

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 17, 2021

TO: Budget and Appropriations Committee

FROM: Budget and Legislative Analyst



SUBJECT: Recommendations of the Budget and Legislative Analyst for Amendment of the Mayor's Fiscal Year 2021-2022 to Fiscal Year 2022-2023 Budget.

| | <u>Page</u> |
|---|-------------|
| <u>Descriptions for Departmental Budget Hearing, June 21, 2021 Meeting, 10:00 a.m.</u> | |
| ECN Economic and Workforce Development, Office of..... | 1 |
| DBI Building Inspection, Department of..... | 9 |
| CPC City Planning | 14 |
| ASR Assessor/Recorder, Office of the..... | 18 |
| TTX Treasurer/Tax Collector, Office of the..... | 23 |
| CON Controller, Office of | 27 |
| GEN General City Responsibility | 32 |
| CAT City Attorney, Office of the..... | 37 |
| ADM City Administrator, Office of the..... | 41 |
| TIS Technology, Department of..... | 49 |
| DPW Public Works | 55 |
| MYR Mayor, Office of the..... | 60 |
| REG Elections, Department of..... | 64 |
| ENV Environment, Department of the | 69 |
| HRC Human Rights Commission | 74 |
| BOS Board of Supervisors..... | 79 |

YEAR ONE: FY 2021-22

Budget Changes

The Department’s proposed \$141,443,455 budget for FY 2021-22 is \$45,293,830 or 47.1% more than the original FY 2020-21 budget of \$96,149,625.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 109.25 FTEs, which are 4.56 FTEs more than the 104.69 FTEs in the original FY 2020-21 budget. This represents a 4.4% increase in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$29,440,503 in FY 2021-22 are \$29,800 or 0.1% less than FY 2020-21 revenues of \$29,470,303.

YEAR TWO: FY 2022-23

Budget Changes

The Department’s proposed \$105,627,696 budget for FY 2022-23 is \$35,815,759 or 25.3% less than the Mayor’s proposed FY 2021-22 budget of \$141,443,455.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 106.52 FTEs, which are 2.73 FTEs less than the 109.25 FTEs in the Mayor’s proposed FY 2021-22 budget. This represents a 2.5% decrease in FTEs from the Mayor’s proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$30,776,604 in FY 2022-23 are \$1,336,101 or 4.5% more than FY 2021-22 estimated revenues of \$29,440,503.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: ECN – ECONOMIC AND WORKFORCE DEVELOPMENT

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| Economic and Workforce Development | \$62,341,959 | 67,469,484 | 86,874,531 | 96,149,625 | 141,443,455 |
| FTE Count | 104.49 | 102.08 | 105.66 | 104.69 | 109.25 |

The Department’s budget increased by \$79,101,496 or 127% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count increased by 4.76 or 4.6% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has increased by \$45,293,830 largely due to one-time economic recovery grant programs (\$29.3 million increase) and investments in Downtown area public spaces and events (\$15.7 million increase; including contracts for two new Community Ambassador programs). The FY 2021-22 budget also continues to allocate law enforcement reinvestment funds budgeted in FY 2020-21 (\$20.5 million; i.e. Dream Keeper Initiative). Other increases include a \$2.5 million expansion of the Opportunities for All program, a new \$1 million Women and Children First program to increase employment opportunities for women, and \$0.2 million increase in the Department’s economic development program.

FY 2022-23

The Department’s proposed FY 2022-23 budget has decreased by \$35,815,759 largely due to the termination of one-time economic recovery grant programs and reduction of Downtown area public space investments in FY 2021-22.

The Department’s proposed budget includes \$20,480,000 in FY 2021-22 and \$20,480,000 in FY 2022-23 out of the \$60 million citywide allocation in each year for the Dream Keeper Initiative, which reinvests funding from law enforcement into San Francisco’s Black and African-American community. In addition to the annual allocations in the proposed budget for this initiative, the Department’s FY 2020-21 revised budget includes \$21,000,000, which has not yet been spent as of May 2021.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: ECN – ECONOMIC AND WORKFORCE DEVELOPMENT

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$160,447 in FY 2021-22. All of these reductions are ongoing savings. These reductions would still allow an increase of \$45,133,383 or 46.9% in the Department’s FY 2021-22 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$201,650, for total General Fund savings of \$362,097.

Our policy recommendations total \$261,415 in FY 2021-22, all of which are ongoing.

Our reserve recommendations total \$700,000 in FY 2021-22, all of which are one-time.

We are also recommending the Board reduce the Department’s requested interim exception by \$1,558,333 in FY 2021-22.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$124,674 in FY 2022-23. All of the reductions are ongoing savings.

Our policy recommendations total \$348,875 in FY 2021-22, all of which are ongoing.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

ECN - Economic and Workforce Development

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | |
|-------|--|------------|------|----------------------|-----------------|------------|----|------------|------|----------------------|-----------------|------------|----|
| | | FTE | | Amount | | GF | 1T | FTE | | Amount | | GF | 1T |
| | | From | To | From | To | | | From | To | From | To | | |
| | Economic Development | | | | | | | | | | | | |
| | Temporary - Miscellaneous | 1.74 | 1.07 | \$197,721 | \$121,306 | \$76,415 | X | 1.72 | 1.37 | \$203,084 | \$161,891 | \$41,193 | X |
| | Mandatory Fringe Benefits | | | \$15,324 | \$9,402 | \$5,922 | X | | | \$15,739 | \$12,547 | \$3,192 | X |
| | | | | Total Savings | \$82,337 | | | | | Total Savings | \$44,385 | | |
| ECN-1 | Reduce budgeted amount for Temporary Salaries and Fringe Benefits for a temporary 9775 Community Development Specialist II exempt position for the Downtown Reopening/ Recovery initiatives. This temporary position is intended to oversee program implementation and oversight of the two Community Ambassador contracts. The duties required can be performed by a 9774 Community Development Specialist I instead of 9775 Community Development Specialist II as originally requested. | | | | | | | | | | | | |
| | Office of Small Business | | | | | | | | | | | | |
| | 1822 Administrative Analyst (A) | 0.85 | 0.00 | \$92,925 | \$0 | \$92,925 | X | 0.85 | 0.00 | \$96,208 | \$0 | \$96,208 | X |
| | Mandatory Fringe Benefits | | | \$39,859 | \$0 | \$39,859 | X | | | \$40,284 | \$0 | \$40,284 | X |
| | 1822 Administrative Analyst (O) | 0.00 | 0.50 | \$0 | \$0 | \$0 | | 0.00 | 0.50 | \$0 | \$0 | \$0 | |
| | Mandatory Fringe Benefits | | | \$0 | \$0 | \$0 | | | | \$0 | \$0 | \$0 | |
| | 1822 Administrative Analyst (A) | 0.00 | 0.35 | \$0 | \$38,263 | (\$38,263) | X | 0.00 | 0.35 | \$0 | \$39,615 | (\$39,615) | X |
| | Mandatory Fringe Benefits | | | \$0 | \$16,411 | (\$16,411) | X | | | \$0 | \$16,588.00 | (\$16,588) | X |
| | | | | Total Savings | \$78,110 | | | | | Total Savings | \$80,289 | | |
| ECN-2 | Deny proposed reassignment of 0.50 FTE off-budget and 0.35 FTE on-budget 1822 Administrative Analyst Position to 0.85 FTE on-budget 1822 due to inadequate justification. | | | | | | | | | | | | |

FY 2021-22

| | | |
|-------------------------------------|------------------|------------------|
| Total Recommended Reductions | | |
| One-Time | Ongoing | Total |
| \$0 | \$160,447 | \$160,447 |
| General Fund | \$0 | \$0 |
| Non-General Fund | \$0 | \$0 |
| Total | \$160,447 | \$160,447 |

FY 2022-23

| | | |
|-------------------------------------|------------------|------------------|
| Total Recommended Reductions | | |
| One-Time | Ongoing | Total |
| \$0 | \$124,674 | \$124,674 |
| General Fund | \$0 | \$0 |
| Non-General Fund | \$0 | \$0 |
| Total | \$124,674 | \$124,674 |

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

ECN - Economic and Workforce Development

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | |
|-------|---------------|------------|----|--------|----|---------|----|------------|----|--------|----|---------|----|
| | | FTE | | Amount | | Savings | | FTE | | Amount | | Savings | |
| | | From | To | From | To | From | To | From | To | From | To | From | To |

Policy Recommendations

| | | | | | | | | | | | | | | | | | | | |
|-------|-----------------------------------|--|------|----------------------|------------------|-----------|---|--|--|------|------|----------------------|------------------|-----------|---|--|--|--|--|
| ECN-3 | Office of Small Business | | | | | | | | | | | | | | | | | | |
| | 9774 Senior Community Development | 1.54 | 0.00 | \$184,601 | \$0 | \$184,601 | X | | | 2.00 | 0.00 | \$248,208 | \$0 | \$248,208 | X | | | | |
| | Mandatory Fringe Benefits | | | \$76,814 | \$0 | \$76,814 | X | | | | | \$100,667 | \$0.00 | \$100,667 | X | | | | |
| | | | | <i>Total Savings</i> | <i>\$261,415</i> | | | | | | | <i>Total Savings</i> | <i>\$348,875</i> | | | | | | |
| | | <p>The Department is requesting 2 new 9774 Senior Community Development Specialist I positions for the Office of Small Business to support small businesses at the Permit Center (equivalent to 1.54 FTE in FY 2021-22 to account for the standard citywide hiring timeline). The Department has not provided sufficient justification for the need for these new positions in addition to the significant staffing authorized for the new Permit Center in FY 2020-21 and the integration with wider permit streamlining initiatives in the City Administrator's Office.</p> <p>The City Administrator's Permit Center division currently has 9.0 FTE existing Customer Service Representatives who are trained in each department's permitting review process and in handling complex requests. Adding additional positions outside of the existing Permit Center structure could also cause inefficiencies or redundancies between existing staff and the proposed OSB staff. It is also unclear how these positions will integrate and inform wider permit workflow redesign and electronic permit review development being undertaken by the City Administrator. Further, OEWD also funds contract services for small businesses outside of the Office of Small Business through the Small Business Development Center which may overlap with the services provided by these new proposed positions. Given the cost and long term commitment associated with these new positions and the lack of clarity on integration between existing Permit Center staff and proposed OEWD staff, the approval of these positions is a policy matter for the Committee.</p> | | | | | | | | | | | | | | | | | |
| | | Ongoing savings | | | | | | | | | | | | | | | | | |

FY 2021-22

| Total Policy Recommendations | | | Total | |
|------------------------------|------------------|------------------|--------------|------------------|
| One-Time | Ongoing | Total | General Fund | Non-General Fund |
| \$0 | \$261,415 | \$261,415 | \$0 | \$0 |
| Total | \$261,415 | \$261,415 | | |

FY 2022-23

| Total Policy Recommendations | | | Total | |
|------------------------------|------------------|------------------|--------------|------------------|
| One-Time | Ongoing | Total | General Fund | Non-General Fund |
| \$0 | \$348,875 | \$348,875 | \$0 | \$0 |
| Total | \$348,875 | \$348,875 | | |

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

ECN - Economic and Workforce Development

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | | | |
|-------|---------------|------------|----|--------|----|---------|----|------------|------|----|--------|----|---------|----|----|
| | | FTE | | Amount | | Savings | GF | 1T | FTE | | Amount | | Savings | GF | 1T |
| | | From | To | From | To | | | | From | To | From | To | | | |

Reserve Recommendations

| ECN | Account Title | Economic Development | | Savings | GF | 1T | From | To | Total Savings |
|-------|--|----------------------|-----------|-----------|----|----|------|----|-------------------|
| | | From | To | | | | | | |
| ECN-4 | CBO Services - Budget | \$700,000 | \$200,000 | \$500,000 | X | X | | | \$0 |
| | | Total Savings | | \$500,000 | | | | | \$0 |
| | Place \$500,000 of CBO Services budgeted for a "Broken Windows Fund" on Budget and Finance Committee reserve. This funding has been earmarked for a "Broken Windows Fund" related to legislation introduced to the Board of Supervisors on May 25, 2021 (File # 210598). Recommend placing this funding on Budget & Finance Committee reserve pending final disposition of this legislation. | | | | | | | | One-time funding. |
| | | Total Savings | | \$500,000 | X | X | | | \$0 |
| ECN-5 | CBO Services - Budget | \$700,000 | \$200,000 | \$200,000 | X | X | | | \$0 |
| | | Total Savings | | \$200,000 | | | | | \$0 |
| | Place \$200,000 of CBO Services budgeted for security cameras and other safety services for two commercial corridors on Budget and Finance Committee reserve pending clarification from the City Attorney. OEWD is proposing to provide \$200,000 in funding to continue a 2019 initiative to provide public safety equipment (including surveillance cameras) and conduct safety audits along merchant corridors in District 2 and District 11. OEWD submitted a Surveillance Impact Report per Administrative Code Section 19B.5 for the 2019 initiative but a Surveillance Technology Policy, as required in the Code, is currently being developed with COIT. As the proposal would deploy cameras to new locations, COIT and OEWD believe City Attorney advice may be needed before OEWD can proceed with procurement. This funding should be placed on reserve pending clarification from the City Attorney. | | | | | | | | One-time funding. |

FY 2021-22

| Total Reserve Recommendations | | | |
|-------------------------------|------------------|------------|------------------|
| One-Time | Ongoing | Total | |
| General Fund | \$700,000 | \$0 | \$700,000 |
| Non-General Fund | \$0 | \$0 | \$0 |
| Total | \$700,000 | \$0 | \$700,000 |

FY 2022-23

| Total Reserve Recommendations | | | |
|-------------------------------|------------|------------|------------|
| One-Time | Ongoing | Total | |
| General Fund | \$0 | \$0 | \$0 |
| Non-General Fund | \$0 | \$0 | \$0 |
| Total | \$0 | \$0 | \$0 |

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

ECN - Economic and Workforce Development

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | | | |
|-------|---------------|------------|----|--------|----|---------|----|------------|------|----|--------|----|---------|----|----|
| | | FTE | | Amount | | Savings | GF | 1T | FTE | | Amount | | Savings | GF | 1T |
| | | From | To | From | To | | | | From | To | From | To | | | |

Interim Exception Recommendations

| ECN-6 | CBO Services - Budget | Economic Development | FY 2021-22 | | Savings | GF | 1T | FY 2022-23 | | Savings | GF | 1T |
|-------|-----------------------|--|-------------|-----------|-------------|----|----|------------|----|---------|----|-----|
| | | | From | To | | | | From | To | | | |
| | | | \$2,458,333 | \$900,000 | \$1,558,333 | X | X | | | \$0 | | |
| | | Reduce interim exception non-personnel budget request for CBO Services for Downtown Reopening/ Recovery to \$900,000. The interim exception was requested for spending related to various Downtown Recovery/ Reopening initiatives; however, based on RFP timelines and information provided on program implementation, only \$900,000 is estimated to be spent in July 2021. Original amount estimated for interim exception was based on pro-rating two months of total annual spending requested for FY21-22. | | | | | | | | | | |
| | | | | | | | | | | | | N/A |

FY 2021-22

Total Interim Exception Recommendations

| | One-Time | Ongoing | Total |
|------------------|------------|------------|--------------------|
| General Fund | \$0 | \$0 | \$1,558,333 |
| Non-General Fund | \$0 | \$0 | \$0 |
| Total | \$0 | \$0 | \$1,558,333 |

FY 2022-23

Total Interim Exception Recommendations

| | One-Time | Ongoing | Total |
|------------------|------------|------------|------------|
| General Fund | \$0 | \$0 | \$0 |
| Non-General Fund | \$0 | \$0 | \$0 |
| Total | \$0 | \$0 | \$0 |

ECN - Economic and Workforce Development

| Purchase Order Number | Year | Dept Code | Fund | Supplier | Name | Project | Balance |
|------------------------------|-------------|------------------|-------------|-----------------|-------------------------------------|----------------|------------------|
| 133148 | 2017 | 207767 | 10010 | 14134 | NORTHEAST COMMUNITY FEDERAL CREDIT | 10022531 | \$120,469 |
| 369158 | 2019 | 207767 | 10010 | 20132 | FISHERMAN'S WHARF ASSOCIATION OF SF | 10031173 | \$81,181 |
| Total | | | | | | | \$201,650 |

YEAR ONE: FY 2021-22

Budget Changes

The Department’s proposed \$89,993,382 budget for FY 2021-22 is \$491,920 or 0.5% more than the original FY 2020-21 budget of \$89,501,462.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 270.08 FTEs, which are 4.59 FTEs more than the 265.49 FTEs in the original FY 2020-21 budget. This represents a 1.7% increase in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$89,993,382 in FY 2021-22 are \$491,920 or 0.5% more than FY 2020-21 revenues of \$89,501,462.

