

CITY AND COUNTY OF SAN FRANCISCO
BOARD OF SUPERVISORS

BUDGET AND LEGISLATIVE ANALYST

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May 20, 2024

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 2024-2025 to Fiscal Year 2025-2026 Budget.

Page

Descriptions for Departmental Budget Hearing, May 22, 2024 Meeting, 11:30 a.m.

AIR	Airport Commission	1
DBI	Department of Building Inspection.....	12
PRT	Port of San Francisco	18
LIB	Public Library.....	26
PUC	Public Utilities Commission.....	35
RET	Retirement System	51

YEAR ONE: FY 2024-25

Budget Changes

The Department’s \$2,063,494,559 budget for FY 2024-25, as proposed by the Mayor, is \$758,064,989 or 58.1% more than the original FY 2023-24 budget of \$1,305,429,570.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2024-25 are 1,798.92 FTEs, which are 117.29 FTEs more than the 1,681.63 FTEs in the original FY 2023-24 budget. This represents a 7% increase in FTEs from the original FY 2023-24 budget.

Revenue Changes

The Department's revenues of \$2,063,494,559 in FY 2024-25 are \$758,064,989 or 58.1% more than FY 2023-24 revenues of \$1,305,429,570.

YEAR TWO: FY 2025-26

Budget Changes

The Department’s \$1,797,913,884 budget for FY 2025-26, as proposed by the Mayor, is \$265,580,675 or 12.9% less than the Mayor’s proposed FY 2024-25 budget of \$2,063,494,559.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2025-26 are 1,818.24 FTEs, which are 19.32 FTEs more than the 1,798.92 FTEs in the Mayor’s proposed FY 2024-25 budget. This represents a 1.1% increase in FTEs from the Mayor’s proposed FY 2024-25 budget.

Revenue Changes

The Department's revenues of \$1,797,913,884 in FY 2025-26 are \$265,580,675 or 12.9% less than FY 2024-25 estimated revenues of \$2,063,494,559.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: AIR – AIRPORT COMMISSION

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

	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget	FY 2024-25 Proposed
Airport Commission	1,465,583,462	1,174,898,869	1,157,030,092	1,305,429,570	2,063,494,559
FTE Count	1,609.69	1,601.49	1,587.17	1,681.63	1,798.92

The Department’s budget increased by \$597,911,097 or 40.8% from the adopted budget in FY 2020-21 to the Mayor’s proposed budget in FY 2024-25. The Department’s FTE count increased by 189.23 or 11.8% from the adopted budget in FY 2020-21 to the proposed budget in FY 2024-25.

FY 2024-25

The Mayor’s proposed FY 2024-25 budget for the Department has increased by \$758,064,989 largely due to the Airport’s projection that passenger levels will reach and exceed pre-pandemic levels over the two year budget cycle. This increase is largely driven by an increase in capital outlay and non-personnel costs.

FY 2025-26

The Mayor’s proposed FY 2025-26 budget for the Department has decreased by \$265,580,675 largely due to the Airport’s focus on investing in its operations and growth in FY 2024-25. The decrease is largely reflected in decreases in capital outlay from the previous year.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: AIR – AIRPORT COMMISSION

Advertising Budget

The Department’s original FY 2023-24 budget includes \$316,014 budgeted for advertising. The entirety of this amount is allocated to what the department describes as mixed media.

The Mayor’s proposed budget for the Department for FY 2024-25 includes \$326,364 for advertising. The entirety of this amount is allocated to what the department describes as mixed media.

The Department states it does not budget specifically for advertising in languages other than English.

A list of contracts held by the Department for advertising is included as an attachment to this report.

Budget Reductions

The Department reports that the Mayor proposed \$426,181,736 in reductions in FY 2024-25, but that there were no service reduction impacts from the Mayor’s proposed reductions.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: AIR – AIRPORT COMMISSION

RECOMMENDATIONS

YEAR ONE: FY 2024-25

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$7,768,711 in FY 2024-25. All the \$7,768,711 in recommended reductions are one-time savings. These reductions would still allow an increase of \$750,296,278 or 57.5% in the Department’s FY 2024-25 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$7,251,104.

YEAR TWO: FY 2025-26

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$680,900 in FY 2025-26. All the \$680,900 in recommended reductions are one-time savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

AIR - Airport

Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To					
AIR-1	AIR Chief Operating Office														
	Automotive & Other Vehicles			\$5,738,734	\$5,434,134	\$304,600		x			\$3,201,700	\$2,520,800	\$680,900		x
	Deny 3 requested new compact SUVs and 1 requested new pickup for Facilities as all four requested vehicles are categorized as "low priority" by the Department. This recommendation would still allow for 5 new pickups and 2 new compact SUVs to be added to the fleet in FY 2024-25.							Delete 2 requested replacement pickup vehicles and 7 requested replacement compact SUVs. The Department can utilize existing vehicles that still have more years of useful life. The existing pick up vehicles have only been driven between 50k-55k miles in 3 years. Denial of these replacements would still allow the Airport Facilities Division to replace 20 pickup vehicles over FY 2024-25 and FY 2025-26. The existing compact SUVs have only been driven between 6k-48k miles in 5-6 years. Elimination of these vehicles would still allow the Airport Facilities Division to replace 21 compact SUVs over FY 2024-25 and FY 2025-26.							
AIR-2	9993 Attrition Savings			(\$2,502,849)	(\$3,069,095)	\$566,246		x			(\$2,502,849)	(\$2,502,849)	\$0		
	Mandatory Fringe Benefits			(\$993,875)	(\$1,213,587)	\$219,712		x			(\$993,875)	(\$993,875)	\$0		
	<i>Total Savings \$785,958</i>							<i>Total Savings \$0</i>							
	Increase Attrition Savings to reflect anticipated hiring timeline for vacant 3.00 FTE 7313 Automotive Machinist and 1.00 FTE 7381 Automotive Mechanic. The positions have been vacant for one to five years. This Attrition Savings reflects an estimated start date of April 1, 2025 rather than July 1, 2024. Increase Attrition Savings to reflect anticipated hiring timeline for vacant 2.00 FTE 0932 Manager IV positions. This Attrition Savings reflects an estimated start date of January 1, 2025 rather than July 1, 2024.							One-time savings.							
AIR-3	1304 Customer Service Representative	5.53	1.75	\$579,306	\$183,143	\$396,163		x	7.00	7.00	\$758,555	\$758,555	\$0		
	Mandatory Fringe Benefits			\$238,805	\$76,024	\$162,782		x			\$316,183	\$316,183	\$0		
	<i>Total Savings \$558,945</i>							<i>Total Savings \$0</i>							
Reduce FTE count for proposed seven new 1304 Customer Service Representative positions to represent a more accurate hiring timeline. This reduction in FTE reflects an estimated start date of April 1, 2025 rather than October 1, 2024 for these positions.							One-time savings.								

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

AIR - Airport

Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To					
AIR-4	Other Bldg Maint Supplies			\$1,400,000	\$1,200,000	\$200,000		x					\$0		
		Reduce Other Building Maintenance Supplies by \$200,000 to reflect historical spending. The Department underspent this account by over \$2.7 million department-wide in FY 2022-23, has significant carryforward funds, and the Mayor has proposed a \$890,000 increase for it in the Airport's Operating Fund.							One-time savings.						
AIR-5	Other Equip Maint			\$25,481,773	\$25,231,773	\$250,000		x					\$0		
		Reduce Other Equipment Maintenance by \$250,000 to reflect historical spending. The Department underspent this account by over \$3 million in FY 2022-23, has significant carryforward funds, and the Mayor has proposed an over \$14.4 million increase for it in the Airport's Operating Fund.							One-time savings.						
AIR Information Technology & Telecommunications															
AIR-6	9993 Attrition Savings			(\$1,796,508)	(\$3,697,598)	\$1,901,090		x			(\$1,796,508)	(\$1,796,508)	\$0		
	Mandatory Fringe Benefits			(\$713,479)	(\$1,348,928)	\$635,449		x			(\$713,479)	(\$713,479)	\$0		
		<i>Total Savings</i> \$2,536,539							<i>Total Savings</i> \$0						
		Increase Attrition Savings to reflect hiring timeline for vacant 5.00 FTE 1042 IS Engineer-Journey positions, vacant 2.00 FTE 1043 IS Engineer-Senior positions, and vacant 2.00 FTE 1044 IS Engineer-Principal positions to reflect an estimated start date of January 1, 2025 rather than July 1, 2024. Increase Attrition Savings to reflect hiring timeline for vacant 1.00 FTE 0941 Manager VI position to reflect an estimated start date of April 1, 2025 instead of July 1, 2024. Increase Attrition Savings to reflect hiring timeline for new 3.16 FTE 1042 IS Engineer-Journey positions, new 1.58 FTE 1043 IS Engineer-Senior positions, and new 2.37 FTE 1070 IS Project Director positions to reflect an estimated start date of April 1, 2025 instead of October 1, 2024.							One-time savings.						
AIR-7	Dp-Wp Equipment Maint			\$6,696,500	\$6,546,500	\$150,000		x					\$0		
		Reduce Dp-Wp Equipment Maintenance by \$150,000 to reflect historical spending. The Department underspent this account by over \$4.6 million in FY 2022-23, has carryforward funds, and the Mayor has proposed a \$615,500 increase for it in the Airport's Operating Fund.							One-time savings.						

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

AIR - Airport

Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To					
	AIR Resilience & Sustainability														
AIR-8	5293 Planner IV	1.58	0.50	\$282,202	\$89,216	\$192,986		x	2.00	2.00	\$369,518	\$369,518	\$0		
	Mandatory Fringe Benefits			\$95,656	\$30,229	\$65,427		x			\$125,560	\$125,560	\$0		
			<i>Total Savings</i>		\$258,413				<i>Total Savings</i>		\$0				
	Reduce FTE count for two proposed new 5293 Planner IV positions to reflect a more realistic hiring timeline. The reduction in FTE reflects an estimated start date of April 1, 2025 rather than October 1, 2024 for these positions.														
	One-time savings.														
	AIR Chief Development Office														
AIR-9	9993 Attrition Savings			(\$320,915)	(\$1,252,440)	\$931,525		x			(\$320,915)	(\$320,915)	\$0		
	Mandatory Fringe Benefits			(\$127,530)	(\$446,896)	\$319,366		x			(\$129,725)	(\$129,725)	\$0		
			<i>Total Savings</i>		\$1,250,891				<i>Total Savings</i>		\$0				
	Increase Attrition Savings to reflect hiring timeline for vacant 1.00 FTE 1822 Administrative Analyst, vacant 1.00 FTE 1823 Senior Administrative Analyst, vacant 1.00 FTE 1825 Principal Administrative Analyst II, and vacant 1.00 FTE 0932 Manager IV positions. This Attrition Savings reflects an estimated start date of April 1, 2025 for these positions.														
	Increase Attrition Savings to reflect hiring timeline for new 3.16 FTE 5241 Engineer positions to reflect a more realistic hiring timeline. This Attrition Savings reflects an estimated start date of April 1, 2025 rather than October 1, 2024 for these positions.														
	One-time savings.														
	AIR External Affairs														
AIR-10	9993 Attrition Savings			(\$117,642)	(\$279,129)	\$161,487		x			(\$117,642)	(\$117,642)	\$0		
	Mandatory Fringe Benefits			(\$46,713)	(\$105,627)	\$58,914		x			(\$47,515)	(\$47,515)	\$0		
			<i>Total Savings</i>		\$220,401				<i>Total Savings</i>		\$0				
	Increase Attrition Savings to reflect a more realistic hiring timeline for vacant 1.00 FTE 1312 Public Information Officer and vacant 1.00 FTE 0932 Manager IV positions. This Attrition Savings reflects an estimated start date of January 1, 2025 instead of July 1, 2024.														
	One-time savings.														
	AIR Finance & Commercial														
AIR-11	9993 Attrition Savings			(\$710,099)	(\$1,254,900)	\$544,801		x			(\$710,099)	(\$710,099)	\$0		
	Mandatory Fringe Benefits			(\$281,912)	(\$465,075)	\$183,163		x			(\$286,746)	(\$286,746)	\$0		
			<i>Total Savings</i>		\$727,964				<i>Total Savings</i>		\$0				
	Increase Attrition Savings to reflect a more realistic hiring timeline for 3.00 FTE vacant 1823 Senior Administrative Analyst and 1.00 FTE vacant 0943 Manager VIII positions. This Attrition Savings reflects an estimated start date of April 1, 2025 for these positions rather than July 1, 2024.														
	One-time savings.														

