,438 in FY 2013-14, are \$65,492 or 10% more than FY 2012-13 revenues of \$647,946.

**DEPARTMENT: DPW- DEPARTMENT OF PUBLIC WORKS**  
**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The department's proposed \$146,545,862 budget for FY 2012-13 is \$17,578,114 or 13.6% more than the original FY 2011-12 budget of \$128,967,748.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 804.13 FTEs, which are 20.89 FTEs more than the 783.24 FTEs in the original FY 2011-12 budget. This represents a 2.7% change in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$118,143,921 in FY 2012-13, are \$12,909,899 or 12.3% more than FY 2011-12 revenues of \$105,234,022. General Fund support of \$28,401,941 in FY 2012-13 is \$4,668,215 or 19.7% more than FY 2012-13 General Fund support of \$23,733,726.

**YEAR TWO: FY 2013-14**

Budget Changes

The department's proposed \$141,080,690 budget for FY 2013-14 is \$5,465,172 or 3.7% less than the proposed FY 2012-13 budget of \$146,545,862.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 804.58 FTEs, which are .45 FTEs more than the 804.13 FTEs in the proposed FY 2012-13 budget. This represents .06% change in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$122,888,500 in FY 2013-14, are \$4,744,579 or 4.0% more than FY 2012-13 revenues of \$118,143,921. General Fund support of \$18,192,190 in FY 2012-13 is \$10,209,751 or 35.9% less than FY 2012-13 General Fund support of \$28,401,941.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** DPW – DEPARTMENT OF PUBLIC WORKS

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,189,917 in FY 2012-13. Of the \$1,189,917 in recommended reductions, \$1,101,412 are ongoing savings and \$88,505 are one-time savings. These reductions would still allow an increase of \$16,388,197 or 12.7% in the Department's FY 2012-13 budget.

These recommendations will result in \$774,100 savings to the City's General Fund in FY 2012-13.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,117,238 in FY 2013-14. All the recommended reductions are ongoing savings. These reductions would still allow a decrease of \$6,582,410 or 4.5% in the Department's FY 2013-14 budget.

These recommendations will result in \$802,075 savings to the City's General Fund in FY 2013-14.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** DPW – DEPARTMENT OF PUBLIC WORKS

**SUMMARY OF PROGRAM EXPENDITURES:**

<b>Program</b>	<b>FY 2011- 2012 Budget</b>	<b>FY 2012- 2013 Proposed</b>	<b>Increase/ Decrease from FY 2011- 2012</b>	<b>FY 2013- 2014 Proposed</b>	<b>Increase/ Decrease from FY 2012- 2013</b>
<b>GENERAL SERVICES AGENCY - PUBLIC WORKS</b>					
ARCHITECTURE	471,617	414,630	(56,987)	415,741	1,111
BUILDING REPAIR AND MAINTENANCE	17,960,448	18,120,423	159,975	18,824,370	703,947
CITY CAPITAL PROJECTS	26,289,510	37,454,377	11,164,867	29,735,698	(7,718,679)
CONSTRUCTION MANAGEMENT SERVICES	278,274	217,264	(61,010)	217,926	662
ENGINEERING	712,475	883,494	171,019	881,068	(2,426)
GENERAL ADMINISTRATION	0	0	0	0	0
STREET AND SEWER REPAIR	14,588,464	16,794,524	2,206,060	17,187,400	392,876
STREET ENVIRONMENTAL SERVICES	38,216,141	39,873,881	1,657,740	40,032,524	158,643
STREET USE MANAGEMENT	14,149,931	16,154,611	2,004,680	16,600,241	445,630
URBAN FORESTRY	16,300,888	16,632,658	331,770	17,185,722	553,064
<b>GENERAL SERVICES AGENCY - PUBLIC WORKS</b>	<b>128,967,748</b>	<b>146,545,862</b>	<b>17,578,114</b>	<b>141,080,690</b>	<b>(5,465,172)</b>

**FY 2012-13**

The Department's proposed FY 2012-13 budget has increased by \$17,578,114 largely due to:

- Capital projects, including bond-funded improvements to fire stations and systems, street-scape improvements, street resurfacing, and curb ramps. The passage of the street resurfacing bond in November 2011 will allow DPW to increase street repairs for 3 years while the City pursues a permanent source of funding for street repairs.
- Rising personnel costs, including increased salary costs in administration and temporary and overtime pay for workers in the Bureau of Street and Sewer Repair.
- Investment in workforce programs for street cleaning and urban forestry, including the Jobs Now and Community Corridors Apprenticeship programs, which partner with local agencies to provide employment for low-income San Francisco residents.

**FY 2013-14**

The Department's proposed FY 2013-14 budget has decreased by \$5,465,172 largely due to:

- Decreased spending on major capital projects. This decrease in funding for new projects is accompanied by increased spending on debt service costs associated with recent capital projects.
- Decreased funding for the Community Corridors Apprenticeship program.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: DPW – DEPARTMENT OF PUBLIC WORKS**

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 804.13 FTEs, which are 20.89 FTEs more than the 783.24 FTEs in the original FY 2011-12 budget. This represents a 2.7% increase in FTEs from the original FY 2011-12 budget.

The FY 2012-13 budget includes 45 new non-operating (off-budget) positions, principally within the bureaus of Infrastructure Design and Construction (formerly Engineering) and the Bureau of Building Design and Construction (formerly Architecture), for capital projects.

The FY 2012-13 budget also includes 20.89 new FTEs, including (a) two new street inspector positions, (b) one manager and one supervisor for street repair, (c) one administrative analyst, (d) adjustments to attrition savings to allow hiring of vacant positions, and (e) increases in temporary salaries to allow for hiring of project-based positions that are not permanent. The new positions in the FY 2012-13 budget are offset by position deletions and other adjustments.

The Department is also realigning functions in several bureaus, notably centralizing information technology functions and transferring positions from the Bureau of Project Controls Services (formerly the Bureau of Construction Management Services) into the Bureaus of Building Design and Construction and Infrastructure Design and Construction.

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 804.58 FTEs, which are 0.45 FTEs more than the 804.13 FTEs in the original FY 2012-13 budget. This represents a .06% increase in FTEs from the original FY 2012-13 budget.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$118,143,921 in FY 2012-13, are \$12,909,899 or 12.3% more (less) than FY 2011-12 revenues of \$105,234,022. General Fund support of \$28,401,941 in FY 2012-13 is 4,668,215 or 19.7% more than FY 2011-12 General Fund support of \$23,733,726.

Specific changes in the Department's FY 2012-13 revenues include:

- A large increase in funding for capital projects from voter-approved bonds, including the new Proposition B street repair initiative.
- Increase in the city's share of state gas tax revenues.
- An increase in General Fund support.
- Fee revenues are projected to increase in FY 2012-13 by \$469,524, due in part to increased right-of-way assessments and other construction activities.

