

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

**BUDGET AND LEGISLATIVE ANALYST**

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June 18, 2015

**TO:** Budget and Finance Committee

**FROM:** Budget and Legislative Analyst



**SUBJECT:** Recommendations of the Budget and Legislative Analyst for Amendment of the Mayor's Fiscal Year 2015-2016 to Fiscal Year 2016-2017 Budget.

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**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department's proposed \$25,003,879 budget for FY 2015-16 is \$1,146,711 or 4.8% more than the original FY 2014-15 budget of \$23,857,168.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 165.20 FTEs, which are 18.13 FTEs more than the 147.07 FTEs in the original FY 2014-15 budget. This represents a 12.3% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$6,105,104 in FY 2015-16 are \$137,697 or 2.3% more than FY 2014-15 revenues of \$5,967,407. General Fund support of \$18,898,775 in FY 2015-16 is \$1,009,014 or 5.6% more than FY 2014-15 General Fund support of \$17,889,761.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department's proposed \$25,106,763 budget for FY 2016-17 is \$102,884 or 0.4% more than the Mayor's proposed FY 2015-16 budget of \$25,003,879.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 165.91 FTEs, which is 0.71 FTEs more than the 165.20 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 0.4% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$6,108,232 in FY 2016-17, are \$3,128 or 0.05% more than FY 2015-16 estimated revenues of \$6,105,104. General Fund support of \$18,998,532 in FY 2016-17 is \$99,757 or 0.5% more than FY 2015-16 General Fund support of \$18,898,775.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ASR – ASSESSOR/RECORDER

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$352,132 in FY 2015-16. Of the \$352,132 in recommended reductions, \$196,639 are one-time savings, and \$155,493 are ongoing savings. These reductions would still allow an increase of \$794,579 or 3.3% in the Department’s FY 2015-16 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended general fund encumbrances, which would allow the return of \$3,076 to the General Fund. Together, these recommendations equal \$355,208 in General Fund savings in FY 2015-16.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$150,227 in FY 2016-17. Of the \$150,227 in recommended reductions, all are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ASR – ASSESSOR/RECORDER

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>ASSESSOR/RECORDER</b>					
PERSONAL PROPERTY	2,958,157	2,791,990	(166,167)	2,850,466	58,476
REAL PROPERTY	7,100,784	10,866,457	3,765,673	10,914,027	47,570
RECORDER	1,887,407	1,865,104	(22,303)	1,803,231	(61,873)
TECHNICAL SERVICES	10,477,703	8,290,451	(2,187,252)	8,277,826	(12,625)
TRANSFER TAX	1,433,117	1,189,877	(243,240)	1,261,213	71,336
<b>ASSESSOR/RECORDER</b>	<b>23,857,168</b>	<b>25,003,879</b>	<b>1,146,711</b>	<b>25,106,763</b>	<b>102,884</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$1,146,711 largely due to:

**Movement of Project-Based Positions to Permanent Positions for New Property Tax Assessment System**—In 2014-15 the Assessor-Recorder’s office received funding for the project development phase of replacing the City’s property tax assessment system, a COIT recommended capital project. The proposed budget includes the reassignment of 13.00 FTE limited-term project positions to permanent positions to address ongoing departmental needs.

**Restructuring Department to Expand Assessment Enrollments**—The City has experienced a four-fold increase in the number of assessment appeals compared to the prior ten-year average due to a high volume of new commercial and residential construction activity, as well as property sales, which is not expected to decline in the near term. The proposed budget includes increased funding for six new positions to evaluate new ways to assess values, test new strategies to gather assessment-related information, and increase the percentage of properties audited annually from five percent to 25-30 percent.

**FY 2016-17**

The Department’s proposed FY 2016-17 budget has increased by \$102,884 largely due to:

**Continued Efforts Related to New Property Tax Assessment System**—The Department will continue efforts related to the upgrading of the City’s property tax assessment system.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ASR – ASSESSOR/RECORDER

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 165.20 FTEs, which is 18.13 FTEs more than the 147.07 FTEs in the original FY 2014-15 budget. This represents a 12.3% increase in FTEs from the original FY 2014-15 budget.

The Department has increased its number of FTEs due to the rise in workload caused by the high number of assessment appeals compared to the prior ten-year average. This is primarily due to a spike in the volume of new commercial and residential construction activity, as well as property sales which is not expected to decline in the near term. The Department will reassign 13.00 limited term FTE positions to permanent positions in FY 15-16. The proposed budget additionally includes funding for 1.54 FTE Junior Administrative Analysts, 0.77 FTE ASR Senior Office Specialist, and 2.31 Real Property Appraiser Trainees to evaluate new ways to assess values and pilot new strategies to gather assessment-related information, as well as 1.00 FTE IS Engineer to support IT operations. New positions will also review the Department's current backlog, and provide capacity to audit 25 – 30 percent of properties annually, rather than the five percent currently audited on an annual basis.

**FY 2016-17**

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 165.91 FTEs, which is 0.71 FTE more than the 165.20 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 0.4% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

The Department plans to hire an additional Principal Real Property Appraiser in FY 2016-17 to continue efforts related to assessment technology and backlog review.

**INTERIM EXCEPTION**

The Department has requested approval of a 1042 IS Engineer-Journey 1.00 FTE position as an interim exception. The Budget and Legislative Analyst recommends disapproval of this interim exception to be hired on July 1, 2015.

Based on the information provided by the Department, the Budget and Legislative Analyst believes that the position should be filled on September 1, 2015.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$6,105,104 in FY 2015-16, are \$137,697 or 2.3% more than FY 2014-15 revenues of \$5,967,407. General Fund support of \$18,998,775 in FY 2015-16 is \$1,009,014 or 5.6% more than FY 2014-15 General Fund support of \$17,889,761.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ASR – ASSESSOR/RECORDER

Specific changes in the Department’s FY 2015-16 revenues include:

**General Fund Backfill**—In FY 15-16, the Department will experience a significant reduction in revenue earned from General Fund Recorder fees. Approximately \$400,000 of the General Fund increase will backfill the reduction from Recorder fees.

**State Grant**--The Department received a three-year \$1,285,000 grant in FY 2014-15 to fund five limited tenure positions working on new construction assessment cases. This grant funding for this pilot program will expire in FY 2017-18.

**Property Tax System Replacement**--The Department will receive \$360,000 in one-time funding to support four off-budget positions to complete the City’s property tax system replacement in collaboration with the Office of the Treasurer-Tax Collector and the Office of the Controller.

FY 2016-17

The Department’s revenues of \$6,108,232 in FY 2016-17, are \$3,128 or 0.05% more than FY 2015-16 estimated revenues of \$6,105,104. General Fund support of \$18,998,532 in FY 2016-17 is \$99,757 or 0.5% more than FY 2015-16 General Fund support of \$18,898,775.

Specific changes in the Department’s FY 2016-17 revenues include:

**State Grant**-- Continued funding from the State for limited tenure positions to implement the pilot program to work on new construction assessment cases.

RECOMMENDATIONS:

**FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$352,132 in FY 2015-16. Of the \$352,132 in recommended reductions, \$196,639 are one-time savings, and \$155,493 are ongoing savings. These reductions would still allow an increase of \$794,579 or 3.3% in the Department’s FY 2015-16 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended general fund encumbrances, which would allow the return of \$3,076 to the General Fund. Together, these recommendations equal \$355,208 in General Fund savings in FY 2015-16.

**FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$150,227 in FY 2016-17. Of the \$150,227 in recommended reductions, all are ongoing savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**ASR - Assessor-Recorder**

Object Title	FY 2015-16						FY 2016-17					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
<b>FDJ- Real Property</b>												
Attrition Savings	(3.60)	(4.66)	(\$346,445)	(\$448,725)	X	X						
Mandatory Fringe Benefits			(\$140,663)	(\$182,191)	X	X						
			<i>Total Savings</i>	<i>\$143,808</i>								
Adjust attrition savings to reflect two positions being held vacant as employees serve temporarily in PEX roles through FY 15-16. The Department reports that it will have \$900,000 in salary savings in Fiscal Year 2014-15.												
Temporary Salaries	2.42	2.03	\$218,568	\$183,568	X	X	2.35	1.97	\$218,568	\$183,568	X	X
Mandatory Fringe Benefits			\$17,266	\$14,501	X	X			\$17,310	\$14,538	X	X
			<i>Total Savings</i>	<i>\$37,765</i>					<i>Total Savings</i>	<i>\$37,772</i>		
Reduce temporary salaries given that the Department is filling permanent positions in this program.												
<b>FDL-Technical Services</b>												
Attrition Savings	(1.17)	(1.31)	(\$123,435)	(\$138,435)	X	X	(1.17)	0.00	(\$127,519)	(\$138,519)	X	X
Mandatory Fringe Benefits			(\$48,356)	(\$54,232)	X	X			(\$48,510)	(\$52,695)	X	X
			<i>Total Savings</i>	<i>\$20,876</i>					<i>Total Savings</i>	<i>\$15,185</i>		
The Department has requested an Interim Exception to hire one new 1042 IS Engineer for which the Budget and Legislative Analyst is recommending disapproval. Adjust attrition to offset the position reductions, as well as the disapproval of the Interim Exception for the 1042 position to reflect a more realistic hiring date of September 1, 2015. The Department reports \$900,000 in salary savings in Fiscal Year 2014-15.												
Assessor-Recorder Office Specialist	2.00	0.00	\$131,229	\$0	X	X	2.00	0.00	\$135,696	\$0	X	X
Mandatory Fringe Benefits			\$61,194	\$0	X	X			\$61,849	\$0	X	X
Attrition Savings	(4.99)	(3.96)	(\$385,993)	(\$305,993)	X	X	(4.99)	(3.99)	(\$399,123)	(\$319,123)	X	X
Mandatory Fringe Benefits			(\$218,049)	(\$172,857)	X	X			(\$170,982)	(\$136,710)	X	X
			<i>Total Savings</i>	<i>\$67,231</i>					<i>Total Savings</i>	<i>\$83,273</i>		
Delete two 4214 positions that the Department has indicated they no longer need. Adjust attrition to offset the position reductions. The Department reports \$900,000 in salary savings in Fiscal Year 2014-15.												
Ongoing savings.												



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**ASR - Assessor-Recorder**

Object Title	FY 2015-16						FY 2016-17							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
<b>FDK-Personal Property</b>														
Attrition Savings	(4.00)	(4.22)	(\$374,503)	(\$395,503)	\$21,000	X		(4.00)	(4.10)	(\$387,250)	(\$397,250)	\$10,000	X	
Mandatory Fringe Benefits			(\$153,741)	(\$162,362)	\$8,621	X				(\$154,793)	(\$158,790)	\$3,997	X	
	<i>Total Savings</i>		\$29,621					<i>Total Savings</i>		\$13,997				
Increase attrition savings to offset vacant positions within the program. The Department reports \$900,000 in salary savings for Fiscal Year 2014-15.														
<b>FEH- Transfer Tax</b>														
Attrition Savings	(0.50)	(0.94)	(\$42,008)	(\$79,025)	\$37,017	X	X							
Mandatory Fringe Benefits			(\$17,947)	(\$33,762)	\$15,815	X	X							
	<i>Total Savings</i>		\$52,832					<i>Total Savings</i>		\$52,832				
Increase attrition savings due to ongoing vacancies and expected hiring dates for current vacancies and new positions in this program.														

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$196,639	\$155,493	\$352,132
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$196,639</b>	<b>\$155,493</b>	<b>\$352,132</b>

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$150,227	\$150,227
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$150,227</b>	<b>\$150,227</b>

Year	Department Code	Subfund Code	Vendor No	Vendor Name	Index Code	Remaining Balance
14	ASR	1GAGFAAA	21407	EASY ACCESS INC	025006	3,076.27

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department's proposed \$62,799,020 budget for FY 2015-16 is \$9,161,714 or 17.1% more than the original FY 2014-15 budget of \$53,637,306.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 254.64 FTEs, which are 36.13 FTEs more than the 218.51 FTEs in the original FY 2014-15 budget. This represents a 16.5% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$52,209,346 in FY 2015-16, are \$10,582,360 or 25.4% more than FY 2014-15 revenues of \$41,626,986. General Fund support of \$10,589,674 in FY 2015-16 is \$1,420,646 or 11.8% less than FY 2014-15 General Fund support of \$12,010,320

**YEAR TWO: FY 2016-17**

Budget Changes

The Department's proposed \$73,157,615 budget for FY 2016-17 is \$10,358,595 or 16.5% more than the Mayor's proposed FY 2015-16 budget of \$62,799,020.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 262.19 FTEs, which are 7.55 FTEs more than the 254.64 FTEs in the Mayor's proposed FY 2015-16 budget. This represents 3.0% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$62,011,896 in FY 2016-17, are \$9,802,550 or 18.8% more than FY 2015-16 revenues of \$52,209,346. General Fund support of \$11,145,719 in FY 2016-17 is \$556,045 or 5.3% more than FY 2015-16 General Fund support of \$10,589,674.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** CON – CONTROLLER

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$438,892 in FY 2015-16. Of the \$438,892 in recommended reductions, \$289,342 are ongoing savings and \$149,550 are one-time savings. These reductions would still allow an increase of \$8,722,822 or 16.3% in the Department's FY 2015-16 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended general fund encumbrances, which would allow the return of \$50,840 to the General Fund. Together, these recommendations equal \$379,120 in General Fund savings in FY 2015-16.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$293,419 in FY 2016-17, which are ongoing savings. These reductions would still allow an increase of \$10,065,176 or 16.0% in the Department's FY 2016-17 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** CON – CONTROLLER

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>CONTROLLER</b>					
ACCOUNTING OPERATIONS AND SYSTEMS	8,670,738	10,321,424	1,650,686	10,715,120	393,696
CITY SERVICES AUDITOR	15,060,195	15,535,723	475,528	15,400,193	(135,530)
ECONOMIC ANALYSIS	473,151	475,661	2,510	483,714	8,053
FINANCIAL SYSTEMS PROJECTS	8,580,798	14,879,395	6,298,597	25,571,900	10,692,505
MANAGEMENT, BUDGET AND ANALYSIS	5,123,591	3,794,751	(1,328,840)	3,634,621	(160,130)
PAYROLL AND PERSONNEL SERVICES	14,953,805	17,012,433	2,058,628	16,556,664	(455,769)
PUBLIC FINANCE	775,028	779,633	4,605	795,403	15,770
<b>CONTROLLER</b>	<b>53,637,306</b>	<b>62,799,020</b>	<b>9,161,714</b>	<b>73,157,615</b>	<b>10,358,595</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$9,161,714 largely due to:

- Implementation of the Department’s Financial System Replacement Project. The project is scheduled to take approximately two years to complete and will cost an estimated \$58,578,196. The proposed spending in FY 2015-16 includes initial vendor payments, lease payments, new permanent staff in the Controller’s Office, and related costs.
- Additional expenditures in the Payroll and Personnel Services for an upgrade to the eMerge software implemented in fiscal year 2014-15.