GF = General Fund
1T = One Time

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

AIR - Airport

Rec #	Account Title	FY 2024-25							FY 2025-26							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T	
		From	To	From	To				From	To						
AIR-12	Other Materials & Supplies			\$400,000	\$150,000	\$250,000			x					\$0		
	Reduce Other Materials & Supplies by \$250,000 to reflect historical spending. The Department underspent this account by over \$1.8 million in FY 2022-23, has significant carryforward funds, and the Mayor has proposed an over \$1.2 million increase for it in the Airport's Operating Fund.							One-time savings.								
AIR-13	Fees Licenses Permits			\$250,000	\$225,000	\$25,000			x					\$0		
	Reduce Fees Licenses Permits by \$25,000 to reflect historical spending. The Department underspent this account by over \$280,000 in FY 2022-23 and the Mayor has proposed a \$941,110 increase for it in the Airport's Operating Fund.							One-time savings.								
AIR-14	Other Professional Services			\$3,614,000	\$3,364,000	\$250,000			x					\$0		
	Reduce Other Professional Services by \$250,000 to reflect historical spending. The Department underspent this account by over \$1.7 million in FY 2022-23, has significant carryforward funds, and the Mayor has proposed an over \$40 million increase for it in the Airport's Operating Fund.							One-time savings.								

FY 2024-25			
Total Recommended Reductions			
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$7,768,711	\$0	\$7,768,711
Total	\$7,768,711	\$0	\$7,768,711

FY 2025-26			
Total Recommended Reductions			
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$680,900	\$0	\$680,900
Total	\$680,900	\$0	\$680,900

AIR-Airport

Purchase Order Number	Year	Dept Code	Fund	Supplier	Name	Project	Balance
0000439818	2020	109652	17960	0000026016	AIRPORT & AVIATION PROFESSIONALS INC.	10026671	\$540,973
0000536505	2021	109654	17960	0000013217	PFM ASSET MANAGEMENT LLC	10026671	\$383,852
0000443150	2020	109654	17960	0000024782	BACKSTROM MCCARLEY BERRY & CO LLC	10026671	\$360,500
0000441034	2020	109704	17960	0000021445	DHS CUSTOMS & BORDER PROTECTION BUREAU	10026671	\$300,000
0000443751	2020	109654	17960	0000019102	HALEY & ALDRICH INC	10026671	\$239,470
0000544493	2021	109654	17960	0000012097	ROBERT KUO CONSULTING LLC	10026671	\$185,428
0000451095	2020	109654	17960	0000012097	ROBERT KUO CONSULTING LLC	10026671	\$175,439
0000651232	2022	183647	17960	0000026442	A T & T	10026671	\$159,730
0000325378	2019	228932	17960	0000012529	RALPH ANDERSEN & ASSOCIATES	10026671	\$155,000
0000665973	2022	183647	17960	0000020897	DPP Tech Inc.	10026671	\$151,520
0000200162	2018	109652	17960	0000014932	MITCHELL IMAGING	10026671	\$142,971
0000549104	2021	109661	17960	0000021678	DAVIS & ASSOCIATES COMMUNICATIONS INC	10026671	\$142,670
0000471937	2020	109654	17960	0000016376	LEIGHFISHER INC	10026671	\$142,093
0000640812	2022	109654	17960	0000012097	ROBERT KUO CONSULTING LLC	10026671	\$140,608
0000489842	2020	109654	17960	0000010127	SWAP FINANCIAL GROUP LLC	10026671	\$140,000
0000549539	2021	109654	17960	0000016376	LEIGHFISHER INC	10026671	\$138,336
0000458013	2020	109650	17960	0000018535	ICF RESOURCES LLC	10026671	\$131,036
0000544523	2021	109654	17960	0000003114	R.W. BLOCK CONSULTING, LLC	10026671	\$126,940
0000446930	2020	183647	17960	0000024955	AT&T MOBILITY	10026671	\$113,821
0000450787	2020	109661	17960	0000038165	Hill + Knowlton Strategies, LLC	10026671	\$112,295
0000325506	2019	228932	17960	0000009709	THE HAWKINS COMPANY	10026671	\$112,068
0000643313	2022	109710	17960	0000012663	HID GLOBAL SAFE, INC	10026671	\$109,837
0000544978	2021	183647	17960	0000024955	AT&T MOBILITY	10026671	\$105,481
0000539805	2021	109654	17960	0000021110	DWU CONSULTING LLC	10026671	\$101,854
0000325431	2019	109659	17960	0000038165	Hill + Knowlton Strategies, LLC	10026671	\$100,001
0000439913	2020	109669	17960	0000030804	Ashton 212, LLC	10026671	\$100,000
0000643697	2022	109654	17960	0000024782	BACKSTROM MCCARLEY BERRY & CO LLC	10026671	\$87,982
0000450787	2020	109657	17960	0000038165	Hill + Knowlton Strategies, LLC	10026671	\$84,700
0000554939	2021	183647	17960	0000040338	INSIGHT PUBLIC SECTOR INC	10026671	\$82,690
0000540243	2021	228932	17960	0000012529	RALPH ANDERSEN & ASSOCIATES	10026671	\$73,000
0000469204	2020	109654	17960	0000024191	BLX GROUP LLC	10026671	\$72,500
0000446352	2020	109654	17960	0000009793	THE BANK OF NEW YORK MELLON TRUST CO NA	10026671	\$71,868
0000538601	2021	228930	17960	0000035015	Steer Davies & Gleave Inc.	10026671	\$71,250
0000539805	2021	109653	17960	0000021110	DWU CONSULTING LLC	10026671	\$70,129
0000541410	2021	109732	17960	0000034482	Jimmie Muscatello's	10026671	\$69,527
0000451259	2020	228930	17960	0000035015	Steer Davies & Gleave Inc.	10026671	\$69,015
0000054281	2016	183647	17960	0000008003	XTECH	10026669	\$66,170
0000442403	2020	109654	17960	0000021110	DWU CONSULTING LLC	10026671	\$62,390
0000442403	2020	109653	17960	0000021110	DWU CONSULTING LLC	10026671	\$61,659
0000681786	2022	228932	17960	0000009709	THE HAWKINS COMPANY	10026671	\$60,000
0000652942	2022	109651	17960	0000023056	CHARGEPOINT INC	10026671	\$59,925
0000274147	2019	183647	17960	0000012182	RICOH USA INC	10026671	\$59,236
0000283894	2019	183647	17960	0000030163	Intervision Systems LLC	10026671	\$58,725
0000055022	2017	109661	17960	0000019814	FUSEIDEAS/EIS DESIGN	10026669	\$56,114
0000340733	2019	183647	17960	0000008003	XTECH	10026671	\$55,692
0000440007	2020	109732	17960	0000034482	Jimmie Muscatello's	10026671	\$54,690
0000267305	2019	109671	17960	0000013111	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	10026671	\$50,000
0000443742	2020	109659	17960	0000038165	Hill + Knowlton Strategies, LLC	10026671	\$50,000
0000537361	2021	109669	17960	0000030804	Ashton 212, LLC	10026671	\$50,000
0000622524	2022	183647	17960	0000022840	CIPPLANNER CORP	10026671	\$50,000
0000353700	2019	109665	17960	0000011058	SHIP ART INTERNATIONAL INC	10026671	\$48,035
0000640901	2022	109654	17960	0000009793	THE BANK OF NEW YORK MELLON TRUST CO NA	10026671	\$48,013

AIR-Airport

Purchase Order Number	Year	Dept Code	Fund	Supplier	Name	Project	Balance
0000540530	2021	228932	17960	0000009709	THE HAWKINS COMPANY	10026671	\$47,650
0000440549	2020	183647	17960	0000023129	CENTRAL COMPUTERS INC	10026671	\$44,000
0000243378	2018	109681	17960	0000014817	MOORE'S ELECTRONICS INC	10026671	\$43,391
0000541665	2021	109679	17960	0000019725	GARRATT-CALLAHAN COMPANY	10026671	\$43,045
0000359531	2019	183647	17960	0000012182	RICOH USA INC	10026671	\$42,462
0000439951	2020	109665	17960	0000011058	SHIP ART INTERNATIONAL INC	10026671	\$39,695
0000460825	2020	228932	17960	0000009709	THE HAWKINS COMPANY	10026671	\$39,040
0000672434	2022	183645	17960	0000008015	XEROX CORPORATION	10026671	\$37,670
0000442855	2020	109654	17960	0000008865	US BANK NATIONAL ASSOCIATION	10026671	\$37,255
0000651244	2022	183647	17960	0000024955	AT&T MOBILITY	10026671	\$36,824
0000549104	2021	109657	17960	0000021678	DAVIS & ASSOCIATES COMMUNICATIONS INC	10026671	\$34,961
0000621208	2022	109685	17960	0000009104	TURF & INDUSTRIAL EQUIPMENT CO	10026671	\$34,778
0000538563	2021	109654	17960	0000009793	THE BANK OF NEW YORK MELLON TRUST CO NA	10026671	\$33,850
0000332514	2019	183647	17960	0000009469	THRESHER COMMUNICATIONS & PRODUCTIVITY	10026671	\$33,414
0000545009	2021	183647	17960	0000024955	AT&T MOBILITY	10026671	\$32,893
0000396919	2020	207663	17960	0000005444	LEAN TECHNOLOGY CORPORATION	10026671	\$32,729
0000439953	2020	109732	17960	0000034482	Jimmie Muscatello's	10026671	\$32,025
0000331151	2019	109732	17960	0000019745	GALLS LLC QUARTERMASTER LLC	10026671	\$31,967
0000200162	2018	109652	17960	0000014932	MITCHELL IMAGING	10026671	\$31,330
0000672793	2022	109677	17960	0000022769	CITY OF SO SAN FRANCISCO	10026671	\$31,005
0000591430	2022	183647	17960	0000026442	A T & T	10026671	\$30,671
0000340019	2019	183647	17960	0000015861	MALTBY ELECTRIC SUPPLY CO INC	10026671	\$30,000
0000672414	2022	183647	17960	0000012182	RICOH USA INC	10026671	\$29,812
0000356811	2019	183647	17960	0000032444	CCS Global Tech	10026671	\$29,233
0000680915	2022	183647	17960	0000020897	DPP Tech Inc.	10026671	\$28,380
0000638805	2022	109654	17960	0000024191	BLX GROUP LLC	10026671	\$27,500
0000448499	2020	183647	17960	0000026442	A T & T	10026671	\$27,470
0000662425	2022	109665	17960	0000049080	UOVO LLC	10026671	\$26,715

AIR Adversting Contracts
Advertising Contracts

CONTRACTOR/VENDOR NAME	VENDOR TYPE (i.e., AD AGENCY, PR FIRM, etc.)	DATE CONTRACT EXECUTED	DATE OF MOST RECENT RENEWAL	PURPOSE OF CAMPAIGN	FY 2023-24 CONTRACT BUDGET	FY 2023-24 ACTUAL CONTRACT EXPENDITURES (as of May 1, 2024)	ENCUMBRANCES (as of May 1, 2024)	FY 2024-25 CONTRACT BUDGET	Media Type (i.e., print, digital, radio, TV, social media)	LANGUAGE(S)	EXPLANATION / NOTES
CIVIC EDGE CONSULTING	COMMUNICATIONS AND MEDIA RELATED SERVICES	1/10/2024	8/15/2023	Promoting airport products and services and revenue generation through concessions, parking and new airline messaging along with website redevelopment.	1,355,900.00	1,396,567.57	(40,667.57)	1,355,900.00	Mixed media type	Pending feedback	Promoting airport products and services and revenue generation through concessions, parking and new airline messaging along with website redevelopment.
DAVIS & ASSOCIATES COMMUNICATIONS INC	COMMUNICATIONS AND MEDIA RELATED SERVICES	3/28/2024	9/6/2023	Promoting airport products and services and revenue generation through concessions, new airlines and guest engagement campaigns.	910,000.00	801,080.12	108,919.88	910,000.00	Mixed media type	Pending feedback	Promoting airport products and services and revenue generation through concessions, new airlines and guest engagement campaigns.
Gutenberg Communications LLC	CONSULTING SERVICES	9/27/2023	9/27/2023	Professional Marketing services for SFO promoting international air traffic to San Francisco.	150,000.00	93,903.46	56,096.54	150,000.00	Mixed media type	Pending feedback	Professional Marketing services for SFO promoting international air traffic to San Francisco.
SAN FRANCISCO TRAVEL ASSOCIATION	CONSULTING SERVICES	10/13/2023	10/10/2023	Marketing to promote tourism, trade and international air traffic to San Francisco.	1,300,000.00	750,806.00	549,194.00	1,250,000.00	Mixed media type	Pending feedback	Marketing to promote tourism, trade and international air traffic to San Francisco.

YEAR ONE: FY 2024-25

Budget Changes

The Department’s \$87,748,543 budget for FY 2024-25, as proposed by the Mayor, is \$1,644,969 or 1.9 % more than the original FY 2023-24 budget of \$86,103,574.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2024-25 are 278.68 FTEs, which are 9.44 FTEs more than the 269.24 FTEs in the original FY 2023-24 budget. This represents a 3.5% increase in FTEs from the original FY 2023-24 budget.

Revenue Changes

The Department's revenues of \$87,748,543 in FY 2024-25 are \$1,644,969 or 1.9% more than FY 2023-24 revenues of \$86,103,574.