**FY 2013-14**

The Department's revenues of \$122,888,500 in FY 2013-14, are \$4,744,579 or 4.0% more than FY 2012-13 revenues of \$118,143,921. General Fund support of \$18,192,190 in FY 2013-14 is \$10,209,751 or 35.9% less than FY 2012-13 General Fund support of \$28,401,941.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: DPW – DEPARTMENT OF PUBLIC WORKS**

Specific changes in the Department's FY 2013-14 revenues include:

- Continued funding for capital projects from voter-approved bonds, including the new Proposition B street repair initiative, and anticipated reimbursement related to the 4<sup>th</sup> Street bridge retrofit, totaling \$10,000,000, as part of a legal settlement.
- Increased recoveries for work performed for other city departments.
- A modest increase in the city's share of state gas tax revenues.
- Modest increases in fee revenues from construction activities such as right-of-way assessments.

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,189,917 in FY 2012-13. Of the \$1,189,917 in recommended reductions, \$1,101,412 are ongoing savings and \$88,505 are one-time savings. These reductions would still allow an increase of \$16,388,197 or 12.7% in the Department's FY 2012-13 budget.

These recommendations will result in \$774,100 savings to the City's General Fund in FY 2012-13.

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,117,238 in FY 2013-14. All the recommended reductions are ongoing savings. These reductions would still allow a decrease of \$6,582,410 or 4.5% in the Department's FY 2013-14 budget.

Together, these recommendations will result in \$802,075 savings to the City's General Fund in FY 2013-14.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget  
DPW - General Services Agency - Department of Public Works**

Object Title	FY 2012-13						FY 2013-14							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
<b>BAR - Building Repair and Maintenance</b>														
Stationary Engineer	5.00	4.00	\$376,090	\$300,872	\$75,218	x		5.00	4.00	\$382,782	\$306,226	\$76,556	x	
Mandatory Fringe Benefits			\$168,958	\$135,166	\$33,792	x				\$185,894	\$148,715	\$37,179	x	
			<i>Total Savings</i>	<i>\$109,010</i>						<i>Total Savings</i>	<i>\$113,735</i>			
	Position vacant since 6/12/2010.													
	Ongoing reduction.													
<b>BAT - Street Use Management</b>														
Attrition Savings	(0.55)	(1.35)	(\$46,418)	(\$113,935)	\$67,517	x		(0.55)	(1.35)	(\$47,233)	(\$115,936)	\$68,703	x	
Mandatory Fringe Benefits			(\$19,472)	(\$47,795)	\$28,323	x				(\$21,523)	(\$52,829)	\$31,306	x	
			<i>Total Savings</i>	<i>\$95,840</i>						<i>Total Savings</i>	<i>\$100,009</i>			
	Increase attrition savings. The Department has a projected salary surplus in FY 2011-12, and has decrease attrition savings in FY 2012-13.													
	Ongoing reduction.													
<b>Capital Equipment</b>														
			\$221,262	\$132,757	\$88,505	x								
	Reduce number of new surveying units from 5 to 3, leaving adequate funding for equipment for 2 new surveying teams as well as one replacement for equipment purchased in 2007.													
<b>BAZ - Street Environmental Services</b>														
General Laborer	125.50	120.50	\$7,517,332	\$7,217,837	\$299,495	x		125.50	120.50	\$7,651,099	\$7,346,274	\$304,825	x	
Mandatory Fringe Benefits			\$3,633,362	\$3,488,607	\$144,755	x				\$3,978,494	\$3,819,988	\$158,506	x	
			<i>Total Savings</i>	<i>\$444,250</i>						<i>Total Savings</i>	<i>\$463,331</i>			
	Reduce general laborers by 5.00 FTE due to positions being vacant since 2008.													
	Ongoing reduction.													
<b>Professional &amp; Specialized Svcs.</b>														
			\$380,510	\$255,510	\$125,000	x				\$380,510	\$255,510	\$125,000	x	
	Based on historical spending and on information provided by Department on current spending for these contracts.													
<b>BKJ - General Administration</b>														
Accountant II	5.00	2.77	\$380,380	\$210,731	\$169,649			5.00	3.00	\$387,149	\$232,289	\$154,860		

GF = General Fund  
IT = One Time



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**DPW - General Services Agency - Department of Public Works**

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
Mandatory Fringe Benefits			\$166,528	\$92,257					\$183,544	\$110,126		
	1652		Total Savings	\$243,920					Total Savings	\$228,278		
Reduce Accountant II by 2.23 FTE due to positions being vacant since 1999.												
Communications Dispatcher	1.00	0.00	\$55,902	\$0			1.00	0.00	\$56,625	\$0		
Mandatory Fringe Benefits			\$27,490	\$0					\$30,260	\$0		
			Total Savings	\$83,392					Total Savings	\$86,885		
Position has been vacant since April 2007 and Department has projected FY 2011-12 year-end salary surplus of \$949,047 (overhead fund).												

**FY 2012-13**

	Total Recommended Reductions		Total
	One-Time	Ongoing	
General Fund	\$0	\$774,100	\$774,100
Non-General Fund	\$88,505	\$327,312	\$415,817
<b>Total</b>	<b>\$88,505</b>	<b>\$1,101,412</b>	<b>\$1,189,917</b>

**FY 2013-14**

	Total Recommended Reductions		Total
	One-Time	Ongoing	
General Fund	\$0	\$802,075	\$802,075
Non-General Fund	\$0	\$315,163	\$315,163
<b>Total</b>	<b>\$0</b>	<b>\$1,117,238</b>	<b>\$1,117,238</b>

\*Note: The fund 25 PWF OHF is an overhead fund, of which General Administration's portion consists of approximately 27% General Fund and 73% non-General Fund.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The Board of Supervisors proposed \$11,384,382 budget for FY 2012-13 is \$590,638 or 5.5% more than the original FY 2011-12 budget of \$10,793,744.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 is 63.23 FTEs, which is 0.53 FTEs more than the 62.70 FTEs in the original FY 2011-12 budget. This represents a 0.8% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$632,867 in FY 2012-13, are \$75,000 or 13.4% more than FY 2011-12 revenues of \$557,867. General Fund support of \$10,751,515 in FY 2012-13 is \$515,638 or 5.0% more than FY 2011-12 General Fund support of \$10,235,877.

**YEAR TWO: FY 2013-14**

Budget Changes

The Department's proposed \$11,371,505 budget for FY 2013-14 is \$12,877 or .12% less than the proposed FY 2012-13 budget of \$11,384,382.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 is 63.23 FTEs, which is the same number of FTEs proposed in the FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$602,867 in FY 2013-14, are \$30,000 or 4.8% less than FY 2012-13 revenues of \$632,867. General Fund support of \$10,768,638 in FY 2013-14 is \$17,123 or .16% more than FY 2012-13 General Fund support of \$10,751,515.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:**

**BOS – BOARD OF SUPERVISORS**

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$35,339 in FY 2012-13. All of the \$35,339 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$555,299 or 5.1% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$23,500 to the General Fund.