**FY 2016-17**

The Department’s proposed FY 2016-17 budget has increased by \$10,358.595 largely due to:

- The second and final year implementation the Department’s Financial System Replacement Project. Spending is requested to increase \$10,692,505 to accommodate vendor payments, and the full salary and benefit costs of the project team of 31 permanent and 8 Limited Term positions.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 254.64 FTEs, which are 36.13 FTEs more than the 218.51 FTEs in the original FY 2014-15 budget. This represents a 16.5% increase in FTEs from the original FY 2014-15 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** CON – CONTROLLER

The growth in the number of positions is largely due to the annualization of new positions in FY 2014-15 and previously approved new positions in FY 2015-16 for the Financial System Replacement Project.

In addition, the Department is requesting 5.85 new positions in FY 2015-16 for the Accounting Operations and Systems, the City Services Auditor, and Payroll divisions.

FY 2016-17

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 262.19 FTEs, which are 7.55 FTEs more than the 254.64 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 3.0% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

The increases in positions is largely due to annualization of previously approved positions and new positions requested in FY 2015-16. In addition, the Department is requesting 9.77 new positions for the Accounting Operations and Systems, the City Services Auditor, and Payroll divisions in FY 2016-17.

**DEPARTMENT REVENUES:**

FY 2015-16

The Department's revenues of \$52,209,346 in FY 2015-16, are \$10,582,360 or 25.4% more than FY 2014-15 revenues of \$41,626,986.

Specific increases in the Department's FY 2015-16 revenues include:

- Increases to the Department's expenditure recoveries from work orders toward the Financial System Replacement Project.

FY 2016-17

The Department's revenues of \$62,011,896 in FY 2016-17, are \$9,802,550 or 18.8% more than FY 2015-16 revenues of \$52,209,346.

Specific increases in the Department's FY 2016-17 revenues include:

- Increases to the Department's expenditure recoveries from work orders toward the Financial System Replacement Project.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** \_\_\_\_\_ **CON – CONTROLLER**

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$438,892 in FY 2015-16. Of the \$438,892 in recommended reductions, \$289,342 are ongoing savings and \$149,550 are one-time savings. These reductions would still allow an increase of \$8,722,822 or 16.3% in the Department’s FY 2015-16 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended general fund encumbrances, which would allow the return of \$50,840 to the General Fund. Together, these recommendations equal \$379,120 in General Fund savings in FY 2015-16.

**FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$293,419 in FY 2016-17, which are ongoing savings. These reductions would still allow an increase of \$10,065,176 or 16.0% in the Department’s FY 2016-17 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**CON - Controller's Office**

Object Title	FY 2015-16						FY 2016-17					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
<b>FDC - Payroll and Personnel Services</b>												
Attrition Savings			(\$133,533)	(\$233,533)	\$100,000	x			(\$138,533)	(\$238,533)	\$100,000	x
Mandatory Fringe Benefits			(\$56,340)	(\$98,532)	\$42,192	x			(\$56,702)	(\$97,632)	\$40,930	x
	<i>Total Savings</i>			\$142,192			<i>Total Savings</i>			\$140,930		
	The Department's FY 2015-16 budget reduces General Fund attrition savings by \$274,414 to allow hire of new positions. The Department has increased salaries by \$4.4 million or 17.9 percent, from \$24.6 million in FY 2014-15 to \$29 million in FY 2015-16 to annualize new positions created in FY 2014-15 and add new positions in FY 2015-16. This recommendation leaves the Department sufficient funds to hire positions in FY 2015-16.											
Attrition Savings - Miscellaneous			(\$388,585)	(\$432,458)	\$43,873				(\$401,812)	(\$445,685)	\$43,873	
Mandatory Fringe Benefits			(\$141,339)	(\$157,238)	\$15,899				(\$141,349)	(\$157,248)	\$15,899	
	<i>Total Savings</i>			\$59,772			<i>Total Savings</i>			\$59,772		
	The Department's FY 2015-16 budget reduces attrition savings by \$59,772 to allow hire of new positions.											
<b>FFM - Economic Analysis</b>												
PROFESSIONAL & SPECIALIZED SVCS			\$35,000	\$15,000	\$20,000	x						
	Reduce by \$20,000 to account for surplus funds in FY 2014-15 that will be carried forward to FY 2015-16.											
<b>FFG - Public Finance</b>												
PROFESSIONAL & SPECIALIZED SERVICES			\$22,710	\$0	\$22,710	x						
OTHER CURRENT EXPENSES			\$6,000	\$0	\$6,000	x						
MATERIALS & SUPPLIES			\$10,000	\$0	\$10,000	x						
BUDGET ONLY												
	<i>Total Savings</i>			\$38,710			<i>Total Savings</i>					
	Reduce by \$38,710 to account for surplus funds in FY 2014-15 that will be carried forward to FY 2015-16.											



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**CON - Controller's Office**

Object Title	FY 2015-16						FY 2016-17																																																																
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T																																																									
	From	To	From	To				From	To																																																														
<b>FDG - Accounting Operations and Systems</b>																																																																							
Attrition Savings			(\$404,939)	(\$464,939)	\$60,000	x				(\$418,722)	(\$478,722)	\$60,000	x																																																										
Mandatory Fringe Benefits			(\$157,778)	(\$181,156)	\$23,378	x				(\$158,531)	(\$181,247)	\$22,716	x																																																										
	<i>Total Savings</i>			\$83,378				<i>Total Savings</i>			\$82,716																																																												
	The Department's FY 2015-16 budget reduces General Fund attrition savings by \$274,414 to allow hire of new positions. The Department has increased salaries by \$4.4 million or 17.9 percent, from \$24.6 million in FY 2014-15 to \$29 million in FY 2015-16 to annualize new positions created in FY 2014-15 and add new positions in FY 2015-16. This recommendation leaves the Department sufficient funds to hire positions in FY 2015-16.																																																																						
Training			\$19,000	\$15,000	\$4,000	x				\$19,000	\$9,000	\$10,000	x																																																										
	Reduce to reflect prior year's budget of \$9,000 plus an additional \$6,000 to provide training to new managers in the Department.																																																																						
Auditing and Accounting			\$328,340	\$277,500	\$50,840	x																																																																	
	Reduce by \$50,840 to account for surplus funds that will result from closed encumbrances and can be used for this purpose.																																																																						
Professional & Specialized Services			\$125,000	\$85,000	\$40,000	x																																																																	
	Reduce to prior year's budget amount. These funds are used for ongoing consulting services to document financial system processes. The Department has not shown that the planned documentation of financial system processes in FY 2015-16 require additional resources.																																																																						
<table border="0" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td align="center" colspan="6"><b>FY 2015-16</b></td> <td align="center" colspan="6"><b>FY 2016-17</b></td> </tr> <tr> <td></td> <td align="center" colspan="2"><b>Total Recommended Reductions</b></td> <td align="center" colspan="2"><b>One-Time</b></td> <td align="center" colspan="2"><b>Ongoing</b></td> <td align="center" colspan="2"><b>Total</b></td> <td align="center" colspan="2"><b>General Fund</b></td> <td align="center" colspan="2"><b>Non-General Fund</b></td> <td align="center" colspan="2"><b>Total</b></td> </tr> <tr> <td></td> <td align="center">\$149,550</td> <td align="center">\$229,570</td> <td align="center">\$0</td> <td align="center">\$59,772</td> <td align="center">\$289,342</td> <td align="center">\$379,120</td> <td align="center">\$0</td> <td align="center">\$59,772</td> <td align="center">\$0</td> <td align="center">\$233,647</td> <td align="center">\$0</td> <td align="center">\$59,772</td> <td align="center">\$233,647</td> <td align="center">\$59,772</td> </tr> <tr> <td></td> <td align="center"><b>\$149,550</b></td> <td align="center"><b>\$289,342</b></td> <td align="center"><b>\$0</b></td> <td align="center"><b>\$59,772</b></td> <td align="center"><b>\$438,892</b></td> <td align="center"><b>\$0</b></td> <td align="center"><b>\$59,772</b></td> <td align="center"><b>\$0</b></td> <td align="center"><b>\$0</b></td> <td align="center"><b>\$233,647</b></td> <td align="center"><b>\$0</b></td> <td align="center"><b>\$59,772</b></td> <td align="center"><b>\$233,647</b></td> <td align="center"><b>\$59,772</b></td> </tr> </table>															<b>FY 2015-16</b>						<b>FY 2016-17</b>							<b>Total Recommended Reductions</b>		<b>One-Time</b>		<b>Ongoing</b>		<b>Total</b>		<b>General Fund</b>		<b>Non-General Fund</b>		<b>Total</b>			\$149,550	\$229,570	\$0	\$59,772	\$289,342	\$379,120	\$0	\$59,772	\$0	\$233,647	\$0	\$59,772	\$233,647	\$59,772		<b>\$149,550</b>	<b>\$289,342</b>	<b>\$0</b>	<b>\$59,772</b>	<b>\$438,892</b>	<b>\$0</b>	<b>\$59,772</b>	<b>\$0</b>	<b>\$0</b>	<b>\$233,647</b>	<b>\$0</b>	<b>\$59,772</b>	<b>\$233,647</b>	<b>\$59,772</b>
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Year	Dept	Subfund Code	Vendor No	Vendor Name	Index Code Code	Remaining Balance
14	CON	1GAGFAAA	82196	STAPLES ADVANTAGE	CON309252	\$ 1,495
14	CON	1GAGFAAA	71557	U S PURE WATER CORP	CON309252	\$ 896
14	CON	1GAGFAAA	17573	STANDARD REGISTER COMPANY	CON309252	\$ 130
14	CON	1GAGFAAA	11669	CENVEO CORPORATION	CON309252	\$ 72
14	CON	1GAGFAAA	11669	CENVEO CORPORATION	CON314005	\$ 72
14	CON	1GAGFAAA	61332	CENVEO	CON314005	\$ 7,717
14	CON	1GAGFAAA	08549	GRAINGER	CON314005	\$ 500
14	CON	1GAGFAAA	82196	STAPLES ADVANTAGE	CON314005	\$ 500
14	CON	1GAGFAAA	77758	ERGOCURE	CON314005	\$ 500
14	CON	1GAGFAAA	74343	INSPIRATION QUEST INC	CONAOSD-GFNP	\$ 412
14	CON	1GAGFAAA	89618	COGSDALE CORPORATION	CONAOSD-GFNP	\$ 230
14	CON	1GAGFAAA	73389	HOSTBRIDGE TECHNOLOGY INC	CONAOSD-GFNP	\$ 9,800
14	CON	1GAGFAAA	17573	STANDARD REGISTER COMPANY	CONAOSD-GFNP	\$ 3,481
14	CON	1GAGFAAA	17573	STANDARD REGISTER COMPANY	CONAOSD-GFNP	\$ 3,328
10	CON	1GAGFACP	69933	JOBAPS INC	CONEMERGE	\$ 776
14	CON	1GAGFACP	82196	STAPLES ADVANTAGE	CONPUBFIN	\$ 285
14	CON	1GAGFACP	62283	GRM INFORMATION MANAGEMENT SERVICES	CONPUBFIN	\$ 18,963
14	CON	1GAGFACP	46005	EXPRESS OVERNITE	CONPUBFIN	\$ 954
<b>Total</b>						<b>\$ 50,840</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The department's proposed \$76,534,535 budget for FY 2015-16 is \$783,341 or 1.0% more than the original FY 2014-15 budget of \$75,751,194.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 307.83 FTEs, which are -0.36 FTEs less than the 308.19 FTEs in the original FY 2014-15 budget. This represents a -0.1% change in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$64,864,440 in FY 2015-16 are \$305,124 or 0.5% less than FY 2014-15 revenues of \$65,169,564. General Fund support of \$11,670,095 in FY 2015-16 is \$1,088,465 or 10.3% more than FY 2014-15 General Fund support of \$10,581,630.

**YEAR TWO: FY 2016-17**

Budget Changes

The department's proposed \$78,126,660 budget for FY 2016-17 is \$1,592,125 or 2.1% more than the Mayor's proposed FY 2015-16 budget of \$76,534,535.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 307.77 FTEs, which are 0.06 FTEs less than the 307.83 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 0.0% change in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$65,215,525 in FY 2016-17 are \$351,085 or 0.5% more than FY 2015-16 estimated revenues of \$64,864,440. General Fund support of \$12,911,135 in FY 2016-17 is \$1,241,040 or 10.6% more than FY 2014-15 General Fund support of \$11,670,095.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** CAT – CITY ATTORNEY

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$345,002 in FY 2015-16. Of the \$345,002 in recommended reductions, \$13,864 are ongoing savings and \$331,138 are one-time savings. These reductions would result in an increase of \$438,339 or 0.6% increase in the Department’s FY 2015-16 budget.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$14,513 in FY 2016-17. Of the \$14,513 in recommended reductions, all are ongoing. These reductions would still allow an increase of \$1,577,612 or 2.1% increase in the Department’s FY 2016-17 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** CAT – CITY ATTORNEY

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>CITY ATTORNEY</b>					
CLAIMS	6,531,960	6,567,780	35,820	6,709,689	141,909
LEGAL SERVICE	66,484,234	67,231,755	747,521	68,681,971	1,450,216
LEGAL SERVICE-PAYING DEPTS	2,735,000	2,735,000	0	2,735,000	0
<b>CITY ATTORNEY</b>	<b>75,751,194</b>	<b>76,534,535</b>	<b>783,341</b>	<b>78,126,660</b>	<b>1,592,125</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$783,341 primarily due to cost of living increases in salaries and benefits.