YEAR TWO: FY 2025-26

Budget Changes

The Department’s \$91,637,424 budget for FY 2025-26, as proposed by the Mayor, is \$3,888,881 or 4.4% more than the Mayor’s proposed FY 2024-25 budget of \$87,748,543.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2025-26 are 279.11 FTEs, which are 0.43 FTEs more than the 278.68 FTEs in the Mayor’s proposed FY 2024-25 budget. This represents a 0.2% increase in FTEs from the Mayor’s proposed FY 2024-25 budget.

Revenue Changes

The Department's revenues of \$91,637,424 in FY 2025-26 are \$3,888,881 or 4.4% more than FY 2024-25 estimated revenues of \$87,748,543.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: DBI – BUILDING INSPECTION

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

	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget	FY 2024-25 Proposed
Department of Building Inspection	89,501,462	89,590,317	92,844,927	86,103,574	87,748,543
FTE Count	265.49	266.97	266.94	269.24	278.68

The Department’s budget decreased by \$1,752,919 or 2.0% from the adopted budget in FY 2020-21 to the Mayor’s proposed budget in FY 2024-25. The Department’s FTE count increased by 13.19 or 5.0% from the adopted budget in FY 2020-21 to the proposed budget in FY 2024-25.

FY 2024-25

The Mayor’s proposed FY 2024-25 budget for the Department has increased by \$1,644,969 largely due to salary and benefit cost increases.

FY 2025-26

The Mayor’s proposed FY 2025-26 budget for the Department has increased by \$3,888,881 largely due to salary and benefit cost increases.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: _____ **DBI – BUILDING INSPECTION**

Advertising Budget

The Department has expended and encumbered \$4,705 for advertising (English only) in FY 2023-24, specifically for digital media.

The Department has no budgeted expenditures for advertising in FY 2024-25.

Budget Reductions

The Department reports that the Mayor has not proposed any reductions in FY 2024-25 that have a service impact.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: DBI – BUILDING INSPECTION

RECOMMENDATIONS

YEAR ONE: FY 2024-25

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$50,000 in FY 2024-25. All of the \$50,000 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$1,594,969 or 1.9% in the Department’s FY 2024-25 budget.

Our policy recommendation totals \$44,637 in FY 2024-25, all of which are ongoing.

YEAR TWO: FY 2025-26

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$50,000 in FY 2025-26. All of the \$50,000 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$3,838,881 or 4.4% in the Department’s FY 2025-26 budget.

Our policy recommendation totals \$46,353 in FY 2025-26, all of which are ongoing.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

DBI - Building Inspection

Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			
		DBI Administration													
DBI-1	Materials & Supplies-Budget			\$10,000	\$0	\$10,000					\$10,000	\$0	\$10,000		
		Reduce Materials and Supplies budget due to underspending.							Ongoing savings						
DBI-2	Materials & Supplies-Budget			\$10,000	\$0	\$10,000					\$10,000	\$0	\$10,000		
		Reduce Materials and Supplies budget due to underspending.							Ongoing savings						
DBI-3	Training - Budget			\$30,000	\$0	\$30,000					\$30,000	\$0	\$30,000		
		Reduce budgeted amount for training. The Department has consistently underspent on training in this program.							Ongoing savings						

FY 2024-25			
Total Recommended Reductions			
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$50,000	\$50,000
Total	\$0	\$50,000	\$50,000

FY 2025-26			
Total Recommended Reductions			
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$50,000	\$50,000
Total	\$0	\$50,000	\$50,000

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

DBI - Building Inspection

Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			

Policy Recommendation

		DBI Administration														
DBI-4	0922 Manager I	1.00	0.00	\$167,812	\$0	\$167,812			1.00	0.00	\$173,763	\$0	\$173,763			
	Mandatory Fringe Benefits			\$64,298	\$0	\$64,298					\$66,730	\$0	\$66,730			
	1555 Secretary, Building Inspection	0.00	1.00	\$0	\$136,512	(\$136,512)			0.00	1.00	\$0	\$141,352	(\$141,352)			
	Mandatory Fringe Benefits			\$0	\$50,961	(\$50,961)						\$52,788	(\$52,788)			
	<i>Total Savings</i>				<i>\$44,637</i>	<i>Total Savings</i>				<i>\$46,353</i>						
	Approval of proposed upward substitution of 1.0 FTE 1555 Secretary, Building Inspection to 1.0 FTE 0922 Manager I is a policy matter for the Board to consider. The Department states that there is a need for this upward substitution because of the addition of expanded duties, such as managing the Commission's subcommittees. However, the Department of Environment and Juvenile Probation Commissions also have similarly classed Secretary positions (1543 Secretary, Commission on the Environment and 1549 Secretary, Juvenile Probation Commission) that manage subcommittees. In addition, while the Commission Secretary positions for the Planning Department and Public Works are classed in the management series (0931 Manager III and 0922 Manager I); these positions must serve two Commissions in their respective departments. Consequently, the responsibilities of this position are consistent with the existing classification.								Ongoing savings							

FY 2024-25			
Total Policy Recommendations			
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$44,637	\$44,637
Total	\$0	\$44,637	\$44,637

FY 2025-26			
Total Policy Recommendations			
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$46,353	\$46,353
Total	\$0	\$46,353	\$46,353

YEAR ONE: FY 2024-25

Budget Changes

The Department’s \$157,736,473 budget for FY 2024-25, as proposed by the Mayor, is \$7,611,197 or 5.1% more than the original FY 2023-24 budget of \$150,125,276.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2024-25 are 254.03 FTEs, which are 4.94 FTEs less than the 258.97 FTEs in the original FY 2023-24 budget. This represents a 1.9% decrease in FTEs from the original FY 2023-24 budget.

Revenue Changes

The Department's revenues of \$157,736,473 in FY 2024-25 are \$7,611,197 or 5.1% more than FY 2023-24 revenues of \$150,125,276.

YEAR TWO: FY 2025-26

Budget Changes

The Department’s \$157,658,828 budget for FY 2025-26, as proposed by the Mayor, is \$77,645 or 0.05% less than the Mayor’s proposed FY 2024-25 budget of \$157,736,473.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2025-26 are 255.85 FTEs, which are 1.82 FTEs more than the 254.03 FTEs in the Mayor’s proposed FY 2024-25 budget. This represents a 0.7% increase in FTEs from the Mayor’s proposed FY 2024-25 budget.

Revenue Changes

The Department's revenues of \$157,658,828 in FY 2025-26 are \$77,645 or 0.05% less than FY 2024-25 estimated revenues of \$157,736,473.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: PRT – PORT

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

	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget	FY 2024-25 Proposed
Port	124,802,058	92,487,095	193,741,078	150,125,276	157,736,473
FTE Count	231.81	222.72	249.47	258.97	254.03

The Department’s budget increased by \$32,934,415 or 26.4% from the adopted budget in FY 2020-21 to the Mayor’s proposed budget in FY 2024-25. The Department’s FTE count increased by 22.22 or 9.6% from the adopted budget in FY 2020-21 to the proposed budget in FY 2024-25.

FY 2024-25

The Mayor’s proposed FY 2024-25 budget for the Department has increased by \$7,611,197 largely due to Port revenues having returned to pre-pandemic levels. This is predominately reflected in an increase in interdepartmental service agreements and salary and benefit spending and partially offset by a decrease in capital outlay.

FY 2025-26

The Mayor’s proposed FY 2025-26 budget for the Department has decreased by \$77,645 largely due to a decrease in non-personnel services spending.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: _____ **PRT – PORT**

Advertising Budget

The Department had no funds budgeted for advertising in its original FY 2023-24. As of May 1, 2024, the Department has spent \$10,830 for print media, \$6,099 for social media, and \$4,514 for digital media.

The Mayor’s proposed budget for the Department for FY 2024-25 includes \$25,100 for advertising. This includes \$15,100 for print media and \$10,000 for digital media.

As of May 1, 2024, the Department has spent \$1,455 on advertising (part of the \$6,099 spent for social media) in languages other than English (Chinese and Spanish), although no funds were included in the Department’s original FY 2023-24 budget for advertising in languages other than English. The Mayor’s proposed budget for the Department for FY 2024-25 includes no funds for advertising in languages other than English.

No list of contracts held by the Department for advertising is included as an attachment to this report. The Department states it pays for advertising expenditures under Proposition Q authority, which allows departments to make purchases up to \$10,000 without a competitive bidding process and formal contracts.

Budget Reductions

The Department reports that the Mayor proposed \$346,008 in reductions in FY 2024-25. The Department reports that none of the reductions resulted in a service reduction impact.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT:

PRT – PORT

RECOMMENDATIONS

YEAR ONE: FY 2024-25

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$461,488 in FY 2024-25. Of the \$461,488 in recommended reductions, \$155,000 are ongoing savings and \$306,488 are one-time savings. These reductions would still allow an increase of \$7,149,709 or 4.8% in the Department’s FY 2024-25 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$219,579.

YEAR TWO: FY 2025-26

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$227,047 in FY 2025-26. Of the \$227,047 in recommended reductions, \$155,000 are ongoing savings and \$72,047 are one-time savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PRT - Port

Rec #	Account Title	FY 2024-25						FY 2025-26							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To					
		PRT Finance and Administration													
PRT-1	9993 Attrition Savings			(\$453,728)	(\$544,145)	\$90,417		x			(\$469,409)	(\$469,409)	\$0		
	Mandatory Fringe Benefits			(\$180,140)	(\$211,576)	\$31,436		x			(\$189,564)	(\$189,564)	\$0		
				<i>Total Savings</i>	\$121,853						<i>Total Savings</i>	\$0			
				Increase Attrition Savings to reflect a more realistic hiring timeline for one vacant 1824 Principal Administrative Analyst position. This savings reflects an estimated start date of April 1, 2025 instead of October 1, 2024. The position is currently vacant with no plans to hire.						One-time savings.					
PRT-2	Training-Budget			\$250,000	\$190,000	\$60,000					\$250,000	\$190,000	\$60,000		
				Reduce Training-Budget by \$60,000 to reflect historical spending and actual need.						Ongoing savings.					
		PRT Real Estate & Development													
PRT-3	9993 Attrition Savings			(\$270,466)	(\$285,298)	\$14,832		x			(\$279,918)	(\$279,918)	\$0		
	Mandatory Fringe Benefits			(\$107,412)	(\$165,414)	\$58,002		x			(\$113,024)	(\$113,024)	\$0		
				<i>Total Savings</i>	\$72,834						<i>Total Savings</i>	\$0			
				Increase Attrition Savings to account for a more realistic hiring timeline for 1823 Senior Administrative Analyst from to reflect a more realistic hiring timeline. The position is currently vacant and the hiring process has not started. In FY 2023-24 the Department had four new positions and took eight months to complete the first new hire.						One-time savings.					
PRT-4	Other Current Expenses			\$112,000	\$102,000	\$10,000					\$112,000	\$102,000	\$10,000		
				Reduce Other Current Expenses by \$10,000 to reflect historical spending. The Department underspent this account by over \$800,000 in FY 2022-23 and the Mayor has proposed a \$425,954 increase for it in the Port's operating fund.						Ongoing savings.					
PRT-5	3233 Marina Associate Manager	0.79	0.54	\$78,390	\$53,530	\$24,860		x	1.00	1.00	\$99,129	\$99,129	\$0		
	Mandatory Fringe Benefits			\$38,370	\$26,429	\$11,941		x			\$48,943	\$48,943	\$0		
				<i>Total Savings</i>	\$36,801						<i>Total Savings</i>	\$0			
			Reduce one new 3233 Marina Associate Manager position from 0.79 FTE to 0.54 FTE. This savings reflects a more realistic estimated start date of January 1, 2025 rather than October 1, 2024 for this position.						One-time savings.						