YEAR TWO: FY 2022-23

Budget Changes

The Department’s proposed \$91,391,585 budget for FY 2022-23 is \$1,398,203 or 1.6% more than the Mayor’s proposed FY 2021-22 budget of \$89,993,382.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 269.91 FTEs, which are 0.17 FTEs less than the 4.59 FTEs in the Mayor’s proposed FY 2021-22 budget. This represents a 0.1% decrease in FTEs from the Mayor’s proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$91,391,585 in FY 2022-23 are \$1,398,203 or 1.6% more than FY 2021-22 estimated revenues of \$89,993,382.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: DBI – BUILDING INSPECTION

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|---------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| Building Inspection | 76,533,699 | 76,836,503 | 96,501,543 | 89,501,462 | 89,993,382 |
| FTE Count | 275.80 | 268.99 | 269.08 | 265.49 | 270.08 |

The Department’s budget increased by \$13,459,683 or 17.6% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count decreased by 5.72 or 2.1% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has increased by \$491,920 largely due to an increase of \$2,978,459 in salaries, and partially offset by decreases of \$931,265 in services of other departments, \$719,313 in materials and supplies, \$624,000 in capital outlay, and \$332,613 in overhead allocation.

FY 2022-23

The Department’s proposed FY 2022-23 budget has increased by \$1,398,203 largely due to increases of \$1,196,489 in salaries and \$239,577 in fringe benefits.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: DBI – BUILDING INSPECTION

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,003,064 in FY 2021-22. Of the \$1,003,064 in recommended reductions, \$578,064 are ongoing savings and \$425,000 are one-time savings.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$425,000 in FY 2022-23. All \$425,000 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$973,203 or 1.1% in the Department’s FY 2022-23 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

DBI - Building Inspection

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | |
|-------|--|------------|----|------------------|----|-----------|---------|------------|-----------|-------------|------------|-----------|----------|
| | | FTE | | Amount | | GF 1T | Savings | FTE | | Amount | | GF 1T | Savings |
| | | From | To | From | To | | | From | To | From | To | | |
| | DBI Inspection Services | | | | | | | | | | | | |
| | Veh Maint (Non Central Shops) | | | \$432,280 | | \$25,000 | | | \$432,280 | | \$407,280 | | \$25,000 |
| DBI-1 | Reduce Vehicle Maintenance to reflect historical underspending in this area. Projected FY 2020-21 expenditures are approximately \$321,360, out of a budgeted amount of \$432,280. | | | | | | | | | | | | |
| | Attrition Savings | | | (\$290,830) | | \$77,604 | X | | | | | | \$0 |
| | Mandatory Fringe Benefits | | | (\$120,485) | | \$30,974 | X | | | | | | \$0 |
| | <i>Total Savings</i> | | | <i>\$108,578</i> | | | | | | | <i>\$0</i> | | |
| DBI-2 | Increase Attrition Savings to reflect hiring timeline for vacant 1.00 FTE 6249 Senior Electrical Inspector. Recruitment has not begun for this position. Adjust Attrition Savings to reflect an approximate start date of January 1, 2022. | | | | | | | | | | | | |
| | DBI Administration | | | | | | | | | | | | |
| | Prof & Specialized Svcs-Bgdt | | | \$1,100,000 | | \$100,000 | | | | \$1,100,000 | | \$100,000 | |
| DBI-3 | Reduce Professional and Specialized Services to reflect historical underspending in this area. Projected FY 2020-21 expenditures on the BMI Imaging Systems contract are approximately \$545,000, out of a budgeted amount of \$1,100,000. This reduction would still allow for sufficient funds for the Department's Professional and Specialized Services contracts. | | | | | | | | | | | | |
| | Other Current Expenses - Bgdt | | | \$650,000 | | \$200,000 | | | | \$650,000 | | \$200,000 | |
| DBI-4 | Reduce Other Current Expenses to reflect historical underspending in this area. Projected FY 2020-21 expenditures are approximately \$700,000, out of a budgeted amount of \$2,776,184. This reduction would still allow for sufficient funds for the Department's Other Current Expenses. | | | | | | | | | | | | |
| | DBI Permit Services | | | | | | | | | | | | |
| | Prof & Specialized Svcs-Bgdt | | | \$950,000 | | \$850,000 | | | | \$950,000 | | \$850,000 | |
| DBI-5 | Reduce Professional and Specialized Services to reflect historical underspending in this area. FY 2020-21 expenditures on various plan review contracts through April 2020 are approximately \$309,684, out of a budgeted amount of \$1,700,710. This reduction would still allow for sufficient funds for the Department's professional services contracts. | | | | | | | | | | | | |
| | Attrition Savings | | | (\$85,561) | | \$281,550 | X | | | | | | \$0 |
| | Mandatory Fringe Benefits | | | (\$35,101) | | \$115,582 | X | | | | | | \$0 |
| | <i>Total Savings</i> | | | <i>\$397,132</i> | | | | | | | <i>\$0</i> | | |
| DBI-6 | Increase Attrition Savings to reflect 2.00 FTE vacant 6331 Building Inspector positions which will not be filled in FY 2021-22. | | | | | | | | | | | | |
| | Attrition Savings | | | (\$1,058,335) | | \$53,601 | X | | | | | | \$0 |
| | Mandatory Fringe Benefits | | | (\$419,161) | | \$18,754 | X | | | | | | \$0 |
| | <i>Total Savings</i> | | | <i>\$72,355</i> | | | | | | | <i>\$0</i> | | |
| DBI-7 | Increase Attrition Savings to reflect hiring timeline for vacant 1.00 FTE 5207 Associate Engineer and 1.00 FTE 5241 Engineer. Adjust Attrition Savings to reflect an approximate start date of September 1, 2021. | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget

DBI - Building Inspection

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | | | | | |
|-------|---------------|------------|----|--------|----|---------|----|------------|----|------|----|---------|----|------|----|------|----|
| | | FTE | | Amount | | Savings | | GF | | 1T | | Savings | | GF | | 1T | |
| | | From | To | From | To | From | To | From | To | From | To | From | To | From | To | From | To |
| | | | | | | | | | | | | | | | | | |

FY 2021-22

| Total Recommended Reductions | | | |
|------------------------------|------------------|------------------|--------------------|
| One-Time | Ongoing | Total | |
| General Fund | \$0 | \$0 | \$0 |
| Non-General Fund | \$578,064 | \$425,000 | \$1,003,064 |
| Total | \$578,064 | \$425,000 | \$1,003,064 |

FY 2022-23

| Total Recommended Reductions | | | |
|------------------------------|------------|------------------|------------------|
| One-Time | Ongoing | Total | |
| General Fund | \$0 | \$0 | \$0 |
| Non-General Fund | \$0 | \$425,000 | \$425,000 |
| Total | \$0 | \$425,000 | \$425,000 |

YEAR ONE: FY 2021-22

Budget Changes

The Department’s proposed \$62,419,459 budget for FY 2021-22 is \$1,973,345 or 3.3% more than the original FY 2020-21 budget of \$60,446,114.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 209.41 FTEs, which are 7.88 FTEs less than the 217.29 FTEs in the original FY 2020-21 budget. This represents a 3.6% decrease in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$54,718,899 in FY 2021-22, are \$ 244,489 or 0.4% more than FY 2020-21 revenues of \$54,474,410.

YEAR TWO: FY 2022-23

Budget Changes

The Department’s proposed \$58,061,621 budget for FY 2022-23 is \$4,357,838 or 7.0% less than the Mayor’s proposed FY 2021-22 budget of \$62,419,459.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 210.51 FTEs, which are 1.10 FTEs more than the 209.41 FTEs in the Mayor’s proposed FY 2021-22 budget. This represents a 0.5% increase in FTEs from the Mayor’s proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$48,974,694 in FY 2022-23, are \$5,744,205 or 10.5% less than FY 2021-22 estimated revenues of \$54,718,899.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: CPC – CITY PLANNING

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|---------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| Planning Department | 54,501,361 | 53,355,987 | 55,665,484 | 60,446,114 | 62,419,459 |
| FTE Count | 216.85 | 219.18 | 221.67 | 217.29 | 209.41 |

The Department’s budget increased by \$7,918,098 or 14.5% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count decreased by 7.44 or 3.4% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has increased by \$1,973,345 largely due to mandatory planning reviews as well as salary and benefits changes.

FY 2022-23

The Department’s proposed FY 2022-23 budget has decreased by \$4,357,838 largely due to reduced expenditures for mandatory planning reviews and contracts—partially offset by salary and benefits changes.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: CPC – CITY PLANNING

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$441,881 in FY 2021-22. Of the \$441,881 in recommended reductions, \$291,881 are ongoing savings and \$150,000 are one-time savings. These reductions would still allow an increase of \$1,531,464 or 2.5% in the Department’s FY 2021-22 budget.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$300,108 in FY 2022-23. The \$300,108 in recommended reductions are all ongoing savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

CPC - City Planning Department

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | | | |
|-------|--|------------|------|----------------------|-----------|-----------|----|------------|------|------|----------------------|-----------|-----------|----|----|
| | | FTE | | Amount | | Savings | GF | 1T | FTE | | Amount | | Savings | GF | 1T |
| | | From | To | From | To | | | | From | To | From | To | | | |
| | CPC Administration | | | \$150,000 | \$0 | \$150,000 | x | x | | | | | | | |
| CPC-1 | Prof & Specialized Svcs-Bolgt | | | \$150,000 | \$0 | \$150,000 | x | x | | | | | | | |
| | The Department increased the GF Annual Account Ctrl CPC Administration Division budget for Professional Services from \$1.3 million in FY 2020-21 to \$1.5 million in FY 2021-22. Actual professional services contracts and contractor amounts have not yet been determined. This reduction would provide sufficient resources to the Department in the budget year to meet contractual expenditures. | | | | | | | | | | | | | | |
| | 1312 Public Information Officer | 1.00 | 0.00 | \$101,270 | \$0 | \$101,270 | x | x | 1.00 | 0.00 | \$104,846 | \$0 | \$104,846 | x | x |
| | Mandatory Fringe Benefits | 1.00 | 0.00 | \$45,073 | \$0 | \$45,073 | x | x | 1.00 | 0.00 | \$45,630 | \$0 | \$45,630 | x | x |
| | | | | <i>Total Savings</i> | \$146,344 | | | | | | <i>Total Savings</i> | \$150,475 | | | |
| CPC-2 | Eliminate 1.0 FTE 1312 Public Information Officer in CPC Administration Division due to multiyear vacancy since April 2017. The Department has projected salary savings of more than \$600,000 in FY 2020-21, offset by an increase in attrition savings in FY 2021-22. This reduction of a position that has been vacant for more than four years will leave the Department sufficient resources in FY 2021-22. | | | | | | | | | | | | | | |
| | 1842 Management Assistant | 1.00 | 0.00 | \$101,000 | \$0 | \$101,000 | x | x | 1.00 | 0.00 | \$104,565 | \$0 | \$104,565 | x | x |
| | Mandatory Fringe Benefits | 1.00 | 0.00 | \$44,537 | \$0 | \$44,537 | x | x | 1.00 | 0.00 | \$45,067 | \$0 | \$45,067 | x | x |
| | | | | <i>Total Savings</i> | \$145,537 | | | | | | <i>Total Savings</i> | \$149,632 | | | |
| CPC-3 | Eliminate 1.0 FTE 1842 Management Assistant in CPC Citywide Planning Division due to multiyear vacancy since January 2018. The Department has projected salary savings of more than \$600,000 in FY 2020-21, offset by an increase in attrition savings in FY 2021-22. This reduction of a position that has been vacant for more than three years will leave the Department sufficient resources in FY 2021-22. | | | | | | | | | | | | | | |

FY 2021-22

| Total Recommended Reductions | | |
|------------------------------|------------------|------------------|
| One-Time | Ongoing | Total |
| General Fund | \$150,000 | \$291,881 |
| Non-General Fund | \$0 | \$0 |
| Total | \$150,000 | \$291,881 |

FY 2022-23

| Total Recommended Reductions | | |
|------------------------------|------------|------------------|
| One-Time | Ongoing | Total |
| General Fund | \$0 | \$300,108 |
| Non-General Fund | \$0 | \$0 |
| Total | \$0 | \$300,108 |

YEAR ONE: FY 2021-22

Budget Changes

The Department’s proposed \$35,876,489 budget for FY 2021-22 is \$3,228,942 or 8.3% less than the original FY 2020-21 budget of \$39,105,431.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 164.37 FTEs, which are 2.68 FTEs more than the 161.69 FTEs in the original FY 2020-21 budget. This represents a 1.7% increase in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$7,884,110 in FY 2021-22, are \$239,053 or 3.1% more than FY 2020-21 revenues of \$7,645,057.

YEAR TWO: FY 2022-23

Budget Changes

The Department’s proposed \$35,811,312 budget for FY 2022-23 is \$65,177 or 0.2% less than the Mayor’s proposed FY 2021-22 budget of \$ \$35,876,489.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 167.29 FTEs, which are 2.92 FTEs more than the 164.37 FTEs in the Mayor’s proposed FY 2021-22 budget. This represents a 1.8% increase in FTEs from the Mayor’s proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$8,086,573 in FY 2022-23, are \$202,463 or 2.6% more than FY 2021-22 estimated revenues of \$7,884,110.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: ASR– ASSESSOR/RECORDER

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|-------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| Assessor-Recorder | 39,418,301 | 43,885,808 | 42,101,367 | 39,105,431 | 35,876,489 |
| FTE Count | 170.25 | 168.59 | 170.93 | 161.69 | 164.37 |

The Department’s budget decreased by \$3,541,812 or 9.0% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count decreased by 6.00 FTEs or 3.5% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has decreased by \$3,228,942 largely due to a reduction in costs related to the Property Assessment and Tax System (PATs) project.