Together, these recommendations will result in \$58,839 savings to the City's General Fund in FY 2012-13.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$36,239 in FY 2013-14. All of the \$36,239 in recommended reductions are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** BOS – BOARD OF SUPERVISORS

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2011- 2012 Budget	FY 2012- 2013 Proposed	Increase/ Decrease from FY 2011- 2012	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013
<b>BOARD OF SUPERVISORS</b>					
BOARD - LEGISLATIVE ANALYSIS	\$2,050,000	\$2,000,000	(\$50,000)	\$2,000,000	\$0
BOARD OF SUPERVISORS	5,000,569	5,118,831	118,262	5,298,033	179,202
CHILDREN'S BASELINE	169,933	175,530	5,597	183,203	7,673
CLERK OF THE BOARD	3,573,242	4,090,021	516,779	3,890,269	(199,752)
LOCAL AGENCY FORMATION	0	0	0	0	0
<b>BOARD OF SUPERVISORS</b>	<b>\$10,793,744</b>	<b>\$11,384,382</b>	<b>\$590,638</b>	<b>\$11,371,505</b>	<b>(\$12,877)</b>

**FY 2012-13**

The Department's proposed FY 2012-13 budget has increased by \$590,638 largely due to:

- Increases in salaries and associated increases in mandatory fringe benefits due to negotiated labor, retirement and health benefit costs.
- A one-time \$350,000 professional services agreement for the Assessment Appeals Board to replace the Assessment Appeals Board tracking system, which has been approved by COIT and proposed under the Budget Savings Incentive Fund, to provide online assessment appeals filings, payments, and data sharing with the Assessor/Recorder, Treasurer/Tax Collector and Controller's Offices.
- No funds are budgeted for the Local Agency Formation Committee (LAFCO) because approximately \$500,000 of carryforward funds from FY 2011-12 will be used to fully fund LAFCO in FY 2012-13.

**FY 2013-14**

The Department's proposed FY 2013-14 budget has decreased by \$12,877 largely due to:

- Elimination of a one-time \$350,000 professional services agreement for the Assessment Appeals Board tracking system in FY 2012-13.
- Increases in salaries and associated increases in mandatory fringe benefits due to negotiated labor, retirement, and health benefit costs.
- No funds are budgeted for the Local Agency Formation Committee (LAFCO) because approximately \$375,000 of carryforward funds from FY 2012-13 are projected to be available to fully fund LAFCO in FY 2013-14.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** BOS – BOARD OF SUPERVISORS

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 is 63.23 FTEs, which is 0.53 FTEs more than the 62.70 FTEs in the original FY 2011-12 budget. This represents a 0.8% increase in FTEs from the original FY 2011-12 budget.

- The increase in FTEs is due to a slight reduction in attrition savings.
- One vacant 0922 Manager I position would be downgraded to one 1823 Senior Administrative Analyst position.

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 is 63.23 FTEs, which is the same number of FTEs proposed in the FY 2012-13 budget.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$632,867 in FY 2012-13 are \$75,000 or 13.4% more than FY 2011-12 revenues of \$557,867. General Fund support of \$10,751,515 in FY 2012-13 is \$515,638 or 5.0% more than FY 2011-12 General Fund support of \$10,235,877.

- The increase in revenues is primarily due to an additional \$70,000 of Assessment Appeals Board fees from increasing number of assessment appeals that have been filed.

**FY 2013-14**

The Department's revenues of \$602,867 in FY 2013-14, are \$30,000 or 4.8% less than FY 2012-13 revenues of \$632,867. General Fund support of \$10,768,638 in FY 2013-14 is \$17,123 or .16% more than FY 2012-13 General Fund support of \$10,751,515.

- Reduction in revenues is from a \$30,000 decrease in Assessment Appeals Board fees as the number of assessment appeals filed is projected to decrease slightly in FY 2013-14.

**OTHER ISSUES**

- Legistar, the online tool to access all Board of Supervisors legislation, agendas, and activities since 1999, will be fully operational by the summer of 2012.
- As shown in the Summary of Expenditures Table above, the Board of Supervisors FY 2012-13 budget for Board – Legislative Analysis includes \$2,000,000, a reduction of \$50,000 from FY 2011-12, to continue to provide Budget and Legislative Analyst

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** BOS – BOARD OF SUPERVISORS

services. The existing agreement between the Board of Supervisors and the Budget and Legislative Analyst extends from January 1, 2012 through December 31, 2013. The Clerk of the Board advises that she will be meeting with individual Board members during the summer of 2012 to consider future options.

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$35,339 in FY 2012-13. All of the \$35,339 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$555,299 or 5.1% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$23,500 to the General Fund.

Together, these recommendations will result in \$58,839 savings to the City's General Fund in FY 2012-13.

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$36,239 in FY 2013-14. All of the \$36,239 in recommended reductions are ongoing savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

Object Title	FY 2012-13										FY 2013-14									
	FTE		Amount		GF	IT	Savings	FTE		Amount		GF	IT	Savings						
	From	To	From	To				From	To	From	To									
FAE - Clerk of the Board	(0.62)	(0.90)	(\$5,213)	(\$80,213)			\$25,000	x	(0.62)	(0.90)	(\$56,159)	(\$81,159)			\$25,000	x				
Attrition Savings			(\$22,833)	(\$33,172)			\$10,339	x			(\$25,246)	(\$36,485)			\$11,239	x				
Mandatory Fringe Benefits																				
			<i>Total Savings</i>	<i>\$35,339</i>			<i>\$35,339</i>				<i>Total Savings</i>	<i>\$36,239</i>			<i>\$36,239</i>					
	Increase Attrition Savings by \$25,000 in FY 2012-13. The recommended increase in Attrition Savings reflects projected salary savings in FY 2011-12, and the Department's proposed hiring plan for FY 2012-13.																			
	Ongoing reduction.																			

**FY 2012-13**

Total Recommended Reductions		Total	
One-Time	Ongoing		
\$0	\$35,339	\$35,339	\$35,339
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$0	\$0
Total	\$35,339	\$35,339	\$35,339

**FY 2013-14**

Total Recommended Reductions		Total	
One-Time	Ongoing		
\$0	\$36,239	\$36,239	\$36,239
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$0	\$0
Total	\$36,239	\$36,239	\$36,239

**Recommendations of the Budget and Legislative Analyst  
For Reduction and Close-out of Past-year Encumbrances from City Budget**

**BOS - Board of Supervisors**

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
DTIS-ISD Services	TIS Telecommunication & Information Services	Yes	2007	8/20/2010	3,000.00	500.00
Staples Inc & Subsidiaries	Legislative Expense	Yes	2011	7/11/2011	3,000.00	3,000.00
Department of Public Works (DPW)	DPW- Building Repair	Yes	2011	8/12/2011	20,000.00	20,000.00
					-	-
					-	-
					-	-
					-	-
					-	-
<b>Total Amount Return to Fund Balance</b>					<b>23,500.00</b>	<b>23,500.00</b>
					<b>General Fund</b>	<b>23,500.00</b>
					<b>Non-General Fund</b>	<b>-</b>

Note: The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.