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PRT - Port

Rec #	Account Title	FY 2024-25						FY 2025-26							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To					
		PRT Commission													
	Programmatic Projects			\$200,000	\$150,000	\$50,000					\$200,000	\$150,000	\$50,000		
PRT-6		Reduce Stormwater Pollution Control budget by \$50,000 to account for underspending. In FY 2023-24 the Department spent \$13,854 and encumbered \$103,114 out of its revised budget of \$266,438. The Department budgeted \$200,000 in FY 2024-25 and \$200,000 FY 2025-26.						Ongoing savings.							
	Programmatic Projects			\$200,000	\$175,000	\$25,000					\$200,000	\$175,000	\$25,000		
PRT-7		Reduce Abandoned Mat-Illegal Dumping C budget to account for underspending. In FY 2023-24 the Department spent \$52,567 and encumbered \$95,929 out of its revised budget of \$434,623. The Department budgeted \$200,000 in FY 2024-25 and \$200,000 FY 2025-26.						Ongoing savings.							
		PRT Maintenance													
	Other Current Expenses			\$224,000	\$214,000	\$10,000					\$234,000	\$224,000	\$10,000		
PRT-8		Reduce Other Current Expenses by \$10,000 to reflect historical spending. The Department underspent this account by over \$800,000 in FY 2022-23 and the Mayor has proposed a \$425,954 increase for it in the Port's operating fund.						Ongoing savings.							
	Equipment Purchase-Budget			\$983,703	\$908,703	\$75,000			x					\$0	
PRT-9		Delete one proposed hybrid/electric truck intended as a replacement vehicle. The existing vehicle has been driven 42,645 miles over 23 years, or an average of 1,854 miles per year. The Department does not need this vehicle and the City is trying to right-size its fleet. Elimination of this vehicles would still allow the Department to purchase 7 hybrid/electric trucks as replacement vehicles over the next two years.						One time savings.							
	Equipment Purchase-Budget					\$0					\$981,320	\$909,273	\$72,047		x
PRT-10		Savings are in FY 2025-26.						Delete one proposed Ford F350 Utility Body with Lift Gates intended as a replacement vehicle. The existing vehicle has been driven 39,900 miles in 23 years, or an average of 1,735 miles per year. The Department does not need this vehicle and the City is trying to right-size its fleet. Elimination of this vehicle would still allow the Department to purchase 6 replacement Ford F350 Utility Body w/ Lift Gates and 2 new Ford F350 Utility Body w/ Lift Gates over the next two years.							

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PRT - Port

Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			

**FY 2024-25
Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$306,488	\$155,000	\$461,488
Total	\$306,488	\$155,000	\$461,488

**FY 2025-26
Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$72,047	\$155,000	\$227,047
Total	\$72,047	\$155,000	\$227,047

PRT - Port

Purchase Order Number	Year	Dept Code	Fund	Supplier	Name	Project	Balance
0000613966	2022	109792	23680	0000047997	OrgMetrics LLC	10032132	\$10,000
0000441282	2020	210649	23680	0000026079	AGURTO CORPORATION DBA PESTEC	10026770	\$12,838
0000441349	2020	210649	23680	0000026062	AIM TO PLEASE JANITORIAL SERVICES, INC	10026770	\$16,464
0000552874	2021	210649	23680	0000032437	YADEJS, Inc.	10026770	\$28,224
0000552874	2021	210649	23680	0000032437	YADEJS, Inc.	10026770	\$9,870
0000565182	2021	210649	23680	0000026079	AGURTO CORPORATION DBA PESTEC	10026770	\$10,082
0000569331	2021	210649	23680	0000008952	UNITED SITE SERVICES OF CALIFORNIA INC	10026770	\$7,187
0000665649	2022	109762	23680	0000045890	WFG	10026769	\$79,381
0000667830	2022	109759	23680	0000020601	ENVIRONMENTAL LOGISTICS INC	10026769	\$9,995
0000325797	2019	109747	23680	0000024776	BAE URBAN ECONOMICS INC	10029662	\$8,174
0000635255	2022	109747	23680	0000003433	A1 PROTECTIVE SERVICES INC	10026771	\$18,440
0000129295	2017	232116	23690	0000018607	HUNTERS POINT FAMILY	10025785	\$8,925
Total							\$219,579

YEAR ONE: FY 2024-25

Budget Changes

The Department's \$187,956,930 budget for FY 2024-25, as proposed by the Mayor, is \$12,298,032 or 6.1% less than the original FY 2023-24 budget of \$200,254,962.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2024-25 are 725.97 FTEs, which are 8.74 FTEs more than the 717.23 FTEs in the original FY 2023-24 budget. This represents a 1.2% increase in FTEs from the original FY 2023-24 budget.

Revenue Changes

The Department's revenues of \$82,226,930 in FY 2024-25 are \$15,238,032 or 15.6% less than FY 2023-24 revenues of \$97,464,962.

YEAR TWO: FY 2025-26

Budget Changes

The Department's \$189,457,189 budget for FY 2025-26, as proposed by the Mayor, is \$1,500,259 or 0.8% more than the Mayor's proposed FY 2024-25 budget of \$187,956,930.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2025-26 are 725.97 FTEs, which is the same number of FTEs in the Mayor's proposed FY 2024-25 budget.

Revenue Changes

The Department's revenues of \$80,137,189 in FY 2025-26 are \$2,089,741 or 2.5% less than FY 2024-25 estimated revenues of \$82,226,930.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: LIB – PUBLIC LIBRARY

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

	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget	FY 2024-25 Proposed
Public Library	151,700,834	171,222,254	185,699,873	200,254,962	187,956,930
FTE Count	700.17	700.45	706.81	717.23	725.97

The Department’s budget increased by \$36,256,096 or 23.9% from the adopted budget in FY 2020-21 to the Mayor’s proposed budget in FY 2024-25. The Department’s FTE count increased by 25.80 or 3.7% from the adopted budget in FY 2020-21 to the proposed budget in FY 2024-25.

FY 2024-25

The Mayor’s proposed FY 2024-25 budget for the Department has decreased by \$12,298,032 largely due to reduced need for capital spending to meet project cash flows. The Library Preservation Fund revenue was revised down by an additional \$2,240,000 requiring a like increase from Fund Balance.

FY 2025-26

The Mayor’s proposed FY 2025-26 budget for the Department has increased by \$1,500,259 largely due to salary and benefit cost increases. The Library Preservation Fund revenue was revised down by an additional \$2,320,000 requiring a like increase from Fund Balance.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: LIB – PUBLIC LIBRARY

Advertising Budget

The Department has \$95,000 budgeted for advertising in FY 2023-24. This includes \$44,526 for print media and \$11,949 for radio and \$38,525 for digital and social media.

The Mayor’s proposed budget for the Department for FY 2024-25 includes \$300,000 for advertising. This includes \$50,000 for print media, \$100,000 for digital and social media, and \$150,000 for radio.

The Department’s FY 2023-24 budget includes \$6,000 for advertising in languages other than English. The Mayor’s proposed budget for the Department for FY 2024-25 includes \$50,000 for advertising in languages other than English.

The Department currently does not have contracts for advertising but is working on a multi-year contract to develop and implement an effective marketing campaign and materials to raise awareness about all of the Library’s resources, programs, and services and to increase in-person visits and attendance at Library programs.

Budget Reductions

The Department reports that the Mayor proposed \$129,233 in reductions that impact services in FY 2024-25, which are summarized in the table attached to this report.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: LIB – PUBLIC LIBRARY

RECOMMENDATIONS

YEAR ONE: FY 2024-25

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$726,610 in FY 2024-25. Of the \$726,610 in recommended reductions, \$282,330 are ongoing savings and \$444,280 are one-time savings.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$16,107.72.

Our policy recommendations total \$116,639 in FY 2024-25, all of which are ongoing.

YEAR TWO: FY 2025-26

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$283,080 in FY 2025-26. All of the \$283,080 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$1,217,179 or 0.6% in the Department’s FY 2025-26 budget.

Our policy recommendations total \$120,608 in FY 2025-26, all of which are ongoing.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

LIB - Public Library

Rec #	Account Title	FY 2024-25							FY 2025-26							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T	
		From	To	From	To				From	To	From	To				
		LIB Public Library														
LIB-1	Materials & Supplies-Budget			\$180,000	\$0	\$180,000			x					\$0		
		Reduce Materials & Supplies budget for the AV refresh project to reflect expected Department expenditures and actual need.							One-time savings.							
LIB-2	Premium Pay - Misc			\$616,896	\$566,896	\$50,000						\$616,896	\$566,896	\$50,000		
	Mandatory Fringe Benefits			\$53,362	\$49,037	\$4,325						\$53,362	\$49,037	\$4,325		
		<i>Total Savings \$54,325</i>							<i>Total Savings \$54,325</i>							
		Reduce Premium Pay - Misc budget in the Branch Libraries Operations program area to reflect expected Department expenditures and actual need. The Department has identified \$50,000 in savings in this program area.							Ongoing savings.							
LIB-3	Premium Pay - Misc			\$386,618	\$336,618	\$50,000						\$386,618	\$336,618	\$50,000		
	Mandatory Fringe Benefits			\$33,443	\$29,118	\$4,325						\$33,443	\$29,118	\$4,325		
		<i>Total Savings \$54,325</i>							<i>Total Savings \$54,325</i>							
		Reduce Premium Pay - Misc budget in the Main Library Operations program area to reflect expected Department expenditures and actual need. The Department has identified \$50,000 in savings in this program area.							Ongoing savings.							
LIB-4	Other Office Supplies			\$11,500	\$1,500	\$10,000						\$11,500	\$1,500	\$10,000		
		Reduce the proposed budget for Other Office Supplies in Administration. The Department has underspent in the Administration program area in the current and prior year.							Ongoing savings.							
LIB-5	Other Office Supplies			\$16,500	\$6,500	\$10,000						\$16,500	\$6,500	\$10,000		
		Reduce the proposed budget for Other Office Supplies in Facilities Maintenance. The Department has underspent in the Facilities Maintenance program area in the current and prior year.							Ongoing savings.							
LIB-6	Equipment Purchase-Budget			\$250,000	\$237,812	\$12,188			x					\$0		
		Reduce the proposed budget for the Department's server refresh to reflect the actual cost stated in the server quote.							One-time savings.							
LIB-7	Attrition Savings			(\$1,019,471)	(\$1,129,471)	\$110,000						(\$1,019,471)	(\$1,129,471)	\$110,000		
	Mandatory Fringe Benefits			(\$404,824)	(\$448,504)	\$43,680						(\$411,770)	(\$456,200)	\$44,430		
		<i>Total Savings \$153,680</i>							<i>Total Savings \$154,430</i>							
		Increase Attrition Savings in Branch Library Operations to reflect expected Department expenditures. The Department has identified additional attrition savings in this program area.							Ongoing savings.							

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

LIB - Public Library

Rec #	Account Title	FY 2024-25							FY 2025-26							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T	
		From	To	From	To				From	To	From	To				
LIB-8	Attrition Savings			(\$694,884)	(\$730,214)	\$35,330		x						\$0		
	Mandatory Fringe Benefits			(\$276,004)	(\$290,037)	\$14,033		x						\$0		
	<i>Total Savings \$49,363</i>							<i>Total Savings \$0</i>								
	Increase Attrition Savings in Facilities Maintenance to reflect anticipated 3-month delay in hiring a vacant 1.0 FTE 1823 Senior Administrative Analyst position. This position is being upward substituted from 1.0 FTE 1822 Administrative Analyst to a 1.0 FTE 1823 Senior Administrative Analyst position.							One-time savings.								
LIB-9	Attrition Savings			(\$906,246)	(\$949,447)	\$43,201		x						\$0		
	Mandatory Fringe Benefits			(\$359,786)	(\$379,323)	\$19,537		x						\$0		
	<i>Total Savings \$62,738</i>							<i>Total Savings \$0</i>								
	Increase Attrition Savings in Administration to reflect anticipated 6-month delay in hiring a vacant 1.0 FTE 1310 Public Relations Assistant position. This position is being upward substituted from 1.0 FTE 3602 Library Page to a 1.0 FTE 1310 Public Relations Assistant position.							One-time savings.								
LIB-10	Attrition Savings			(\$159,318)	(\$263,570)	\$104,252		x						\$0		
	Mandatory Fringe Benefits			(\$63,286)	(\$99,025)	\$35,739		x						\$0		
	<i>Total Savings \$139,991</i>							<i>Total Savings \$0</i>								
	Increase attrition savings in multiple program areas to reflect an anticipated delay in hiring multiple vacant positions, including: 1.0 FTE vacant 0932 Manager IV in IT, 1.0 FTE vacant 1246 Principal Human Resources Analyst in Human Resources, and 1.0 FTE vacant 0922 Manager I Fleet Manager and 1.0 FTE vacant 7205 Chief Stationary Engineer in Facilities, in accordance with the Controller's Office report indicating that management positions take approximately 6 months to fill.							One-time savings.								