**FY 2016-17**

The Department’s proposed FY 2016-17 budget has increased by \$1,592,125 primarily due to cost of living increases in salaries and benefits.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 307.83 FTEs, which are 0.36 FTEs less than the 308.19 FTEs in the original FY 2014-15 budget. This represents a 0.1% decrease in FTEs from the original FY 2014-15 budget. The department does not have any new position requests but is requesting a large number of upward substitutions.

**FY 2016-17**

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 307.77 FTEs, which are 0.06 FTEs less than the 307.83 FTEs in the Mayor’s proposed FY 2015-16 budget. This represents a 0.0% change in FTEs from the Mayor’s proposed FY 2015-16 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** CAT – CITY ATTORNEY

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$64,864,440 in FY 2015-16 are \$305,124 or 0.5% less than FY 2014-15 revenues of \$65,169,564. General Fund support of \$11,670,095 in FY 2015-16 is \$1,088,465 or 10.3% more than FY 2014-15 General Fund support of \$10,581,630.

Specific changes in the Department's FY 2015-16 revenues include a decrease in intergovernmental revenues and expenditure recoveries and an increase in General Fund support.

**FY 2016-17**

The Department's revenues of \$65,215,525 in FY 2016-17 are \$351,085 or 0.5% more than FY 2015-16 estimated revenues of \$64,864,440. General Fund support of \$12,911,135 in FY 2016-17 is \$1,241,040 or 10.6% more than FY 2014-15 General Fund support of \$11,670,095.

Specific changes in the Department's FY 2016-17 revenues include an increase in expenditure recoveries and General Fund support.

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$345,002 in FY 2015-16. Of the \$345,002 in recommended reductions, \$13,864 are ongoing savings and \$331,138 are one-time savings. These reductions would result in an increase of \$438,339 or 0.6% increase in the Department's FY 2015-16 budget.

**FY 2016-17**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$14,513 in FY 2016-17. Of the \$14,513 in recommended reductions, all are ongoing. These reductions would still allow an increase of \$1,577,612 or 2.1% increase in the Department's FY 2016-17 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

CAT - City Attorney

Object Title	FY 2015-16						FY 2016-17						
	FTE		Amount		GF	1T	FTE		Amount		GF	1T	
	From	To	From	To			From	To	From	To			
<b>FC2 - Legal Services</b>													
Equipment- Vehicles		\$0	\$50,566	x	x			\$0	\$0	\$0	x	x	
Delete funding for two new vehicles that have not been sufficiently justified. Department has a total of 13 vehicles, 11 of which were purchased in 2013 to 2015.													
Attrition Savings	(19.31)	(20.40)	(\$3,011,088)	(\$3,181,056)	x	x	(19.31)	(19.31)	(\$3,113,137)	(\$3,113,137)	\$0	x	x
Mandatory Fringe Benefits			(\$1,004,253)	(\$1,060,941)	x	x			(\$1,002,211)	(\$1,002,211)	\$0	x	x
			<i>Total Savings</i>	<i>\$226,656</i>					<i>Total Savings</i>	<i>\$0</i>			
Increase attrition savings to reflect anticipated hiring dates for 1408 Principal Clerk (0.23 FTE increase), 1458 Legal Secretary I (0.23 FTE increase), 1424 Clerk Typist (0.23 FTE increase), 8113 Court Clerk (0.08 FTE increase), and 4.8177 Attorney (Civil/Criminal) (0.08 FTE increase for each).													
<b>FA2- Claims</b>													
Attorney (Civil/Criminal)	1.00	0.00	\$187,425	\$0	x	x	1.00	0.00	\$193,804	\$0	\$193,804	x	x
Manager VI	0.00	1.00	\$0	\$173,216	x	x	0.00	1.00	\$0	\$179,113	(\$179,113)	x	x
Mandatory Fringe Benefits			\$59,225	\$59,570	x	x	0.00	0.00	\$58,977	\$59,155	(\$178)	x	x
			<i>Total Savings</i>	<i>\$13,864</i>					<i>Total Savings</i>	<i>\$14,513</i>			
Deny upward substitution of 1.00 Manager VI to 1.00 Attorney (Civil Criminal). There are 5.00 FTE Attorney (Civil/Criminal) vacant positions, which can be utilized to meet anticipated needs.													
Attrition Savings	(2.08)	(2.45)	(\$220,942)	(\$259,713)	x	x	(2.08)	(2.08)	(\$228,324)	(\$228,324)	\$0	x	x
Mandatory Fringe Benefits			(\$86,308)	(\$101,453)	x	x			(\$86,463)	(\$86,463)	\$0	x	x
			<i>Total Savings</i>	<i>\$53,916</i>					<i>Total Savings</i>	<i>\$0</i>			
Increase attrition savings to reflect anticipated hiring date for FTE Claims Investigator (increase by 0.36 FTEs)													

**FY 2015-16**

Total Recommended Reductions		Total
One-Time	Ongoing	
General Fund	\$331,138	\$345,002
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$331,138</b>	<b>\$345,002</b>

**FY 2016-17**

Total Recommended Reductions		Total
One-Time	Ongoing	
General Fund	\$0	\$14,513
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$14,513</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department's proposed \$10,849,111 budget for FY 2015-16 is \$874,380 or 8.8% more than the original FY 2014-15 budget of \$9,974,731.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 51.26 FTEs, which are 2.62 FTEs more than the 48.64 FTEs in the original FY 2014-15 budget. This represents a 5.4% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$10,849,111 in FY 2015-16, are \$874,380 or 8.8% more than FY 2014-15 revenues of \$9,974,731.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department's proposed \$10,865,513 budget for FY 2016-17 is \$16,402 or 0.2% more than the Mayor's proposed FY 2015-16 budget of \$10,849,111.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 51.49 FTEs, which are 0.23 FTEs more than the 51.26 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 0.4% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$10,865,513 in FY 2016-17, are \$16,402 or 0.2% more than FY 2015-16 estimated revenues of \$10,849,111.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** HSS – HEALTH SERVICE SYSTEM

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$122,490 in FY 2015-16. Of the \$122,490 in recommended reductions, \$10,000 are ongoing savings and \$112,490 are one-time savings. These reductions would still allow an increase of \$751,890 or 7.5% in the Department’s FY 2015-16 budget.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$10,000 in FY 2016-17. Of the \$10,000 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$6,402 or 0.1% in the Department’s FY 2016-17 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** HSS – HEALTH SERVICE SYSTEM

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>HEALTH SERVICE SYSTEM</b>					
HEALTH SERVICE SYSTEM	9,974,731	10,849,111	874,380	10,865,513	16,402
<b>HEALTH SERVICE SYSTEM</b>	<b>9,974,731</b>	<b>10,849,111</b>	<b>874,380</b>	<b>10,865,513</b>	<b>16,402</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$874,380 largely due to:

- One-time funding to implement an Enterprise Content Management System that will allow digitization of member records and other documents.
- The expansion of the Well-Being Assessment to employees who have waived health coverage.
- A new workorder for Wellness classes with Recreation and Park and an increased workorder with the Department of Real Estate to reflect rent increases.
- The salary and fringe benefit costs associated with new positions proposed for FY 2015-16 and the annualization of new positions added in FY 2014-15.

**FY 2016-17**

The Department’s proposed FY 2016-17 budget has increased by \$16,402 largely due to:

- Annualization of the salary and fringe benefit costs for the new positions proposed in FY 2015-16 and cost of living increases.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** HSS – HEALTH SERVICE SYSTEM

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 51.26 FTEs, which are 2.62 FTEs more than the 48.64 FTEs in the original FY 2014-15 budget. This represents a 5.4% increase in FTEs from the original FY 2014-15 budget.

The increase in FTEs is due to the annualization of new positions added during FY 2014-15 and new positions proposed for 2015-16.

**FY 2016-17**

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 51.49 FTEs, which are 0.23 FTEs more than the 51.26 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 0.4% change in FTEs from the Mayor's proposed FY 2015-16 budget.

The increase of FTE positions is due to the annualization of positions proposed in FY 2015-16.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$10,849,111 in FY 2015-16 are \$874,380 or 8.8% more than FY 2014-15 revenues of \$9,974,731.

Specific changes in the Department's FY 2015-16 revenues include increases in expenditure recovery due to increases in services provided to other departments and an increase in Flexible Spending Account (FSA) forfeitures.

**FY 2016-17**

The Department's revenues of \$10,865,513 in FY 2016-17, are \$16,402 or 0.2% more than FY 2015-16 estimated revenues of \$10,849,111.

Specific changes in the Department's FY 2016-17 revenues include increases in expenditure recovery due to increases in services provided to other departments.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** HSS – HEALTH SERVICE SYSTEM

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$122,490 in FY 2015-16. Of the \$122,490 in recommended reductions, \$10,000 are ongoing savings and \$112,490 are one-time savings. These reductions would still allow an increase of \$751,890 or 7.5% in the Department’s FY 2015-16 budget.

**FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$10,000 in FY 2016-17. Of the \$10,000 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$6,402 or 0.1% in the Department’s FY 2016-17 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**HSS - Health Service System**

Object Title	FY 2015-16						FY 2016-17					
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
	From	To	From	To			From	To				
<b>HSS - Health Service System</b>												
Equipment Purchase		\$85,000	\$75,000	\$10,000	X	X					\$0	
	Reduce to reflect actual needs based on vendor quotes for the Electronic Content Management system.											
Attrition Savings		(\$154,119)	(\$197,423)	\$43,304	X	X					\$0	
Mandatory Fringe Benefits		(\$62,755)	(\$80,941)	\$18,186	X	X					\$0	
		<b>Total Savings</b>	<b>\$61,490</b>							<b>Total Savings</b>	<b>\$0</b>	
	Increase HSS Administration Attrition Savings to reflect expected hiring date of new 2594 Employee Assistance Counselor position and retirement date of a current 1.0 FTE 1210 Benefits Analyst position in FY 2015-16.											
Professional and Specialized Services		\$1,202,444	\$1,197,444	\$5,000	X	X					\$0	
	Reduce to more accurately reflect expected costs of the proposed management training budget in HSS Administration.											
Other Current Expenses		\$10,000	\$0	\$10,000	X				\$10,000	\$0	\$10,000	X
	Reduce to reflect lower printing costs resulting from increased online-only materials in the HSS Wellness Program. This reduction still allows for an increase of \$5,000 in printing in the HSS Employee Assistance Program.											
Professional and Specialized Services		\$426,040	\$390,040	\$36,000	X	X					\$0	
	Reduce to reflect the actual cost in the HSS Wellness Program of the Annual Wellness Challenge purchase as a group license for 35,000 participants.											

**FY 2015-16**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$57,370	\$5,100	\$62,470
Non-General Fund	\$55,120	\$4,900	\$60,020
<b>Total</b>	<b>\$112,490</b>	<b>\$10,000</b>	<b>\$122,490</b>

**FY 2016-17**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$5,100	\$5,100
Non-General Fund	\$0	\$4,900	\$4,900
<b>Total</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department's proposed \$17,284,617 budget for FY 2015-16 is \$1,304,981 or 8.2% more than the original FY 2014-15 budget of \$15,979,636.

Personnel Changes

The number of full-time equivalent positions (FTEs) budgeted for FY 2015-16 is 61.13 FTEs, which is 0.56 FTEs less than the 61.69 FTEs in the original FY 2014-15 budget. This represents a 0.9% decrease in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$17,284,617 in FY 2015-16 are \$1,304,981 or 8.2% more than FY 2014-15 revenues of \$15,979,636. The Department does not receive General Fund support.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department's proposed \$17,499,459 budget for FY 2016-17 is \$214,282 or 1.2% more than the Mayor's proposed FY 2015-16 budget of \$17,284,617.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 61.08 FTEs, which are 0.05 FTEs less than the 61.13 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 0.1% decrease in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$17,499,459 in FY 2016-17 are \$214,282 or 1.2% more than FY 2015-16 estimated revenues of \$17,284,617. The Department does not receive General Fund support.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ENV – ENVIRONMENT

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$132,072 in FY 2015-16. Of the \$132,072 in recommended reductions, \$23,735 are ongoing savings and \$108,337 are one-time savings. These reductions would still allow an increase of \$1,172,909 or 7.3% in the Department’s FY 2015-16 budget.

The Budget and Legislative Analyst also recommends placing \$324,721 on Budget and Finance Committee Reserve.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$232,735 in FY 2016-17. Of the \$232,735 in recommended reductions, \$28,735 are ongoing savings and \$204,000 are one-time savings.

The Budget and Legislative Analyst also recommends placing \$151,721 on Budget and Finance Committee Reserve.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ENV – ENVIRONMENT

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>ENVIRONMENT</b>					
BIO-DIVERSITY	0	63,166	63,166	63,166	0
CLEAN AIR	769,219	1,500,128	730,909	1,510,461	10,333
CLIMATE CHANGE/ENERGY	512,268	950,322	438,054	711,547	(238,775)
ENVIRONMENT	7,021,416	6,734,246	(287,170)	6,884,351	150,105
ENVIRONMENT-OUTREACH	14,547	430,388	415,841	640,652	210,264
ENVIRONMENTAL JUSTICE / YOUTH EMPLOYMENT	226,203	235,374	9,171	240,306	4,932
GREEN BUILDING	389,847	424,253	34,406	433,092	8,839
RECYCLING	5,377,295	5,332,876	(44,419)	5,376,386	43,510
TOXICS	1,618,463	1,538,608	(79,855)	1,562,442	23,834
URBAN FORESTRY	50,378	75,256	24,878	77,056	1,800
<b>ENVIRONMENT</b>	<b>15,979,636</b>	<b>17,284,617</b>	<b>1,304,981</b>	<b>17,499,459</b>	<b>214,842</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$1,304,981 largely due to changes in grant funding.

Specific changes in the Department’s FY 2015-16 budget include:

- Increased funding for professional and specialized services related to the Clean Air and Toxics programs.
- Increased funding for materials and supplies through the Air Travel Carbon Fund in the Climate Change/Energy Program.
- Increased funding for salaries and overhead in the Environment-Outreach program.
- Decreases in funding for overhead and salaries for the Environment program and for legal services from the City Attorney’s office for the Recycling program.