FY 2022-23

The Department’s proposed FY 2022-23 budget has decreased by \$65,177 largely due to a reduction in costs related to the Property Assessment and Tax System (PATs) project, however the decrease is partially offset by salary and benefits changes primarily as a result of COLA adjustments.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: ASR– ASSESSOR/RECORDER

RECOMMENDATIONS-

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$297,500 in FY 2021-22. Of the \$297,500 in recommended reductions, \$267,500 are ongoing savings and \$30,000 are one-time savings.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$267,500 in FY 2022-23. All of the \$267,500 in recommended reductions are ongoing savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

ASR - Assessor-Recorder

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | |
|---------|---|------------|----------------------|-----------------|-----------|----|------------------|------------|----------------------|---------------|-----------|----|----|
| | | FTE | | Amount | | GF | 1T | FTE | | Amount | | GF | 1T |
| | | From | To | From | To | | | From | To | From | To | | |
| | ASR Real Property | | | | | | | | | | | | |
| | Programmatic Projects | | \$4,736,633 | \$4,486,633 | \$250,000 | x | | | \$3,386,274 | \$3,136,274 | \$250,000 | x | |
| ASR - 1 | Reduce to account for actual salary and fringe benefits according to Controller's FTE Cost Report for filled positions budgeted for the Property Assessment and Tax System (PATs) project. The Department is projected to underspend by over an estimated \$300,000 for FY 2021-22 and \$400,000 for FY 2022-23 on the anticipated salary and fringe amount expenditures for the project. | | | | | | Ongoing savings | | | | | | |
| | ASR Personal Property | | | | | | | | | | | | |
| | Attrition Savings - Miscellaneous | | (\$148,714) | (\$160,704) | \$11,990 | x | | | (\$1,248,212) | (\$1,248,212) | \$0 | | |
| | Mandatory Fringe Benefits | | (\$29,846) | (\$32,856) | \$3,010 | x | | | (\$286,142) | (\$286,142) | \$0 | | |
| | | | <i>Total Savings</i> | <i>\$15,000</i> | | | | | <i>Total Savings</i> | <i>\$0</i> | | | |
| ASR - 2 | Increase attrition savings to reflect hiring timelines for vacant positions and historical salary savings in the Personal Property Division. The Department is projected to underspend salaries and benefits by over \$125,000 in the current year in this division. | | | | | | One-time savings | | | | | | |
| | ASR Public Service | | | | | | | | | | | | |
| | Attrition Savings - Miscellaneous | | (\$416,620) | (\$428,614) | \$11,994 | x | | | (\$1,248,212) | (\$1,248,212) | \$0 | | |
| | Mandatory Fringe Benefits | | (\$83,478) | (\$86,484) | \$3,006 | x | | | (\$286,142) | (\$286,142) | \$0 | | |
| ASR - 3 | | | <i>Total Savings</i> | <i>\$15,000</i> | | | | | <i>Total Savings</i> | <i>\$0</i> | | | |
| | Increase attrition savings to reflect hiring timelines for vacant positions and historical salary savings in the Public Service Division. The Department is projected to underspend by over \$150,000 on salaries and benefits in the current year in this Division. | | | | | | One-time savings | | | | | | |
| | ASR Administration | | | | | | | | | | | | |
| | Materials & Supplies | | \$54,000 | \$44,000 | \$10,000 | x | | | \$54,000 | \$44,000 | \$10,000 | x | |
| ASR - 4 | Reduce to reflect expected Department expenditures and actual need. Since FY 2018-19, the Department spent between \$0 to \$1,581 from the Materials & Supplies budget within the Administration Division and is projected to underspend by over \$40,000 in the current year. | | | | | | Ongoing savings | | | | | | |
| | Travel | | \$10,500 | \$8,000 | \$2,500 | x | | | \$10,500 | \$8,000 | \$2,500 | x | |
| ASR - 5 | Reduce to reflect expected Department expenditures and actual need. Since FY 2018-19 and FY 2019-20, the Department spent \$0 from the travel budget within the Administration Division and is projected to underspend departmentwide in the current year. Further, there are more alternatives to business travel in the post-pandemic era with options such as video conferencing becoming more prevalent | | | | | | Ongoing savings | | | | | | |

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

ASR - Assessor-Recorder

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | |
|---------|--|------------|----|----------|----------|---------|----|------------|----|----------|----------|---------|----|
| | | FTE | | Amount | | GF | 1T | FTE | | Amount | | GF | 1T |
| | | From | To | From | To | | | From | To | From | To | | |
| ASR - 6 | Other Current Expenses Reduce to reflect historical Department expenditures and actual need. Since FY 2018-19, the Department spent between \$0 (in FY 2019-20 and FY 2020-21) to \$3,511 (in FY 2018-19) from this budget within the Administration Division and is projected to underspend by over \$30,000 departmentwide in the current year. | | | \$54,000 | \$49,000 | \$5,000 | x | | | \$54,000 | \$49,000 | \$5,000 | x |
| | | | | | | | | | | | | | |

Ongoing savings

FY 2021-22

| Total Recommended Reductions | | |
|------------------------------|-----------------|------------------|
| One-Time | Ongoing | Total |
| General Fund | \$30,000 | \$267,500 |
| Non-General Fund | \$0 | \$0 |
| Total | \$30,000 | \$267,500 |

FY 2022-23

| Total Recommended Reductions | | |
|------------------------------|------------|------------------|
| One-Time | Ongoing | Total |
| General Fund | \$0 | \$267,500 |
| Non-General Fund | \$0 | \$0 |
| Total | \$0 | \$267,500 |

YEAR ONE: FY 2021-22

Budget Changes

The Department’s proposed \$45,106,315 budget for FY 2021-22 is \$2,434,442 or 5.7% more than the original FY 2020-21 budget of \$42,671,873.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 199.30 FTEs, which are 6.14 FTEs less than the 205.44 FTEs in the original FY 2020-21 budget. This represents a 3.0% decrease in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$19,034,898 in FY 2021-22, are \$360,064 or 1.9% less than FY 2020-21 revenues of \$19,394,962.

YEAR TWO: FY 2022-23

Budget Changes

The Department’s proposed \$45,663,290 budget for FY 2022-23 is \$556,975 or 1.2% more than the Mayor’s proposed FY 2021-22 budget of \$45,106,315.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 199.25 FTEs, which are 0.05 FTEs less than the 199.30 FTEs in the Mayor’s proposed FY 2021-22 budget. This represents a 0.03% decrease in FTEs from the Mayor’s proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$19,018,572 in FY 2022-23, are \$16,326 or 0.1% less than FY 2021-22 estimated revenues of \$19,034,898.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: TTX– TREASURER/TAX COLLECTOR

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|---------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| Treasurer & Tax Collector | 41,102,255 | 39,414,713 | 41,674,064 | 42,671,873 | 45,106,315 |
| FTE Count | 207.42 | 207.28 | 208.45 | 205.44 | 199.30 |

The Department’s budget increased by \$4,004,060 or 9.7% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count decreased by 8.12 or 3.9% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has increased by \$2,434,442 largely due to salary and benefits changes as well as software license fees.

FY 2022-23

The Department’s proposed FY 2022-23 budget has increased by \$556,975 largely due to salary and benefits changes.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: TTX– TREASURER/TAX COLLECTOR

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$365,858 in FY 2021-22. Of the \$365,858 in recommended reductions, \$152,879 are ongoing savings and \$212,979 are one-time savings. These reductions would still allow an increase of \$2,068,584 or 4.8% in the Department’s FY 2021-22 budget.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$156,177 in FY 2022-23. The \$156,177 in recommended reductions are all ongoing savings. These reductions would still allow an increase of \$400,798 or 0.9% in the Department’s FY 2022-23 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

TTX -Treasurer/Tax Collector

| Rec # | Account Title | FY 2021-22 | | | | FY 2022-23 | | | | | | | | |
|-------|------------------------------|--|--------|-------------|-------------|------------|----|--------|------|---------------|----------|-----------|----------|---|
| | | FTE | Amount | | Savings | GF | 1T | Amount | | | | | | |
| | | From | To | From | To | Savings | GF | 1T | From | To | Savings | GF | 1T | |
| TTX-1 | Prof & Specialized Svcs-Bdgt | | | \$78,143 | \$38,143 | \$40,000 | x | | | | \$78,143 | \$38,143 | \$40,000 | x |
| | | Reduce budgeted amount for Prof & Specialized Svcs-Bdgt to better reflect historical expenditures. The Department has underspent in this account. | | | | | | | | | | | | |
| | Attrition Savings | | | (\$710,220) | (\$860,220) | \$150,000 | x | x | | | | | | |
| | Mandatory Fringe Benefits | | | (\$298,194) | (\$361,173) | \$62,979 | x | x | | | | | | |
| | | Total Savings | | \$212,979 | | | | | | Total Savings | | \$0 | | |
| TTX-2 | | This TX Gross Receipts Tax Implementation is a continuing project; the Department carried forward approximately \$400,000 in salary expenditures from FY 2019-20 to FY 2020-21 and has projected salary savings of more than \$400,000 in FY 2020-21. This aligns with labor reports from recent prior fiscal years, which show savings ranging from \$280,000 to \$400,000. Implementation of this recommendation would leave the Department sufficient resources for this project in FY 2021-22. | | | | | | | | | | | | |
| | 4321 Cashier II | 1.00 | 0.00 | \$75,547 | \$0 | \$75,547 | x | x | 1.00 | 0.00 | \$78,214 | \$0 | \$78,214 | x |
| | Mandatory Fringe Benefits | 1.00 | 0.00 | \$37,332 | \$0 | \$37,332 | x | x | 1.00 | 0.00 | \$37,963 | \$0 | \$37,963 | x |
| | | Total Savings | | \$112,879 | | | | | | Total Savings | | \$116,177 | | |
| TTX-3 | | Eliminate 1.0 FTE 4321 Cashier II in TTX Treasury due to multiyear vacancy since Oct. 2015. | | | | | | | | | | | | |

FY 2021-22

| Total Recommended Reductions | | | |
|------------------------------|------------------|------------------|------------------|
| One-Time | Ongoing | Total | |
| General Fund | \$212,979 | \$152,879 | \$365,858 |
| Non-General Fund | \$0 | \$0 | \$0 |
| Total | \$212,979 | \$152,879 | \$365,858 |

FY 2022-23

| Total Recommended Reductions | | | |
|------------------------------|------------|------------------|------------------|
| One-Time | Ongoing | Total | |
| General Fund | \$0 | \$156,177 | \$156,177 |
| Non-General Fund | \$0 | \$0 | \$0 |
| Total | \$0 | \$156,177 | \$156,177 |

YEAR ONE: FY 2021-22

Budget Changes

The Department's proposed \$77,414,970 budget for FY 2021-22 is \$2,321,072 or 3.1% more than the original FY 2020-21 budget of \$75,093,898.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 252.33 FTEs, which are 4.14 FTEs more than the 248.19 FTEs in the original FY 2020-21 budget. This represents a 1.7% increase in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$65,079,174 in FY 2021-22, are \$1,661,890 or 2.6% more than FY 2020-21 revenues of \$63,417,284.

YEAR TWO: FY 2022-23

Budget Changes

The Department's proposed \$76,223,200 budget for FY 2022-23 is \$1,191,770 or 1.5% less than the Mayor's proposed FY 2021-22 budget of \$77,414,970.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 256.20 FTEs, which are 3.87 FTEs more than the 252.33 FTEs in the Mayor's proposed FY 2021-22 budget. This represents a 1.5% increase in FTEs from the Mayor's proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$64,047,636 in FY 2022-23, are \$1,031,538 or 1.6% less than FY 2021-22 estimated revenues of \$65,079,174.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: CON – CONTROLLER

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|--------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| Office of the Controller | 67,284,287 | 67,823,480 | 74,639,619 | 75,093,898 | 77,414,970 |
| FTE Count | 257.11 | 250.93 | 250.30 | 248.19 | 252.33 |

The Department’s budget increased by \$10,130,683 or 15.1% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count decreased by 4.78 or 1.9% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has increased by \$2,321,072 largely due to salary and benefits changes. The increase is partially offset by reduced costs for information technology projects.

FY 2022-23

The Department’s proposed FY 2022-23 budget has decreased by \$1,191,770 largely due to further reductions for information technology projects.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: CON – CONTROLLER

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$475,708 in FY 2021-22. The \$475,708 in recommended reductions are all one-time savings. These reductions would still allow an increase of \$1,845,364 or 2.5% in the Department’s FY 2021-22 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$6,225, for total General Fund savings of \$481,933.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$119,451 in FY 2022-23. The \$119,451 are all one-time savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

CON - Controller

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | | | |
|-------|-------------------------------|--|----|----------------------|------------------|-----------|----|------------|------|----|----------------------|-----------------|----------|----|----|
| | | FTE | | Amount | | Savings | GF | 1T | FTE | | Amount | | Savings | GF | 1T |
| | | From | To | From | To | | | | From | To | | | | | |
| | CON Accounting | | | | | | | | | | | | | | |
| CON-1 | Auditing & Accounting | | | \$634,471 | \$572,117 | \$62,354 | x | x | | | \$622,117 | \$572,117 | \$50,000 | x | x |
| | | The budget for Auditing & Accounting increased by \$62,354 in FY 2021-22 but the Department had carryforward funds and underspending in this account in FY 2020-21. | | | | | | | | | | | | | |
| | CON Administration | | | | | | | | | | | | | | |
| CON-2 | Prof & Specialized Svcs-Bolgt | | | \$53,463 | \$40,000 | \$13,463 | x | x | | | | | | | |
| | | The Department had carryforward funds in FY 2020-21 and projects underspending and carryforward of funds in FY 2021-22. | | | | | | | | | | | | | |
| CON-3 | Other Professional Services | | | \$96,000 | \$46,000 | \$50,000 | x | x | | | | | | | |
| | | The Department had carryforward funds in FY 2020-21 and projects underspending and carryforward of funds in FY 2021-22. The FY 2021-22 budget was reduced by \$10,000, from \$106,000 in FY 2020-21 to \$96,000 in FY 2021-22, but this additional reduction should leave the Department with sufficient resources in the budget year. | | | | | | | | | | | | | |
| | Attrition Savings | | | (\$869,217) | (\$1,119,217) | \$250,000 | x | x | | | (\$886,406) | (\$936,406) | \$50,000 | x | x |
| | Mandatory Fringe Benefits | | | (\$347,309) | (\$447,200) | \$99,891 | x | x | | | (\$344,821) | (\$364,272) | \$19,451 | x | x |
| | | | | Total Savings | \$349,891 | | | | | | Total Savings | \$69,451 | | | |
| CON-4 | | Increase Attrition Savings in GF Annual Account Ctrl CON Accounting Division since attrition is held flat in FY 2021-22 and FY 2022-23 relative to the current year, but the labor projection shows additional position savings available in the current year. Labor reports from recent prior fiscal years show that the Department will have sufficient resources to absorb this reduction. We do, however, propose a one-time reduction to account for hiring expected to occur in the budget year after Covid-19-related delays in the current year affected the hiring timeline for accounting positions. | | | | | | | | | | | | | |
| | | Increase Attrition Savings in GF Annual Account Ctrl CON Accounting Division but not by as much as in the budget year because of hiring that is expected to occur in the budget year. Labor reports from recent prior fiscal years show that the Department will have sufficient resources to absorb this reduction. | | | | | | | | | | | | | |