	FY 2024-25		
	Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$444,280	\$282,330	\$726,610
Total	\$444,280	\$282,330	\$726,610

	FY 2025-26		
	Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$283,080	\$283,080
Total	\$0	\$283,080	\$283,080

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

LIB - Public Library

Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			

Policy Recommendations

		LIB Public Library																				
LIB-11	0922 Manager I	0.50	0.00	\$83,906	\$0	\$83,906			0.50	0.00	\$86,882	\$0	\$86,882									
	Mandatory Fringe Benefits			\$32,149	\$0	\$32,149					\$33,365	\$0.00	\$33,365									
	3602 Library Page	0.00	0.50	\$0	\$35,636	(\$35,636)			0.00	0.50	\$0	\$36,900	(\$36,900)									
	Mandatory Fringe Benefits			\$0	\$17,726	(\$17,726)					\$0	\$18,533	(\$18,533)									
	0922 Manager I	0.50	0.00	\$83,906	\$0	\$83,906			0.50	0.00	\$86,882	\$0	\$86,882									
	Mandatory Fringe Benefits			\$32,149	\$0	\$32,149					\$33,365	\$0.00	\$33,365									
	1202 Personnel Clerk	0.00	0.50	\$0	\$42,694	(\$42,694)			0.00	0.50	\$0	\$44,208	(\$44,208)									
	Mandatory Fringe Benefits			\$0	\$19,416	(\$19,416)					\$0	\$20,246	(\$20,246)									
			<i>Total Savings</i>					<i>\$116,639</i>					<i>Total Savings</i>					<i>\$120,608</i>				
			<p>The Budget and Legislative Analyst considers approval of the proposed upward substitution of 0.5 FTE 3602 Library Page to 0.5 FTE Manager I and 0.5 FTE 1202 Personnel Clerk to 0.5 FTE Manager I to be a policy matter for the Board of Supervisors. With these substitutions, the Department proposes to create a new 1.0 FTE 0922 Manager I position to act as a Safety Officer to lead OSHA and ADA efforts departmentwide. This function has been provided to the Public Library by the Department of Public Health (DPH) via an interdepartmental workorder, but DPH will sunset its Safety Officer work order services at the end of FY 2023-24. The Public Library states that it will still need a coordinator and expert on OSHA requirements and compliance. These positions are currently vacant. In recent years, growth in manager and deputy director positions across the City has outpaced total position growth overall. Although staff in these classifications play an important role, they are more expensive per position than front line workers and generally do not provide direct services.</p>													Ongoing savings.						

FY 2024-25			
Total Policy Recommendations			
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$116,639	\$116,639
Total	\$0	\$116,639	\$116,639

FY 2025-26			
Total Policy Recommendations			
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$120,608	\$120,608
Total	\$0	\$120,608	\$120,608

LIB - Public Library

Purchase Order Number	Year	Dept Code	Fund	Supplier	Name	Project	Balance
0000617386	2022	Interpreters	LIB Public Library	Dispatched	0000024317	ANNUAL_FUNDS	\$1,667
0000638185	2022	Community Based Org Srvcs	LIB Public Library	Dispatched	0000040596	ANNUAL_FUNDS	\$2,410
0000639262	2022	Fees Licenses Permits	LIB Public Library	Dispatched	0000010490	ANNUAL_FUNDS	\$2,950
0000649720	2022	Uniforms	LIB Public Library	Dispatched	0000003391	ANNUAL_FUNDS	\$1,938
0000663428	2022	Other Office Supplies	LIB Public Library	Dispatched	0000010525	ANNUAL_FUNDS	\$2,111
0000672667	2022	Hardware	LIB Public Library	Dispatched	0000009304	ANNUAL_FUNDS	\$1,906
0000673663	2022	Training Costs Paid To Vendors	LIB Public Library	Dispatched	0000023918	ANNUAL_FUNDS	\$3,125
						Total	\$16,108

DEPT ID	DEPT ID TITLE	FUND ID	FUND TITLE	PROJECT ID	PROJECT TITLE	AUTHORITY ID	AUTHORITY TITLE	ACCOUNT	FY 2023-24 ORIGINAL	FY 2023-24 REVISED/ADJUSTED	ACTUAL EXPENDITURES	ENCUMBRANCES	FY 2024-25 BASE	FY 2024-25 MYR PROPOSED	FY25 MYR vs Base	PROGRAM NAME	EXPLANATION/DESCRIPTION OF SERVICES	REASON FOR REDUCTION	DESCRIPTION OF SERVICE REDUCTION IMPACT
232048	LIB Public Library	13140	SR Public Library Preserv	10026753	LB Facilities Maintenance	10000	Operating	581570	125,469	125,469	18,184	-	129,233	-	(129,233)	DPH Health & Safety Services at Library	DPH's Health & Safety services to the Library as coordinator and expert on OSHA requirements and compliance. General Fund transfer to support the	DPH decided to discontinue providing the Health & Safety services to other departments due to the difficulty of fully staffing the health & safety function and their need to focus their limited resources on DPH's health & safety needs. DPH didn't agree a transfer of function for safety officer work so we proposed in our budget a substitution of a PT 1202 and a PT 3602 to a FT 0922 for a safety officer position to lead OSHA and ADA efforts department-wide. This funding was determined to no longer be necessary and will not impact the program.	Library proposes to substitute a PT 3602 and PT 1202 to create a FT 0922 Safety Officer to lead OSHA and ADA efforts department-wide because the Department of Public Health will sunset the Safety Officer work order services at the end of FY24, but SFL still needs a coordinator and expert on OSHA requirements and compliance, therefore we need to substitute vacant positions to support this work to make sure no service reduction.
232048	LIB Public Library	13080	SR Library Fund - Continuing	10023856	LB Library-summer Reading Prog	17146	Reading Prog	535990	20,000	20,000	-	-	20,000	-	(20,000)	Summer Reading Program	Library summer reading program.		No service reduction

YEAR ONE: FY 2024-25

Budget Changes

The Department's \$2,025,431,529 budget for FY 2024-25, as proposed by the Mayor, is \$236,934,066 or 13.2% more than the original FY 2023-24 budget of \$1,788,497,463.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2024-25 are 1,769.83 FTEs, which are 46.32 FTEs more than the 1,723.51 FTEs in the original FY 2023-24 budget. This represents a 2.7% increase in FTEs from the original FY 2023-24 budget.

Revenue Changes

The Department's revenues of \$2,025,431,529 in FY 2024-25 are \$236,934,066 or 13.2% more than FY 2023-24 revenues of \$1,788,497,463.

YEAR TWO: FY 2025-26

Budget Changes

The Department's \$2,160,700,615 budget for FY 2025-26, as proposed by the Mayor, is \$135,269,086 or 6.7% more than the Mayor's proposed FY 2024-25 budget of \$2,025,431,529.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2025-26 are 1,795.84 FTEs, which are 26.01 FTEs more than the 1,769.83 FTEs in the Mayor's proposed FY 2024-25 budget. This represents a 1.5% increase in FTEs from the Mayor's proposed FY 2024-25 budget.

Revenue Changes

The Department's revenues of \$2,160,700,615 in FY 2025-26 are \$135,269,086 or 6.7% more than FY 2024-25 estimated revenues of \$2,025,431,529.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: PUC – PUBLIC UTILITIES COMMISSION

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

	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget	FY 2024-25 Proposed
San Francisco Public Utilities Commission	1,433,954,907	1,504,090,299	1,652,233,924	1,788,497,463	2,025,431,529
FTE Count	1,666.85	1,707.90	1,718.39	1,723.51	1,769.83

The Department’s budget increased by \$591,476,622 or 41.2% from the adopted budget in FY 2020-21 to the Mayor’s proposed budget in FY 2024-25. The Department’s FTE count increased by 102.98 or 6.2% from the adopted budget in FY 2020-21 to the proposed budget in FY 2024-25.

FY 2024-25

The Mayor’s proposed FY 2024-25 budget for the Department has increased by \$236,934,066 largely due to increases in power purchases, power delivery costs, and capital spending.

FY 2025-26

The Mayor’s proposed FY 2025-26 budget for the Department has increased by \$135,269,086 largely due to increases in power costs and capital spending.

Advertising Budget

The Department reported approximately \$130,000 in advertising spending in FY 2023-24 as of May 1, 2024. According to SFPUC staff, most print, social media, and other media advertising is managed by the Communications unit within the SFPUC’s External Affairs Division. In general, advertising resources come from the SFPUC enterprises. The SFPUC does not currently use a specific budget code or line to budget and account for print, social media, and other media advertising expenditures, and therefore, actual FY 2023-24 expenditures for advertising are not specifically tracked.

The Department estimates approximately \$675,000 in advertising spending in FY 2024-25. Advertising expenditures in FY 2024-25 are not budgeted separately but are included as an expense in the general Other Current Expenses line item. The budget does not specifically identify advertising for print, social media, and other media, or for advertising in languages other than English.

According to SFPUC staff, uses of advertising include: (1) required advertising and noticing for rate hearings and environmental review, (2) conservation campaigns, (3) advertising for the Customer Assistance Program, (4) public service education notices, such as what not to flush in storm drains or toilets, (5) outreach for participation in Clean Power SF, (6) outreach for certain large construction projects, (7) town hall and community event announcements, and (8) job recruiting.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: PUC – PUBLIC UTILITIES COMMISSION

According to staff, the SFPUC advertises on a wide range of platforms, including social media, digital streaming ads, Google ads, radio ads, television ads, and newspaper ads.

According to SFPUC, many of SFPUC paid outreach campaigns are multilingual, including campaigns around rates, water conservation and Customer Assistance Programs, among others. They include specific tactics to reach communities who primarily speak languages other than English. To promote the Customer Assistance Program for low-income customers, the new southeast Community Center, and to share key water conservation and rates information, outreach was done in English, Spanish, Filipino, and Chinese. That outreach included specific advertising with in-language media, like Univision, Hecho en California, SingTao, KTSF, Fil-Am radio, and other similar outlets.

According to SFPUC staff, the SFPUC uses targeted advertising to reach specific audiences based on the program or issue being promoted. Decisions on where to spend advertising money are based on tracked data. To better understand what types of paid advertising are most effective, the SFPUC uses unique URLs in ads to track visits to its web pages from the ads. This has allowed the SFPUC to develop a data-informed approach to advertising purchases that maximizes public resources and produces strong results by spending money where it is most impactful. For example, according to SFPUC staff, after investing in multilingual advertising to promote the Customer Assistance Program in 2022, applications increased significantly, especially applications in languages other than English. Also, following the opening of the Southeast Community Center in October of 2022, the SFPUC promoted the center’s programs and events in the local community, contributing to an increase in community events and center visits.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: PUC – PUBLIC UTILITIES COMMISSION

RECOMMENDATIONS

YEAR ONE: FY 2024-25

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$4,795,592 in FY 2024-25. Of the \$4,795,592 in recommended reductions, \$4,506,936 are ongoing savings and \$286,656 are one-time savings. These reductions would still allow an increase of \$232,138,474 or 13% in the Department’s FY 2024-25 budget.

YEAR TWO: FY 2025-26

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$6,049,702 in FY 2025-26. Of the \$6,049,702 in recommended reductions, \$5,621,067 are ongoing savings and \$428,635 are one-time savings. These reductions would still allow an increase of \$129,219,384 or 6.4% in the Department’s FY 2025-26 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PUC - Public Utilities Commission Wastewater Enterprise

Rec #	Account Title	FY 2024-25							FY 2025-26							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T	
		From	To	From	To				From	To	From	To				
Waste Water Enterprise _ Administration																
WWE-1	Senior Administrative Analyst	1.00	0.00	\$144,597	\$0	\$144,597			1.00	0.00	\$149,724	\$0	\$149,724			
	Mandatory Fringe Benefits			\$52,856	\$0	\$52,856					\$54,733	\$0	\$54,733			
	Maintenance Machinist	1.00	0.00	\$128,401	\$0	\$128,401			1.00	0.00	\$132,954	\$0	\$132,954			
	Mandatory Fringe Benefits			\$51,561	\$0	\$51,561					\$53,566	\$0	\$53,566			
	Attrition Savings			(\$890,057)	(\$1,042,057)	\$152,000					(\$913,728)	(\$1,065,728)	\$152,000			
	Mandatory Fringe Benefits			(\$353,437)	(\$413,795)	\$60,358					(\$369,037)	(\$430,427)	\$61,390			
	<i>Total Savings</i>				\$589,773				<i>Total Savings</i>				\$604,367			
		Delete two long term vacant positions, and increase budgeted Attrition to offset the costs of two new 1406 Senior Clerk positions that are being moved from temporary to permanent status . SFPUC requested six new positions in FY 2024-25, including the two new 1406 Senior Clerk positions. According to SFPUC, the two new Senior Clerk positions are filled by temporary staff (funded through salary savings and temporary salaries) who will be moved to permanent status. In FY 2024-25, SFPUC adjusted budgeted Attrition across the agency to better align actual savings from turnover and vacancies; rather than holding positions vacant to meet budgeted Attrition, SFPUC is substituting long term vacancies to new job classifications and filling these newly-classified jobs with incumbents who were hired temporarily (using salary savings or temporary salaries). The FY 2024-25 budget for Wastewater Administration reduced budgeted Attrition by \$1.2 million to allow the hire of long term vacancies and addition of new positions previously funded through temporary salaries and salary savings.							Ongoing savings							
Waste Water Enterprise _Maintenance																
WWE-2	Gardener								0.80	0.00	\$77,126	\$0	\$77,126			
	Mandatory Fringe Benefits										\$33,457	\$0	\$33,457			
	Gardener								0.80	0.00	\$77,126	\$0	\$77,126			
	Mandatory Fringe Benefits										\$33,457	\$0	\$33,457			
	Manager II								0.80	0.00	\$148,236	\$0	\$148,236			
	Mandatory Fringe Benefits										\$54,855	\$0	\$54,855			
	<i>Total Savings</i>				\$0				<i>Total Savings</i>				\$424,257			
	Savings in FY 2025-26							Delete one new Manager II position and two new Gardener positions in FY 2025-26. With this recommendation, the Wastewater Enterprise Maintenance program will have two new Gardener positions through substitutions in FY 2024-25, and one new Park Section Supervisor position and two new Gardener positions in FY 2025-25.								