**FY 2016-17**

The Department’s proposed FY 2016-17 budget has increased by \$214,842 largely due to:

- Additional funding for professional services for its Clean Air and Environment-Outreach programs.
- Decreased funding for materials and supplies for its Climate Change-energy program, which reflects reassigning anticipated future funding from the Air Travel Carbon Fund.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ENV – ENVIRONMENT

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 61.13 FTEs, which is .56 FTEs less than the 61.69 FTEs in the original FY 2014-15 budget. This represents a .9% decrease in FTEs from the original FY 2014-15 budget.

The decrease in FTEs is due to the deletion of two off-budget positions, reduction in temporary salaries, and a technical adjustment.

**FY 2016-17**

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 61.08 FTEs, which are .05 FTEs less than the 61.13 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a .08% decrease in FTEs from the Mayor's proposed FY 2015-16 budget.

This change is due to a decrease in temporary staff and increase in attrition savings.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$17,284,617 in FY 2015-16, are \$1,304,981 or 8.2% more than FY 2014-15 revenues of \$15,979,636. There is no General Fund support for this Department.

The Department attained new regional and state grant funding, as well as anticipated commitments from private businesses, mainly for the Clean Air, Climate Change/Energy, and Outreach programs.

Specific changes in the Department's FY 2015-16 revenues include:

- A new grant for work related to electrical vehicle charging systems in multi-unit dwellings.
- Increased funding for the Department's Air Travel Carbon Fund via new carbon offset commitments from private companies.
- An increase in the State CalRecycle grant, funded by the fee imposed on purchases of certain beverage containers and used to promote recycling in the city.
- A decrease in support from the San Francisco Transportation Authority for the Clean Air program.

**FY 2016-17**

The Department's revenues of \$17,499,459 in FY 2016-17, are 214,282 or 1.2% more than FY 2015-16 estimated revenues of 17,284,617. There is no General Fund support for this Department.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ENV – ENVIRONMENT

Specific changes in the Department’s FY 2016-17 revenues include:

- Increased funding from the Solid Waste Impound Account Fee
- Additional funding from the state CalRecycle grant.

**RECOMMENDATIONS:**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$132,072 in FY 2015-16. Of the \$132,072 in recommended reductions, \$23,735 are ongoing savings and \$108,337 are one-time savings. These reductions would still allow an increase of \$1,172,909 or 7.3% in the Department’s FY 2015-16 budget.

The Budget and Legislative Analyst also recommends placing \$324,721 on Budget and Finance Committee Reserve.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$232,735 in FY 2016-17. Of the \$232,735 in recommended reductions, \$28,735 are ongoing savings and \$204,000 are one-time savings.

The Budget and Legislative Analyst also recommends placing \$151,721 on Budget and Finance Committee Reserve.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2014-15 and FY 2015-16 Two-Year Budget**

**ENV - Environment**

Object Title	FY 2015-16						FY 2016-17						
	FTE		Amount		GF	1T	FTE		Amount		GF	1T	
	From	To	From	To			From	To	From	To			
<b>CIG - Environment</b>													
Attrition Savings			(\$112,319)	(\$220,656)	\$108,337	X							
	Increase attrition savings to reflect project surplus in salary expenses.												
Other Materials and Supplies			\$40,813	\$35,000	\$5,813				\$40,813	\$35,000	\$5,813		
			\$34,187	\$30,000	\$4,187				\$34,187	\$30,000	\$4,187		
	Reduce budget for Data Processing Supplies based on historical expenditures. Remaining budget allows Department to replace network switches, much of its requested workstations, and purchase new software. Ongoing budget for the expenditures allow for purchase of additional equipment in future fiscal years.												
Other Materials and Supplies			\$2,735	\$1,000	\$1,735				\$2,735	\$1,000	\$1,735		
	Reduce budget for minor furnishings based on historical expenditures. Department is underspending on materials and supplies in FY 2014-15 and has increased their materials and supplies budget in FY 2015-16.												
Other Current Expenses			\$45,582	\$35,582	\$10,000				\$45,582	\$30,582	\$15,000		
	Reduce based on historical expenditures.												
<b>CIR - Green Building</b>			\$4,000	\$2,000	\$2,000				\$4,000	\$2,000	\$2,000		
Training													
	Reduce based on historical expenditures.												
<b>CIU - Environment - Outreach</b>									\$204,000	\$0	\$204,000	X	
Professional & Specialized Services													
	Eliminate funding to correct for improper inclusion in Mayor's budget proposal.												

**FY 2015-16**

	Total Recommended Reductions		Total
	One-Time	Ongoing	
General Fund	\$0	\$0	\$0
Non-General Fund	\$108,337	\$23,735	\$132,072
<b>Total</b>	<b>\$108,337</b>	<b>\$23,735</b>	<b>\$132,072</b>

**FY 2016-17**

	Total Recommended Reductions		Total
	One-Time	Ongoing	
General Fund	\$0	\$0	\$0
Non-General Fund	\$204,000	\$28,735	\$232,735
<b>Total</b>	<b>\$204,000</b>	<b>\$28,735</b>	<b>\$232,735</b>



**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department's proposed \$40,583,251 budget for FY 2015-16 is \$3,761,838 or 10.2% more than the original FY 2014-15 budget of \$36,821,413.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 99.08 FTEs, which are 7.22 FTEs more than the 91.86 FTEs in the original FY 2014-15 budget. This represents a 7.9% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$13,834,380 in FY 2015-16, are \$2,926,254 or 17.5% less than FY 2014-15 revenues of \$16,760,634. General Fund support of \$26,748,871 in FY 2015-16 is \$6,688,092 or 33.3% more than FY 2014-15 General Fund support of \$20,060,779.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department's proposed \$38,968,399 budget for FY 2016-17 is \$1,614,852 or 4.0% less than the Mayor's proposed FY 2015-16 budget of \$40,583,251.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 100.19 FTEs, which are 1.11 FTE more than the 99.08 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 1.1% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$13,555,826 in FY 2016-17, are \$273,554 or 2.0% less than FY 2015-16 revenues of \$13,834,380. General Fund support of \$25,412,573 in FY 2016-17 is \$1,336,298 or 5.0% less than FY 2015-17 General Fund support of \$26,748,871.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

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

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,202,285 in FY 2015-16. Of the \$1,202,285 in proposed reductions, \$30,000 are one time savings and \$1,172,285 are ongoing savings. These reductions would still allow an increase of \$2,559,553 or 7% in the Department’s FY 2015-16 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended general fund encumbrances, which would allow the return of \$8,480 to the General Fund. Together, these recommendations equal \$1,210,765 in General Fund savings in FY 2015-16.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,171,433 in FY 2016-17, all of which are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

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

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>ECONOMIC &amp; WORKFORCE DEVELOPMENT</b>					
CHILDREN'S BASELINE	314,065	314,065	0	314,065	0
ECONOMIC DEVELOPMENT	15,385,760	13,126,610	(2,259,150)	11,645,347	(1,481,263)
FILM SERVICES	1,125,000	1,450,000	325,000	1,450,000	0
FINANCE AND ADMINISTRATION	0	1,174,875	1,174,875	1,263,982	89,107
JOINT DEVELOPMENT	0	2,252,009	2,252,009	2,273,691	21,682
OFFICE OF SMALL BUSINESS	891,470	896,707	5,237	912,896	16,189
WORKFORCE TRAINING	19,105,118	21,368,985	2,263,867	21,108,418	(260,567)
<b>ECONOMIC &amp; WORKFORCE DEVELOPMENT</b>	<b>36,821,413</b>	<b>40,583,251</b>	<b>3,761,838</b>	<b>38,968,399</b>	<b>(1,614,852)</b>

**FY 2015-16**

The Department's proposed FY 2015-16 budget has increased by \$3,761,838 largely due to:

- Increased funding for OEWD's grants to community-based organizations. In addition to expanding existing programs, the new grants will launch two new Economic Development Initiatives: (1) The Neighborhood Asset Relief Buildings program and (2) the Small Business Disaster Recovery Fund.
- Eight new positions in the following programs: Economic Development, Film Services, Joint Development, and Finance & Administration.

**FY 2016-17**

The Department's proposed FY 2016-17 budget has decreased by \$1,614,852 largely due to:

- A decrease in OEWD's grants to community-based organizations, in particular in the Invest in Neighborhoods and Workforce Development sector programs.
- An expected decrease in charges for services from the Department of Technology.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

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

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 99.08 FTEs, which are 7.22 FTEs more than the 91.86 FTEs in the original FY 2014-15 budget. This represents a 7.9% increase in FTEs from the original FY 2014-15 budget.

- A new Junior Administrative Assistant to assist in processing film permit applications.
- A new Community Development Specialist to stimulate spending on local businesses.
- A new Community Development Specialist dedicated to helping small businesses through the City permitting process.
- Positions to provide employment and contract compliance services related to the Mayor's office of Housing and Community Development's Rental Assistance Demonstration (RAD) Program.
- A new Project Manager for the Invest in Neighborhoods team to manage projects in the Fillmore and Japantown.
- A new human resources manager for the Department, which has historically shared this function with the Mayor's Office.

**FY 2016-17**

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 100.19 FTEs, which are 1.11 FTE more than the 99.08 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 1.1% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

- This is due to an additional Employment and Training Specialist to provide employment services for Phase 2 of the RAD project.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$13,834,380 in FY 2015-16, are \$2,926,254 or 17.5% less than FY 2014-15 revenues of \$16,760,634. General Fund support of \$26,748,871 in FY 2015-16 is \$6,688,092 or 33.3% more than FY 2014-15 General Fund support of \$20,060,779.

Specific changes in the Department's FY 2015-16 revenues include:

- A decrease in developer fees and federal grants

**FY 2016-17**

The Department's revenues of \$13,555,826 in FY 2016-17, are \$273,554 or 2.0% less than FY 2015-16 estimated revenues of \$13,834,380. General Fund support of \$25,412,573 in FY 2016-17 is \$1,336,298 or 5.0% less than FY 2015-17 General Fund support of \$26,748,871.

Specific changes in the Department's FY 2016-17 revenues include:

- A decrease in federal grants.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

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

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,202,285 in FY 2015-16. Of the \$1,202,285 in proposed reductions, \$30,000 are one time savings and \$1,172,285 are ongoing savings. These reductions would still allow an increase of \$2,559,553 or 7% in the Department’s FY 2015-16 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended general fund encumbrances, which would allow the return of \$8,480 to the General Fund. Together, these recommendations equal \$1,210,765 in General Fund savings in FY 2015-16.

**FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,171,433 in FY 2016-17, all of which are ongoing savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**ECN - Economic and Workforce Development**

Object Title	FY 2015-16						FY 2016-17					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
COMMUNITY BASED ORGANIZATION SVCS- BUDGET			\$5,545,000	\$5,045,000	\$500,000	X			\$4,691,487	\$4,191,487	\$500,000	X
	Reduce by \$500,000 to reflect historical spending. The Department budgeted \$12.9 million for grants to community based organizations in FY 2013-14 and FY 2014-15, but only spent \$8.4 million in FY 2013-14 and is projected to spend approximately \$8.6 million in FY 2014-15, resulting in a surplus of \$4.5 million in FY 2013-14 and \$4.7 million in FY 2015-16. These surpluses are the result of delays in contracting with community-based organizations. The Mayor's budget increased grants to community based organizations by \$4.6 million, from \$12.9 million in FY 2014-15 to \$17.5 million in FY 2015-16.											
Professional and Specialized Services - Budget			\$50,000	\$20,000	\$30,000	X						
	Reduce by \$30,000 to reflect Department's anticipated need.											
Attrition Savings			(\$117,965)	(\$187,965)	\$70,000	X			(\$121,981)	(\$191,981)	\$70,000	X
Mandatory Fringe Benefits			(\$45,981)	(\$73,266)	\$27,285	X			(\$46,061)	(\$72,494)	\$26,433	X
			Total Savings \$97,285						Total Savings \$96,433			
	Increase attrition savings to account for currently vacant positions and new position hire dates.											

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**ECN - Economic and Workforce Development**

Object Title	FY 2015-16						FY 2016-17					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
COMMUNITY BASED ORGANIZATION SVCS- BUDGET			\$3,390,049	\$2,890,049	\$500,000	X			\$3,290,049	\$2,790,049	\$500,000	X
	<p>PGM - WORKFORCE TRAINING</p>											
	<p>Reduce by \$500,000 to reflect historical spending. The Department budgeted \$12.9 million for grants to community based organizations in FY 2013-14 and FY 2014-15, but only spent \$8.4 million in FY 2013-14 and is projected to spend approximately \$8.6 million in FY 2014-15, resulting in a surplus of \$4.5 million in FY 2013-14 and \$4.7 million in FY 2015-16. These surpluses are the result of delays in contracting with community-based organizations. The Mayor's budget increased grants to community based organizations by \$4.6 million, from \$12.9 million in FY 2014-15 to \$17.5 million in FY 2015-16.</p>											
Attrition Savings			(\$156,571)	(\$211,571)	\$55,000	X			(\$121,981)	(\$176,981)	\$55,000	X
Mandatory Fringe Benefits			(\$45,981)	(\$65,981)	\$20,000	X			(\$46,061)	(\$66,061)	\$20,000	X
			<i>Total Savings</i>		\$75,000				<i>Total Savings</i>		\$75,000	
	<p>Increase attrition savings to account for currently vacant positions and new position hire dates.</p>											

**FY 2015-16**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$30,000	\$1,172,285	\$1,202,285
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$30,000</b>	<b>\$1,172,285</b>	<b>\$1,202,285</b>

**FY 2016-17**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$1,171,433	\$1,171,433
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$1,171,433</b>	<b>\$1,171,433</b>