FY 2021-22

| Total Recommended Reductions | | |
|------------------------------|------------------|------------------|
| One-Time | Ongoing | Total |
| General Fund | \$475,708 | \$0 |
| Non-General Fund | \$0 | \$0 |
| Total | \$475,708 | \$475,708 |

FY 2022-23

| Total Recommended Reductions | | |
|------------------------------|------------------|------------------|
| One-Time | Ongoing | Total |
| General Fund | \$119,451 | \$0 |
| Non-General Fund | \$0 | \$0 |
| Total | \$119,451 | \$119,451 |

CON - Controller

| Purchase Order Number | Year | Dept Code | Fund | Supplier | Name | Project | Balance |
|-----------------------|------|-----------|-------|----------|----------------------------|----------|----------------|
| 366550 | 2019 | 229222 | 10000 | 12182 | RICOH USA INC | 10001643 | \$24 |
| 366550 | 2019 | 229222 | 10000 | 12182 | RICOH USA INC | 10001643 | \$617 |
| 366550 | 2019 | 229222 | 10000 | 12182 | RICOH USA INC | 10001643 | \$1,019 |
| 366550 | 2019 | 229227 | 10000 | 12182 | RICOH USA INC | 10001644 | \$839 |
| 366550 | 2019 | 229227 | 10000 | 12182 | RICOH USA INC | 10001644 | \$388 |
| 469053 | 2020 | 229227 | 10000 | 18009 | J SNELL & CO INC | 10001644 | \$34 |
| 484144 | 2020 | 229227 | 10000 | 3134 | R R DONNELLEY | 10001644 | \$25 |
| 366550 | 2019 | 229231 | 10000 | 12182 | RICOH USA INC | 10001644 | \$61 |
| 407655 | 2020 | 229231 | 10000 | 10525 | STAPLES BUSINESS ADVANTAGE | 10001644 | \$3,218 |
| | | | | | | | |
| Total | | | | | | | \$6,225 |

YEAR ONE: FY 2021-22

Budget Changes

The Department’s proposed \$1,613,551,011 budget for FY 2021-22 is \$188,398,195 or 10.5% less than the original FY 2020-21 budget of \$1,801,949,206.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 0 FTEs.

Revenue Changes

The Department's revenues of \$5,896,081,809 in FY 2021-22, are \$172,482,310 or 3.0% more than FY 2020-21 revenues of \$5,723,599,499

YEAR TWO: FY 2022-23

Budget Changes

The Department’s proposed \$1,456,356,488 budget for FY 2022-23 is \$157,194,523 or 9.7% less than the Mayor’s proposed FY 2021-22 budget of \$1,613,551,011.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 0 FTEs.

Revenue Changes

The Department's revenues of \$5,794,004,242 in FY 2022-23, are \$102,077,567 or 1.7% less than FY 2021-22 estimated revenues of \$5,896,081,809.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: GEN – GENERAL CITY RESPONSIBILITY

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|-----------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| General City Responsibility | 1,302,269,190 | 1,404,156,959 | 2,051,221,234 | 1,801,949,206 | 1,613,551,011 |
| FTE Count | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

The Department’s budget increased by \$311,281,821 or 23.9% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has decreased by \$188,398,195 largely due to reductions in business tax revenues and transfer adjustments, offset by increases in property tax revenues and other adjustments.

FY 2022-23

The Department’s proposed FY 2022-23 budget has decreased by \$157,194,523 largely due to reductions in business tax revenues and transfer adjustments, offset by increases in property tax revenues and other adjustments.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: GEN – GENERAL CITY RESPONSIBILITY

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$400,000 in FY 2021-22. Of the \$400,000 in recommended reductions, all are one-time savings.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$400,000 in FY 2022-23. Of the \$400,000 in recommended reductions, all are one-time savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

GEN - General City Responsibility

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | | | |
|-------|-------------------------------------|--|------------|------------|---------|---------|----|------------|------|----|--------|----|---------|----|----|
| | | FTE | | Amount | | Savings | GF | 1T | FTE | | Amount | | Savings | GF | 1T |
| | | From | To | From | To | | | | From | To | From | To | | | |
| | | GEN_ General City Responsibility | | | | | | | | | | | | | |
| GEN-1 | Professional & Specialized Services | | 800,000 | 600,000 | 200,000 | x | x | | | | | | | | |
| | | The budget for Indigent Defense Special Circumstances, which includes court fees and attorney costs, has been underspent in the past three fiscal years. | | | | | | | | | | | | | |
| | Reserve for Litigation | | 11,000,000 | 10,800,000 | 200,000 | x | x | | | | | | | | |
| GEN-2 | | The Litigation Reserve is budgeted annually at \$11 million but actual expenditures are less. | | | | | | | | | | | | | |

FY 2021-22

| Total Recommended Reductions | | |
|------------------------------|------------|------------------|
| One-Time | Ongoing | Total |
| General Fund | \$0 | \$400,000 |
| Non-General Fund | \$0 | \$0 |
| Total | \$0 | \$400,000 |

FY 2022-23

| Total Recommended Reductions | | |
|------------------------------|------------|------------|
| One-Time | Ongoing | Total |
| General Fund | \$0 | \$0 |
| Non-General Fund | \$0 | \$0 |
| Total | \$0 | \$0 |

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

GEN - General City Responsibility

| Rec # | Account Title | FY 2021-22 | | | | FY 2022-23 | | | | | | | | | | | | | |
|-------|---------------|------------|----|--------|----|------------|----|--------|----|--|--|--|--|--|--|--|--|--|--|
| | | FTE | | Amount | | FTE | | Amount | | | | | | | | | | | |
| | | From | To | From | To | From | To | From | To | | | | | | | | | | |
| GEN-3 | | | | | | | | | | | | | | | | | | | |

Policy Recommendations

| Division Description | Amount | GF | 1T | Savings | GF | 1T | Savings | GF | 1T |
|--|---------------|----|----|---------|----|----|---------|----|----|
| Reserves | \$393,000,000 | | | \$0 | | | \$0 | | |
| Sections 31 and 31.2 of the Administrative Provisions of the Annual Appropriation Ordinance, pending before the Board of Supervisors, establish two reserves in FY 2021-22, including the Fiscal Cliff Reserve of \$293 million and the Federal and State Emergency Grant Disallowance Reserve of \$100 million. The Fiscal Cliff Reserve is for managing projected budget shortfalls following the spend down of federal and state stimulus funds and other one-time sources used to balance the fiscal year 2021-22 and fiscal year 2022-23 budget; and the Federal and State Emergency Grant Disallowance Reserve of \$293 million for managing revenue shortfalls related to reimbursement disallowances from the Federal Emergency Management Agency (FEMA) and other state and federal agencies. These reserves are comprised of the General Fund unassigned fund balance, which is available for any purpose. | | | | | | | | | |
| Appropriation of these reserves is considered a policy matter for the Board of Supervisors as these reserves consist of unappropriated funds, which would require agreement with the Mayor to increase the FY 2021-22 budget by an equivalent amount. Further, use of these reserves for current uses would reduce the amount available to address the risks in the proposed two-year budget. | | | | | | | | | |

FY 2021-22

Total Policy Recommendations

| | One-Time | Ongoing | Total |
|------------------|------------|------------|------------|
| General Fund | \$0 | \$0 | \$0 |
| Non-General Fund | \$0 | \$0 | \$0 |
| Total | \$0 | \$0 | \$0 |

FY 2022-23

Total Policy Recommendations

| | One-Time | Ongoing | Total |
|------------------|------------|------------|------------|
| General Fund | \$0 | \$0 | \$0 |
| Non-General Fund | \$0 | \$0 | \$0 |
| Total | \$0 | \$0 | \$0 |

YEAR ONE: FY 2021-22

Budget Changes

The Department’s proposed \$99,146,797 budget for FY 2021-22 is \$5,332,272 or 5.7% more than the original FY 2020-21 budget of \$93,814,525.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 312.91 FTEs, which are 3.11 FTEs more than the 309.80 FTEs in the original FY 2020-21 budget. This represents a 1.0% increase in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$71,909,561 in FY 2021-22, are \$3,400,151 or 5.0% more than FY 2020-21 revenues of \$68,509,410.

YEAR TWO: FY 2022-23

Budget Changes

The Department’s proposed \$101,560,444 budget for FY 2022-23 is \$2,413,647 or 2.4% more than the Mayor’s proposed FY 2021-22 budget of \$99,146,797.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 313.08 FTEs, which are 0.17 FTEs more than the 312.91 FTEs in the Mayor’s proposed FY 2021-22 budget. This represents a 0.1% increase in FTEs from the Mayor’s proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$70,596,461 in FY 2022-23, are \$1,313,100 or 1.8% less than FY 2021-22 estimated revenues of \$71,909,561.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: CAT – CITY ATTORNEY

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|---------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| City Attorney | 82,355,387 | 85,706,075 | 91,435,217 | 93,814,525 | 99,146,797 |
| FTE Count | 307.41 | 309.44 | 310.19 | 309.80 | 312.91 |

The Department’s budget increased by \$16,791,410 or 20.4% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count increased by 5.5 or 1.8% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has increased by \$5,332,272 largely due to increased funding for salaries to support attorney services.

FY 2022-23

The Department’s proposed FY 2022-23 budget has increased by \$2,413,647 largely due to increased funding for salaries to support attorney services.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: CAT – CITY ATTORNEY

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$467,530 in FY 2021-22. Of the \$467,530 in recommended reductions, all of this is one-time savings. These reductions would still allow an increase of \$4,864,742 or 5.2% in the Department’s FY 2021-22 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

CAT - City Attorney

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | | | |
|-------|---|------------|----|----------------------|---------------|-----------|----|------------|------|----|--------|----|---------|----|-----|
| | | FTE | | Amount | | Savings | GF | 1T | FTE | | Amount | | Savings | GF | 1T |
| | | From | To | From | To | | | | From | To | From | To | | | |
| | CAT City Attorney | | | | | | | | | | | | | | |
| | Attrition Savings | | | (\$3,784,188) | (\$4,128,972) | \$344,784 | X | X | | | | | | | \$0 |
| | Mandatory Fringe Benefits | | | (\$1,347,203) | (\$1,469,949) | \$122,746 | X | X | | | | | | | \$0 |
| | | | | <i>Total Savings</i> | | \$467,530 | | | | | | | | | |
| CAT-1 | Increase attrition savings due to historical underspending in salaries and to account for hiring delays of vacant positions. The Department is projected to have more than \$600,000 in salary savings in FY 2020-21, plus additional savings on mandatory fringe benefits. In prior years the Department had over \$2.7 million in FY 2019-20 and \$800,000 in FY 2018-19 in salary savings. | | | | | | | | | | | | | | |

FY 2021-22

| Total Recommended Reductions | | |
|------------------------------|------------------|------------------|
| One-Time | Ongoing | Total |
| General Fund | \$467,530 | \$467,530 |
| Non-General Fund | \$0 | \$0 |
| Total | \$467,530 | \$467,530 |

FY 2022-23

| Total Recommended Reductions | | |
|------------------------------|------------|------------|
| One-Time | Ongoing | Total |
| General Fund | \$0 | \$0 |
| Non-General Fund | \$0 | \$0 |
| Total | \$0 | \$0 |

YEAR ONE: FY 2021-22

Budget Changes

The Department’s proposed \$552,356,529 budget for FY 2021-22 is \$81,271,590 or 17.3% more than the original FY 2020-21 budget of \$471,084,939.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 941.43 FTEs, which are 28.37 FTEs more than the 913.06 FTEs in the original FY 2020-21 budget. This represents a 3.1% increase in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$476,480,774 in FY 2021-22, are \$67,438,570 or 16.5% more than FY 2020-21 revenues of \$409,042,204.

YEAR TWO: FY 2022-23

Budget Changes

The Department’s proposed \$548,807,090 budget for FY 2022-23 is \$3,549,439 or 0.6% less than the Mayor’s proposed FY 2021-22 budget of \$552,356,529.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 955.86 FTEs, which are 14.43 FTEs more than the 941.43 FTEs in the Mayor’s proposed FY 2021-22 budget. This represents a 1.53 % increase in FTEs from the Mayor’s proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$463,934,874 in FY 2022-23, are \$12,545,900 or 2.6% less than FY 2021-22 estimated revenues of \$476,480,774.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: ADM –CITY ADMINISTRATOR

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|--|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| General Service Agency – City Administrator | \$391,306,903 | 461,086,601 | 526,530,214 | 471,084,939 | 552,356,529 |
| FTE Count | 845.01 | 870.64 | 917.06 | 913.06 | 941.43 |

The Department’s budget increased by \$161,049,626 or 41.2% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count increased by 96.42 or 11.4% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has increased by \$81,271,590 largely due to increases in debt service payments (\$24.8 million increase), capital outlays and equipment purchases (\$22.3 million increase), non-personnel services (\$19.7 million increase), and staff costs (\$13.0 million increase).

Increases in capital outlays are mainly related to non-General Fund capital improvements and repairs for City Hall, Hall of Justice, and other City facilities, as well as ADA accessibility improvements. Increases in debt service payments are primarily for non-General Fund debt issuance costs and to pay for construction and furniture, fixtures, and equipment at 49 South Van Ness. General Fund debt service includes Critical Repair and Recovery Stimulus and Hall of Justice relocation debt payments. Non-personnel services increases are related to non-General Fund Moscone Convention facilities operations costs (including \$2.62 million in rental incentives) and citywide insurance contracts.

Just under half of the increases in staff costs are from contracted cost of living adjustments (\$6 million). The remaining increase is from new positions requested for the Medical Examiner to respond to increasing workload from investigation of opioid overdose cases, Office of Contract Administration, 311 Customer Service Center, and staffing for the implementation of Proposition B (November 2020) which created a Public Works Commission and a new Sanitation and Streets Department.

FY 2022-23

The Department’s proposed FY 2022-23 budget has decreased by \$3,549,439 on FY 2021-22 largely due to a large reduction in capital outlays (\$25.9 million reduction) which is offset by increases in non-personnel services (\$13.1 million increase), staff costs (\$6.8 million increase) and services provided to other departments (\$4.0 million increase). The large capital spending reduction is primarily due to the end of one-time funds for capital projects in FY 2021-22 including City Hall and Hall of Justice repairs. Staff cost increases are mainly from annualization of new

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: ADM –CITY ADMINISTRATOR

positions added in FY 2021-22 and limited-term position extensions in the Digital Services division. Increases in non-personnel services costs are related to non-General Fund Moscone Convention facilities operations (including \$1.98 million in rental incentives) and citywide insurance contracts.

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,031,253 in FY 2021-22. Of the \$1,031,253 in recommended reductions, \$249,575 are ongoing savings and \$781,678 are one-time savings. These reductions would still allow an increase of \$80,240,337 or 17% in the Department’s FY 2021-22 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$110,288, for total General Fund savings of \$1,141,541.

