



San Francisco Office of the City Administrator

Carmen Chu, City Administrator

FY 2024-26 Budget Overview

Budget and Appropriations Committee

June 12, 2024

CAO Mission

To ensure efficient and effective government services, robust infrastructure, safety and resiliency and sustained economic recovery within an equitable and inclusive organization.

FY 2023-24 Highlights

- Real Estate entered into a new lease to consolidate departments within the Civic Center
- CMD launched a redesigned LBE directory to help contractors and departments to search for LBEs
- Fleet created the city's first-ever term contract to procure zero emission light duty vehicles
- Central Office created a process and toolkit to identify and avoid conflicts of interest in grant making
- OCEIA and OEWD collaborated to create an inventory of economic empowerment programs and services available to immigrants
- OLSE collected \$6.3 million in worker restitution and \$1.4 million in penalties
- TIDA opened its first new park on Yerba Buena Island

Major Programs

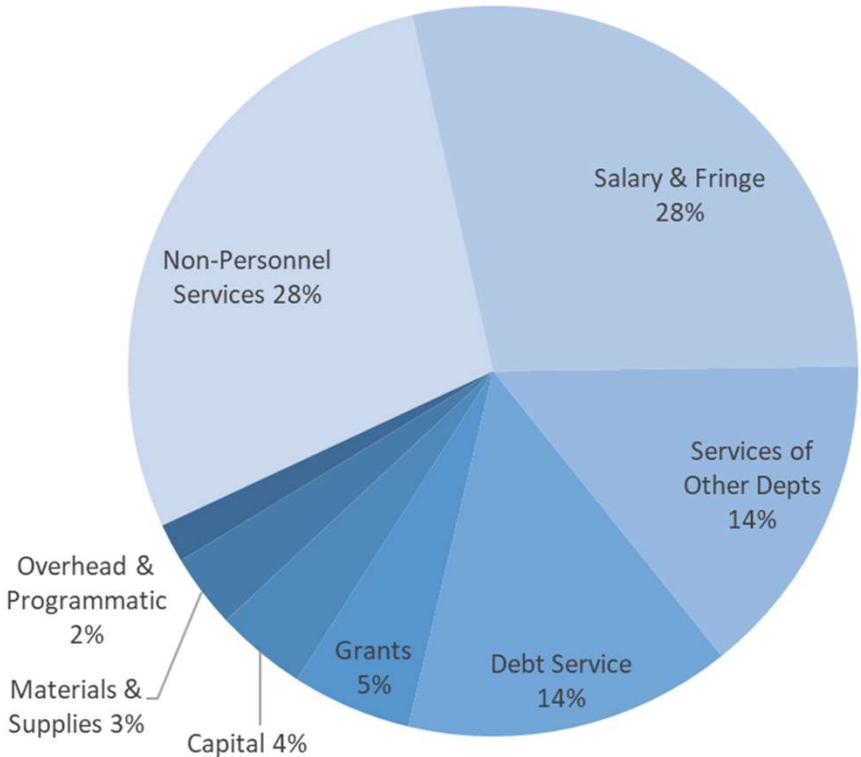
- City Administrator's Office
- Department of Technology

- 311 Customer Service Center
- Animal Care & Control
- Civic Engagement & Immigrant Affairs
- COIT
- Community Challenge Grants
- Contract Administration
- Contract Monitoring Division
- Convention Facilities
- County Clerk
- Digital & Data Services
- Entertainment Commission
- Fleet Management
- Grants for the Arts
- Mayor's Office on Disability
- Medical Examiner
- Office of Labor Standards Enforcement
- Office of Cannabis
- Permit Center
- Real Estate Division
- Resilience & Capital Planning
- Risk Management
- Reprographics & Mail Services
- Transgender Initiatives
- Treasure Island Development