Year	Department Code	Subfund Code	Vendor No	Vendor Name	Index Code Code	Remaining Balance
13	ECN	1GAGFAAP	64607	XTECH	210047	8,280
14	ECN	1GAGFAAP	72161	ATLAS ADVERTISING LLC	210047	200
<b>Total</b>						<b>8,480</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department’s proposed \$40,888,727 budget for FY 2015-16 is \$2,537,115 or 6.6% more than the original FY 2014-15 budget of \$38,351,612.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 183.51 FTEs, which are 13.25 FTEs more than the 170.26 FTEs in the original FY 2014-15 budget. This represents a 7.8% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$38,783,637 in FY 2015-16, are \$2,804,650 or 7.8% more than FY 2014-15 revenues of \$35,978,987. General Fund support of \$2,105,090 in FY 2015-16 is \$267,535 or 11.3% less than FY 2014-15 General Fund support of \$2,372,625.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department’s proposed \$40,603,089 budget for FY 2016-17 is \$285,638 or 0.7% less than the Mayor’s proposed FY 2015-16 budget of \$40,888,727.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 194.69 FTEs, which are 11.18 FTEs more than the 183.51 FTEs in the Mayor’s proposed FY 2015-16 budget. This represents a 6.1% increase in FTEs from the Mayor’s proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$38,217,677 in FY 2016-17, are \$565,960 or 1.5% less than FY 2015-16 estimated revenues of \$38,783,637. General Fund support of \$2,385,412 in FY 2016-17 is \$280,322 or 13.3% more than FY 2015-16 General Fund support of \$2,105,090.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** CPC– CITY PLANNING

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$290,031 in FY 2015-16. Of the \$290,031 in recommended reductions, \$137,279 are ongoing savings and \$152,752 are one-time savings. These reductions would still allow an increase of \$2,247,084 or 5.9% in the Department’s FY 2015-16 budget.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$179,012 in FY 2016-17. Of the \$179,012 in recommended reductions, all are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** CPC– CITY PLANNING

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>CITY PLANNING</b>					
ADMINISTRATION/PLANNING	10,627,576	13,303,866	2,676,290	12,273,593	(1,030,273)
CITYWIDE PLANNING	8,550,369	10,308,118	1,757,749	9,309,500	(998,618)
CURRENT PLANNING	10,982,280	8,476,874	(2,505,406)	9,933,776	1,456,902
ENVIRONMENTAL PLANNING	6,114,136	6,330,307	216,171	6,463,168	132,861
ZONING ADMINISTRATION AND COMPLIANCE	2,077,251	2,469,562	392,311	2,623,052	153,490
<b>CITY PLANNING</b>	<b>38,351,612</b>	<b>40,888,727</b>	<b>2,537,115</b>	<b>40,603,089</b>	<b>(285,638)</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$2,537,115 largely due to the addition of new staff and one-time projects.

Due to the population growth in recent years, the Planning Department’s caseload has increased significantly and the projects the Department processes have increased in complexity. The Department has experienced a 38 percent growth in planning applications and building permits over the past five years, and the Department expects the same level of planning cases and building permit application volumes in FY 2015-16 as FY 2014-15. The Department seeks to increase efficiencies and reduce processing time delays.

In coordination with the Department of Building Inspection, the Planning Department is currently implementing the new Permit and Project Tracking System, which will consolidate multiple existing systems into one citywide permitting system, allowing City departments to share data. The system is scheduled to go live to the public at the end of FY 2014-15 with continued enhancements anticipated throughout FY 2015-16. Also, the Citywide Planning Division is implementing a five-year work program to improve services.

**FY 2016-17**

The Department’s proposed FY 2016-17 budget will decrease by \$285,638 from the proposed FY 2015-16 budget largely due to the expiration of one-time project funding. However, salaries are still increasing by \$1,908,379 from the previous year, primarily due to the annualization of new positions proposed for FY 2015-16.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** CPC– CITY PLANNING

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 183.51 FTEs, which are 13.25 FTEs more than the 170.26 FTEs in the original FY 2014-15 budget. This represents a 7.8% increase in FTEs from the original FY 2014-15 budget.

The Department is requesting 6.54 new FTEs in the Citywide Planning Division and 3.85 new FTEs in the Environmental Planning Division. The Department is also requesting 2.31 FTEs in the Zoning and Compliance Division due to the creation of the Office of Short-Term Rentals.

**FY 2016-17**

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 194.69 FTEs, which are 11.18 FTEs more than the 183.51 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 6.1% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

The increase is primarily due to the annualization of new positions proposed in FY 2015-16.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$38,783,637 in FY 2015-16, are \$2,804,650 or 7.8% more than FY 2014-15 revenues of \$35,978,987. General Fund support of \$2,105,090 in FY 2015-16 is \$267,535 or 11.3% less than FY 2014-15 General Fund support of \$2,372,625.

Specific changes in the Department's FY 2015-16 revenues include increases in charges for services due to the increases in permit applications and business license issuance, decreases in Federal and State funding, and decreases in other revenue and General Fund support.

**FY 2016-17**

The Department's revenues of \$38,217,677 in FY 2016-17, are \$565,960 or 1.5% less than FY 2015-16 estimated revenues of \$38,783,637. General Fund support of \$2,385,412 in FY 2016-17 is \$280,322 or 13.3% more than FY 2015-16 General Fund support of \$2,105,090.

Specific changes in the Department's FY 2016-17 revenues include increases in Federal funding, decreases in State and other revenues, and increases in charges for services and General Fund support.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** CPC– CITY PLANNING

**File 15-0571**

File No. 15-0571 is an ordinance amending the Planning and Building Codes to waive fees related to granting legal status to dwelling units constructed without required permits. Currently the Department charges administrative fees for review of building permit applications. The proposed ordinance would waive permit application fees for review of permit applications that seek to legalize secondary dwelling units until January 1, 2020.

The projected revenue decrease for FY 2015-16 is based on the proposed fee ordinance as follows:

<b>File No.</b>	<b>Fee Description</b>	<b>FY 2014-15 Projected Revenue</b>	<b>Change in FY 2015-16</b>
15-0571	Planning, Building Codes- Fee Waiver for Legalization of Secondary Dwelling Units	\$52,000	(\$52,000)
<b>Total</b>		<b>\$54,347</b>	<b>(\$54,347)</b>

Recommendation: Approval of the proposed fee elimination resolution is a policy matter for the Board of Supervisors.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** \_\_\_\_\_ **CPC– CITY PLANNING**

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$290,031 in FY 2015-16. Of the \$290,031 in recommended reductions, \$137,279 are ongoing savings and \$152,752 are one-time savings. These reductions would still allow an increase of \$2,247,084 or 5.9% in the Department’s FY 2015-16 budget.

**FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$179,012 in FY 2016-17. Of the \$179,012 in recommended reductions, all are ongoing savings.

CPC - City Planning

Object Title	FY 2015-16						FY 2016-17						
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T	
	From	To	From	To			From	To	From	To			
	<b>FEF- Administration</b>												
Materials and Supplies- Budget Only			\$115,000	\$100,000	\$15,000	x			\$135,000	\$120,000	\$15,000	x	
	Reduce budgeted expenditures to reflect historical expenditures.												
Other Current Expenses			\$8,000	\$7,000	\$1,000	x			\$8,248	\$7,000	\$1,248	x	
	Reduce budgeted expenditures for Credit Card Processing Fees to reflect current year's budget. Department has not provided sufficient justification for the increase.												
Other Current Expenses			\$102,908	\$97,000	\$5,908	x			\$106,098	\$97,000	\$9,098	x	
	Reduce budgeted expenditures for Advertising that have not been sufficiently justified and to reflect historical spending. Department's actuals are projected to be \$97,000 in FY 2014-15.												
Equipment Purchase Budget			\$47,850	\$35,234	\$12,616	x							
	Reduce budgeted expenditures that have not been sufficiently justified. The Department has only provided justification for the purchase of three of four requested new projectors and accessories.												
Attrition Savings	(0.62)	(0.85)	(\$63,986)	(\$87,723)	\$23,737	x	x						
Mandatory Fringe Benefits	0.00	0.00	(\$25,257)	(\$34,627)	\$9,370	x	x						
			<i>Total Savings</i>		<i>\$33,106</i>								
	Increase attrition savings by 0.23 FTEs to reflect anticipated hiring date for 1.00 FTE 5277 Planner I.												
	<b>FAH - Citywide planning</b>												
Planner III	0.77	0.00	\$83,099	\$0	\$83,099	x		1.00	0.00	\$111,595	\$0	\$111,595	x
Manadatory Fringe Benefits	0.00	0.00	\$32,101	0.00	\$32,101	x		0.00	0.00	\$41,964	\$0	\$41,964	x
One-day adjustment - Misc	0.00	0.00	\$171	0.00	\$171	x		0.00	0.00	\$107	\$0	\$107	x
			<i>Total Savings</i>		<i>\$115,371</i>				<i>Total Savings</i>		<i>\$153,666</i>		
	Deny the creation of a new 0.77 FTE 5291 Planner III position due to insufficient justification. The Department has 11.56 Planner III positions in this program, of which 6 are vacant and the Department is in the process of hiring. In addition, the Department is adding 8 new positions to this program, including the requested 0.77 FTE 5291 Planner III. Approval of this recommendation will still give the Department 7 new positions in this program.												
	On-going savings.												

CPC - City Planning

Object Title	FY 2015-16						FY 2016-17							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
Attrition Savings	(5.21)	(5.38)	(\$557,847)	(\$576,049)	\$18,202	x	x	(5.21)	(5.21)	(\$575,860)	(\$575,860)	\$0	x	x
Mandatory Fringe Benefits			(\$216,344)	(\$223,403)	\$7,059	x	x			(\$217,219)	(\$217,219)	\$0	x	x
			<i>Total Savings</i>		\$25,262									
Increase attrition savings to reflect anticipated hiring dates for 5283 Planner V (increase of 0.17 FTE).														
<b>FDP - Current Planning</b>														
Planner III	0.77A	0.77L	\$83,099	\$83,099	\$0	x		1.00	0.00	\$111,594	\$111,594	\$0	x	
Mandatory Fringe Benefits	0.00	0.00	\$32,102	\$32,102	\$0	x		0.00	0.00	\$41,959	\$41,959	\$0	x	
			<i>Total Savings</i>		\$0					<i>Total Savings</i>		\$0		
Change new Planner III position from permanent to limited tenure for a 3 year term. According to the Department, this position is needed to carry out an historical survey of the City. The Department expects the survey to be completed within approximately 3 years.														
Attrition Savings	(9.12)	(9.21)	(\$930,124)	(\$939,303)	\$9,179	x	x							
Mandatory Fringe Benefits			(\$367,288)	(\$370,913)	\$3,625	x	x							
			<i>Total Savings</i>		\$12,803									
Increase attrition savings to reflect anticipated hiring dates for 1406 Senior Clerk (increase of 0.09 FTE).														

CPC - City Planning

Object Title	FY 2015-16						FY 2016-17							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
<b>FFP - Environmental</b>														
Attrition Savings	(0.95)	(1.41)	(\$102,656)	(\$152,363)	\$49,707	x	x							
Mandatory Fringe Benefits			(\$39,772)	(\$59,030)	\$19,258	x	x							
			<i>Total Savings</i>		\$68,965									
Increase attrition savings to reflect anticipated hiring dates of Manager II (increase by 0.23 FTE) and Planner III Environmental Review (increase by 0.23 FTE).														

FY 2015-16

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$152,752	\$137,279
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$152,752</b>	<b>\$137,279</b>

FY 2016-17

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$179,012
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$179,012</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department’s proposed \$39,398,581 budget for FY 2015-16 is \$795,123 or 2.0% less than the original FY 2014-15 budget of \$40,193,704.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 220.88 FTEs, which are 4.88 FTEs less than the 225.76 FTEs in the original FY 2014-15 budget. This represents a 2.2% decrease in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$14,500,269 in FY 2015-16, are \$140,535 or 1.0% less than FY 2014-15 revenues of \$14,640,804. General Fund support of \$24,898,312 in FY 2015-16 is \$654,588 or 2.6% less than FY 2014-15 General Fund support of \$25,552,900.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department’s proposed \$38,657,684 budget for FY 2016-17 is \$740,897 or 1.9% less than the Mayor’s proposed FY 2015-16 budget of \$39,398,581.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 221.71 FTEs, which are 0.83 FTEs more than the 220.88 FTEs in the Mayor’s proposed FY 2015-16 budget. This represents a 0.4% increase in FTEs from the Mayor’s proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$14,172,668 in FY 2016-17 are \$327,601 or 2.3% less than FY 2015-16 estimated revenues of \$14,500,269. General Fund support of \$24,485,016 in FY 2016-17 is \$413,296 or 1.7% less than FY 2015-16 General Fund support of \$24,898,312.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

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

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$343,878 in FY 2015-16. Of the \$343,878 in recommended reductions, \$246,650 are one-time and \$97,228 are ongoing savings.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended general fund encumbrances, which would allow the return of \$2,553 to the General Fund. Together, these recommendations equal \$346,431 in General Fund savings in FY 2015-16.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$59,633 in FY 2016-17. Of the \$59,633 in recommended reductions, all are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

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

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>TREASURER/TAX COLLECTOR</b>					
BUSINESS TAX	5,887,464	5,953,521	66,057	5,949,022	(4,499)
CHILDREN'S BASELINE	0	645,313	645,313	651,467	6,154
DELINQUENT REVENUE	8,138,502	8,648,691	510,189	8,189,207	(459,484)
GROSS RECEIPTS TAX	9,953,115	7,257,439	(2,695,676)	7,128,440	(128,999)
INVESTMENT	2,599,358	2,625,804	26,446	2,679,672	53,868
LEGAL SERVICE	534,974	660,169	125,195	673,801	13,632
MANAGEMENT	5,932,170	5,857,437	(74,733)	5,774,311	(83,126)
PROPERTY TAX/LICENSING	2,094,808	2,255,822	161,014	2,317,444	61,622
TAXPAYER ASSISTANCE	1,747,123	1,743,828	(3,295)	1,776,292	32,464
TREASURY	3,306,190	3,750,557	444,367	3,518,028	(232,529)
<b>TREASURER/TAX COLLECTOR</b>	<b>40,193,704</b>	<b>39,398,581</b>	<b>(795,123)</b>	<b>38,657,684</b>	<b>(740,897)</b>

**FY 2015-16**

The Department's proposed FY 2015-16 budget has decreased by \$795,123 largely due to:

**Continued Progress on the New Gross Receipts Tax System** – The Department is currently in year three of a five year program to implement the new gross receipts tax system. The new Gross Receipts Tax and Business Registration fees system was approved in November 2012, and launched in January 2015. The expiration of limited duration positions related to implementation of the Gross Receipts tax are largely responsible for this decrease in the FY 2015-16 budget.