Our policy recommendations total \$3,445,218 in FY 2021-22, all of which are ongoing.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$355,295 in FY 2022-23. All the \$355,295 in recommended reductions are ongoing savings.

Our policy recommendations total \$3,359,863 in FY 2021-22, all of which are ongoing.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

ADM - City Administrator

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | |
|-------|---------------------------|---|------|-----------|-----------|-------------|----|---------------|------|-----------|-------------|-------------|-----|
| | | FTE | | Amount | | GF | 1T | FTE | | Amount | | GF | 1T |
| | | From | To | From | To | | | From | To | From | To | | |
| ADM-1 | ADM Administration | | | | | | | | | | | | |
| | 0933 Manager V | 0.92 | 0.00 | \$182,296 | \$0 | \$182,296 | X | 1.00 | 0.00 | \$205,146 | \$0 | \$205,146 | X |
| | Mandatory Fringe Benefits | | | \$67,757 | \$0 | \$67,757 | X | | | \$74,024 | \$0.00 | \$74,024 | X |
| | 0932 Manager IV | 0.00 | 0.92 | \$0 | \$169,647 | (\$169,647) | X | 0.00 | 1.00 | \$0 | \$190,909 | (\$190,909) | X |
| | Mandatory Fringe Benefits | | | \$0 | \$65,103 | (\$65,103) | X | | | \$0 | \$71,228.46 | (\$71,228) | X |
| | | Total Savings | | \$15,303 | | | | Total Savings | | \$17,033 | | | |
| | | Deny request for 0.92 FTE new 0933 Manager V to oversee the implementation of Prop B (Nov. 2020). Recommend substituting for lower class 0932 Manager IV as Project Director will have limited supervisory oversight (2 FTE) and job duties more closely align with 0932 position. | | | | | | | | | | | |
| | Step Adjustment | | | \$15,406 | \$0 | \$15,406 | X | | | \$15,966 | \$0 | \$15,966 | X |
| | Mandatory Fringe Benefits | | | \$4,198 | \$0 | \$4,198 | X | | | \$4,136 | \$0 | \$4,136 | X |
| | | Total Savings | | \$19,604 | | | | Total Savings | | \$20,102 | | | |
| ADM-2 | | Reduce budget for positive salary step adjustments. | | | | | | | | | | | |
| | | | | \$250,000 | \$125,000 | \$125,000 | X | X | | | | | \$0 |
| ADM-3 | | Reduce budgeted amount for Professional & Specialized Services for Prop B (Nov. 2020) implementation change management and external stakeholder focus group facilitation. Department was unable to provide information on how this amount was estimated. | | | | | | | | | | | |
| | | | | \$474,691 | \$24,691 | \$450,000 | X | X | | | | | \$0 |
| ADM-4 | | Reduce budgeted amount for Professional & Specialized Services Budget in the Digital Services Program. The Department expects to carry forward around \$3.3m from FY 2020-21 for this Authority, of which \$650,000 is not currently committed after accounting for existing and anticipated projects, this amount is adjusted down further to account for any unanticipated changes in cost. | | | | | | | | | | | |

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

ADM - City Administrator

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | | | |
|----------------------|---|------------|------|-----------|-----------|-----------|----------------------|----------------------|------|-----------|-----------|-----------|----|----|----|
| | | FTE | | Amount | | GF | 1T | Savings | | FTE | | Amount | | GF | 1T |
| | | From | To | From | To | | | From | To | From | To | From | To | | |
| ADM-5 | 1952 Purchaser | 0.77 | 0.00 | \$82,685 | \$0 | \$82,685 | X | 1.00 | 0.00 | \$111,174 | \$0 | \$111,174 | X | | |
| | Mandatory Fringe Benefits | | | \$36,037 | \$0 | \$36,037 | X | | | \$47,334 | \$0 | \$47,334 | X | | |
| | <i>Total Savings</i> | | | | \$118,722 | | | <i>Total Savings</i> | | | | \$158,508 | | | |
| | Deny 0.77 FTE new 1952 Purchaser position for citywide procurement. The Office of Contract Administration currently has 7.00 FTE vacancies for similar positions, including 1 Senior Purchaser that has been vacant for 2.5 years. The Department has also requested two new 1823 Senior Administrative Analysts for OCA to support increasing caseloads in citywide procurement. | | | | | | | | | | | | | | |
| ADM-6 | Temporary Misc Regular Salaries | | | \$146,196 | \$57,151 | \$89,045 | X | | | \$146,196 | \$57,151 | \$89,045 | X | | |
| | Mandatory Fringe Benefits | | | \$11,330 | \$4,429 | \$6,901 | X | | | \$11,330 | \$4,429 | \$6,901 | X | | |
| | <i>Total Savings</i> | | | | \$95,946 | | | <i>Total Savings</i> | | | | \$98,590 | | | |
| | Reduce budget for temporary salaries budget to reflect savings from centralization of ADM procurement in two new dedicated positions in the Office of Contract Administration. The Department previously used 0.4 FTE of a temporary Manager III (Prop F) to support ADM procurement. | | | | | | | | | | | | | | |
| ADM-7 | ADM City Administrator Programs | | | | | | | | | | | | | | |
| | 1324 Customer Service Agent | 7.69 | 6.15 | \$708,779 | \$566,839 | \$141,940 | X | 10.00 | 9.54 | \$954,238 | \$910,174 | \$44,064 | X | | |
| | Mandatory Fringe Benefits | | | \$323,267 | \$258,530 | \$64,737 | X | | | \$426,025 | \$406,382 | \$19,643 | X | | |
| <i>Total Savings</i> | | | | \$206,678 | | | <i>Total Savings</i> | | | | \$63,706 | | | | |
| | Deny 1.54 FTE new 1324 Customer Service Agents requested for transitioning non-emergency calls to 311. Given the anticipated hiring timeline for a project manager to coordinate the transition, a decrease in the anticipated number of calls from initial estimates provided, and the early stage of this project, insufficient justification has been provided that all 10 new Customer Service Agents (pro-rated to 7.69 to reflect standard City hiring timeline) will be needed in FY 2021-22. This request is discussed further in ADM-10 below. | | | | | | | | | | | | | | |

| FY 2021-22 | | | | FY 2022-23 | | | |
|------------------------------|------------------|------------------|--------------------|------------------------------|------------|------------------|------------------|
| Total Recommended Reductions | | Total | | Total Recommended Reductions | | Total | |
| One-Time | Ongoing | One-Time | Ongoing | One-Time | Ongoing | One-Time | Ongoing |
| General Fund | \$781,678 | \$249,575 | \$1,031,253 | General Fund | \$0 | \$355,295 | \$355,295 |
| Non-General Fund | \$0 | \$0 | \$0 | Non-General Fund | \$0 | \$0 | \$0 |
| Total | \$781,678 | \$249,575 | \$1,031,253 | Total | \$0 | \$355,295 | \$355,295 |

| FY 2021-22 | | | | FY 2022-23 | | | |
|------------------------------|------------------|------------------|--------------------|------------------------------|------------|------------------|------------------|
| Total Recommended Reductions | | Total | | Total Recommended Reductions | | Total | |
| One-Time | Ongoing | One-Time | Ongoing | One-Time | Ongoing | One-Time | Ongoing |
| General Fund | \$781,678 | \$249,575 | \$1,031,253 | General Fund | \$0 | \$355,295 | \$355,295 |
| Non-General Fund | \$0 | \$0 | \$0 | Non-General Fund | \$0 | \$0 | \$0 |
| Total | \$781,678 | \$249,575 | \$1,031,253 | Total | \$0 | \$355,295 | \$355,295 |

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

ADM - City Administrator

| Rec # | Account Title | FY 2021-22 | | | | | FY 2022-23 | | | | | | | | |
|-------|---------------|------------|----|--------|----|------|------------|------|--------|---------|----|----|--|--|--|
| | | FTE | | Amount | | FTE | Amount | | Amount | | | | | | |
| | | From | To | From | To | From | To | From | To | Savings | GF | 1T | | | |
| | | | | | | | | | | | | | | | |

Policy Recommendations

| | | | | | | | | | | | | | | | | | | | | |
|-------|---------------------------------------|--|----------------------|-----|--------------------|--|--|--|----------------------|-----|--------------------|--|--|--|--|--|--|--|--|--|
| | ADM Convention Facilities Mgmt | | | | | | | | | | | | | | | | | | | |
| | Convention Contributions | | \$2,619,850 | \$0 | \$2,619,850 | | | | \$1,979,600 | \$0 | \$1,979,600 | | | | | | | | | |
| | | | <i>Total Savings</i> | | <i>\$2,619,850</i> | | | | <i>Total Savings</i> | | <i>\$1,979,600</i> | | | | | | | | | |
| ADM-8 | | <p>The Department intends to offer \$4.6 million in rental incentives to organizations with "tentative" convention bookings in calendar years 2022 and 2023 with the goal of converting them to definitive bookings. San Francisco Travel has estimated the incentives could generate an additional \$5 million in Transient Occupancy Tax revenue through increased hotel bookings. However, the actual impact of these incentives on organizations' decisions to book is unknown and would likely depend on the size of incentives provided and other factors. Actual convention bookings are likely to be impacted by factors unrelated to financial incentives. These incentives would be funded from existing Convention Center revenues.</p> | | | | | | | | | | | | | | | | | | |
| | | Ongoing savings. | | | | | | | | | | | | | | | | | | |

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

ADM - City Administrator

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | | |
|-------|---------------------------------|---|------|-----------|-----|-------|-----------|------------|------|-----------|-----|-------|-----------|---|
| | | FTE | | Amount | | GF 1T | Savings | FTE | | Amount | | GF 1T | Savings | |
| | | From | To | From | To | | | From | To | From | To | | | |
| | ADM City Administrator Programs | | | | | | | | | | | | | |
| | 1324 Customer Service Agent | 6.15 | 0.00 | \$566,839 | \$0 | X | \$566,839 | 10.00 | 0.00 | \$954,238 | \$0 | X | \$954,238 | X |
| | Mandatory Fringe Benefits | | | \$258,530 | \$0 | X | \$258,530 | | | \$426,025 | \$0 | X | \$426,025 | X |
| | | <p align="center"><i>Total Savings \$825,368</i></p> <p align="center"><i>Total Savings \$1,380,263</i></p> | | | | | | | | | | | | |
| ADM-9 | | <p>3111 NON-EMERGENCY CALL DIVERSION The City Administrator's Office is requesting 10 new Customer Service Agent positions (7.69 FTE in FY 2021-22 and 10 FTE in FY 2022-23) at a cost of \$2.41 million over two years to respond to an estimated 84,000 annual non-emergency calls currently handled by 911 and Police. These include calls for the unhouseed, noise complaints, intoxicated persons, and traffic congestion, but not calls that will be dispatched to the Street Crisis Response Team, proposed Street Overdose Response Team, or proposed Street Wellness Response Team. The number of positions has been determined based on current call length time. 311 Customer Service Agents go through a six to nine month training program before being fully operational.</p> <p>The Department anticipates transitioning the calls sometime during FY 2021-22 but there is not currently an operational or implementation project plan or timeline. Each call type will require the development of new workflows, protocols, response teams, and coordination between 911, 311, and relevant response agencies. According to the Mayor's Office, transitioning a simple call type for illegal dumping to 311 (about 500 calls) took around 5 weeks to plan and implement. There are also dependencies with other Department initiatives that are not yet in place or still in development. Coordination and project management for call diversion is expected to be carried out by a new staff in the Mayor's Office that is not anticipated to be hired until October 2021.</p> <p>Additionally, police alternative response teams to handle these calls has not yet been identified.</p> <p>Given the complexity of the call diversion transition proposed, significant dependencies with other department initiatives, and investment requested, we consider this proposal to be a policy matter for the Committee. The Committee could consider denying the proposed appropriation or placing all, or a portion, of the proposed positions on Budget and Finance Committee reserve pending additional updated information on the implementation of this</p> <p>Ongoing savings. Note that the savings presented assumes that the Board does not accept recommendation ADM-8, which would reduce the FY 2022-23 appropriation of 10.00 FTE 1324 Customer Service Agent to 9.54 FTEs. If the Board accepts recommendation ADM-8, the total savings would be reduced by \$63,706 to \$1,316,557.</p> | | | | | | | | | | | | |

FY 2021-22

| Total Policy Recommendations | | |
|------------------------------|------------|--------------------|
| One-Time | Ongoing | Total |
| General Fund | \$0 | \$825,368 |
| Non-General Fund | \$0 | \$2,619,850 |
| Total | \$0 | \$3,445,218 |

FY 2022-23

| Total Policy Recommendations | | |
|------------------------------|------------|--------------------|
| One-Time | Ongoing | Total |
| General Fund | \$0 | \$1,380,263 |
| Non-General Fund | \$0 | \$1,979,600 |
| Total | \$0 | \$3,359,863 |

ADM - City Administrator

| Purchase Order Number | Year | Dept Code | Fund | Supplier | Name | Project | Balance |
|------------------------------|-------------|------------------|-------------|-----------------|-----------------------------|----------------|------------------|
| 431188 | 2020 | 284641 | 10000 | 12529 | RALPH ANDERSEN & ASSOCIATES | 10001624 | \$63,325 |
| 431001 | 2020 | 228875 | 10020 | 8003 | XTECH | 10030899 | \$16,912 |
| 427281 | 2020 | 228875 | 10020 | 22410 | COMPUTERLAND SILICON VALLEY | 10030899 | \$30,051 |
| Total | | | | | | | \$110,288 |

YEAR ONE: FY 2021-22

Budget Changes

The Department's proposed \$153,121,531 budget for FY 2021-22 is \$21,648,886 or 16.5% more than the original FY 2020-21 budget of \$131,472,645.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 230.29 FTEs, which are 6.54 FTEs more than the 223.75 FTEs in the original FY 2020-21 budget. This represents a 2.9% increase in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$136,520,206 in FY 2021-22 are \$11,953,711 or 9.6% more than FY 2020-21 revenues of \$124,566,495.

YEAR TWO: FY 2022-23

Budget Changes

The Department's proposed \$144,845,052 budget for FY 2022-23 is \$8,276,479 or 5.4% less than the Mayor's proposed FY 2021-22 budget of \$ 153,121,531.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 230.29 FTEs, which is the same number of FTEs in the Mayor's proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$137,677,897 in FY 2022-23 are \$1,157,691 or 0.8% more than FY 2021-22 estimated revenues of \$136,520,206.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: TIS - TECHNOLOGY

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| Technology | 116,701,078 | 123,633,740 | 140,490,276 | 131,472,645 | 153,121,531 |
| FTE Count | 231.98 | 224.73 | 220.42 | 223.75 | 230.29 |

The Department’s budget increased by \$36,420,453 or 31.2% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count decreased by 1.69 or 0.7% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has increased by \$21,648,886 (net of \$3.0 million cost saving initiatives) largely due to one-time funding to:

- Expand the Department’s capital programs to provide internet service connections to public and affordable housing tenants (\$10 million increase),
- Improve City departments fiber network connections (\$2.5 million increase), and,
- Continuing transition of City departments to VoIP (\$0.6 million increase).