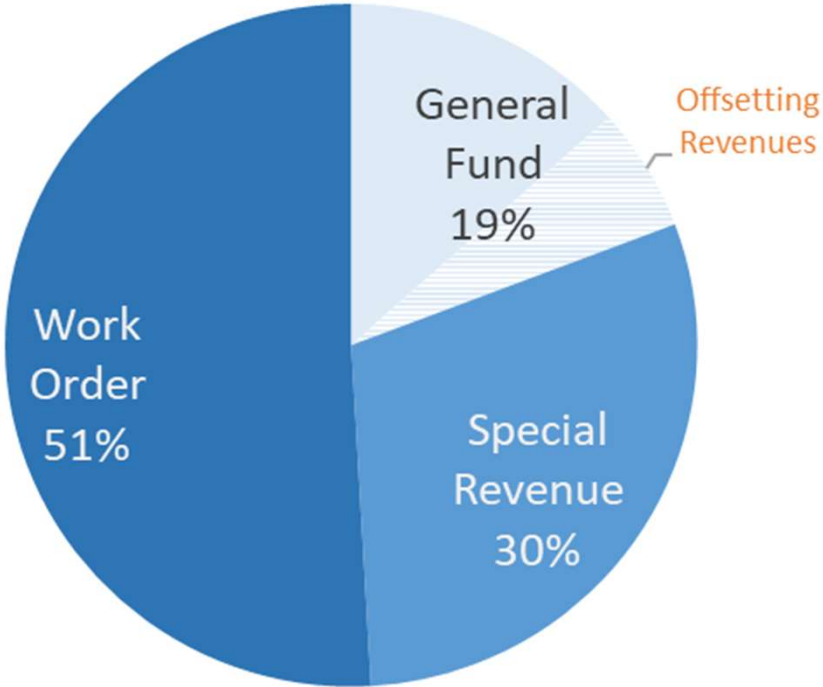
Budget Overview

	FY23-24	FY24-25	FY25-26
Uses	597m	615m	629m
FTE	974	944	939

FY25 Uses by Character



FY25 Sources by Fund Type



Budget Overview

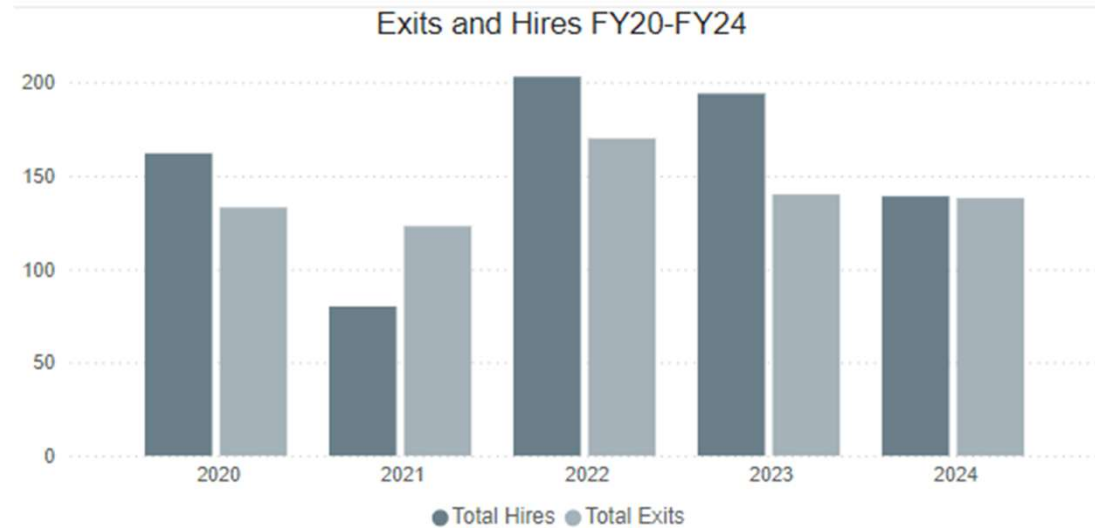
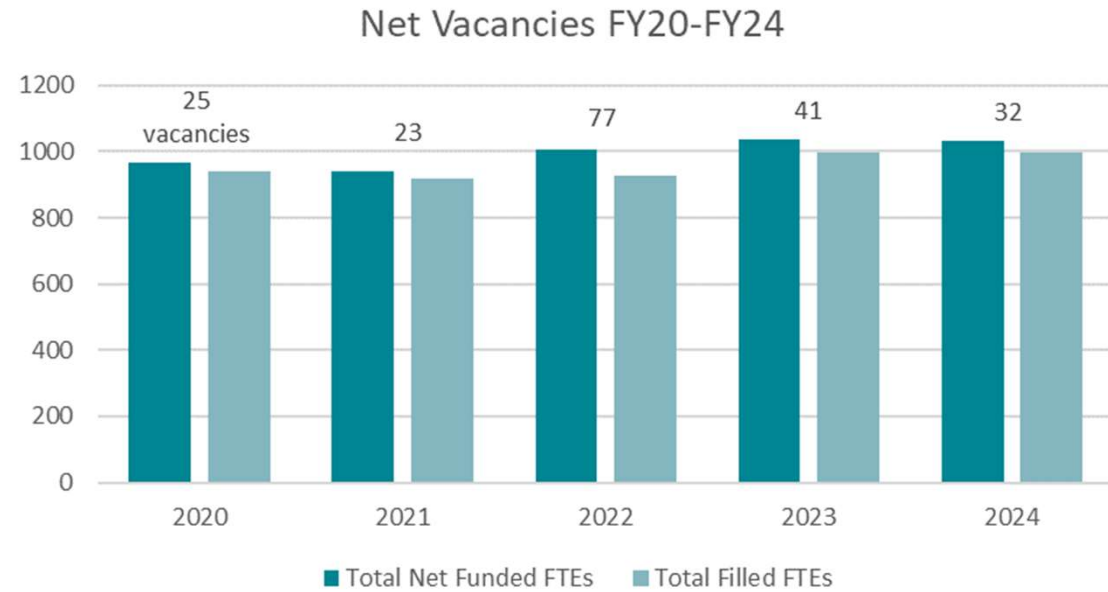
Uses by Division (in millions)