**FY 2016-17**

The Department's proposed FY 2016-17 budget has decreased by \$740,897 largely due to:

**Expiration of One-time IT Expenditures**—A significant portion of the major technological expenditures related to implementation the gross receipts tax system will no longer be needed by FY 2016-17, and account for the decrease in overall budget.

**Continued Progress of New Gross Receipts Tax System**-- The new Gross Receipts Tax and Business Registration fees system was approved in November 2012, and launched in January 2015. Some project costs associated with this development project will no longer be needed in FY 20W16-17.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

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

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 220.88 FTEs, which are 4.88 FTEs less than the 225.76 FTEs in the original FY 2014-15 budget. This represents a -2.2% decrease in FTEs from the original FY 2014-15 budget.

The Department's FY 2015-16 budget adds new positions, offset by an increase in attrition savings. The attrition adjustment results in an overall reduction in FTEs, to allow for hiring timelines, turnover, and ongoing vacancies. In FY 2015-16, the Department plans to add 3.85 FTE new Sr. Personal Property Auditors to work on the expected increase in filers of gross receipts. The grant-funded Office of Financial Empowerment will add a 1.0 FTE Junior Management Analyst and a 1.0 FTE Senior Management Analyst. The Department will add a new 1.0 FTE Sr. Administrative Analyst to manage these grant funded positions. A new 1.0 FTE new Senior Management Assistant will be added under a work order with the Mayor's Office of Housing.

**FY 2016-17**

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 221.71 FTEs, which are 0.83 FTEs more than the 220.88 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 0.4% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

In FY 2016-17, the Department plans to annualize several limited term positions related to Gross Receipts Tax including a 1.0 FTE Manager III, a 1.0 FTE Manager V and a 1.0 FTE Senior Personnel Analyst. This increase is offset by an increase in attrition savings, reflected in the overall FTE increase of 0.83 FTE.

**INTERIM EXCEPTIONS**

The Department has requested approval of a new 1.0 FTE 1823 Senior Administrative Analyst position as an interim exception. The Budget and Legislative Analyst recommends approval of this position as the Department has indicated that disapproval of this interim exception will result in a layoff.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$14,500,269 in FY 2015-16, are \$140,535 or 1.0% less than FY 2014-15 revenues of \$14,640,804. General Fund support of \$24,898,312 in FY 2015-16 is \$654,588 or 2.6% less than FY 2014-15 General Fund support of \$25,552,900.

Specific changes in the Department's FY 2015-16 revenues include:

While revenue earned from local taxes and the use of money or property increased, there was a decrease in revenue earned from charges for services. In addition, the Department will receive \$654,888 less in General Fund support this year, largely due to closeout and expiration of one-time expenditures related to the new gross receipts tax system.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

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

**FY 2016-17**

The Department's revenues of \$14,172,668 in FY 2016-17 are \$327,601 or 2.3% less than FY 2015-16 estimated revenues of \$14,500,269. General Fund support of \$24,485,016 in FY 2016-17 is \$413,296 or 1.7% less than FY 2015-16 General Fund support of \$24,898,312.

Specific changes in the Department's FY 2016-17 revenues include:

In 2016-17, the Department expects to earn additional funding from Other Revenues, however they anticipate a decrease in revenue earned from the use of money or property and expenditure recovery. The Department anticipates receiving \$413,296 less in General Fund support that in FY 2015-16.

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$343,878 in FY 2015-16. Of the \$343,878 in recommended reductions, \$246,650 are one-time and \$97,228 are ongoing savings.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended general fund encumbrances, which would allow the return of \$2,553 to the General Fund. Together, these recommendations equal \$346,431 in General Fund savings in FY 2015-16.

**FY 2016-17**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$59,633 in FY 2016-17. Of the \$59,633 in recommended reductions, all are ongoing savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**TTX- Treasurer-Tax Collector**

Object Title	FY 2015-16						FY 2016-17						
	FTE		Amount		GF	1T	FTE		Amount		GF	1T	
	From	To	From	To			From	To	From	To			
<b>FCN- Property Tax/Licensing</b>													
Clerk	1.00	0.00	\$55,051	\$0	\$55,051	X		1.00	0.00	\$56,925	\$0	\$56,925	X
Mandatory Fringe Benefits			\$29,612	\$0	\$29,612	X				\$29,493	\$0	\$29,493	X
Attrition Savings	(3.40)	(3.01)	(\$254,537)	(\$225,537)	(\$29,000)	X		(3.40)	(3.01)	(\$263,201)	(\$233,201)	(\$30,000)	X
Mandatory Fringe Benefits			(\$113,434)	(\$100,510)	(\$12,924)	X				(\$114,282)	(\$101,256)	(\$13,026)	X
			<i>Total Savings</i>	\$42,739						<i>Total Savings</i>	\$43,392		
Delete vacant position that has been held vacant since March 2012. Adjust attrition to offset the position reduction. The Department reports \$1.1 million in salary savings for fiscal year 2014-15.													
<b>FCO-Business Tax</b>													
Personal Property Auditor	12.00	11.00	\$1,060,053	\$971,715	\$88,338	X		12.00	11.00	\$1,096,136	\$1,004,791	\$91,345	X
Mandatory Fringe Benefits			\$443,352	\$406,406	\$36,946	X				\$447,698	\$410,390	\$37,308	X
Attrition Savings	(4.51)	(3.95)	(\$403,377)	(\$353,377)	(\$50,000)	X		(4.51)	(3.64)	(\$417,108)	(\$337,108)	(\$80,000)	X
Mandatory Fringe Benefits			(\$167,765)	(\$146,970)	(\$20,795)	X				(\$168,989)	(\$136,577)	(\$32,412)	X
			<i>Total Savings</i>	\$54,489						<i>Total Savings</i>	\$16,241		
Delete vacant position that has been held vacant since June 2011. Adjust attrition to offset the position reduction. The Department reports \$1.1 million in salary savings for fiscal year 2014-15.													
<b>FGR--Gross Receipts Tax</b>													
Attorney, Civil/Criminal	1.00	0.00	\$187,425	\$0	\$187,425	X	X						
Mandatory Fringe Benefits			\$59,225	\$0	\$59,225	X	X						
			<i>Total Savings</i>	\$246,650									
Delete vacant position that has been held vacant since July 2013. The Department deleted the 8177 Attorney position from the FY 2016-17 budget.													

**FY 2015-16**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$246,650	\$97,228	\$343,878
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$246,650</b>	<b>\$97,228</b>	<b>\$343,878</b>

**FY 2016-17**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$59,633	\$59,633
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$59,633</b>	<b>\$59,633</b>

Year	Dept	Subfund Code	Vendor No	Vendor Name	Index Code	Remaining Balance
12	TTX	1GAGFAAA	76414	LINK2GOV CORP	085024	54.22
13	TTX	1GAGFAAA	59184	LANGUAGELINE SOLUTIONS(SM)	085029	87.29
13	TTX	1GAGFAAA	48471	SHRED WORKS	085028	10.98
13	TTX	1GAGFAAA	75889	VERIZON WIRELESS	085024	416.83
13	TTX	1GAGFAAA	25475	LEXMARK INTERNATIONAL INC	085024	200.00
14	TTX	1GAGFAAA	82196	STAPLES ADVANTAGE	085025	4.09
14	TTX	1GAGFAAA	75889	VERIZON WIRELESS	085024	241.23
C	TTX	1GAGFAAA	22182	KONICA MINOLTA BUSINESS SOLUTNS USA INC	085027	2.83
14	TTX	1GAGFAAA	71557	U S PURE WATER CORP	085027	60.94
14	TTX	1GAGFAAA	71557	U S PURE WATER CORP	085028	63.98
14	TTX	1GAGFAAA	71557	U S PURE WATER CORP	085025	62.67
14	TTX	1GAGFAAA	71557	U S PURE WATER CORP	085030	60.93
14	TTX	1GAGFAAA	21330	R R DONNELLEY	085028	1,287.50
					<b>Total</b>	<b>2,553.49</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department's \$367,605,392 proposed budget for FY 2015-16 is \$58,436,387 or 18.9% more than the original FY 2014-15 budget of \$309,169,005.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 798.76 FTEs, which are 49.15 FTEs more than the 749.61 FTEs in the original FY 2014-15 budget. This represents a 6.6% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$312,046,329 in FY 2015-16, are \$54,588,812 or 21.2% more than FY 2014-15 revenues of \$257,457,517. General Fund support of \$55,559,063 in FY 2015-16 is \$3,847,575 or 7.4% more than FY 2014-15 General Fund support of \$51,711,488.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department's proposed \$350,776,108 budget for FY 2016-17 is \$16,829,284 or 4.6% less than the Mayor's proposed FY 2015-16 budget of \$367,605,392.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 804.55 FTEs, which are 5.79 FTEs more than the 798.76 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 0.7% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$307,876,750 in FY 2016-17, are \$4,169,579 or 1.3% less than FY 2015-16 estimated revenues of \$312,046,329. General Fund support of \$42,899,358 in FY 2016-17 is \$12,659,705 or 22.8% less than FY 2015-16 General Fund support of \$55,559,063.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ADM-GENERAL SERVICES AGENCY – CITY ADMIN

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$821,791 in FY 2015-16. Of the \$821,791 in recommended reductions, \$553,131 are ongoing savings and \$268,660 are one-time savings. These reductions would still allow an increase of \$57,614,596 or 18.6% in the Department’s FY 2015-16 budget.

The Budget and Legislative Analyst also recommends placing \$90,049 on Budget and Finance Committee reserve.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$600,075 in FY 2016-17, all of which is ongoing savings.

The Budget and Legislative Analyst also recommends placing \$120,003 on Budget and Finance Committee reserve.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT: ADM-GENERAL SERVICES AGENCY – CITY ADMIN**

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>GENERAL SERVICES AGENCY - CITY ADMIN</b>					
311 CALL CENTER	12,273,735	12,677,485	403,750	12,745,864	68,379
ANIMAL WELFARE	6,012,590	6,213,918	201,328	6,427,653	213,735
CAPITAL ASSET PLANNING	750,000	13,303,613	12,553,613	4,030,000	(9,273,613)
CITY ADMINISTRATOR - ADMINISTRATION	11,310,732	13,198,332	1,887,600	13,882,825	684,493
COMMITTEE ON INFORMATION TECHNOLOGY	650,741	650,741	0	650,741	0
COMMUNITY AMBASSADOR PROGRAM	717,778	773,838	56,060	778,666	4,828
COMMUNITY REDEVELOPMENT	754,386	1,453,200	698,814	1,484,129	30,929
COUNTY CLERK SERVICES	1,840,646	1,838,670	(1,976)	1,872,785	34,115
DISABILITY ACCESS	6,097,711	4,539,900	(1,557,811)	4,973,301	433,401
EARTHQUAKE SAFETY PROGRAM	808,787	813,038	4,251	592,462	(220,576)
ENTERTAINMENT COMMISSION	780,809	791,914	11,105	813,626	21,712
FACILITIES MGMT & OPERATIONS	55,525,505	109,160,336	53,634,831	109,591,036	430,700
FLEET MANAGEMENT	1,250,971	1,078,412	(172,559)	2,770,353	1,691,941
GRANTS FOR THE ARTS	12,787,639	13,450,035	662,396	13,450,035	0
IMMIGRANT AND LANGUAGE SERVICES	2,539,280	3,675,982	1,136,702	3,789,293	113,311
JUSTIS PROJECT - CITY ADM OFFICE	3,417,383	3,680,180	262,797	3,442,968	(237,212)
LIVING WAGE / LIVING HEALTH (MCO/HCAO)	3,698,849	4,930,537	1,231,688	5,000,544	70,007
MEDICAL EXAMINER	7,810,395	19,010,603	11,200,208	8,971,156	(10,039,447)
NEIGHBORHOOD BEAUTIFICATION	2,005,000	2,935,000	930,000	3,020,000	85,000
OFFICE OF SHORT-TERM RENTALS	0	475,005	475,005	464,630	(10,375)
PROCUREMENT SERVICES	5,935,746	6,555,288	619,542	5,904,270	(651,018)
REAL ESTATE SERVICES	32,060,977	0	(32,060,977)	0	0
REPRODUCTION SERVICES	7,301,840	7,607,687	305,847	7,545,022	(62,665)
RISK MANAGEMENT / GENERAL	19,183,177	20,621,619	1,438,442	21,453,326	831,707
TOURISM EVENTS	78,570,880	80,801,869	2,230,989	79,796,825	(1,005,044)
TREASURE ISLAND	1,966,362	2,012,725	46,363	2,054,542	41,817
VEHICLE & EQUIPMENT MAIN & FUELING	29,240,893	30,889,839	1,648,946	30,414,939	(474,900)
<b>GENERAL SERVICES AGENCY - CITY ADMIN</b>	<b>309,169,005</b>	<b>367,605,392</b>	<b>58,436,387</b>	<b>350,776,108</b>	<b>(16,829,284)</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$58,436,387 largely due to:

- New equipment, positions, and relocation expenses for the Medical Examiner’s Office.
- Increased funding to the Capital Asset Program.
- New positions in the Contract Monitoring Division, Office of Civic Engagement and Immigrant Affairs, Office of Labor Standard Enforcement, and the new Office of Short-Term Rentals

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ADM-GENERAL SERVICES AGENCY – CITY ADMIN

FY 2016-17

The Department’s proposed FY 2016-17 budget has decreased by \$16,829,284 largely due to:

- Decreased funding for the Capital Asset Program.
- Decrease in one-time expenses for the Medical Examiner’s Office.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 798.76 FTEs, which are 49.15 FTEs more than the 749.61 FTEs in the original FY 2014-15 budget. This represents a 6.6% increase in FTEs from the original FY 2014-15 budget.

- As shown below, several programs are adding new positions over the next two fiscal years, including the Medical Examiner, Animal Care and Control, Community Development, OCEIA, Contract Monitoring, and the new Office Short Term Rentals.