Other increases relate to enterprise application contract cost increases (\$3 million increase), telephone and other operating cost increases (\$3.1 million increase), and workorder-funded staffing changes and pass-through contracting increases (\$4.5 million). The increase is net of \$3 million in cost saving initiatives.

FY 2022-23

The Department’s proposed FY 2022-23 budget has decreased by \$8,276,479 largely due to the termination of one-time capital programs in FY 2021-22 which is offset by increases in personnel costs, VoIP project expansion, and other internal workorder projects (i.e. migration of departments to City’s Cloud servers).

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: TIS - TECHNOLOGY

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$652,457 in FY 2021-22. All of these recommended reductions are one-time savings. These reductions would still allow an increase of \$20,996,429 or 16.0% in the Department's FY 2021-22 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$27,466. Additionally, we are also recommending savings in the current year of \$488,107. In total, we are recommending General Fund savings of \$977,661.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst did not recommend any reductions to the proposed budget in FY 2022-23.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

TIS - Technology

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | |
|-------|--|------------|------|------------------|----|-------------|-------|------------|----|------------|----|---------|-------|
| | | FTE | | Amount | | Savings | GF 1T | FTE | | Amount | | Savings | GF 1T |
| | | From | To | From | To | | | From | To | From | To | | |
| TIS-1 | DT JUSTIS | | | | | | | | | | | | |
| | Systems Consulting Services | | | \$300,000 | X | \$300,000 | X | | | | | \$0 | |
| | Dp-Wp Equipment Maint | | | \$380,224 | X | \$100,000 | X | | | | | \$0 | |
| | <i>Total Savings</i> | | | <i>\$400,000</i> | | | | | | <i>\$0</i> | | | |
| | Reduce budgeted JUSTIS authority spending to reflect expected \$400,000 surplus in FY 2020-21 to be carried forward to FY 2021-22. Department identified \$400,000 surplus from \$3.2m available balance remaining in the JUSTIS authority fund in FY 2020-21. | | | | | | | | | | | | |
| TIS-2 | Attrition Savings | | | (\$83,460) | X | (\$138,443) | X | | | | | \$0 | |
| | Mandatory Fringe Benefits | | | (\$37,975) | X | (\$62,992) | X | | | | | \$0 | |
| | <i>Total Savings</i> | | | <i>\$80,000</i> | | | | | | <i>\$0</i> | | | |
| | Increase Attrition Savings for JUSTIS divisions to reflect current vacancies in early stage of recruitment and projected spending in FY2020-21 of \$2.30m (compared to \$2.38m requested in FY 2021-22) | | | | | | | | | | | | |
| TIS-3 | DT Cybersecurity | | | | | | | | | | | | |
| | 1044 IS Engineer-Principal | 2.00 | 1.54 | \$385,400 | X | \$296,758 | X | | | | | \$0 | |
| | Mandatory Fringe Benefits | | | \$134,051 | X | \$103,219 | X | | | | | \$0 | |
| | <i>Total Savings</i> | | | <i>\$119,474</i> | | | | | | <i>\$0</i> | | | |
| | Reduce budgeted 2.00 FTE IS Engineer - Principal positions to 1.54 FTE to account for expected time needed to hire. These positions will be substituted from Off-Budget (O) to On-Budget (A) in FY21-22 but are currently vacant. | | | | | | | | | | | | |
| TIS-4 | 1053 IS Business Analyst-Senior | 1.00 | 0.77 | \$140,182 | X | \$107,940 | X | | | | | \$0 | |
| | Mandatory Fringe Benefits | | | \$55,396 | X | \$42,655 | X | | | | | \$0 | |
| | <i>Total Savings</i> | | | <i>\$44,983</i> | | | | | | <i>\$0</i> | | | |
| | Reduce budgeted 1.00 FTE IS Business Analyst-Senior position to 0.77 FTE to account for expected time needed to hire. This position will be substituted from Off-Budget (O) to On-Budget (A) in FY21-22 but is currently vacant. | | | | | | | | | | | | |
| TIS-5 | DT Innovation | | | | | | | | | | | | |
| | Prof & Specialized Svcs-Budget | | | \$313,325 | X | \$305,325 | X | | | | | \$0 | |
| | <i>Total Savings</i> | | | <i>\$8,000</i> | | | | | | <i>\$0</i> | | | |
| | Reduce Non-Personnel Services Budget by \$8,000 to offset cost of requested upward substitution (7257 Communication Line Supervisor to 7273 Communication Line Supervisor II). | | | | | | | | | | | | |

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

TIS - Technology

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | |
|-------|---------------|------------|----|---------|--------|----|--|------------|----|---------|--------|----|--|
| | | FTE | | | Amount | | | FTE | | | Amount | | |
| | | From | To | Savings | GF | 1T | | From | To | Savings | GF | 1T | |

FY 2021-22

| Total Recommended Reductions | | | |
|------------------------------|------------------|------------|------------------|
| One-Time | Ongoing | Total | |
| General Fund | \$592,994 | \$0 | \$592,994 |
| Non-General Fund | \$59,463 | \$0 | \$59,463 |
| Total | \$652,457 | \$0 | \$652,457 |

FY 2022-23

| Total Recommended Reductions | | | |
|------------------------------|------------|------------|------------|
| One-Time | Ongoing | Total | |
| General Fund | \$0 | \$0 | \$0 |
| Non-General Fund | \$0 | \$0 | \$0 |
| Total | \$0 | \$0 | \$0 |

*Fund 28070 (for personnel expenditures) is derived 65.52% from the General Fund and 34.48% from Non-General Fund sources.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget
TIS - Technology**

| Rec # | Account Title | FY 2020-21 | | | | | | |
|----------|--------------------------------|---|----|------------------|----------|-----------|----|----|
| | | FTE | | Amount | | Savings | GF | 1T |
| | | From | To | From | To | | | |
| TIS-CY-1 | | DT Communications | | | | | | |
| | Temp Misc Regular Salaries | | | \$188,107 | \$0 | \$188,107 | X | X |
| | | <i>Total Savings</i> | | <i>\$188,107</i> | | | | |
| | | Reduce temporary staff salaries budget to reflect expected \$200,000 surplus in FY 2020-21 funds to be carried forward related to SFGOVTV services. | | | | | | |
| TIS-CY-2 | | DT Innovation | | | | | | |
| | Prof & Specialized Svcs-Budget | | | \$313,325 | \$13,325 | \$300,000 | | X |
| | | <i>Total Savings</i> | | <i>\$300,000</i> | | | | |
| | | Reduce Non-Personnel Services Budget to reflect expected \$300,000 surplus in FY 2020-21 funds in this authority to be carried forward. | | | | | | |

GF = General Fund
1T = One Time

YEAR ONE: FY 2021-22

Budget Changes

The Department’s proposed \$352,636,030 budget for FY 2021-22 is \$723,024 or 0.2% more than the original FY 2020-21 budget of \$351,913,006.

Personnel Changes

The number of full-time equivalent positions (FTEs) budgeted for FY 2021-22 are 1,052.51 FTEs, which are 10.56 FTEs fewer than the 1,063.07 FTEs in the original FY 2020-21 budget. This represents a 1.0% decrease in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$258,927,893 in FY 2021-22 are \$2,534,692 or 1.0% more than FY 2020-21 revenues of \$256,393,201.

YEAR TWO: FY 2022-23

Budget Changes

The Department’s proposed \$357,344,929 budget for FY 2022-23 is \$4,708,899 or 1.3% more than the Mayor’s proposed FY 2021-22 budget of \$352,636,030.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 1,048.70 FTEs, which are 3.81 FTEs fewer than the 1,052.51 FTEs in the Mayor’s proposed FY 2021-22 budget. This represents a 0.4% decrease in FTEs from the Mayor’s proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$260,747,600 in FY 2022-23 are \$1,819,707 or 0.7% more than FY 2021-22 estimated revenues of \$258,927,893.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: DPW – PUBLIC WORKS

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|--------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| Public Works | 355,452,009 | 374,137,829 | 386,726,519 | 351,913,006 | 352,636,030 |
| FTE Count | 1,026.52 | 1,057.38 | 1,070.99 | 1,063.07 | 1,052.51 |

The Department’s budget decreased by \$2,815,979 or 0.8% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count increased by 25.99 FTEs or 2.5% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has increased by \$723,024 largely due to increases in Department employees’ salaries and benefits and increases in capital outlay costs, which are offset by reductions in expenditures on grant programs. The proposed budget includes \$9 million in one-time capital outlay funding for Better Market Street and sidewalk improvements, as well as increases in other capital outlay costs in Infrastructure Design and Construction.

FY 2022-23

The Department’s proposed FY 2022-23 budget has increased by \$4,708,899 largely due to cost of living adjustments for Department employees’ salaries and benefits.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: DPW – PUBLIC WORKS

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$751,011 in FY 2021-22. Of the \$751,011 in recommended reductions, \$606,011 are ongoing savings and \$145,000 are one-time savings.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$621,528 in FY 2022-23. Of the \$621,528 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$4,087,371 or 1.2% in the Department’s FY 2022-23 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

DPW - Public Works

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | | | |
|-------|---------------------------|---|-------------|----------------------|-----------|-----------|----|------------|-----------|-----------|----------------------|----------|-------------|-------------|-----------|
| | | FTE | | Amount | | GF | 1T | FTE | | Amount | | GF | 1T | | |
| | | From | To | From | To | | | From | To | From | To | | | | |
| | Equipment Purchase | | \$45,000 | \$0 | \$45,000 | X | | | | \$0 | | \$0 | | | |
| DPW-1 | | Deny proposed purchase of one Intel Falcon 8+ drone. The Department was allocated funding for a drone purchase in FY 2019-20 and is still in the process of purchasing the equipment. The Department does not need one additional drone. | | | | | | | | | | | | | |
| | | DPW Administration | | | | | | | | | | | | | |
| | Systems Consulting Svcs | | \$700,000 | \$600,000 | \$100,000 | X | | | | | | \$0 | | | |
| DPW-2 | | Reduce budget in Systems Consulting Services related to the Public Works Integration Hub Replacement Project, which is currently budgeted at \$100,000 in FY 2021-22. This is a new project that does not yet have a vendor identified and must be bid out on the Office of Contract Administration's Technology Marketplace. | | | | | | | | | | | | | |
| | | | \$358,000 | \$314,300 | \$43,700 | | | | \$358,000 | \$314,300 | | \$43,700 | | | |
| DPW-3 | | Return budget for professional and specialized services in the Director's Office associated with leadership consulting and training contracts to the original base budget amount. | | | | | | | | | | | | | |
| | Manager III | 3.00 | 2.00 | \$515,342 | \$343,561 | \$171,781 | | | | | 3.00 | 2.00 | \$533,536 | \$355,690 | \$177,845 |
| | Mandatory Fringe Benefits | | | \$204,254 | \$136,169 | \$68,085 | | | | | | | \$205,893 | \$137,262 | \$68,631 |
| | | | | Total Savings | | \$239,865 | | | | | Total Savings | | \$246,476 | | |
| DPW-4 | | Delete 1.00 FTE vacant 0931 Manager III position in Administration. There are currently 2.00 FTE vacant 0931 Manager III positions in the Performance section of General Administration, one of which has been vacant since February 2019 and one of which has been vacant since August 2019. Both of these 0931 Manager III positions report to one 0941 Administration Manager VI, and each position supervises only two administrative analysts each. The two 0931 Manager III positions perform performance management, organizational improvement, and strategic planning functions. Given the small span of control and the scope of functions, the existing 0941 Administration Manager VI and one 0931 Manager III can carry out the Department's strategic planning, performance management, and organization improvement initiatives. | | | | | | | | | | | | | |
| | Attrition Savings - Misc | | \$1,258,423 | \$1,489,286 | \$230,863 | | | | | | | | \$1,302,862 | \$1,541,927 | \$239,065 |
| | Mandatory Fringe Benefits | | | \$499,214 | \$590,797 | \$91,583 | | | | | | | \$502,945 | \$595,232 | \$92,287 |
| | | | | Total Savings | | \$322,446 | | | | | Total Savings | | \$331,352 | | |
| DPW-5 | | Increase attrition savings in Administration to account for delays in hiring of 1.00 vacant 1093 IT Operations Support Administrator III position, 1.00 vacant 9251 Public Relations Manager position, and 1.00 vacant 0931 Manager III position. | | | | | | | | | | | | | |
| | | Ongoing savings. | | | | | | | | | | | | | |

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

DPW - Public Works

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | | | |
|-------|---------------|------------|----|--------|----|----|----|------------|----|------|----|--------|--|----|----|
| | | FTE | | Amount | | GF | 1T | Savings | | FTE | | Amount | | GF | 1T |
| | | From | To | From | To | | | From | To | From | To | | | | |

FY 2021-22

| Total Recommended Reductions | | | |
|------------------------------|------------------|------------------|------------------|
| One-Time | Ongoing | Total | |
| General Fund | \$26,000 | \$157,563 | \$183,563 |
| Non-General Fund | \$119,000 | \$448,448 | \$567,448 |
| Total | \$145,000 | \$606,011 | \$751,011 |

FY 2022-23

| Total Recommended Reductions | | | |
|------------------------------|------------|------------------|------------------|
| One-Time | Ongoing | Total | |
| General Fund | \$0 | \$161,597 | \$161,597 |
| Non-General Fund | \$0 | \$459,931 | \$459,931 |
| Total | \$0 | \$621,528 | \$621,528 |

YEAR ONE: FY 2021-22

Budget Changes

The Department’s proposed \$228,441,129 budget for FY 2021-22 is \$22,133,973 or 10.7 % more than the original FY 2020-21 budget of \$206,307,156

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 82.81 FTEs, which are 6.75 FTEs more than the 76.06 FTEs in the original FY 2020-21 budget. This represents an 8.9% increase in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$56,753,727 in FY 2021-22, are \$50,938,945 or 47.3% less than FY 2020-21 revenues of \$107,692,672

YEAR TWO: FY 2022-23

Budget Changes

The Department’s proposed \$160,225,032 budget for FY 2022-23 is \$68,216,097 or 29.9% less than the Mayor’s proposed FY 2021-22 budget of \$ 228,441,129

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 84.24 FTEs, which are 1.43 FTEs more than the 82.81 FTEs in the Mayor’s proposed FY 2021-22 budget. This represents a 1.73% increase in FTEs from the Mayor’s proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$41,705,834 in FY 2022-23, are \$15,047,893 or 26.5% less than FY 2021-22 estimated revenues of \$56,753,727

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: MYR – MAYOR

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|-----------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| Mayor | 125,491,880 | 161,258,202 | 326,783,206 | 206,307,156 | 228,441,129 |
| FTE Count | 58.01 | 63.09 | 77.89 | 76.06 | 82.81 |

The Department’s budget increased by \$102,949,249 or 82.0% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count increased by 24.80 or 42.8% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has increased by \$22,133,973 largely due to increases in:

- (1) Continuation of expiring funding for community development grants to community-based organizations, Local Operating Subsidy Program funds to supportive housing projects, Dream keeper Initiative funds for homeowner assistance, subsidies/vouchers for senior housing, and new funds for violence prevention in the Asian American Pacific Islander community; and
- (2) Ongoing funds for loans and grants for the Dream Keeper Initiative for homeowner assistance; and one-time funds for loans and grants for the MOHCD Innovation Fund, public housing rebuild, and other low-income affordable housing.