DEPARTMENT:

MYR- MAYOR

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The Department's proposed \$30,140,225 budget for FY 2012-13 is \$15,393,474 or 104.4% more than the original FY 2011-12 budget of \$14,746,751.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 is 48.74 FTEs, which is 11.60 FTEs more than the 37.14 FTEs in the original FY 2011-12 budget. This represents a 31.2% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$23,846,090 in FY 2012-13, are \$14,212,184 or 147.5% more than FY 2011-12 revenues of \$9,633,906. General Fund support of \$6,294,135 in FY 2012-13 is \$1,181,290 or 23.1% more than FY 2011-12 General Fund support of \$5,112,845.

**YEAR TWO: FY 2013-14**

Budget Changes

The Department's proposed \$33,615,495 budget for FY 2013-14 is \$3,475,270 or 11.5% more than the proposed FY 2012-13 budget of \$30,140,225.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 is 50.04 FTEs, which is 1.30 FTEs more than the 48.74 FTEs in the proposed FY 2012-13 budget. This represents a 2.7% increase in FTEs from the proposed FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$27,592,055 in FY 2013-14, are \$3,745,965 or 15.7% more than FY 2012-13 revenues of \$23,846,090. General Fund support of \$6,023,440 in FY 2013-14 is \$270,695 or 4.3% less than FY 2012-13 General Fund support of \$6,294,135.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** MYR – MAYOR

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$34,997 in FY 2012-13. All of the \$34,997 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$15,358,477 or 104.2% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$12,485 to the General Fund.

Together, these recommendations will result in \$47,482 savings to the City's General Fund in FY 2012-13.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$35,765 in FY 2013-14. All of the \$35,765 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$3,439,505 or 11.4% in the Department's FY 2013-14 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** MYR – MAYOR

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2011-2012	FY 2012-2013	Increase/ Decrease from FY 2011-2012	FY 2013- 2014	Increase/ Decrease from FY 2012- 2013
	Budget	Proposed		Proposed	
<b>MAYOR</b>					
AFFORDABLE HOUSING	1,813,560	14,395,379	12,581,819	14,517,871	122,492
CITY ADMINISTRATION	4,170,487	4,495,233	324,746	4,587,222	91,989
COMMUNITY INVESTMENT	2,219,229	2,970,940	751,711	2,661,151	(309,789)
CRIMINAL JUSTICE	8,097	8,101	4	8,097	(4)
HOMELESS SERVICES	5,063,967	6,524,436	1,460,469	10,024,006	3,499,570
NEIGHBORHOOD SERVICES	191,995	335,341	143,346	348,088	12,747
PUBLIC FINANCE	0	0	0	0	0
PUBLIC POLICY & FINANCE	1,279,416	1,410,795	131,379	1,469,060	58,265
<b>MAYOR</b>	<b>14,746,751</b>	<b>30,140,225</b>	<b>15,393,474</b>	<b>33,615,495</b>	<b>3,475,270</b>

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by \$15,393,474 largely due to:

- Over \$12.5 million increase in Affordable Housing expenditures, including approximately (a) \$1.4 million for the addition of ten transferred Redevelopment Agency positions, (b) \$5.6 million of increased expenditures for affordable housing deferred loans, including \$1 million for predevelopment costs for Central Freeway housing project, (c) \$5.1 million in project and non-personnel expenditures for Redevelopment Agency housing projects and asset management services, and (d) over \$500,000 for additional workorders to the City Attorney, Administrative Services and Real Estate for increased workload related to transitioned Redevelopment Agency affordable housing activities.
- Increase of \$1,460,469 in Homeless Services to pay for additional local operating subsidies to local community-based organizations, as approximately 272 new housing units are completed, for formerly homeless individuals and families.
- Increase of \$751,711 in Community Investment includes funding for (a) Mission District Theater capital improvement project, (b) new pilot Right to Civil Counsel Program, based on ordinance recently approved by the Board of Supervisors, (c) additional HOPE SF services for costs previously covered by the Redevelopment Agency, and (d) a new HOPE SF Initiative Director position.
- Increase of \$324,746 for City Administration, \$143,345 for Neighborhood Services and \$131,379 for Public Policy & Finance for mandated salaries and fringe benefits and reduction in attrition savings.
- The FY 2011-12 budget included \$300,000 of General Fund revenues under General City Responsibility to cover potential new costs for the transition of a new Mayor, effective January of 2012, which was used to pay for salary and fringe benefits for (a) one 0905 Mayoral Staff XVII, as a Senior Policy Advisor to the Mayor, (b) one 0882 Mayoral Staff II, as a Scheduling Assistant, and (c) one 0884 Mayoral Staff IV, as an Assistant to the

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: MYR – MAYOR**

Mayor's Chief of Staff. The \$300,000 covered costs from approximately January through June of 2012, or six months in FY 2011-12, such that the proposed FY 2012-13 budget includes \$600,000 of annualized General Fund expenses to fully fund these positions, and reduce attrition savings in the Mayor's Office.

FY 2013-14

The Department's proposed FY 2013-14 budget has increased by \$3,475,270 largely due to:

- Increase of approximately \$3.5 million for Homeless Services to pay for additional local operating subsidies to local community-based organizations, as 357 new housing units are completed, for formerly homeless individuals and families, for a total of 1,417 units of City supportive housing.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 48.74 FTEs, which are 11.60 FTEs more than the 37.14 FTEs in the original FY 2011-12 budget. This represents a 31.2% increase in FTEs from the original FY 2011-12 budget.

- Ten new positions, including (a) one 5502 Project Manager I, (b) one R035 Management Assistant II, (c) one R590 Project Manager, (d) three R615 Development Specialists, (e) one R705 Assistant Development Specialist, (f) one R670 Financial Systems Accountant, (g) one 1657 Accountant, and (h) one R895 Office Assistant I positions proposed in the Affordable Housing Division, are being transitioned from the dissolution of the Redevelopment Agency.
- Net increase of 1.55 FTE positions in Neighborhood Services, primarily due to a reduction in attrition savings.

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 is 50.04 FTEs, which is 1.30 FTEs more than the 48.74 FTEs in the proposed FY 2012-13 budget. This represents a 2.7% increase in FTEs from the proposed FY 2012-13 budget.

- Increase of 1.30 FTEs in Administration due to a reduction in attrition savings.

**INTERIM EXCEPTIONS**

The Department has requested approval of the 10.0 FTE positions noted above as interim exceptions to the FY 2012-13 budget due to the increased work associated with the transition of the former Redevelopment Agency's housing activities to the Mayor's Office of Housing. The Budget and Legislative Analyst recommends approval of all of these positions as interim exceptions.