Program	FTEs:	Change in FTEs:	Change in FTEs:
	FY 14-15	FY 15-16	FY 16-17
COMMUNITY AMBASSADOR PROGRAM	8.87	0.23	(0.14)
JUSTIS PROJECT - CITY ADM OFFICE	6.78	0.00	0.00
COUNTY CLERK SERVICES	16.38	(0.04)	(0.02)
MEDICAL EXAMINER	34.69	1.23	0.14
ANIMAL WELFARE	44.24	3.47	(0.04)
EARTHQUAKE SAFETY PROGRAM	1.00	(0.27)	(0.73)
TREASURE ISLAND	11.65	0.21	(0.01)
COMMUNITY REDEVELOPMENT	3.00	6.00	0.00
TOURISM EVENTS	3.00	0.77	0.23
CITY ADMINISTRATOR - ADMINISTRATION	66.87	3.18	0.62
DISABILITY ACCESS	4.41	0.75	0.06
REPRODUCTION SERVICES	19.65	(0.25)	(0.02)
PROCUREMENT SERVICES	39.17	(0.62)	(1.00)
RISK MANAGEMENT / GENERAL	5.00	0.00	0.00
GRANTS FOR THE ARTS	5.00	0.00	0.00
NEIGHBORHOOD BEAUTIFICATION	1.00	0.77	0.23
LIVING WAGE / LIVING HEALTH (MCO/HCAO)	18.80	2.47	(0.01)
FACILITIES MGMT & OPERATIONS	31.42	216.76	5.61
REAL ESTATE SERVICES	198.67	(198.67)	0.00
VEHICLE & EQUIPMENT MAIN & FUELING	106.90	(1.35)	(3.13)
ENTERTAINMENT COMMISSION	4.92	0.00	0.00
IMMIGRANT AND LANGUAGE SERVICES	9.00	3.85	1.15
311 CALL CENTER	85.00	3.99	0.50
CONTRACT MONITORING	24.19	3.67	2.35
OFFICE OF SHORT-TERM RENTALS	0.00	3.00	0.00
<b>Subtotal</b>		<b>49.15</b>	<b>5.79</b>
<b>Total FTEs</b>	<b>749.61</b>	<b>798.76</b>	<b>804.55</b>



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ADM-GENERAL SERVICES AGENCY – CITY ADMIN

FY 2016-17

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 804.55 FTEs, which are 5.79 FTEs more than the 798.76 FTEs in the Mayor’s proposed FY 2015-16 budget. This represents a 0.7% increase in FTEs from the Mayor’s proposed FY 2015-16 budget. The increase is due to an increase in the FTEs in the Facilities and Management Operations, Contract Monitoring and Immigrant and Language Services, as shown in the table above.

**INTERIM EXCEPTIONS**

The Department has requested approval of 19 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 16 positions as an interim exception and disapproval of 3 positions.

- The Department has provided sufficient justification for 16 of the proposed interim exceptions; 13 positions are already filled and the Department has an aggressive hiring plan for 3 positions.
- We do not recommend approval of the 3 new positions in the Office of Labor Standards Enforcement because we do not recommend approval of the new positions.

**DEPARTMENT REVENUES:**

FY 2015-16

The Department's revenues of \$312,046,329 in FY 2015-16, are \$54,588,812 or 21.2% more than FY 2014-15 revenues of \$257,457,517. General Fund support of \$55,559,063 in FY 2015-16 is \$3,847,575 or 7.4% more than FY 2014-15 General Fund support of \$51,711,488.

Specific changes in the Department’s FY 2015-16 revenues include:

- An increase in charges for services to other City departments.
- An increase in the Department’s use of the Department’s fund balance.
- An increase in General Fund support.

FY 2016-17

The Department's revenues of \$307,876,750 in FY 2016-17, are \$4,169,579 or 1.3% less than FY 2015-16 estimated revenues of \$312,046,329. General Fund support of \$42,899,358 in FY 2016-17 is \$12,659,705 or 22.8% less than FY 2015-16 General Fund support of \$55,559,063.

Specific changes in the Department’s FY 2016-17 revenues include:

- A decrease in transfers from the General Fund.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ADM-GENERAL SERVICES AGENCY – CITY ADMIN

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$821,791 in FY 2015-16. Of the \$821,791 in recommended reductions, \$553,131 are ongoing savings and \$268,660 are one-time savings. These reductions would still allow an increase of \$57,614,596 or 18.6% in the Department’s FY 2015-16 budget.

The Budget and Legislative Analyst also recommends placing \$90,049 on Budget and Finance Committee reserve.

**FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$600,075 in FY 2016-17, all of which are ongoing savings.

The Budget and Legislative Analyst also recommends placing \$120,003 on Budget and Finance Committee reserve.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**ADM- GSA City Administrator**

Object Title	FY 2015-16						FY 2016-17					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
<b>FAC- CITY ADMINISTRATOR - ADMINISTRATION</b>												
Attrition Savings -	(1.39)	(1.89)	(\$155,992)	(\$230,813)	X	X						
Mandatory Fringe Benefits	0.00	0.00	(\$59,629)	(\$87,074)	X	X						
			<i>Total Savings</i>		\$102,266							
Increase attrition to account for one vacant Manager IV vacancy to adjust for hire date. The Department has projected FY 2014-15 General Fund salary savings of \$330,000 and is hiring 49.15 FTEs in FY 2015-16.												
Attrition Savings -	(2.07)	(2.57)	(\$232,576)	(\$319,184)	X	X						
Mandatory Fringe Benefits	0.00	0.00	(\$88,869)	(\$118,655)	X	X						
			<i>Total Savings</i>		\$116,394							
Increase attrition to account for one Deputy Director III vacancy to adjust for hire date. The Department has projected FY 2014-15 General Fund salary savings of \$330,000 and is hiring 49.15 FTEs in FY 2015-16.												
<b>FFH- FACILITIES MGMT &amp; OPERATIONS</b>												
Senior Administrative Analyst	0.77	0.77	\$79,883	\$79,883			2.00	1.00	\$107,275	\$107,275		\$0
Mandatory Fringe Benefits	0.00	0.00	\$31,637	\$31,637			0.00	0.00	\$41,391	\$41,391		\$0
			<i>Total Savings</i>		\$0				<i>Total Savings</i>		\$0	
Change from permanent (A) to limited-term position (L). This position is being created to identify and dispose of surplus property. Once that task has been completed, the position should terminate.												
Media/Security Systems Specialist	0.77	0.00	\$74,638	\$0			1.00	0.00	\$100,231	\$0		\$100,231
Mandatory Fringe Benefits	0.00	0.00	\$31,467	\$0			0.00	0.00	\$41,241	\$0		\$41,241
			<i>Total Savings</i>		\$106,105				<i>Total Savings</i>		\$141,472	
Deny one new security specialist to monitor City real estate. The Department has two security specialists and has not provided sufficient justification for this new position.												
Ongoing change.												
Ongoing savings.												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**ADM- GSA City Administrator**

Object Title	FY 2015-16						FY 2016-17						
	FTE		Amount		GF 1T	Savings	FTE		Amount		GF 1T	Savings	
	From	To	From	To			From	To	From	To			
<b>FFB- LIVING WAGE / LIVING HEALTH (MCO/HCAO)</b>													
Principal Administrative Analyst	1.00	0.00	\$120,107	\$0	\$120,107	X	\$120,107	1.00	0.00	\$124,195	\$0	\$124,195	X
Mandatory Fringe Benefits	0.00	0.00	\$44,751	\$0	\$44,751	X	\$44,749	0.00	0.00	\$44,749	\$0	\$44,749	X
			<i>Total Savings</i>				<i>\$164,858</i>	<i>Total Savings</i>				<i>\$168,944</i>	
Deny this new Principal Administrative Analyst position; it is unnecessary to fulfill the program's mission. The program already has significant analytical capacity, including one Manager V, one 1823 Senior Administrative Analyst, 11 Contract Compliance Officers and 6 Contract Compliance Officers II's. The additional workload the program anticipates are within the abilities of its current staff.													
Contract Compliance Officer I	2.00	0.00	\$201,580	\$0	\$201,580	X	\$201,580	2.00	0.00	\$208,442	\$0	\$208,442	X
Mandatory Fringe Benefits	0.00	0.00	\$80,588	\$0	\$80,588	X	\$80,588	0.00	0.00	\$81,217	\$0	\$81,217	X
			<i>Total Savings</i>				<i>\$282,168</i>	<i>Total Savings</i>				<i>\$289,659</i>	
Deny two new Contract Compliance Officers. The program already has 18.8 FTEs and significant analytical capacity, including one Manager V, one 1823 Senior Administrative Analyst, 11 Contract Compliance Officers and 6 Contract Compliance Officers II's. The program has four vacant Contract Compliance Officer II positions. Filling these vacancies will allow the program to absorb the expected increase in its workload.													
<b>FFO- 311 CALL CENTER</b>													
Professional Services			\$285,000	\$235,000	\$50,000	x	x						
The FY 2015-15 budget includes \$250,000 in one-time funds for professional services contracts. The Department currently has \$92,000 in previously appropriated funds for professional services contracts for which there has been no spending in the past six months; one contract for \$69,920 has not recorded expenditures since the contract was enacted in August 2014. The Department has sufficient unexpended prior year appropriated and encumbered funds to pay for new contractual services in FY 2015-16.													

**FY 2015-16**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$268,660	\$447,026	\$715,686
Non-General Fund	\$0	\$106,105	\$106,105
<b>Total</b>	<b>\$268,660</b>	<b>\$553,131</b>	<b>\$821,791</b>

**FY 2016-17**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$458,603	\$458,603
Non-General Fund	\$0	\$141,472	\$141,472
<b>Total</b>	<b>\$0</b>	<b>\$600,075</b>	<b>\$600,075</b>

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**ADM- GSA City Administrator**

Object Title	FY 2015-16						FY 2016-17						
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T	
	From	To	From	To			From	To	From	To			
<b>Recommended Reserves</b>													
<b>FFN- IMMIGRANT AND LANGUAGE SERVICES</b>													
Management Assistant	1.54	0.77	\$126,206	\$63,103	\$63,103	X	X	2.00	1.00	\$169,483	\$84,741.50	X	X
Mandatory Fringe Benefits	0.00	0.00	\$53,892	\$26,946	\$26,946	X	X	0.00	0.00	\$70,523	\$35,261.50	X	X
			<i>Total Savings</i>	\$90,049						<i>Total Savings</i>	\$120,003		
	<p>Place one new 1842 Management Assistant position on reserve, pending the expansion of the Federal deportation relief program, which is currently on hold. The Department is requesting this position in anticipation of the program's expansion, however the expansion will likely not happen this year.</p> <p>The Department currently has 2.0 1842 Management Assistant positions in this program and the Budget and Legislative Analyst is recommending approval of 1.54 additional 1842s (annualized at 2.0 FTEs in FY 2016-17) to absorb increases in workload due to additional translation services, the supervision of one additional DreamSF fellow in FY 2015-16, and a projected increase in clients unrelated to the suspended expansion of the relief program.</p> <p>Ongoing savings.</p>												

**FY 2015-16**

**Total Recommended Budget and Finance**

**Committee Reserve**

	One-Time	Ongoing	Total
General Fund	\$0	\$90,049	\$90,049
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$90,049</b>	<b>\$90,049</b>

**FY 2016-17**

**Total Recommended Budget and Finance**

**Committee Reserve**

	One-Time	Ongoing	Total
General Fund	\$0	\$120,003	\$120,003
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$120,003</b>	<b>\$120,003</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department's proposed \$97,292,347 budget for FY 2015-16 is \$3,809,214 or 4.1% more than the original FY 2014-15 budget of \$93,483,133.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 221.62 FTEs, which are 12.18 FTEs more than the 209.44 FTEs in the original FY 2014-15 budget. This represents a 5.8% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$91,794,929 in FY 2015-16, are \$682,118 or 0.7% more than FY 2014-15 revenues of \$91,112,811. General Fund support of \$5,497,418 in FY 2015-16 is \$3,127,096 or 131.9% more than FY 2014-15 General Fund support of \$2,370,322.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department's proposed \$96,219,574 budget for FY 2016-17 is \$1,072,773 or 1.1% less than the Mayor's proposed FY 2015-16 budget of \$97,292,347.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 228.62 FTEs, which are 7.0 FTEs more than the 221.62 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 3.2% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$92,455,912 in FY 2016-17, are \$660,983 or 0.7% more than FY 2015-16 estimated revenues of \$91,794,929. General Fund support of \$3,763,662 in FY 2016-17 is \$1,733,756 or 31.5% less than FY 2015-16 General Fund support of \$5,497,418.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** TIS– GENERAL SERVICES AGENCY - TECHNOLOGY

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$2,362,988 in FY 2015-16. Of the \$2,362,988 in recommended reductions, \$816,209 are ongoing savings and \$1,546,779 are one-time savings. This recommendation would still allow an increase of \$1,446,226 or 1.5% in the Department’s budget.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,229,744 in FY 2016-17. Of the \$1,229,744 in recommended reductions, \$836,816 are ongoing savings and \$392,928 are one-time savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** TIS– GENERAL SERVICES AGENCY - TECHNOLOGY

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from	FY 2016-2017 Proposed	Increase/ Decrease from
			FY 2014-2015		FY 2015-2016
<b>GENERAL SERVICES AGENCY - TECHNOLOGY</b>					
ADMINISTRATION	29,156,419	31,177,205	2,020,786	32,646,997	1,469,792
GOVERNANCE AND OUTREACH	9,240,045	10,068,416	828,371	9,631,100	(437,316)
OPERATIONS	42,817,407	42,972,123	154,716	41,062,233	(1,909,890)
TECHNOLOGY	2,501,555	2,952,036	450,481	2,978,346	26,310
TECHNOLOGY SERVICES:PUBLIC SAFETY	9,767,707	10,122,567	354,860	9,900,898	(221,669)
<b>GENERAL SERVICES AGENCY - TECHNOLOGY</b>	<b>93,483,133</b>	<b>97,292,347</b>	<b>3,809,214</b>	<b>96,219,574</b>	<b>(1,072,773)</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$3,809,214 largely due to:

- Implementation of the Dig Once ordinance, which includes a professional services contract to identify excavation sites and build a project database as well as costs to participate in excavations.
- An increase in salaries and benefits for 7.0 additional FTEs.