FY 2022-23

The Department’s proposed FY 2022-23 budget has decreased by \$68,216,097 largely due to decreases in:

- (1) One-time funds in FY 2021-22 for grants to community-based organizations for subsidies/vouchers for senior housing, and violence prevention in the Asian American Pacific Islander community; and
- (2) One-time funds for loans and grants for the MOHCD Innovation Fund, public housing rebuild, and other low-income affordable housing.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: _____ **MYR – MAYOR**

Dream Keeper Initiative

The Department’s proposed budget includes \$12,070,000 in FY 2021-22 and \$12,070,000 in FY 2022-23 out of the \$60 million citywide allocation in each year for the Dream Keeper Initiative, which reinvests funding from law enforcement into San Francisco’s Black and African-American community. In addition to the annual allocations in the proposed budget for this initiative, the Department’s FY 2020-21 revised budget includes \$10,850,000, which has not yet been spent as of May 2021

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$231,673 in FY 2021-22. Of the \$231,673 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$21,902,300 or 10.6% in the Department’s FY 2021-22 budget.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$231,648 in FY 2022-23. Of the \$231,648 in recommended reductions, all are ongoing savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

MYR - Mayor

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | |
|-------|--|---|----------------------|------------------|-----------|---------|-------|------------|----------------------|------------------|-----------|---------|-------|
| | | FTE | | Amount | | Savings | GF 1T | FTE | | Amount | | Savings | GF 1T |
| | | From | To | From | To | | | From | To | From | To | | |
| | MYR - Office of the Mayor | | | | | | | | | | | | |
| | Attrition Savings | | (371,581) | (410,500) | 38,919 | x | | | (388,840) | (428,075) | 39,235 | x | |
| | Mandatory Fringe Benefits | | (160,512) | (177,324) | 16,812 | x | | | (164,068) | (180,623) | 16,555 | x | |
| | Attrition Savings | | (70,840) | (80,840) | 10,000 | x | | | (73,997) | (83,997) | 10,000 | x | |
| | Mandatory Fringe Benefits | | (30,580) | (34,897) | 4,317 | x | | | (31,320) | (35,553) | 4,233 | x | |
| | | | <i>Total Savings</i> | <i>70,048</i> | | | | | <i>Total Savings</i> | <i>70,023</i> | | | |
| MYR-1 | | <p>The Mayor's Office had year-end salary savings in this fund in FY 2018-19 and FY 2019-20 and projects salary savings at the end of FY 2020-21. In the proposed FY 2021-22 budget, Attrition is reduced by 22 percent from budgeted Attrition in FY 2020-21.</p> | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | MOHCD - Mayor's Office of Housing and Community Development | | | | | | | | | | | | |
| | Temporary Salaries | | \$1,853,700 | \$1,703,700 | \$150,000 | x | | | \$1,853,700 | \$1,703,700 | \$150,000 | x | |
| | Mandatory Fringe Benefits | | \$143,662 | \$132,037 | \$11,625 | x | | | \$143,662 | \$132,037 | \$11,625 | x | |
| | | | <i>Total Savings</i> | <i>\$161,625</i> | | | | | <i>Total Savings</i> | <i>\$161,625</i> | | | |
| MYR-2 | | <p>The budget for the Mayor's Office of Housing and Community Development (MOHCD) includes \$1,997,362 for temporary salaries and fringe benefits to cover the City's costs for San Francisco Housing Authority (SFHA) positions, as part of the City's assumption of the essential functions of SFHA. Based on information provided by MOHCD, the City's projected expenditures for these positions in FY 2020-21 are approximately \$1.6 million. MOHCD provided a budget for these positions for FY 2021-22 of approximately \$1.8 million plus an additional \$188,000 in contingencies and non-salary expenses. MOHCD had a salary surplus in FY 2019-20 in this fund and projects a salary surplus in FY 2020-21. This recommendation accounts for hiring delays in positions planned but not yet filled in FY 2021-22 and a 5 percent contingency, giving the Department sufficient resources in FY 2021-22 to meet program needs.</p> | | | | | | | | | | | |

FY 2021-22

| | | |
|------------------------------|------------|------------------|
| Total Recommended Reductions | | |
| One-Time | Ongoing | Total |
| General Fund | \$0 | \$231,673 |
| Non-General Fund | \$0 | \$0 |
| Total | \$0 | \$231,673 |

FY 2022-23

| | | |
|------------------------------|------------|------------------|
| Total Recommended Reductions | | |
| One-Time | Ongoing | Total |
| General Fund | \$0 | \$231,648 |
| Non-General Fund | \$0 | \$0 |
| Total | \$0 | \$231,648 |

YEAR ONE: FY 2021-22

Budget Changes

The Department’s proposed \$30,756,997 budget for FY 2021-22 is \$6,368,668 or 26.1% more than the original FY 2020-21 budget of \$24,388,329.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 80.29 FTEs, which are 19.09 FTEs more than the 61.20 FTEs in the original FY 2020-21 budget. This represents a 31.2% increase in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$4,755,472 in FY 2021-22, are \$1,239,204 or 35.2% more than FY 2020-21 revenues of \$3,516,268.

YEAR TWO: FY 2022-23

Budget Changes

The Department’s proposed \$22,925,000 budget for FY 2022-23 is \$7,831,997 or 25.5% less than the Mayor’s proposed FY 2021-22 budget of \$30,756,997.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 59.22 FTEs, which are 21.07 FTEs less than the 80.29 FTEs in the Mayor’s proposed FY 2021-22 budget. This represents a 26.2% decrease in FTEs from the Mayor’s proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$519,291 in FY 2022-23, are \$4,236,181 or 89.1% less than FY 2021-22 estimated revenues of \$4,755,472.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: REG –ELECTIONS

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|-----------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| Elections | 14,847,232 | 19,280,746 | 26,681,119 | 24,388,329 | 30,756,997 |
| FTE Count | 47.50 | 49.04 | 76.97 | 61.20 | 80.29 |

The Department’s budget increased by \$15,909,765 or 107.2% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count increased by 32.79 or 69% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. Fluctuations in FTE count are due to temporary staffing for elections.

FY 2021-22

The Department’s proposed FY 2021-22 budget has increased by \$6,368,668 largely due to increases of \$2,606,146 in salaries, \$2,442,246 in non-personnel services, \$713,025 in services of other departments, and \$377,400 in materials and supplies. This increase is largely due to the one-time cost of the potential statewide recall election.

FY 2022-23

The Department’s proposed FY 2022-23 budget has decreased by \$7,831,997 largely due to decreases of \$4,705,547 in non-personnel services, \$2,172,184 in salaries, \$504,905 in services of other departments, and \$300,000 in materials and supplies. This decrease is largely due to the special election one-time appropriation in FY 2021-22 that will not continue in FY 2022-23.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: REG –ELECTIONS

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$85,000 in FY 2021-22. Of the \$85,000 in recommended reductions, \$10,000 are ongoing savings and \$75,000 are one-time savings. These reductions would still allow an increase of \$6,283,668 or 25.8% in the Department’s FY 2021-22 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$945,998, for total General Fund savings of \$1,030,998.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$10,000 in FY 2022-23. All \$10,000 in recommended reductions are ongoing savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

REG - Elections

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | |
|-------|---|------------|----|----------------------|-----------------|----------|-------|------------|----|----------------------|------------|----------|-------|
| | | FTE | | Amount | | Savings | GF 1T | FTE | | Amount | | Savings | GF 1T |
| | | From | To | From | To | | | From | To | From | To | | |
| | REG Elections Services | | | | | | | | | | | | |
| | Training Costs Paid To Vendors | | | \$100,000 | \$75,000 | \$25,000 | X | | | | | \$0 | |
| REG-1 | Reduce Training budget to reflect a more realistic expenditure amount in FY 2021-22. Department is starting a new Staff Training Initiative, and the trainings have not been selected or scheduled yet. With two elections scheduled in FY 2021-22, it is unlikely that the Department will have the time needed to fully expend the \$100,000 budgeted amount. Reduction would still allow for sufficient funding in this area, and for the program to continue into FY 2022-23. | | | \$299,111 | \$289,111 | \$10,000 | X | | | \$299,111 | \$289,111 | \$10,000 | X |
| REG-2 | Reduce Systems Consulting Services due to historical underspending in this area. Total FY 2020-21 expenditures on the Runbeck contract are \$48,990, out of a budgeted amount of 78,923. Reduction would still allow for an increase beyond FY 2020-21 expenditures to provide sufficient funding for on-site support if needed. | | | | | | | | | | | | |
| | Attrition Savings | | | (\$265,610) | (\$300,305) | \$34,695 | X | | | | | \$0 | |
| | Mandatory Fringe Benefits | | | (\$117,164) | (\$132,469) | \$15,305 | X | | | | | \$0 | |
| | | | | Total Savings | \$50,000 | | | | | Total Savings | \$0 | | |
| REG-3 | Increase Attrition Savings proportionally to Department's increase in Salaries and Fringe Benefits budget. The budgeted attrition rate decreases from approximately 3.7% of the Salaries and Benefits budget in FY 2020-21 to approximately 3.1% in FY 2021-22. The Department will hire hundreds of temporary employees for the two elections in FY 2021-22, and a reasonable level of attrition is expected. | | | | | | | | | | | | |

FY 2021-22

| Total Recommended Reductions | | |
|------------------------------|-----------------|-----------------|
| One-Time | Ongoing | Total |
| General Fund | \$75,000 | \$10,000 |
| Non-General Fund | \$0 | \$0 |
| Total | \$75,000 | \$85,000 |

FY 2022-23

| Total Recommended Reductions | | |
|------------------------------|------------|-----------------|
| One-Time | Ongoing | Total |
| General Fund | \$0 | \$10,000 |
| Non-General Fund | \$0 | \$0 |
| Total | \$0 | \$10,000 |

REG - Elections

| Purchase Order Number | Year | Dept Code | Fund | Supplier | Name | Project | Balance |
|-----------------------|------|-----------|-------|----------|--|----------|------------------|
| 353496 | 2019 | 232302 | 10000 | 40308 | TOPPAN MERRILL LLC | 10026787 | \$316,955 |
| 392967 | 2020 | 232302 | 10000 | 18249 | INTERETHNICA INC | 10026787 | \$121,777 |
| 353496 | 2019 | 232302 | 10000 | 40308 | TOPPAN MERRILL LLC | 10026787 | \$73,876 |
| 391040 | 2020 | 232302 | 10000 | 17230 | K & H INTEGRATED PRINT SOLUTIONS | 10026787 | \$70,462 |
| 398663 | 2020 | 232302 | 10000 | 20623 | ENTERPRISE RENT-A-CAR COMPANY OF SF L | 10026787 | \$42,165 |
| 384181 | 2019 | 232302 | 10000 | 37915 | California Printing Consultants | 10026787 | \$40,000 |
| 387632 | 2019 | 232302 | 10000 | 21349 | DIRECT MAIL CENTER | 10026787 | \$37,453 |
| 391040 | 2020 | 232302 | 10000 | 17230 | K & H INTEGRATED PRINT SOLUTIONS | 10026787 | \$32,662 |
| 389138 | 2020 | 232302 | 10000 | 21349 | DIRECT MAIL CENTER | 10026787 | \$32,199 |
| 384224 | 2019 | 232302 | 10000 | 8952 | UNITED SITE SERVICES OF CALIFORNIA INC | 10026787 | \$28,568 |
| 389138 | 2020 | 232302 | 10000 | 21349 | DIRECT MAIL CENTER | 10026787 | \$23,306 |
| 366022 | 2019 | 232302 | 10000 | 20623 | ENTERPRISE RENT-A-CAR COMPANY OF SF L | 10026787 | \$20,935 |
| 398663 | 2020 | 232302 | 10000 | 20623 | ENTERPRISE RENT-A-CAR COMPANY OF SF L | 10026787 | \$13,182 |
| 397889 | 2020 | 232302 | 10000 | 10552 | SP PLUS CORPORATION | 10026787 | \$13,050 |
| 368594 | 2019 | 232302 | 10000 | 10552 | SP PLUS CORPORATION | 10026787 | \$11,300 |
| 389138 | 2020 | 232302 | 10000 | 21349 | DIRECT MAIL CENTER | 10026787 | \$11,066 |
| 353644 | 2019 | 232302 | 10000 | 9205 | TREELINE SECURITY INC | 10026787 | \$8,728 |
| 399930 | 2020 | 232302 | 10000 | 9205 | TREELINE SECURITY INC | 10026787 | \$7,600 |
| 356815 | 2019 | 232302 | 10000 | 18466 | IMPARK | 10026787 | \$7,500 |
| 334737 | 2019 | 232302 | 10000 | 12408 | RECOLOGY SUNSET SCAVENGER COMPANY | 10026787 | \$6,178 |
| 397886 | 2020 | 232302 | 10000 | 18466 | IMPARK | 10026787 | \$5,832 |
| 350635 | 2019 | 232302 | 10000 | 18466 | IMPARK | 10026787 | \$5,490 |
| 353496 | 2019 | 232302 | 10000 | 40308 | TOPPAN MERRILL LLC | 10026787 | \$5,365 |
| 311291 | 2019 | 232302 | 10000 | 38811 | Golden State Material Handling Corp | 10026787 | \$5,250 |
| 329127 | 2019 | 232302 | 10000 | 22811 | CITY COLLEGE OF SF COMMUNITY COLG CTR | 10026787 | \$5,100 |
| Total | | | | | | | \$945,998 |

YEAR ONE: FY 2021-22

Budget Changes

The Department’s proposed \$21,625,762 budget for FY 2021-22 is \$19,661,371 or 47.6% less than the original FY 2020-21 budget of \$41,287,133.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 68.39 FTEs, which are 2.31 FTEs less than the 70.70 FTEs in the original FY 2020-21 budget. This represents a 3.3% decrease in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$21,625,762 in FY 2021-22 are \$19,661,371 or 47.6% less than FY 2020-21 revenues of \$41,287,133.

YEAR TWO: FY 2022-23

Budget Changes

The Department’s proposed \$22,156,872 budget for FY 2022-23 is \$531,110 or 2.5% more/less than the Mayor’s proposed FY 2021-22 budget of \$21,625,762.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 67.97 FTEs, which are 0.42 FTEs less than the 68.39 FTEs in the Mayor’s proposed FY 2021-22 budget. This represents a 0.6% decrease in FTEs from the Mayor’s proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$22,156,872 in FY 2022-23 are \$531,110 or 2.5% more than FY 2021-22 estimated revenues of \$21,625,762.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: ENV – ENVIRONMENT

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|-------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| Environment | 23,081,438 | 21,745,648 | 25,798,521 | 41,287,133 | 21,625,762 |
| FTE Count | 66.90 | 65.31 | 64.90 | 70.70 | 68.39 |

The Department’s budget decreased by \$1,455,676 or 6.3% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count increased by 1.49 or 2.2% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has decreased by \$19,661,371, largely due to a reduction of \$14,985,426 in programmatic projects that was funded by one-time grant revenue in FY 2020-21, as well as a decrease of \$2,101,986 in overhead allocation.