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PUC - Public Utilities Commission Wastewater Enterprise

Rec #	Account Title	FY 2024-25							FY 2025-26							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T	
		From	To	From	To				From	To	From	To				
WWE-3	Ford F-350 Chassis							x	1.00	0.00	\$115,822			\$115,822		x
	Ford F-250							x	1.00	0.00	\$102,449			\$102,449		x
	Ford F-350 Chassis							x	1.00	0.00	\$115,822			\$115,822		x
		Deny three new (not replacement) trucks in FY 2025-26. The Wastewater Enterprise proposed budget for Maintenance includes 13 new and replacement trucks in FY 2024-25 and 21 new and replacement trucks in FY 2025-26. Five of the six requested new trucks are for the Green Infrastructure team and our recommendation would allow approval of three of the five requested Green Infrastructure trucks, including a Ford F450 Chassis in FY 2024-25 for removal of soil and landscaping debris. The sixth truck is a Ford F-250 in FY 2025-25, which SFPUC states is needed for additional plumbing crew transferred from the Housing Authority but has not shown that the new truck, in addition to the approximately y 60 pick up trucks currently owned by SFPUC, is necessary.														
Waste Water Enterprise _Wastewater Lab																
WWE-4	IS Business Analyst	0.79	0.00	\$108,690	\$0	\$108,690			1.00	0.00	\$142,319	\$0	\$142,319			
	Mandatory Fringe Benefits			\$40,746	\$0	\$40,746					\$53,716	\$0	\$53,716			
		<i>Total Savings \$149,436</i>							<i>Total Savings \$196,035</i>							
		Delete one new IS Business Analyst position in the Wastewater Lab. SFPUC has 22 positions in the IS Business Analyst job class series across the organization, of which 9 are vacant and several of the nine have been vacant for two or more years, and SFPUC should evaluate existing positions within the organization to support Wastewater operations.														
Waste Water Enterprise _Collection System																
WWE-5	Automotive Machinist	1.00	0.00	\$120,422	\$0	\$120,422			1.00	0.00	\$124,692		\$124,692			
	Mandatory Fringe Benefits			\$49,683	\$0	\$49,683					\$51,663		\$51,663			
	Attrition Savings			(\$848,561)	(\$788,561)	(\$60,000)					(\$848,561)	(\$788,561)	(\$60,000)			
	Mandatory Fringe Benefits			(\$336,910)	(\$313,088)	(\$23,822)					(\$342,687)	(\$318,456)	(\$24,231)			
		<i>Total Savings \$86,283</i>							<i>Total Savings \$92,124</i>							
	Delete one Automotive Machinist that has been vacant for 4 years. The program has not provided sufficient justification to retain the long term vacant Automotive Machinist position.															
WWE-6	Administrative Engineer	1.00	0.00	\$216,775	\$0	\$216,775			1.00	0.00	\$224,462		\$224,462			
	Mandatory Fringe Benefits			\$67,076	\$0	\$67,076					\$69,478		\$69,478			
	Manager IV	0.00	1.00	\$0	\$208,503	(\$208,503)			0.00	1.00	\$0	\$215,897	(\$215,897)			
	Mandatory Fringe Benefits			\$0	\$71,477	(\$71,477)					\$0	\$74,345	(\$74,345)			
		<i>Total Savings \$3,871</i>							<i>Total Savings \$3,698</i>							
	Deny upward substitution to an Administrative Engineer position that was substituted from a long term vacant Manager IV position. The Manager IV classification is sufficient for this role.															

40

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PUC - Public Utilities Commission Wastewater Enterprise

Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			

**FY 2024-25
Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$829,363	\$829,363
Total	\$0	\$829,363	\$829,363

**FY 2025-26
Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$334,093	\$1,320,481	\$1,654,574
Total	\$334,093	\$1,320,481	\$1,654,574

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PUC- Public Utilities Commission Water Enterprise

Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			
		Water Enterprise _ Administration													
WTR-1	Professional & Specialized Services			\$1,795,000	\$1,695,000	\$100,000					\$1,795,000	\$1,695,000	\$100,000		
		Reduce budget for Professional & Specialized Services. The Water Enterprise increased the budget in this line in FY 2024-25 by \$225,000. The Water Enterprise carried forward unexpended funds from FY 2021-22 to FY 2022-23 and from FY 2022-23 to FY 2023-24 due to delays in projects and completing tasks. This recommendation allows an increase of \$125,000 in FY 2024-25 compared to FY 2023-24.							Ongoing savings						
		Water Enterprise _ City Distribution													
WTR-2	Stationary Engineer	1.00	0.00	\$132,963	\$0	\$132,963			1.00	0.00	\$137,678	\$0	\$137,678		
	Mandatory Fringe Benefits			\$52,877	\$0	\$52,877					\$54,893	\$0	\$54,893		
	Senior Clerk Typist	1.00	0.00	\$96,487	\$0	\$96,487			1.00	0.00	\$99,908	\$0	\$99,908		
	Mandatory Fringe Benefits			\$41,489	\$0	\$41,489					\$43,187	\$0	\$43,187		
			<i>Total Savings</i>		<i>\$323,816</i>						<i>Total Savings</i>		<i>\$335,666</i>		
		Delete 2 positions long term vacant positions. The Stationary Engineer position is one of two that have been vacant since 2018 (6 years) and the Senior Clerk Typist position has been vacant since 2019 (5 years). According to SFPUC, the Stationary Engineer positions have remained vacant due to difficulties in recruiting this job class. The City Distribution Division has 10 budgeted positions in this class of which 5 are vacant. Deletion of these two positions would allow the City Distribution Division to hire 4 positions for 9 total Stationary Engineer positions (4 new hires and 5 existing), which is more active Stationary Engineer positions than the City Distribution Division has previously had. SFPUC decreased budgeted Attrition in this division from -\$5.6 million to -\$4.2 million (an increase in salary funding of \$1.4 million). The SFPUC reported 98 vacancies in the City Distribution Division as of May 1, 2024, out of more than 300 positions. The City Distribution Division should have sufficient salary budget in FY 2024-25 to meet staffing needs.							Ongoing savings						
WTR-3	Ford F350 utility trucks	2.00	1.00	\$130,000	\$65,000	\$65,000		x					\$0		
	Toyota bX4X	2.00	1.00	\$108,000	\$54,000	\$54,000		x					\$0		
		Reduce two new (not replacement) vehicles. The Water Enterprise budget for FY 2024-25 and FY 2025-26 includes 18 new trucks and vehicles enterprise-wide, of which four are in the City Distribution Division. Two Toyota vehicles are for the Construction Operations Support team, for which we recommend one of two new vehicles, and two vehicles are for new meter reader positions hired in FY 2023-24. These four new requested trucks and vehicles are in addition to more than 180 trucks and vehicles owned by the City Distribution Division. This recommendation will allow the City Distribution Division to purchase two new vehicles in FY 2024-25 in addition to existing vehicles.													

42

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PUC- Public Utilities Commission Water Enterprise															
Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			
		Water Enterprise _ Water Supply													
WTR-4	Ford F-250-3/4 Ton Extended Cab										\$55,000		\$55,000		x
	Ford F-150-1/1 Ton										\$39,542	\$0	\$39,542		x
				<i>Total Savings</i>		\$0				<i>Total Savings</i>		\$94,542			
									Delete two replacement truck in FY 2025-26 that have not reached the end of their useful life.						
		Water Enterprise _ Water Quality													
WTR-5	Mid-size SUV - Electric	1.00	0.00	\$55,917	\$0	\$55,917		x					\$0		
									Delete one replacement vehicle that has not reached the end of its useful life.						
		Water Enterprise _ Natural Resources													
WTR-6	Attrition Savings			(\$648,958)	(\$768,958)	\$120,000					(\$648,958)	(\$768,958)	\$120,000		
	Mandatory Fringe Benefits			(\$257,796)	(\$305,466)	\$47,670					(\$262,227)	(\$310,716)	\$48,489		
				<i>Total Savings</i>		\$167,670				<i>Total Savings</i>		\$168,489			
		Increase budgeted Attrition to offset the costs of a new Manager II position, substituted from a vacant Senior Administrative Analyst position, which was new in FY 2023-24 and never hired. SFPUC used salary savings to temporarily fill the position as a Manager II position in FY 2023-24, pending approval of the upward substitution of the position in FY 2024-25. In addition, SFPUC reduced budgeted Attrition in FY 2024-25. This recommendation accounts for salary savings in FY 2023-24 (above the rate of budgeted Attrition) and retains the budgeted Attrition rate of 7.5%.							Ongoing savings						
WTR-7	Ford F-250-3/4 Ton Regular Cab	1.00	0.00	\$54,803	\$0	\$54,803		x					\$0		
	Ford F-250-3/4 Ton Crew Cab	2.00	1.00	\$117,872	\$58,936	\$58,936		x					\$0		
				<i>Total Savings</i>		\$113,739				<i>Total Savings</i>		\$0			
		Reduce the number of requested new trucks and sport utility vehicles. The Water Enterprise requested 17 new trucks and SUVs in FY 2024-25 for new staff, including 6 new vehicles in Natural Resources in FY 2024-25 and FY 2025-6. In addition, Natural Resources is requesting 7 replacement vehicles in FY 2024-25 and FY 2025-26. This recommendation would allow Natural Resources four of the six requested new vehicle and add to the existing fleet of more than 50 vehicles, which should be sufficient for operational needs.													

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PUC- Public Utilities Commission Water Enterprise

Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			
WTR-8	Water Enterprise _ Water Resources														
	Community Based Organizations			\$2,581,524	\$2,281,524	\$300,000					\$2,578,837	\$2,278,837	\$300,000		
		<i>Total Savings \$300,000</i>							<i>Total Savings \$300,000</i>						
		Reduce the budget for grants to CBOs. The Water Enterprise has carried forward more than \$1 million in FY 2022-23 and FY 2023-24 and will likely carry forward large funds in FY 2024-25.							Ongoing savings						

**FY 2024-25
Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$288,656	\$891,486	\$1,180,142
Total	\$288,656	\$891,486	\$1,180,142

**FY 2025-26
Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$94,542	\$904,155	\$998,697
Total	\$94,542	\$904,155	\$998,697

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PUC - Public Utilities Commission- Hetch Hetchy Water and Power

Rec #	Account Title	FY 2024-25							FY 2025-26								
		FTE		Amount			Savings	GF	1T	FTE		Amount			Savings	GF	1T
		From	To	From	To	From				To	From	To					
HHW-1	Hetchy Water																
	Supervising Electronic Maintenance Technician	1.00	0.00	\$180,646	\$0	\$180,646			1.00	0.00	\$187,052	\$0	\$187,052				
	Mandatory Fringe Benefits			\$64,178	\$0	\$64,178					\$66,788	\$0	\$66,788				
	Stationary Engineer, Sewage Plant	1.00	0.00	\$132,963	\$0	\$132,963			1.00	0.00	\$137,678	\$0	\$137,678				
	Mandatory Fringe Benefits			\$52,877	\$0	\$52,877					\$54,893	\$0	\$54,893				
	Attrition Savings	1.00	0.00	(\$2,963,398)	(\$2,763,398)	(\$200,000)			1.00	0.00	(\$3,143,027)	(\$2,943,027)	(\$200,000)				
	Mandatory Fringe Benefits			(\$1,176,679)	(\$1,097,265)	(\$79,414)					(\$1,269,546)	(\$1,188,761)	(\$80,785)				
				<i>Total Savings</i>			<i>\$151,250</i>					<i>Total Savings</i>			<i>\$165,626</i>		
	Delete 2 long term vacant positions and reduce budgeted Attrition to offset the cost of the position deletions. The Supervising Electronic Maintenance Technician position has been vacant since 2018, and according to SFPUC, Hetch Hetchy Water would fill the position as an Utility Specialist rather than Supervising Electronic Maintenance Technician. The FY 2024-25 budget does not include the substitution of this position to a Utility Specialist position. Additionally, Hetch Hetchy Water FY 2024-25 budget includes one new on-budget Utility Specialist position and one new off-budget Utility Specialist position in FY 2024-25. SFPUC has not sufficiently demonstrated the need to retain the Supervising Electronic Maintenance Technician position that has been vacant for 6 years. The Stationary Engineer position has been vacant since 2020, and according to SFPUC, Hetch Hetchy Water would fill the position as an Electronic Maintenance Technician rather than a Stationary Engineer; however, Hetch Hetchy Water has two long term Electronic Maintenance Technician positions that have not been filled.																
HHW-2	Professional & Specialized Services			\$5,420,891	\$5,170,891	\$250,000					\$6,455,515	\$6,205,515	\$250,000				
		Reduce Professional & Specialized Services by \$250,000 to reflect historical spending. Hetch Hetchy Water carried forward unspent funds from FY 2021-22 to FY 2022-23 and from FY 2022-23 to FY 2023-24 and projects unspent funds to carry forward to FY 2024-25. The Hetch Hetchy Enterprise budget includes new funds in FY 2024-25 and FY 2025-26 to complete the O'Shaughnessy Dam Instream Flow Release Plan and support required regulatory reviews under the California Environmental Quality Act and National Environmental Policy Act and provide security for the physical infrastructure. This recommendation should provide sufficient funds for those purposes.															