**DEPARTMENT REVENUES:**

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** MYR – MAYOR

**FY 2012-13**

The Department's revenues of \$23,846,090 in FY 2012-13, are \$14,212,184 or 147.5% more than FY 2011-12 revenues of \$9,633,906. General Fund support of \$6,294,135 in FY 2012-13 is \$1,181,290 or 23.1% more than FY 2011-12 General Fund support of \$5,112,845.

Specific changes in the Department's FY 2012-13 revenues include:

- Additional (a) \$5 million of Hotel Tax revenues for the development of low-income rental housing for elderly and disabled residents, which is intended to leverage additional State and Federal funds, (b) \$2.6 million of new tax increment funding from the City's Property Taxes which was previously allocated as tax-increment funding through the Redevelopment Agency, and (c) \$3 million of new revenues generated by previous Redevelopment Agency housing properties from housing bond fees, ground leases, and rental payments.
- Slight projected increase of Sales Tax allocations that have historically been budgeted in the Mayor's Office.
- Additional revenue recoveries of approximately \$2 million from Community Health Service and Human Services Agency due to additional number of supportive housing units in FY 2012-13.
- New \$256,000 workorder to reimburse the District Attorney's Office for the use of an attorney position as the Mayor's Public Safety Advisor, offset by attrition savings.
- General Fund support is increasing by \$1,181,290 due to (a) new Community Investment projects and programs, (b) annualization of the Mayor's transition funds, and (c) mandated salary and fringe benefit costs.

**FY 2013-14**

The Department's revenues of \$27,592,055 in FY 2013-14, are \$3,745,965 or 15.7% more than FY 2012-13 revenues of \$23,846,090. General Fund support of \$6,023,440 in FY 2013-14 is \$270,695 or 4.3% less than FY 2012-13 General Fund support of \$6,294,135.

Specific changes in the Department's FY 2013-14 revenues include:

- Additional tax increment funding from the City's Property Taxes to support the Mayor's Office of Housing activities previously funded through the Redevelopment Agency.

**OTHER ISSUES**

With the dissolution of the San Francisco Redevelopment Agency on February 1, 2012, the Board of Supervisors designated the Mayor's Office of Housing as the Successor Housing Agency to fulfill the City's affordable housing goals and obligations.

**COMMENTS:**

**FY 2012-13**

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: MYR – MAYOR**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$34,997 in FY 2012-13. All of the \$34,997 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$15,358,477 or 104.2% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$12,485 to the General Fund.

Together, these recommendations will result in \$47,482 savings to the City's General Fund in FY 2012-13.

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$35,765 in FY 2013-14. All of the \$35,765 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$3,439,505 or 11.4% in the Department's FY 2013-14 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**MYR- Mayor**

Object Title	FY 2012-13						FY 2013-14							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
<b>FEA - City Administration</b>														
Attrition Savings	(1.57)	(1.79)	(\$178,304)	(\$203,304)	\$25,000	x		(0.94)	(1.16)	(\$109,152)	(\$134,152)	\$25,000		
Mandatory Fringe Benefits			(\$71,297)	(\$81,294)	\$9,997	x				(\$47,000)	(\$57,765)	\$10,765		
			<i>Total Savings</i>		\$34,997					<i>Total Savings</i>		\$35,765		
Increase Attrition Savings based on actual projected expenditures. Ongoing savings														

**FY 2012-13**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$34,997	\$34,997
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$34,997</b>	<b>\$34,997</b>

**FY 2013-14**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$35,765	\$35,765
<b>Total</b>	<b>\$0</b>	<b>\$35,765</b>	<b>\$35,765</b>

**Recommendations of the Budget and Legislative Analyst  
For Reduction and Close-out of Past-year Encumbrances from City Budget**

**MYR - MAYOR'S OFFICE**

Vendor Name	Subject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
XEROX CORPORATION		Yes	2010	8/17/2011	4,500.00	1,233.73
XEROX CORPORATION		Yes	2010	8/24/2011	3,380.22	703.12
PATRICK & CO		Yes	2010	7/1/2010	900.00	900.00
PATRICK & CO		Yes	2010	8/4/2011	5,000.00	1,606.36
PATRICK & CO		Yes	2010	7/1/2010	500.00	500.00
GRM INFORMATION MGMT SERVICES		Yes	2010	8/3/2011	1,500.00	1,099.31
PINNACLE PRINT SOLUTIONS INC		Yes	2011	7/8/2011	173.01	173.01
PINNACLE PRINT SOLUTIONS INC		Yes	2011	7/8/2011	12.00	12.00
UNENCUMBERED FUNDS		Yes	2011	N/A	N/A	6,257.00
<b>Total Amount Return to Fund Balance</b>					<b>12,484.53</b>	<b>12,484.53</b>
<b>General Fund</b>					<b>12,484.53</b>	<b>12,484.53</b>
<b>Non-General Fund</b>						-

Note: The Department has indicated that the balances of these encumbrances are no longer needed or are unencumbered balances that are not needed, therefore the balances can be returned to the General Fund, if applicable.



**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The Department's proposed \$4,196,629 budget for FY 2012-13 is \$4,152,715 or 49.7% less than the original FY 2011-12 budget of \$8,349,344.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 is 17.20 FTEs, which is 0.12 FTEs less than the 17.32 FTEs in the original FY 2011-12 budget. This represents a 0.7% decrease in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$4,100,000 in FY 2012-13, are \$4,000,000 or 4,000% more than the FY 2011-12 revenues of \$100,000. General Fund support of \$96,629 in FY 2012-13 is \$8,152,715 or 98.8% less than the FY 2011-12 General Fund support of \$8,249,344.

**YEAR TWO: FY 2013-14**

Budget Changes

The Department's proposed \$4,307,186 budget for FY 2013-14 is \$110,557 or 2.6% more than the proposed FY 2012-13 budget of \$4,196,629.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 is 17.20 FTEs, which is the same number of FTEs in the proposed FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$100,000 in FY 2013-14, are \$4,000,000 or 97.6% less than FY 2012-13 revenues of \$4,100,000. General Fund support of \$4,207,186 in FY 2013-14 is \$4,110,557 or 4,254% more than the FY 2012-13 General Fund support of \$96,629.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: ETH – ETHICS COMMISSION**

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$53,950 in FY 2012-13. All of the \$53,950 recommended reductions are ongoing savings.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$80,925 in FY 2013-14. All of the \$80,925 recommended reductions are ongoing savings. These reductions would still allow an increase of \$29,632 or 0.7% in the Department's FY 2013-14 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** ETH – ETHICS COMMISSION