FY 2022-23

The Department’s proposed FY 2022-23 budget has increased by \$531,110, largely due to increases of \$295,120 in salaries, \$164,598 in fringe benefits, and \$139,396 in services of other departments.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: ENV – ENVIRONMENT

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$82,725 in FY 2021-22. Of the \$82,725 in recommended reductions, \$20,000 are ongoing savings and \$62,725 are one-time savings.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$34,264.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$20,000 in FY 2022-23. All \$20,000 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$511,110 or 2.4% in the Department’s FY 2022-23 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

ENV - Environment

| Rec # | Account Title | FY 2021-22 | | | | FY 2022-23 | | | |
|-------|--------------------------------|---|--------|-------------|-------------|-------------------|--------|-------------|-----------|
| | | FTE From | FTE To | Amount From | Amount To | FTE From | FTE To | Amount From | Amount To |
| ENV-1 | Data Processing Supplies | | | \$43,902 | \$33,902 | | | | |
| | | | | | \$10,000 | | | | \$0 |
| | | Reduce the Data Processing Supplies budget to reflect historical underspending in this area. Projected FY 2020-21 expenditures are approximately \$68,554, out of a budgeted amount of \$76,796. Department is currently assessing its technology needs coming out of the COVID-19 pandemic, so it will not likely expend its full Data Processing Supplies budget. | | | | | | | |
| ENV-2 | Copy Machine | | | \$21,613 | \$16,613 | | | \$21,613 | \$16,613 |
| | | | | \$10,387 | \$5,387 | | | \$10,387 | \$5,387 |
| | | Reduce the Copy Machine budget to reflect historical underspending in this area. Projected FY 2020-21 expenditures are approximately \$7,432, out of a budgeted amount of \$32,128. | | | | | | | |
| ENV-3 | Training Costs Paid To Vendors | | | \$10,131 | \$5,131 | | | \$10,131 | \$5,131 |
| | | | | \$4,279 | \$1,779 | | | \$4,279 | \$1,779 |
| | | | | \$6,000 | \$3,500 | | | \$6,000 | \$3,500 |
| | | Reduce the Training budget to reflect historical underspending in this area. Projected FY 2020-21 expenditures within Environmental Services are approximately \$13,859, out of a budgeted amount of \$40,995. | | | | | | | |
| ENV-4 | Attrition Savings | | | (\$490,001) | (\$517,514) | | | | |
| | | | | (\$216,986) | (\$228,875) | | | | |
| | | Increase Attrition Savings to reflect hiring timeline for vacant 1.00 FTE 5640 Environmental Specialist. Adjust Attrition Savings to reflect an estimated start date of October 1, 2021. | | | | | | | |
| ENV-5 | Mandatory Fringe Benefits | | | (\$598,430) | (\$607,039) | | | | |
| | | | | (\$252,352) | (\$257,065) | | | | |
| | | Increase Attrition Savings to reflect hiring timeline for vacant 1.00 FTE 9922 Environmental Trainee. Adjust Attrition Savings to reflect an estimated start date of September 1, 2021. | | | | | | | |
| | | Total Savings \$39,402 | | | | Total Savings \$0 | | | |
| | | Total Savings \$13,323 | | | | Total Savings \$0 | | | |

FY 2021-22

| | | | |
|------------------|-----------------|-----------------|-----------------|
| General Fund | \$0 | \$0 | \$0 |
| Non-General Fund | \$62,725 | \$20,000 | \$82,725 |
| Total | \$62,725 | \$20,000 | \$82,725 |

FY 2022-23

| | | | |
|------------------|------------|-----------------|-----------------|
| General Fund | \$0 | \$0 | \$0 |
| Non-General Fund | \$0 | \$20,000 | \$20,000 |
| Total | \$0 | \$20,000 | \$20,000 |

DEP - Environment

| Purchase Order Number | Year | Dept Code | Fund | Supplier | Name | Project | Balance |
|------------------------------|-------------|------------------|-------------|-----------------|-------------------------------|----------------|-----------------|
| 441395 | 2020 | 229994 | 13990 | 18643 | HUDSON 1455 MARKET STREET LLC | 10026725 | \$23,300 |
| 441395 | 2020 | 229994 | 12200 | 18643 | HUDSON 1455 MARKET STREET LLC | 10026725 | \$10,965 |
| Total | | | | | | | \$34,264 |

YEAR ONE: FY 2021-22

Budget Changes

The Department’s proposed \$13,618,732 budget for FY 2021-22 is \$2,413,664 or 21.5% more than the original FY 2020-21 budget of \$11,205,068.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 22.57 FTEs, which are 0.34 FTEs less than the 22.91 FTEs in the original FY 2020-21 budget. This represents a 1.5% decrease in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$99,600 in FY 2021-22 are the same as the FY 2020-21 revenues.

YEAR TWO: FY 2022-23

Budget Changes

The Department’s proposed \$13,825,105 budget for FY 2022-23 is \$206,373 or 1.5% more than the Mayor’s proposed FY 2021-22 budget of \$13,618,732.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 23.02 FTEs, which are 0.45 FTEs more than the 22.57 FTEs in the Mayor’s proposed FY 2021-22 budget. This represents a 2.0% increase in FTEs from the Mayor’s proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$99,600 in FY 2022-23 are the same as the FY 2021-22 estimated revenues.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: HRC – HUMAN RIGHTS COMMISSION

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|-------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| Human Rights Commission | 4,299,600 | 4,741,736 | 7,681,538 | 11,205,068 | 13,618,732 |
| FTE Count | 14.27 | 19.04 | 23.19 | 22.91 | 22.57 |

The Department’s budget increased by \$9,319,132 or 216.7% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count increased by 8.30 or 58.2% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has increased by \$2,413,664 largely due to:

- The addition of 5.66 new FTEs, including 9.00 FTEs for Reinvestment Initiatives and 0.77 FTE for the Justice Initiative programs, offset by a decrease of all 3.0 FTEs in the Opportunities for All program and an increase of 1.11 FTE for attrition.
- A \$3.6 million increase in the Reinvestment Initiatives (Dream Keeper Initiative) program.

FY 2022-23

The Department’s proposed FY 2022-23 budget has increased by \$206,373 largely due to annualization of positions added in the prior fiscal year.

Dream Keeper Initiative

The Department’s proposed budget includes \$6.6 million in FY 2021-22 and \$6.6 million in FY 2022-23 out of the \$60 million citywide allocation in each year for the Dream Keeper Initiative, which reinvests funding from law enforcement into San Francisco’s Black and African-American community. In addition to the annual allocations in the proposed budget for this initiative, the Department’s FY 2020-21 revised budget includes \$6.575 million, of which approximately \$120,000 has been spent as of May 2021.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: HRC – HUMAN RIGHTS COMMISSION

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$275,000 in FY 2021-22. Of the \$275,000 in recommended reductions, \$25,000 are ongoing savings and \$250,000 are one-time savings. These reductions would still allow an increase of \$2,138,664 or 19.1% in the Department’s FY 2021-22 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$31,265 for total General Fund savings of \$306,265.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$25,000 in FY 2022-23, which is ongoing savings. These reductions would still allow an increase of \$181,373 or 1.3% in the Department’s FY 2022-23 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

HRC - Human Rights Commission

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | |
|-------|-------------------------------|--|--------|----------------------|-------------|-----------|-------|------------|----|-----------|-----------|----------------------|-------|
| | | FTE | | Amount | | Savings | GF 1T | FTE | | Amount | | Savings | GF 1T |
| | | From | To | From | To | | | From | To | From | To | | |
| | Human Rights | | | | | | | | | | | | |
| | Prof & Specialized Svcs-Bolgt | | | \$131,397 | \$106,397 | \$25,000 | x | | | \$131,397 | \$106,397 | \$25,000 | x |
| HRC-1 | | Reduce the department's professional service budget by \$25,000. The Department is projected to underspend its professional service budget this year by \$53,000 and the budget for this line is increasing by \$120,000 in the proposed budget. This reduction would allow for sufficient funding to meet Department needs. | | | | | | | | | | | |
| | Attrition Savings | (5.24) | (7.24) | (\$641,395) | (\$816,395) | \$175,000 | x | | | | | | \$0 |
| | Mandatory Fringe Benefits | 0.00 | 0.00 | (\$128,010) | (\$203,010) | \$75,000 | x | | | | | | \$0 |
| | | | | <i>Total Savings</i> | | \$250,000 | | | | | | <i>Total Savings</i> | |
| | | | | | | | | | | | | \$0 | |
| HRC-2 | | Increase attrition savings to account existing vacancies and delays in hiring. The Department has eleven vacant positions that have all been vacant for over a year and is adding eleven more positions in FY 2021-22. The Department's projected salary savings in the current fiscal year is \$253,122. | | | | | | | | | | | |

FY 2021-22

| Total Recommended Reductions | | |
|------------------------------|------------------|------------------|
| One-Time | Ongoing | Total |
| General Fund | \$250,000 | \$25,000 |
| Non-General Fund | \$0 | \$0 |
| Total | \$250,000 | \$275,000 |

FY 2022-23

| Total Recommended Reductions | | |
|------------------------------|------------|-----------------|
| One-Time | Ongoing | Total |
| General Fund | \$0 | \$25,000 |
| Non-General Fund | \$0 | \$0 |
| Total | \$0 | \$25,000 |

HRC - Human Rights Commission

| Purchase Order Number | Year | Dept Code | Fund | Supplier | Name | Project | Balance |
|------------------------------|-------------|------------------|-------------|-----------------|---------------------------------------|----------------|-----------------|
| 339425 | 2019 | 232021 | 10000 | 16820 | KONICA MINOLTA BUSINESS SOLUTNS USA I | 10026741 | \$524 |
| 339425 | 2019 | 232021 | 10000 | 16820 | KONICA MINOLTA BUSINESS SOLUTNS USA I | 10026741 | \$1,873 |
| 339425 | 2019 | 232021 | 10000 | 16820 | KONICA MINOLTA BUSINESS SOLUTNS USA I | 10026741 | \$44 |
| 339425 | 2019 | 232021 | 10000 | 16820 | KONICA MINOLTA BUSINESS SOLUTNS USA I | 10026741 | \$394 |
| 351040 | 2019 | 232021 | 10020 | 20476 | ESCAPE FROM NEW YORK PIZZA | 10035016 | \$7,177 |
| 382874 | 2019 | 232021 | 10020 | 13446 | PATRICK & CO | 10035016 | \$9,266 |
| 390980 | 2020 | 232021 | 10020 | 10648 | SPECIALTY'S CAFE & BAKERY INC | 10035016 | \$6,578 |
| 395911 | 2020 | 232021 | 10020 | 13446 | PATRICK & CO | 10035016 | \$5,409 |
| Total | | | | | | | \$31,265 |

YEAR ONE: FY 2021-22

Budget Changes

The Department’s proposed \$19,571,721 budget for FY 2021-22 is \$965,403 or 5.2% more than the original FY 2020-21 budget of \$18,606,318.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 86.70 FTEs, which are 0.75 FTEs more than the 85.95 FTEs in the original FY 2020-21 budget. This represents a 0.9% increase in FTEs from the original FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$542,071 in FY 2021-22, are \$180,280 or 49.8% more than FY 2020-21 revenues of \$361,791.

YEAR TWO: FY 2022-23

Budget Changes

The Department’s proposed \$19,932,550 budget for FY 2022-23 is \$360,829 or 1.8% more than the Mayor’s proposed FY 2021-22 budget of \$ 19,571,721.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 86.90 FTEs, which are 0.20 FTEs more than the 86.70 FTEs in the Mayor’s proposed FY 2021-22 budget. This represents a 0.23% increase in FTEs from the Mayor’s proposed FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$443,136 in FY 2022-23, are \$98,935 or 18.3% less than FY 2021-22 estimated revenues of \$542,071.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: BOS – BOARD OF SUPERVISORS

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

| | FY 2017-18 Budget | FY 2018-19 Budget | FY 2019-20 Budget | FY 2020-21 Budget | FY 2021-22 Proposed |
|----------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| Board of Supervisors | 15,727,807 | 16,006,268 | 18,235,268 | 18,606,318 | 19,571,721 |
| FTE Count | 75.97 | 75.93 | 84.51 | 85.95 | 86.70 |

The Department’s budget increased by \$3,843,914 or 24.4% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22. The Department’s FTE count increased by 10.73 or 14.1% from the adopted budget in FY 2017-18 to the proposed budget in FY 2021-22.

FY 2021-22

The Department’s proposed FY 2021-22 budget has increased by \$965,403 largely due to salary and benefit changes.

FY 2022-23

The Department’s proposed FY 2022-23 budget has increased by \$360,829 largely due to salary and benefit changes.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2021-22 AND FY 2022-23**

DEPARTMENT: BOS – BOARD OF SUPERVISORS

RECOMMENDATIONS

YEAR ONE: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$11,907 in FY 2021-22. All of the \$11,907 in recommended reductions are one-time savings. These reductions would still allow an increase of \$953,496 or 5.1% in the Department’s FY 2021-22 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$1,300, for total General Fund savings of \$13,207.

YEAR TWO: FY 2022-23

The Budget and Legislative Analyst has no recommended reductions to the proposed budget in FY 2022-23.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2021-22 and FY 2022-23 Two-Year Budget**

BOS - Board of Supervisors

| Rec # | Account Title | FY 2021-22 | | | | | | FY 2022-23 | | | | | |
|-------|---|------------|---------|---------|----|-----------|-------|------------|----|--------|--|---------|-------|
| | | FTE | | Amount | | Savings | GF 1T | FTE | | Amount | | Savings | GF 1T |
| | | From | To | From | To | | | From | To | | | | |
| BOS-1 | Programmatic Projects-Carryforward Funds | | | | | \$-10,787 | x | | | | | | \$0 |
| | Delete \$10,787 in prior year programmatic project carryforward funds for the Legislative Tracking System project. These funds are no longer needed to close out the project. | | | | | | | | | | | | |
| BOS-2 | Training | | \$9,120 | \$8,000 | | \$1,120 | x | | | | | | \$0 |
| | Reduce the training budget to reflect actual need. | | | | | | | | | | | | |

FY 2021-22

| Total Recommended Reductions | | |
|------------------------------|------------|-----------------|
| One-Time | Ongoing | Total |
| General Fund | \$0 | \$11,907 |
| Non-General Fund | \$0 | \$0 |
| Total | \$0 | \$11,907 |

FY 2022-23

| Total Recommended Reductions | | |
|------------------------------|------------|------------|
| One-Time | Ongoing | Total |
| General Fund | \$0 | \$0 |
| Non-General Fund | \$0 | \$0 |
| Total | \$0 | \$0 |

BOS - Board of Supervisors

| Purchase Order Number | Year | Dept Code | Fund | Supplier | Name | Project | Balance |
|------------------------------|-------------|------------------------|------------------------------|-----------------|----------------|--------------------------------|----------------|
| DPBD09000027 | 2016 | BOS Clerk Of The Board | GF Continuing Authority Ctrl | 18347 | INNOVASAFE INC | BD Legialative Tracking System | \$1,300 |
| Total | | | | | | | \$1,300 |