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PUC - Public Utilities Commission- Hetch Hetchy Water and Power

Rec #	Account Title	FY 2024-25							FY 2025-26								
		FTE		Amount			Savings	GF	1T	FTE		Amount			Savings	GF	1T
		From	To	From	To	From				To	From	To					
HHW-3	Manager V					\$0			1.00	0.00	\$232,889		\$232,889				
	Mandatory Fringe Benefits					\$0					\$77,125		\$77,125				
	Manager IV								0.00	1.00	(\$215,897)		(\$215,897)				
	Mandatory Fringe Benefits										(\$74,345)		(\$74,345)				
		<i>Total Savings</i>							<i>Total Savings \$19,772</i>								
	Deny an upward substitution from Manager II to Manager V and instead approve an upward substitution from Manager II to Manager IV. The Manager IV classification is appropriate for this position, which is responsible for Hetchy Water business services.																
HHW-4	Manager III	0.00	1.00	\$194,282		\$194,282			0.00	1.00	\$201,171		\$201,171				
	Mandatory Fringe Benefits			\$69,082		\$69,082					\$71,935		\$71,935				
	Manager II	0.00	1.00	(\$180,166)		(\$180,166)			0.00	1.00	(\$186,554)		(\$186,554)				
	Mandatory Fringe Benefits			(\$66,702)		(\$66,702)					(\$69,545)		(\$69,545)				
		<i>Total Savings \$16,496</i>							<i>Total Savings \$17,007</i>								
	Deny an upward substitution from Manager I to Manager III and instead approve an upward substitution from Manager I to Manager II. The Manager II classification is appropriate for his position, which is responsible for Hetchy Water maintenance.																
	Clean Power																
CP-1	Temporary Salaries			\$1,273,823	\$1,123,823	\$150,000					\$1,273,823	\$1,090,000	\$183,823				
	Mandatory Fringe Benefits			\$110,186	\$97,211	\$12,975					\$110,186	\$94,285	\$15,901				
		<i>Total Savings \$162,975</i>							<i>Total Savings \$199,724</i>								
	Reduce budget for Temporary Salaries to offset the costs of one new Communications Specialist position and one new Public Information Officer position being converted from temporary to permanent in FY 2024-25. In FY 2023-24, Clean Power has one permanent Coordinator of Citizen Involvement and one Public Relations Officer position and in FY 2024-25, Clean Power is requesting to add one new Public Information Officer position and one new Communication Specialist position, which SFPUC states are converted from temporary to permanent. The recommended reduction in Temporary Salaries offsets the costs of the conversion from temporary to permanent.																
	Reduce Temporary Salaries in FY 2025-26 to offset the substitution of an existing Coordinator of Citizen Involvement to a Public Relations Manager.																

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PUC - Public Utilities Commission- Hetch Hetchy Water and Power

Rec #	Account Title	FY 2024-25							FY 2025-26								
		FTE		Amount			Savings	GF	1T	FTE		Amount			Savings	GF	1T
		From	To	From	To	From				To	From	To					
CP-2	Utility Specialist	0.79	0.00	\$142,452	\$0	\$142,452			1.00	0.00	\$186,527	\$0	\$186,527				
	Mandatory Fringe Benefits			\$48,145	\$0	\$48,145					\$63,117	\$0	\$63,117				
	<i>Total Savings \$190,597</i>							<i>Total Savings \$249,644</i>									
	Delete one new Utility Specialist position. The Clean Power SF budget proposes three new Utility Specialist positions in FY 2024-25, for which we are recommending approval of two. With this recommendation, Clean Power SF will have 20 Utility Specialist positions, including one that has been vacant for two years.							Ongoing savings									

FY 2024-25

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$771,318	\$771,318
Total	\$0	\$771,318	\$771,318

FY 2025-26

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$901,773	\$901,773
Total	\$0	\$901,773	\$901,773

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PUC - Public Utilities Commission- Public Utilities Bureaus

Rec #	Account Title	FY 2024-25							FY 2025-26								
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T		
		From	To	From	To				From	To	From	To					
		Public Utilities Commission - General Manager															
	Administrative Analyst	1.00	0.00	\$124,078	\$0	\$124,078			1.00	0.00	\$128,479	\$0	\$128,479				
	Mandatory Fringe Benefits			\$48,095	\$0	\$48,095					\$49,887	\$0	\$49,887				
	Senior Administrative Analyst	1.00	0.00	\$144,597	\$0	\$144,597			1.00	0.00	\$149,724	\$0	\$149,724				
	Mandatory Fringe Benefits			\$52,856	\$0	\$52,856					\$54,733	\$0	\$54,733				
	Manager V	0.79	0.00	\$177,859	\$0	\$177,859			1.00	0.00	\$232,889	\$0	\$232,889				
	Mandatory Fringe Benefits			\$60,622	\$0	\$60,622					\$77,125	\$0	\$77,125				
	Attrition Savings			(\$136,895)	(\$56,895)	(\$80,000)					(\$136,895)	(\$56,895)	(\$80,000)				
	Mandatory Fringe Benefits			(\$54,414)	(\$22,615)	(\$31,799)					(\$55,351)	(\$23,004)	(\$32,347)				
	Attrition Savings			(\$1,845,980)	(\$1,745,980)	(\$100,000)					(\$2,081,157)	(\$1,981,157)	(\$100,000)				
	Mandatory Fringe Benefits			(\$732,947)	(\$693,242)	(\$39,705)					(\$840,522)	(\$800,135)	(\$40,387)				
		<i>Total Savings</i>					<i>\$356,603</i>			<i>Total Savings</i>					<i>\$440,103</i>		
PUB-1		<p>Delete two long-term vacant positions. (1) The Administrative Analyst position is one of two Administrative Analyst positions in the General Manager Security unit. This position was created in FY 2021-22 and not hired; according to SFPUC, the position was proposed for a substitution to a Senior Administrative Analyst in the FY 2024-25 budget the substitution was not included in the Mayor's budget. (2) The Senior Administrative Analyst position was created in the FY 2022-23 budget but never hired; according to SFPUC, the position was proposed for substitution to a Principal Administrative Analyst in the FY 2024-25 budget but the substitution was not included in the Mayor's budget. In addition, the Human Resources unit has one vacant Manager II position substituted from a vacant Principal Administrative Analyst position that is intended to perform the same functions as the Senior Administrative Analyst.</p> <p>Delete one new Manager V position to serve as the Innovation Director in the General Manager's Office for which SFPUC says existing staff can absorb the functions.</p> <p>Adjust budgeted Attrition to partially offset the costs of the deleted vacant positions.</p>															
		Ongoing savings															

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PUC - Public Utilities Commission- Public Utilities Bureaus

Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			
PUB-2	Senior Human Resources Analyst	1.00	0.00	\$126,711	\$0	\$126,711			1.00	0.00	\$165,915	\$0	\$165,915		
	Mandatory Fringe Benefits			\$43,943	\$0	\$43,943					\$57,751	\$0	\$57,751		
	Step Adjustments			(\$63,077)	(\$100,000)	\$36,923					(\$63,077)	(\$100,000)	\$36,923		
	Mandatory Fringe Benefits			(\$16,015)	(\$25,390)	\$9,375					(\$15,706)	(\$24,900)	\$9,194		
	Temporary Salaries			\$331,073	\$100,000	\$231,073					\$457,252	\$100,000	\$357,252		
	Mandatory Fringe Benefits			\$28,638	\$8,650	\$19,988					\$28,638	\$6,263	\$22,375		
			<i>Total Savings \$468,013</i>					<i>Total Savings \$649,410</i>							
		Delete one new position in Human Resources, increase budget for Step Adjustments, and decrease budget for Temporary Salaries in FY 2024-25. SFPUC is adding 20 positions to the Human Resources function in FY 2024-25, of which seven have incumbents who are being moved from temporary to permanent status. This recommendation (1) reduces budgeted Temporary Salaries to offset the cost of new, permanent positions, and (2) increases budgeted Step Adjustments to account for total increases in permanent salaries.							Ongoing savings						
		Public Utilities Commission - Business Services													
PUB-3	Business Analyst Senior	1.00	0.00	\$159,140	\$0	\$159,140			1.00	0.00	\$164,783	\$0	\$164,783		
	Mandatory Fringe Benefits			\$56,267	\$0	\$56,267					\$58,191	\$0	\$58,191		
	Senior Administrative Analyst	0.79	0.00	\$114,345	\$0	\$114,345			1.00	0.00	\$149,724	\$0	\$149,724		
	Mandatory Fringe Benefits			\$41,551	\$0	\$41,551					\$54,733	\$0	\$54,733		
	Principal Administrative Analyst	1.00	0.00	\$132,408	\$0	\$132,408			1.00	0.00	\$173,375	\$0	\$173,375		
	Mandatory Fringe Benefits			\$45,788	\$0	\$45,788					\$60,164	\$0	\$60,164		
			<i>Total Savings \$549,499</i>					<i>Total Savings \$660,970</i>							
		Delete (1) one Business Analyst position created in FY 2021-22 and not hired, (2) one of two new Senior Administrative Analyst positions in FY 2024-25, and (3) one new Principal Administrative Analyst in FY 2024-25.							Ongoing savings						
PUB-4	Minor Data Processing Equipment			\$1,881,000	\$1,681,000	\$200,000					\$1,881,000	\$1,681,000	\$200,000		
		Decrease budget for Minor Data Processing Equipment by \$200,000. The FY 2024-25 budget increases this item by \$400,000 but Business Services/ Information Technology has carried forward up to \$1 million from FY 2021-22 to FY 2022-23 and from FY 2022-23 to FY 2023-24. This recommendation allows an increase of \$200,000 which should be sufficient for the program needs.							Ongoing savings						

GF = General Fund
1T = One Time

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

PUC - Public Utilities Commission- Public Utilities Bureaus

Rec #	Account Title	FY 2024-25						FY 2025-26							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			
	Public Utilities Commission - External Affairs														
	Public Relations Manager	0.79	0.00	\$143,169	\$0	\$143,169			1.00	0.00	\$187,466			\$187,466	
	Mandatory Fringe Benefits			\$52,925	\$0	\$52,925					\$69,694			\$69,694	
	Administrative Analyst	0.79	0.00	\$98,119	\$0	\$98,119			1.00	0.00	\$128,479			\$128,479	
	Mandatory Fringe Benefits			\$37,792	\$0	\$37,792					\$49,887			\$49,887	
	Temporary Salaries			\$287,328	\$187,328	\$100,000					\$287,328	\$187,328		\$100,000	
	Mandatory Fringe Benefits			\$24,853	\$16,203	\$8,650					\$24,853	\$16,203		\$8,650	
		<i>Total Savings \$440,655</i>						<i>\$544,176</i>							
PUB-5	<p>(a) Delete one new Public Relations Manager position in the Communications program. According to SFPUC, this position has been filled temporarily, funded by salary savings, pending approval of the new position in the FY 2024-25 budget. The FY 2024-25 budget for the Communications program includes six Public Relation Manager positions, a net increase of four positions compared to the FY 2023-24 budget (three positions created by upward substitutions from Coordinator of Citizen Involvement, for which we recommend approval, and one new position). As of May 2024, two of the Coordinator of Citizen Involvement positions (substituted to Public Relations Manager in the FY 2024-25 budget) and one existing Public Relations Manager position were vacant and in recruitment.</p> <p>(b) Delete one new Administrative Analyst position in Community Benefits. The Community Benefits program is adding eight new positions in FY 2024-25, increasing total on budget positions to 15. These eight new positions include four Senior Administrative Analyst positions, three Administrative Analyst positions, and one Public Relations Assistant. According to SFPUC, seven of the eight new positions are filled by temporary staff who will be converted to permanent. The subject Administrative Analyst position has not yet been filled.</p> <p>(c) Decrease the budget for Temporary Salaries to offset the cost of new positions previously funded with salary savings and temporary salaries.</p>						Ongoing savings								
	Public Utilities Commission - Infrastructure														
PUB-6	Ford F 150			\$0	\$0	\$0		x						\$0	
	Chevy Bolt Plug In			\$0	\$0	\$0		x						\$0	
	Deny two new vehicles in the Construction Management program. According to SFPUC, these vehicles are funded through the capital budget.						One-time savings.								