**SUMMARY OF PROGRAM EXPENDITURES:**

<u>Program</u>	<u>FY 2011- 2012 Budget</u>	<u>FY 2012- 2013 Proposed</u>	<u>Increase/ Decrease from FY 2011- 2012</u>	<u>FY 2013- 2014 Proposed</u>	<u>Increase/ Decrease from FY 2012- 2013</u>
<b>ETHICS COMMISSION</b>					
ELECTION CAMPAIGN FUND	\$6,091,332	\$1,899,308	(\$4,192,024)	\$1,908,804	\$9,496
ETHICS COMMISSION	2,258,012	2,297,321	39,309	2,398,382	101,061
<b>ETHICS COMMISSION</b>	<b>\$8,349,344</b>	<b>\$4,196,629</b>	<b>(\$4,152,715)</b>	<b>\$4,307,186</b>	<b>\$110,557</b>

**FY 2012-13**

The Department's proposed FY 2012-13 budget has decreased by \$4,152,715 largely due to:

- Provision of additional public financing disbursements for Mayoral candidates in the November, 2011 election totaling approximately \$2,420,000 in FY 2011-12. Reduction of \$4,192,024 because in FY 2011-12 the Election Campaign Fund received \$6,091,332 from (a) required one-time repayment of \$4,209,095 from the General Fund due to prior year underfunding of the Election Campaign Fund, in addition to (b) \$1,882,237 annual FY 2011-12 deposit based on \$2.75 contribution per San Francisco resident.
- In FY 2012-13, the Elections Campaign Fund is projected to receive \$1,899,308 based on \$2.75 contribution per San Francisco resident. In FY 2012-13, the Election Campaign Fund is estimated to provide disbursements of approximately \$1,343,380 for qualified candidates for the Board of Supervisors in the November, 2012 election.
- Increases for mandated salary and benefit increases and to televise Ethics Commission meetings, through workorder with SFGTV.

**FY 2013-14**

The Department's proposed FY 2013-14 budget has increased by \$110,557 largely due to:

- Mandated increases for salaries and related fringe benefits.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 17.20 FTEs, which are 0.12 FTEs less than the 17.32 FTEs in the original FY 2011-12 budget. This represents a 0.7% decrease in FTEs from the original FY 2011-12 budget.

- In FY 2012-13, three 1654 Accountant III positions (\$91,962 annual salary) and one 1823 Senior Administrative Analyst position (\$95,654 annual salary) will be down to four 1822 Administrative Analyst positions (\$81,824 annual salary), for an annual savings of approximately \$59,000 in salary and fringe benefit costs in FY 2012-13.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT: ETH – ETHICS COMMISSION**

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 17.20 FTEs, which is the same number of FTEs in the proposed FY 2012-13 budget.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$4,100,000 in FY 2012-13, are \$4,000,000 or 4,000% more than the FY 2011-12 revenues of \$100,000. General Fund support of \$96,629 in FY 2012-13 is \$8,152,715 or 98.8% less than the FY 2011-12 General Fund support of \$8,249,344.

- In accordance with City Election Campaign and Governmental Conduct Code Section 1.138(b), the City must appropriate \$2.75 per resident each fiscal year for the City's Election Campaign Fund, with these funds dedicated 85% for public financing of Mayoral and Board of Supervisors candidates and 15% for the Ethics Commission to administer this program. They FY 2012-13 appropriation of revenues is calculated based on an updated 2010 Census population of 812,538 x \$2.75 x 85% = \$1,899,308
- As noted above, in FY 2011-12, in addition to the \$1,882,237 deposit based on \$2.75 contribution per San Francisco resident, a one-time \$4,209,095 was repaid by the General Fund to the Election Campaign Fund, for a total of \$6,091,332. The Election Campaign Fund is projected to have a remaining balance of approximately \$7,290,000 at the end of FY 2011-12.
- In FY 2012-13, \$4,000,000 of this Election Campaign Fund balance is proposed to be transferred to the City's General Fund, which is shown as a funding source for the Ethics Commission, such that a projected total of approximately \$4,240,000 would remain in the Election Campaign Fund in FY 2012-13.
- All other Ethics Commission revenues, including Lobbyist and Campaign Consultant Registration Fees, Campaign Disclosure and Other Fines are projected to stay at the same level for FY 2011-12 through FY 2013-14.

**FY 2013-14**

The Department's revenues of \$100,000 in FY 2013-14, are \$4,000,000 or 97.6% less than FY 2012-13 revenues of \$4,100,000. General Fund support of \$4,207,186 in FY 2013-14 is \$4,110,557 or 4,254% more than the FY 2012-13 General Fund support of \$96,629.

Specific changes in the Department's FY 2013-14 revenues include:

- The transfer of \$4,000,000 from the Election Campaign Fund to the General Fund that is proposed in FY 2012-13 as a funding source for the Ethics Commission would not occur in FY 2013-14, such that the Ethics Commission will return to its former General Fund support.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** ETH – ETHICS COMMISSION

**OTHER ISSUES**

- In May, 2012, the Board of Supervisors approved various amendments to the Campaign Finance Reform Ordinance, including (a) increasing the number and amount of contributions to qualify for matching City funding, (b) changing filing deadlines and timing for distribution of funds to candidates, (c) increasing the total amount that candidates may receive, and (d) reducing the total Election Campaign Fund limit from \$13.5 million to \$7.0 million.
- On June 19, 2012, the Ethics Commission will begin evidentiary hearings on the City's official misconduct charges pending against Sheriff Ross Mirkarimi. The FY 2012-13 budget does not include any additional funding to support these hearings, although the FY 2011-12 budget will have approximately \$19,000 of surplus non personnel funds. As of the writing of this report, the Ethics Commission staff cannot estimate when the Ethics Commission will conclude these hearings and make a recommendation to the Board of Supervisors.
- In addition, the Department plans to propose legislation to the Board of Supervisors within the next two fiscal years to require electronic campaign finance and consultant filings in order to eliminate the current inefficient paper filings, and the staff's time to scan these paper filings onto the Ethics Commission's website.

**COMMENTS**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$53,950 in FY 2012-13. All of the \$53,950 recommended reductions are ongoing savings.

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$80,925 in FY 2013-14. All of the \$80,925 recommended reductions are ongoing savings. These reductions would still allow an increase of \$29,632 or 0.7% in the Department's FY 2013-14 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**ETH- Ethics Commission**

Object Title	FY 2012-13						FY 2013-14							
	FTE		Amount		GF	IT	Savings		FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To	From	To		
<b>FET - Ethics Commission</b>														
Temporary Salaries	1.22	0.61	\$100,000	\$50,000	x		\$50,000	\$25,000	1.22	0.61	\$100,000	\$25,000	x	
Mandatory Fringe Benefits			\$7,900	\$3,950	x		\$3,950	\$1,975			\$7,900	\$1,975	x	
			<i>Total Savings</i>	<i>\$53,950</i>			<i>\$53,950</i>	<i>\$80,925</i>			<i>Total Savings</i>	<i>\$80,925</i>		
Reduce Temporary Salaries based on actual historical use, adjusted to reflect increased funding to allow for additional Temporary staff support during Mirkarimi hearings in FY 2012-13.														
Adjusted ongoing savings.														