Fund Type	Division	FY25	FY26
Work Order	Contract Monitoring	\$7.0	\$7.5
Work Order	Fleet Management	\$44.2	\$46.9
Work Order	Office of Contract Administration	\$10.4	\$10.8
Work Order	Real Estate Division	\$181.9	\$193.4
Work Order	ReproMail	\$10.6	\$10.4
Work Order	Risk Management	\$60.6	\$67.2
Special Revenue	Community Challenge Grants	\$2.5	\$2.5
Special Revenue	Convention Facilities	\$99.4	\$104.8
Special Revenue	County Clerk	\$0.1	\$0.1
Special Revenue	Fleet Management	\$11.1	-
Special Revenue	Grants for the Arts	\$18.3	\$20
Special Revenue	Medical Examiner	\$0.8	\$0.4
Special Revenue	Real Estate Division	\$16.2	\$11.9
Special Revenue	Resilience & Capital Planning	\$7.7	-
Special Revenue	Treasure Island	\$25.5	\$25.6

Fund Type	Division	FY25	FY26
General fund	311 Call Center	\$20.3	\$21.1
General fund	Animal Care & Control	\$9.9	\$10.4
General fund	City Administrator's Office	\$18	\$19
General fund	Civic Engagement & Immigrant Affairs	\$7.4	7.6
General fund	COIT	\$0.8	\$0.8
General fund	Contract Monitoring	\$0.1	\$0.1
General fund	County Clerk	\$2.7	\$2.8
General fund	Digital Services	\$12.9	\$13.1
General fund	Entertainment Commission	\$1.4	\$1.5
General fund	Fleet Management	\$0.2	\$0.2
General fund	Grants for the Arts	-	-
General fund	Mayor's Office on Disability	\$1.4	\$0.4
General fund	Medical Examiner	\$12.8	\$13.3
General fund	Office of Cannabis	\$1.1	\$1.1
General fund	Office of Labor Standards Enforcement	\$6.5	\$6.8
General fund	Real Estate Division	\$11.9	\$9.5
General fund	Resilience & Capital Planning	\$11.4	\$19.8

Staffing

- Net vacancies decreased again in FY24
- Employee exits held steady with prior year
- Hiring slowed down compared to last 2 years due to midyear soft hiring freeze