	FY 2024-25 Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$2,014,769	\$2,014,769
Total	\$0	\$2,014,769	\$2,014,769

	FY 2025-26 Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$2,494,659	\$2,494,659
Total	\$0	\$2,494,659	\$2,494,659

YEAR ONE: FY 2024-25

Budget Changes

The Department’s \$61,525,130 budget for FY 2024-25, as proposed by the Mayor, is \$10,055,627 or 19.5% more than the original FY 2023-24 budget of \$51,469,503.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2024-25 are 157.43 FTEs, which are 5.58 FTEs more than the 151.85 FTEs in the original FY 2023-24 budget. This represents a 3.7% increase in FTEs from the original FY 2023-24 budget.

Revenue Changes

The Department's revenues of \$61,525,130 in FY 2024-25 are \$10,055,627 or 19.5% more than FY 2023-24 revenues of \$51,469,503.

YEAR TWO: FY 2025-26

Budget Changes

The Department’s \$55,601,919 budget for FY 2025-26, as proposed by the Mayor, is \$5,923,211 or 9.6% less than the Mayor’s proposed FY 2024-25 budget of \$61,525,130.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2025-26 are 159.74 FTEs, which are 2.31 FTEs more than the 157.43 FTEs in the Mayor’s proposed FY 2024-25 budget. This represents a 1.5% increase in FTEs from the Mayor’s proposed FY 2024-25 budget.

Revenue Changes

The Department's revenues of \$55,601,919 in FY 2025-26 are \$5,923,211 or 9.6% less than FY 2024-25 estimated revenues of \$61,525,130.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: RET – RETIREMENT SYSTEM

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

	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget	FY 2024-25 Proposed
Retirement System	39,716,333	41,360,618	43,096,861	51,469,503	61,525,130
FTE Count	106.83	111.98	123.85	151.85	157.43

The Department’s budget increased by \$21,808,797 or 54.9% from the adopted budget in FY 2020-21 to the Mayor’s proposed budget in FY 2024-25. The Department’s FTE count increased by 50.60 or 47.4% from the adopted budget in FY 2020-21 to the proposed budget in FY 2024-25.

FY 2024-25

The Mayor’s proposed FY 2024-25 budget for the Department has increased by \$10,055,627 largely due to one-time move costs and the cost of new positions.

FY 2025-26

The Mayor’s proposed FY 2025-26 budget for the Department has decreased by \$5,923,211 largely due to expiration of one-time costs.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: _____ **RET – RETIREMENT SYSTEM**

Advertising Budget

The Department has no budgeted expenditures for advertising in FY 2023-24 or FY 2024-25.

Budget Reductions

The Department reports that the Mayor proposed \$173,825 in reductions in FY 2024-25, but that the Department will be able to absorb all of the reductions.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2024-25 AND FY 2025-26**

DEPARTMENT: RET – RETIREMENT SYSTEM

RECOMMENDATIONS

YEAR ONE: FY 2024-25

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$8,806,476 in FY 2024-25. Of the \$8,806,476 in recommended reductions, \$289,607 are ongoing savings and \$8,516,869 are one-time savings. These reductions would still allow an increase of \$1,249,151 or 2.4% in the Department’s FY 2024-25 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$1,640,009.

YEAR TWO: FY 2025-26

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$630,367 in FY 2025-26. All of the \$630,367 in recommended reductions are ongoing savings.

Our reserve recommendations total \$1,115,390 in FY 2025-26, all of which are one-time reserves.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

RET - Retirement

Rec #	Account Title	FY 2024-25						FY 2025-26									
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T		
		From	To	From	To				From	To	From	To					
		RET Administration															
RET-1	Prof & Specialized Svcs - Budget			\$7,117,000	\$117,000	\$7,000,000			x						\$0		
		Reduce budgeted amount for professional and specialized services to reflect actual need. The Mayor's proposed FY 2024-25 budget includes \$7 million in one-time funding for the Department's office relocation. However, the Department will no longer be moving to a new location in FY 2024-25, and this funding is no longer needed.						One-time savings.									
RET-2	Materials & Supplies - Budget			\$160,000	\$125,000	\$35,000						\$160,000	\$125,000	\$35,000			
		Reduce budgeted amount for materials and supplies to reflect actual need. The Department has consistently underspent on this account.						Ongoing savings.									
RET-3	Training - Budget			\$126,150	\$86,150	\$40,000						\$126,150	\$86,150	\$40,000			
		Reduce budgeted amount for training to reflect actual need. The Department has consistently underspent on this account.						Ongoing savings.									
RET-4	1054 IS Business Analyst - Principal	0.79	0.00	\$145,701	\$0	\$145,701				1.00	0.00	\$190,782	\$0	\$190,782			
	Mandatory Fringe Benefits			\$48,906	\$0	\$48,906						\$63,829	\$0	\$63,829			
		<i>Total Savings \$194,607</i>						<i>Total Savings \$254,611</i>									
		Deny proposed new 0.79 FTE 1054 IS Business Analyst - Principal position. The Mayor's proposed FY 2024-25 budget for the Department includes four new IT positions: 0.79 FTE new 1053 IS Business Analyst - Senior, 0.79 FTE new 1054 IS Business Analyst - Principal, and 0.79 new FTE 1070 IS Project Director to support initiatives including cloud application management and research and development, as well as 0.79 FTE 1064 IS Programmer Analyst - Principal to support member self-service applications hosted on the SFERS portal. Together, these four new positions represent an increase of 44% in the Department's IT division. The Department states that there is a need for the new 1054 IS Business Analyst - Principal position to support the modernization of the enterprise IT platform, but these responsibilities can be carried out by the proposed new 0.79 FTE IS Business Analyst - Senior overseen by the proposed new 0.79 FTE 1070 IS Project Director.						Ongoing savings.									

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

RET - Retirement

Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To					
		RET Retirement Services													
RET-5	Attrition Savings			(\$168,727)	(\$406,312)	\$237,585		x			(\$168,727)	(\$368,727)	\$200,000		
	Mandatory Fringe Benefits			(\$66,981)	(\$161,297)	\$94,316		x			(\$68,129)	(\$148,885)	\$80,756		
				<i>Total Savings</i>	<i>\$331,901</i>						<i>Total Savings</i>	<i>\$280,756</i>			
			Increase attrition savings to: (a) reflect anticipated three-month delay in hiring a vacant 1.0 FTE 1814 Benefits Supervisor position (one-time savings), and (b) reflect anticipated salary savings due to staff turnover during FY 2024-25 and FY 2025-26 (ongoing savings), based on an estimated annual turnover of 1.3 FTE using the Department's average salary and benefit cost per employee. The Department currently has 38 vacant positions and is projected to underspend on salaries and benefits by \$9.5 million in FY 2023-24 in this fund.							Ongoing savings.					
RET-6	Step Adjustments, Miscellaneous			\$893,027	\$0	\$893,027		x							
	Mandatory Fringe Benefits			\$226,739	\$0	\$226,739		x					\$0		
				<i>Total Savings</i>	<i>\$1,119,766</i>						<i>Total Savings</i>	<i>\$0</i>			
			Reduce step adjustments amount. The Mayor's proposed FY 2024-25 and FY 2025-26 budget for the Department includes funding for a potential position reclassification project using (a) \$1.1 million in positive step adjustments, which are usually negative adjustments to account for salary savings from employees who earn less than top step, and (b) \$0 in net attrition savings. However, the Department does not have a cost estimate or budget for this project, or an anticipated timeline. Although the Department received funding for this project in FY 2023-24 in the form of positive step adjustments and positive attrition, according to the Department, the Department of Human Resources (DHR) has not yet conducted studies comparing salaries for classifications, and the positions and classifications themselves are still being negotiated. The Department is projected to underspend on salaries and benefits by \$9.5 million in FY 2023-24 in this fund.							One-time savings.					
		Given that the Department does not have a budget or timeline for this project, the Budget and Legislative Analyst's Office recommends reducing the proposed \$1.1 million in positive step adjustments to \$0 in FY 2024-25, and placing the \$1.1 million in positive step adjustments proposed in FY 2025-26 on Budget and Finance Committee Reserve, pending the development of a budget and timeline for this project (see recommendation RET-9).													

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

RET - Retirement

Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			
RET-7	Training - Budget			\$61,300	\$41,300	\$20,000					\$61,300	\$41,300	\$20,000		
		Reduce budgeted amount for training to reflect actual need. The Department has consistently underspent on this account.							Ongoing savings.						
		RET SF Deferred Comp Program													
RET-8	Attrition Savings			\$0	(\$45,189)	\$45,189	x	x							\$0
	Mandatory Fringe Benefits			\$0	(\$20,013)	\$20,013	x	x							\$0
			<i>Total Savings</i> \$65,202					<i>Total Savings</i> \$0							
		Increase attrition savings to reflect an anticipated six-month delay in hiring 1.0 FTE vacant 1209 Benefits Technician position. This position will be posted after 1812 Assistant Retirement Analyst positions are filled. The Department is projected to underspend on salaries and benefits by more than \$260,000 in FY 2023-24 in this fund.							One-time savings.						

	FY 2024-25		
	Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund	\$65,202	\$0	\$65,202
Non-General Fund	\$8,451,667	\$289,607	\$8,741,274
Total	\$8,516,869	\$289,607	\$8,806,476

	FY 2025-26		
	Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$630,367	\$630,367
Total	\$0	\$630,367	\$630,367

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2024-25 and FY 2025-26 Two-Year Budget**

RET - Retirement

Rec #	Account Title	FY 2024-25							FY 2025-26						
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To	From	To			

Reserve Recommendation

		RET Retirement Services													
RET-9	Step Adjustments, Miscellaneous										\$893,027	\$0	\$893,027		x
	Mandatory Fringe Benefits										\$222,363	\$0	\$222,363		x
		<i>Total Savings</i>				\$0			<i>Total Savings</i>				\$1,115,390		
		Reserve recommendation in FY 2025-26.							Place \$1.1 million in positive step adjustments on Budget and Finance Committee Reserve. As summarized in recommendation RET-6, the Mayor's proposed FY 2024-25 and FY 2025-26 budget for the Department includes \$1.1 million each year in positive step adjustments for a potential position reclassification project. However, the Department does not have a budget or timeline for this project. The Budget and Legislative Analyst's Office recommends placing the \$1.1 million in positive step adjustments proposed in FY 2025-26 on Budget and Finance Committee Reserve, pending the development of a budget and timeline for this project.						

		FY 2024-25		
		Total Reserve Recommendations		
		One-Time	Ongoing	Total
General Fund		\$0	\$0	\$0
Non-General Fund		\$0	\$0	\$0
Total		\$0	\$0	\$0

		FY 2025-26		
		Total Reserve Recommendations		
		One-Time	Ongoing	Total
General Fund		\$0	\$0	\$0
Non-General Fund		\$1,115,390	\$0	\$1,115,390
Total		\$0	\$0	\$1,115,390

RET - Retirement

Purchase Order Number	Year	Dept Code	Fund	Supplier	Name	Project	Balance
0000325314	2019	232319	31330	000002341	CAPITAL GUARDIAN TRUST CO	10026788	\$1,000,000
0000537937	2021	232319	31330	000001845	INCOME RESEARCH & MANAGEMENT	10026788	\$150,517
0000538328	2021	232318	31330	000001634	LESLEY J ANDERSON MD PC	10026788	\$9,950
0000632560	2022	232318	31330	000000947	THOMSON REUTERS	10026788	\$3,931
0000632606	2022	232320	31330	000002342	CANON SOLUTIONS AMERICA INC	10026788	\$1,913
0000632606	2022	232320	31330	000002342	CANON SOLUTIONS AMERICA INC	10026788	\$1,921
0000632799	2022	232320	31330	000002342	CANON SOLUTIONS AMERICA INC	10026788	\$2,394
0000632909	2022	232320	31330	000002300	CHEIRON INC	10026788	\$78,894
0000634651	2022	232320	31330	000001920	GRM INFORMATION MANAGEMENT SERVICE	10026788	\$4,693
0000634651	2022	232320	31330	000001920	GRM INFORMATION MANAGEMENT SERVICE	10026788	\$5,758
0000634666	2022	232320	31330	000001812	Iron Mountain Information Management,LLC	10026788	\$16,793
0000635054	2022	232318	31330	000001822	INTERNATIONAL EFFECTIVENESS CENTERS	10026788	\$3,810
0000635075	2022	232318	31330	000001642	LEARN IT	10026788	\$2,500
0000635075	2022	232320	31330	000001642	LEARN IT	10026788	\$2,500
0000636393	2022	232319	31330	000002423	BLACKROCK INSTITUTIONAL TRUST CO NA	10026788	\$24,011
0000636397	2022	232319	31330	000002423	BLACKROCK INSTITUTIONAL TRUST CO NA	10026788	\$18,523
0000636397	2022	232319	31330	000002423	BLACKROCK INSTITUTIONAL TRUST CO NA	10026788	\$72,887
0000636769	2022	232319	31330	000001401	OAKTREE CAPITAL MANAGEMENT LP	10026788	\$208,015
0000637769	2022	232320	31330	000003025	Tadapix	10026788	\$31,000
Total							\$1,640,009