**Total Recommended Reductions**

<b>One-Time</b>	<b>Ongoing</b>	<b>Total</b>
General Fund	\$0	\$53,950
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$53,950</b>

**Total Recommended Reductions**

<b>One-Time</b>	<b>Ongoing</b>	<b>Total</b>
General Fund	\$0	\$80,925
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$80,925</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The Elections Department's proposed \$12,591,551 budget for FY 2012-13 is \$2,648,236 or 17.4% less than the original FY 2011-12 budget of \$15,239,787.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 is 44.05 FTEs, which is 10.58 FTEs less than the 54.63 FTEs in the original FY 2011-12 budget. This represents 19.4% decrease in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$892,356 in FY 2012-13, are \$417,627 or 88% more than FY 2011-12 revenues of \$474,729. General Fund support of \$11,699,195 in FY 2012-13 is \$3,065,863 or 20.8% less than the FY 2011-12 General Fund support of \$14,765,058.

**YEAR TWO: FY 2013-14**

Budget Changes

The Department's proposed \$16,311,472 budget for FY 2013-14 is \$3,719,921 or 29.6 % more than the proposed FY 2012-13 budget of \$12,591,551.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 51.69 FTEs, which are 7.64 FTEs more than the 44.05 FTEs in the proposed FY 2012-13 budget. This represents a 17.4% increase in FTEs from the proposed FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$308,060 in FY 2013-14, are \$584,296 or 65.5% less than FY 2012-13 revenues of \$892,356. General Fund support of \$16,003,412 in FY 2013-14 is \$4,304,217 or 36.8% more than FY 2012-13 General Fund support of \$11,699,195.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** REG – ELECTIONS

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$169,034 in FY 2012-13. All \$169,034 are ongoing savings.

In addition, the Budget and Legislative Analyst recommends (a) closing out the FY 2011-12 Reapportionment Project funds of \$18,000, and (b) closing out \$12,675 of prior year unexpended General Fund encumbrances, which would allow the return of a total of \$30,675 to the General Fund.

Together, these recommendations will result in \$199,709 savings to the City's General Fund in FY 2012-13.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$174,794 in FY 2013-14. All of the \$174,794 are ongoing savings. These reductions would still allow an increase of \$3,545,127 or 28.2% in the Department's FY 2013-14 budget.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** REG – ELECTIONS

**SUMMARY OF PROGRAM EXPENDITURES:**

<u>Program</u>	<u>FY 2011-2012 Budget</u>	<u>FY 2012- 2013 Proposed</u>	<u>Increase/ Decrease from FY 2011- 2012</u>	<u>FY 2013- 2014 Proposed</u>	<u>Increase/ Decrease from FY 2012- 2013</u>
ELECTIONS	\$15,239,787	\$12,591,551	(\$2,648,236)	\$16,311,472	\$3,719,921
ELECTIONS	\$15,239,787	\$12,591,551	(\$2,648,236)	\$16,311,472	\$3,719,921

**FY 2012-13**

The Department's proposed FY 2012-13 budget has decreased by \$2,648,236 largely due to:

- Two elections in FY 2011-12 (November 8, 2011 Municipal Election and June 5, 2012 Presidential Primary Election), in contrast to one election in FY 2012-13 (Presidential Election on November 6, 2012).
- Because the November 6, 2012 Presidential Election is anticipated to result in higher voter turnout and there are anticipated to be more candidates and propositions on the ballot, the FY 2012-13 budget includes a relatively higher level of permanent and temporary salaries, overtime, professional services, printing, postage and workorder expenses than an average Municipal Election or Primary Election would require.

**FY 2013-14**

The Department's proposed FY 2013-14 budget will increase by \$3,719,921 largely due to:

- One election in FY 2012-13 (one Presidential Election on November 6, 2012) in contrast to two elections in FY 2013-14 (one Municipal Election on November 5, 2013 and one State Primary Election on June 3, 2014).

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 is 44.05 FTEs, which is 10.58 FTEs less than the 54.63 FTEs in the original FY 2011-12 budget. This represents 19.4% decrease in FTEs from the original FY 2011-12 budget.

- Due to only one election, the proposed FY 2012-13 budget includes a reduction of 14.04 FTE temporary positions, from 36.60 FTE positions in FY 2011-12 to 22.56 FTE positions in FY 2012-13.
- The reduction in temporary positions is partially offset by an increase of 3.46 FTE permanent salary positions, due to a reduction of Attrition Savings, from permanently hiring (a) one AC35 Elections Commission Secretary, (b) one 1842 Management Assistant, (c) one 1220 Payroll Clerk, and (d) one 1408 Principal Clerk, that were previously funded with Temporary Salary funds or held vacant to achieve Salary Savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** REG – ELECTIONS  
FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 is 51.69 FTEs, which is 7.64 FTEs more than the 44.05 FTEs in the proposed FY 2012-13 budget. This represents a 17.4% increase in FTEs from the proposed FY 2012-13 budget.

- Due to two elections, the proposed FY 2013-14 budget includes an increase of 7.64 FTE Temporary positions.

**DEPARTMENT REVENUES:**

FY 2012-13

The Department's revenues of \$892,356 in FY 2012-13, are \$417,627 or 88% more than FY 2011-12 revenues of \$474,729. General Fund support of \$11,699,195 in FY 2012-13 is \$3,065,863 or 20.8% less than the FY 2011-12 General Fund support of \$14,765,058.

Specific changes in the Department's FY 2012-13 revenues include:

- Reduction of candidate filing fees as Department is unable to forecast number of candidates that will actually seek election, which is partially offset by a slight increase in paid ballot argument fees.
- Projected increased recovery of funds from the (a) San Francisco Community College District, (b) Bay Area Rapid Transit (BART), and (c) San Francisco Unified School District for their candidate elections on the November, 2012 ballot in FY 2012-13. Additional recovery of revenues from the Retirement System for election of Retirement Board candidates in FY 2012-13.
- General Fund support is reduced because of lower overall Department expenditures in FY 2012-13, due to only one Presidential election in FY 2012-13 on November 6, 2012, as compared to two elections in FY 2011-12.

FY 2013-14

The Department's revenues of \$308,060 in FY 2013-14, are \$584,296 or 65.5% less than FY 2012-13 revenues of \$892,356. General Fund support of \$16,003,412 in FY 2013-14 is \$4,304,217 or 36.8% more than FY 2012-13 General Fund support of \$11,699,195.