Budget Reduction Summary

GF Budget Target = \$6.6 million in FY 25 and FY 26

	FY 24-25	FY 25-26
Salary & Fringe Benefits	\$2.6 million	\$2.4 million
Non-Personnel	\$898,000	\$740,000
Grants	\$895,000	\$945,000
Revenue	\$2.3 million	\$2.5 million
Total	\$6.6 million	\$6.6 million

Total FY 25 GF Reduction = \$20 million

Meeting GF Target

- Increase Convention Facilities revenue = \$1.0 million
- Increase Entertainment Commission license fees by 15%
 - Revenue = \$83,000
- Increase City Hall civil wedding ceremony fee – \$103 to \$108
 - Revenue = \$37,000
- Additional revenue from City departments for services provided and shifting general fund costs to non-GF sources = \$1.25 million
- Keep positions vacant and downgrade positions = \$2.2 million
 - Reduction to 311 hours – impacts 5% of calls
- Reduce materials & supplies and contracts = \$317,000
- Preserve direct service grants, reducing funding for outreach and education
 - Reduce OCEIA grant budget
 - Sustained midyear cut = \$295,000
 - Budget cut = \$250,000
 - Reduce OLSE outreach budget
 - Sustained midyear cut = \$209,000
 - Budget cut = \$383,000

Additional GF Savings

- Consolidate Civic Center Real Estate Leases = \$6.2 million
- Close project balances and allocate reserves = \$4.3 million
- Allocate hotel tax increases to support arts programs and activation events citywide = \$811,000
- Discontinue Community Ambassador Program in FY 26 = \$2.0 million
- Contract OCME security, freeing up Sheriff's Deputies = \$652,000

FY 2024-26 Initiatives

- Transferring Office of Transgender Initiatives to Human Rights Commission
- Transferring the Mayor's Office of Disability to Department of Disability and Aging Services
- Real Estate to implement Civic Center lease consolidation, completing tenant improvements and moving departments into new space
- Real Estate to restructure management of Alemany Farmers Market and discontinue Sunday Alemany Flea Market
- CMD to evaluate the LBE Program to support future policy and programmatic decisions related to small business inclusion
- Gov Ops to review and improve City's supplier payment process, focusing on LBEs and other small businesses

FY 2024-26 Initiatives

- Office of Resilience and Capital Planning to develop legislation creating new retrofit standards to advance the Concrete Building Safety Program
- Entertainment Commission to create entertainment zones in downtown corridors, building on 53% increase in permit applications in last year
- Convention Facilities to continue improved coordination of resources ensure a safe, clean, and welcoming environment for Moscone Center attendees to bolster convention bookings
- TIDA to advance next phase of development project infrastructure improvements and to open the island's second 100% affordable housing building with 138 units

FY 2024-26 Initiatives

- Fleet to complete first Zero Emission Vehicle transition plan and to develop a plan for procurement and installation of state grant-funded EV charging infrastructure
- Digital Services to launch new sf.gov website, improving San Franciscans' ability to access services and information via the web
- Central Office to implement internship program to diversify CAO hiring and pilot employee resource groups to allow employees to share experiences and support one another at work
- Central Office to continue multi-department initiative to identify impediments to capital project delivery citywide and to identify and implement high-priority solutions

Performance Measures MTO

Strategic Goal	Measure	FY23 Target	FY23 Performance
<i>Economic Development</i>	Moscone: % of client post-convention survey ratings in the above average or higher category.	80%	89%
<i>Equity & Inclusion</i>	CMD: total number of \$ awarded to LBE, PUC-LBE, NPE, and SBA certified firms.	\$200M	\$409M
<i>Excellent Services</i>	311: % of 311 calls answered in 60 seconds.	70%	89%
<i>Safety & Resilience</i>	OCME: % of toxicology exams completed within 90 calendar days of submission	90%	99%
<i>Safety & Resilience</i>	ACC: animal welfare field service emergency response time (in minutes).	23	21

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I picked measures with good performance that we might want to hold up.

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Thank you!