Specific changes in the Department's FY 2013-14 revenues include:

- Reduction of revenue recoveries from the (a) San Francisco Community College District, (b) Bay Area Rapid Transit (BART) District, and (c) San Francisco Unified School District because no candidate elections are anticipated for these Districts in FY 2013-14, partially offset by revenue recoveries from Retirement System and Health Services Elections in FY 2013-14.
- General Fund support is increased due to higher overall Department expenditures in FY 2013-14, resulting from two elections in FY 2013-14, as compared to one election in FY 2012-13.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2012-13 AND FY 2013-14**

**DEPARTMENT:** REG – ELECTIONS

**OTHER ISSUES**

- In FY 2011-12, the Department included \$220,000 to fund a Reapportionment Project, which included 0.5 FTE support staff, redistricting consulting services, software and outreach expenses to redraw the 11 Supervisorial District lines to comply with Federal, State and local requirements. Of the total \$220,000 Reapportionment Project budget, the Department anticipates expending a total of \$202,000, leaving a remaining balance of \$18,000.
- In October, 2011, the Board of Supervisors approved an ordinance allowing voters to electronically receive the Voter Information Pamphlet (VIP) instead of receiving the VIP by mail. To date, 1,756 voters have opted to receive electronic VIPs, or 0.4% of total voter registration.
- The Department of Elections has an agreement with Dominion Voting for the City's current voting system, at a cost of \$497,400 per election plus \$386,300 for annual maintenance and license fees. The initial four-year agreement included two one-year options, which were exercised in December, 2011, such that the current Dominion Voting agreement expires on December 11, 2013. In FY 2013-14, the City must decide on whether to select a new voting system vendor, which may require significant additional funding. There are no additional funds included in the FY 2013-14 budget for a new voting system.

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$169,034 in FY 2012-13. All \$169,034 are ongoing savings.

In addition, the Budget and Legislative Analyst recommends (a) closing out the FY 2011-12 Reapportionment Project funds of \$18,000, and (b) closing out \$12,675 of prior year unexpended General Fund encumbrances, which would allow the return of a total of \$30,675 to the General Fund.

Together, these recommendations will result in \$199,709 savings to the City's General Fund in FY 2012-13.

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$174,794 in FY 2013-14. All of the \$174,794 are ongoing savings. These reductions would still allow an increase of \$3,545,127 or .28.2% in the Department's FY 2013-14 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**REG - Elections**

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		Savings	GF IT	FTE		Amount		Savings	GF IT
	From	To	From	To			From	To	From	To		
<b>REG- Elections</b>												
Attrition Savings	(2.76)	(3.14)	(\$221,839)	(252,226)	\$30,387	x	(2.76)	(3.14)	(\$225,092)	(\$255,925)	\$30,833	
Mandatory Fringe Benefits			(\$94,588)	(\$107,544)	\$12,956	x			(\$104,587)	(\$118,913)	\$14,326	
			<i>Total Savings</i>	<i>\$43,343</i>					<i>Total Savings</i>	<i>\$45,159</i>		
	Increase Attrition Savings to the level requested by the Department.											
Temporary Salaries	22.56	21.06	\$1,855,772	\$1,739,284	\$116,488		30.20	28.70	\$2,484,484	\$2,366,238	\$118,246	
Mandatory Fringe Benefits			\$146,606	\$137,403	\$9,203				\$239,306	\$227,917	\$11,389	
			<i>Total Savings</i>	<i>\$125,691</i>					<i>Total Savings</i>	<i>\$129,635</i>		
	Reduce to reflect additional two positions (1.5 FTEs) being transferred from temporary to permanent positions in the FY 2012-13 budget.											
	Ongoing savings											

**FY 2012-13**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$43,343
Non-General Fund	\$0	\$125,691
<b>Total</b>	<b>\$0</b>	<b>\$169,034</b>

**FY 2013-14**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$0
Non-General Fund	\$0	\$174,794
<b>Total</b>	<b>\$0</b>	<b>\$174,794</b>

Recommendations of the Budget and Legislative Analyst  
For Reduction and Close-out of Past-year Encumbrances from City Budget

**REG - Elections**

Vendor Name	Subject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
Allens Press Clipping Bureau	Advertising	Yes	2011	9/1/2011	888.00	168.00
Center Hardware Co Inc	Hardware	Yes	2011	5/15/2012	10,000.00	8.30
Recology Sunset Scavenger	Scavenger Services	Yes	2011	7/14/2011	100.00	100.00
Mint Cafe	Food	Yes	2011	4/20/2012	419.46	152.27
Direct Mail Center	Printing	Yes	2011	8/19/2011	4,763.70	234.95
Daily Journal Corporation	Advertising	Yes	2011	11/21/2011	33,001.35	372.12
Fitzgerald Electro	Other Equip Maintenance	Yes	2011	8/26/2011	200.00	10.00
Data Information Management	Systems Consulting Service	Yes	2011	10/17/2011	27,624.87	415.34
CKK Interactive	Advertising	Yes	2011	3/28/2012	417.00	417.00
Lina Kirilitz & Assoc	Printing	Yes	2011	10/17/2011	36,454.07	0.20
Sing Tao Daily	Advertising	Yes	2011	1/12/2012	1,080.00	100.00
Thrifty Car Rental	Vehicle Rental	Yes	2011	9/15/2011	1,461.00	106.86
Direct Mail Center	Printing	Yes	2011	10/17/2011	25,123.40	195.88
Grainger	Hardware	Yes	2011	10/17/2011	167.09	16.71
East Bay Clarklift	Other Equip Maintenance	Yes	2011	10/31/2011	2,140.00	783.76
Penske Truck Leasing Co	Vehicle Rental	Yes	2011	11/23/2011	1,300.00	77.57
Grainger	Hardware	Yes	2011	10/17/2011	130.00	46.93
Dominion Voting Systems Inc	Printing	Yes	2011	10/6/2011	1,034.05	25.00
East Bay Clarklift	Other Equip Rentals	Yes	2011	11/30/2011	3,446.48	1.28
K&H Integrated Print Solutions	Printing	Yes	2011	10/17/2011	17,902.50	11.29
K&H Integrated Print Solutions	Printing	Yes	2011	10/17/2011	7,272.10	100.13
Penske Truck Leasing Co	Vehicle Rental	Yes	2011	11/23/2011	327.00	845.09
GRM Information Manager	Scavenger Services	Yes	2011	10/11/2011	2,260.00	124.50
K&H Integrated Print Solutions	Printing	Yes	2011	11/23/2011	358.05	5.42
Neopost USA Inc	Office Equip Maint	Yes	2011	12/2/2011	1,000.00	142.00
The People Connection	Other Prof Services	Yes	2011	11/21/2011	9,388.50	3,325.62
GRM Information Manager	Scavenger Services	Yes	2011	1/11/2012	237.00	169.25
SFUSD	Misc. Facility	Yes	2011	2/7/2012	1,610.00	250.00
Direct Mail Center	Printing	Yes	2011	3/11/2012	13,045.40	79.92
XO Communications	Other Prof Services	Yes	2011	4/16/2012	5,000.00	1,291.17
McCune Audio Visual Lighting	Other Current Expense	Yes	2011	4/9/2012	10,000.00	1,220.00
Direct Mail Center	Printing	Yes	2011	5/18/2012	25,123.40	1,878.41
<b>Total Amount Return to Fund Balance</b>						12,674.97
<b>General Fund</b>						12,674.97
<b>Non-General Fund</b>						

Note: The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