**FY 2016-17**

The Department’s proposed FY 2016-17 budget has decreased by \$1,072,773 largely due to:

- A decrease in the budget for the Dig Once implementation project.
- A decrease in the project budgets for Fix the Network and Radio Security Enhancement.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 221.62 FTEs, which are 12.18 FTEs more than the 209.44 FTEs in the original FY 2014-15 budget. This represents a 5.8% increase in FTEs from the original FY 2014-15 budget.

- This includes new engineers and other information technology professionals in the Department’s Operations, Technology, and Administration programs.

**FY 2016-17**

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 228.62 FTEs, which are 7.0 FTEs more than the 221.62 FTEs in the Mayor’s proposed FY 2015-16 budget. This represents a 3.2% increase in FTEs from the Mayor’s proposed FY 2015-16 budget.

- This includes new engineers and other information technology professionals in the Department’s Operations, Technology, and Administration programs.

**DEPARTMENT REVENUES:**



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** TIS– GENERAL SERVICES AGENCY - TECHNOLOGY

**FY 2015-16**

The Department's revenues of \$91,794,929 in FY 2015-16, are \$682,118 or 0.7% more than FY 2014-15 revenues of \$91,112,811. General Fund support of \$5,497,418 in FY 2015-16 is \$3,127,096 or 131.9% more than FY 2014-15 General Fund support of \$2,370,322.

**FY 2016-17**

The Department's revenues of \$92,455,912 in FY 2016-17 are \$660,983 or 0.7% more than FY 2015-16 estimated revenues of \$91,794,929. General Fund support of \$3,763,662 in FY 2016-17 is \$1,733,756 or 31.5% less than FY 2015-16 General Fund support of \$5,497,418.

Specific changes in the Department's FY 2016-17 revenues include:

- An expected increase in services to other City departments, for which the Department collects fees.

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$2,362,988 in FY 2015-16. Of the \$2,362,988 in recommended reductions, \$816,209 are ongoing savings and \$1,546,779 are one-time savings. This recommendation would still allow an increase of \$1,446,226 or 1.5% in the Department's budget.

**FY 2016-17**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,229,744 in FY 2016-17. Of the \$1,229,744 in recommended reductions, \$836,816 are ongoing savings and \$392,928 are one-time savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**TIS - GSA Technology**

Object Title	FY 2015-16				FY 2016-17				GF 1T	
	FTE		Amount		FTE		Amount			
	From	To	From	To	From	To	From	To		
<b>BTO- TECHNOLOGY SERVICES:PUBLIC SAFETY</b>										
Radio Security Enhancement Project			\$390,000	\$306,000					\$84,000	X
			<i>Total Savings</i>	<i>\$84,000</i>					<i>\$0</i>	
Reduce this line by \$84,000. The budget includes \$84,000 for thermal cameras, which are not necessary to protect radio towers. The project budget includes other surveillance cameras which are sufficient to maintain security.										
Attrition Savings - Miscellaneous	(3.92)	(4.92)	(\$410,442)	(\$549,893)			1.00	\$144,198	\$0	\$144,198
Mandatory Fringe Benefits	0.00	0.00	(\$179,362)	(\$232,229)			0.00	\$52,662	\$0.00	\$52,662
			<i>Total Savings</i>	<i>\$192,318</i>				<i>Total Savings</i>	<i>\$196,860</i>	
Adjust attrition savings to account for vacancies and the Department's hiring plan. The Department requested 12 new positions in the FY 2015-16 budget, 10 of which the Budget and Legislative Analyst is recommending approval. In addition the Department currently has 42 vacant positions, of which 7 were new in the FY 2014-15 budget and have not yet been hired.										
Cable Splicer	7.00	6.00	\$746,135	\$639,544			7.00	\$771,531	\$661,312	\$110,219
Mandatory Fringe Benefits	0.00	0.00	\$307,405	\$263,490			0.00	\$309,680	\$265,440	\$44,240
			<i>Total Savings</i>	<i>\$150,506</i>				<i>Total Savings</i>	<i>\$154,459</i>	
Delete one vacant position. This position has been on vacant since October 2012. The Department has 11 Cable Splicers, deleting this vacant position will leave them with 10 Cable Splicers. The Department will continue to have sufficient resources to meet their responsibilities for wireless and networked communications equipment.										
Communications Systems Technician	16.00	14.00	\$1,835,296	\$1,605,884			16.00	\$1,897,767	\$1,660,546	\$237,221
Mandatory Fringe Benefits	0.00	0.00	\$692,192	\$605,668			0.00	\$693,590	\$606,891	\$86,699
			<i>Total Savings</i>	<i>\$315,936</i>				<i>Total Savings</i>	<i>\$323,920</i>	
Delete two vacant positions. The Department has a total of four vacancies in the job classification, two of which have been vacant since November 2009 and September 2013. The Department has a total of 24 Communication Systems Technicians, deleting two vacant positions will leave the Department with 22. The Department will continue to have sufficient resources to meet their responsibilities for wireless and networked communications equipment.										

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**TIS - GSA Technology**

Object Title	FY 2015-16				FY 2016-17				GF	IT
	FTE		Amount		FTE		Amount			
	From	To	From	To	From	To	From	To		
<b>BAK - OPERATIONS</b>										
OTHER CURRENT EXPENSES			\$1,166,368	\$866,368	\$300,000	X				\$0
OTHER CURRENT EXPENSES			\$1,008,792	\$708,792	\$300,000	X				
OTHER CURRENT EXPENSES			\$260,000	\$210,000	\$50,000	X				
OTHER CURRENT EXPENSES			\$448,339	\$398,339	\$50,000	X				
OTHER CURRENT EXPENSES			\$1,927,041	\$1,827,041	\$100,000	X				
			<i>Total Savings</i>	<i>\$800,000</i>						<i>\$0</i>
			Reduce these items by a combined total of \$800,000. The Department's annual expenditure in this fund for Other Current Expenses is less than the budgeted amount. In FY 2013-14 the Department had a \$1.5 million surplus and in FY 2014-15 the Department is projected to have an \$8.8 million surplus.							
Attrition Savings -	(0.25)	(0.75)	(\$32,449)	(\$77,057)	\$44,608	X				
Attrition Savings -	0.00	0.00	(\$11,722)	(\$30,313)	\$18,591	X				
			<i>Total Savings</i>	<i>\$63,199</i>						
			Increase attrition to account for vacant IT Operations Support Administrator III.							
Attrition Savings -	(1.17)	(1.67)	(\$112,202)	(\$156,810)	\$44,608	X				
Attrition Savings -	0.00	0.00	(\$45,232)	(\$63,823)	\$18,591	X				
			<i>Total Savings</i>	<i>\$63,199</i>						
			Increase attrition to account for vacant IT Operations Support Administrator III.							
Attrition Savings -		(0.81)	(\$110,282)	(\$193,883)	\$83,601	X				
Attrition Savings -		0.00	(\$39,387)	(\$59,387)	\$0	X				
			<i>Total Savings</i>	<i>\$83,601</i>						
			Increase attrition to account for vacant IS Engineer Assistant							
IS Business Analyst-Senior	1.00	0.00	\$114,121	\$0	\$114,121		1.00	0.00	\$118,005	\$0
Mandatory Fringe Benefits	0.00	0.00	\$43,328	\$0	\$43,328		0.00	0.00	\$43,572	\$0.00
			<i>Total Savings</i>	<i>\$157,449</i>					<i>Total Savings</i>	<i>\$161,577</i>
			Delete one vacant position. This position has been vacant since March 2013. The Department is adding six new positions to this group and also adding a IS Business Analyst-Senior position through an upward substitution. This additional analytical capacity is sufficient to meet the Department's additional workload.							
			Ongoing savings.							

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**TIS - GSA Technology**

Object Title	FY 2015-16						FY 2016-17					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
<b>BIU- ADMINISTRATION</b>												
Attrition Savings -	0.00	(0.50)	\$0	(\$106,352)		X						
Attrition Savings -	0.00	0.00	\$0	(\$41,515)		X						
			<i>Total Savings</i>	<i>\$147,867</i>								
Increase attrition to account for two currently vacant positions. The Department is reorganizing the Architecture unit and repurposing two vacant positions, IS Business Analyst and IS Business Analyst Senior, however there is no attrition to account for the delay in hiring for the two currently vacant positions.												
Project Manager II	3.08	1.54	\$454,833	\$227,416.50		X						
Mandatory Fringe Benefits	0.00	0.00	\$154,992	\$77,496		X						
PROFESSIONAL & SPECIALIZED SVCS-BUDGET									\$392,928	\$0		X
			<i>Total Savings</i>	<i>\$304,913</i>					<i>Total Savings</i>	<i>\$392,928</i>		
Delay the hire of two of four new project managers until FY 2016-17 and reduce the associated professional project management services contract. The Department currently has two project managers and is utilizing contractors to provide temporary project management services. Delay the hire of two of the four new project managers to account for delay in hiring and the winding down of the professional services contract. The Department requested 12 new positions in the FY 2015-16 budget, 10 of which the Budget and Legislative Analyst is recommending approval. In addition the Department currently has 42 vacant positions, of which 7 were new in the FY 2014-15 budget and have not yet been hired.												

**FY 2015-16**

	Total Recommended Reductions	
	One-Time	Ongoing
<b>General Fund</b>	\$1,160,084	\$612,157
<b>Non-General Fund</b>	\$386,695	\$204,052
<b>Total</b>	<b>\$1,546,778</b>	<b>\$816,209</b>

**FY 2016-17**

	Total Recommended Reductions	
	One-Time	Ongoing
<b>General Fund</b>	\$294,696	\$627,612
<b>Non-General Fund</b>	\$98,232	\$209,204
<b>Total</b>	<b>\$392,928</b>	<b>\$836,816</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department's proposed \$254,587,546 budget for FY 2015-16 is \$34,407,166 or 15.6% more than the original FY 2014-15 budget of \$220,180,380.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 924.62 FTEs, which are 72.45 FTEs more than the 852.17 FTEs in the original FY 2014-15 budget. This represents an 8.5% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$144,892,826 in FY 2015-16, are \$12,695,147 or 9.6% more than FY 2014-15 revenues of \$132,197,679. General Fund support of \$109,694,720 in FY 2015-16 is \$21,712,019 or 24.7% more than the FY 2014-15 General Fund support of \$87,982,701.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department's proposed \$258,732,140 budget for FY 2016-17 is \$4,144,594 or 1.6% more than the Mayor's proposed FY 2015-16 budget of \$254,587,546.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 936.23 FTEs, which are 11.61 FTEs more than the 924.62 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 1.3% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$146,373,285 in FY 2016-17, are \$1,480,459 or 1.0% more than FY 2015-16 estimated revenues of \$144,892,826. General Fund support of \$112,358,855 in FY 2016-17 is \$2,664,135 or 2.4% more than the FY 2015-16 General Fund support of \$109,694,720.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** DPW– GENERAL SERVICES AGENCY – PUBLIC WORKS

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$760,772 in FY 2015-16. Of the \$760,772 in recommended reductions, \$437,758 are ongoing savings and \$323,014 are one-time savings. These reductions would still allow an increase of \$33,646,394 or 15.3% in the Department’s FY 2015-16 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended general fund encumbrances, which would allow the return of \$202,401 to the General Fund. Together, these recommendations equal \$783,080 in General Fund savings in FY 2015-16.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$511,370 in FY 2016-17, which are ongoing savings. These reductions would result in a \$3,633,224 or 1.4% increase in the FY 2016-17 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** DPW— GENERAL SERVICES AGENCY – PUBLIC WORKS

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>GENERAL SERVICES AGENCY - PUBLIC WORKS</b>					
ADMINISTRATION/SUPPORT SERVICES	202,401	0	(202,401)	0	0
ARCHITECTURE	1,147,338	1,133,215	(14,123)	1,121,985	(11,230)
BUILDING REPAIR AND MAINTENANCE	19,712,567	19,671,103	(41,464)	20,313,436	642,333
CITY CAPITAL PROJECTS	95,891,472	116,961,708	21,070,236	119,295,923	2,334,215
ENGINEERING	871,902	1,991,312	1,119,410	1,331,056	(660,256)
STREET AND SEWER REPAIR	18,848,243	18,506,137	(342,106)	18,487,214	(18,923)
STREET ENVIRONMENTAL SERVICES	46,134,631	52,478,340	6,343,709	52,768,749	290,409
STREET USE MANAGEMENT	18,129,175	21,458,140	3,328,965	23,048,271	1,590,131
TRANSITIONAL-AGED YOUTH BASELINE	0	360,000	360,000	360,000	0
URBAN FORESTRY	19,242,651	22,027,591	2,784,940	22,005,506	(22,085)
<b>GENERAL SERVICES AGENCY - PUBLIC WORKS</b>	<b>220,180,380</b>	<b>254,587,546</b>	<b>34,407,166</b>	<b>258,732,140</b>	<b>4,144,594</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$34,407,166 largely due to increased spending on salaries, non-personnel services, overhead costs, and capital projects, and a number of street cleanliness and maintenance initiatives. Some of the initiatives include the Pit Stop Program, which provides staffed, mobile restrooms around the City, and expanding street tree maintenance and street resurfacing. Some of the Department’s capital programs include the Earthquake Safety and Emergency Response Bond program, Moscone Expansion, War Memorial Renovation, the Road Repaving and Safety Street Bond, and Vision Zero Safety Improvements.

**FY 2016-17**

The Department’s proposed FY 2016-17 budget has increased by \$4,144,594 largely due to the annualization of positions proposed in the FY 2015-16 budget.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 924.62 FTEs, which are 72.45 FTEs more than the 852.17 FTEs in the original FY 2014-15 budget. This represents an 8.5% increase in FTEs from the original FY 2014-15 budget.

The 72.45 increase in FTEs is due to 70.16 new FTEs, shown in the table below, and other adjustments.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT: DPW– GENERAL SERVICES AGENCY – PUBLIC WORKS**

<b>Division</b>	<b>New positions requested in FY 2015-16</b>
Urban Forestry	9.24
Street and Sewer Repair	0.77
Engineering	19.47
Architecture	11.20
Building Repair and Maintenance	0.77
Street Use Management	6.93
Street Environmental Services	13.85
General Administration	7.93
<b>TOTAL</b>	<b>70.16</b>

FY 2016-17

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 936.23 FTEs, which are 11.61 FTEs more than the 924.62 FTEs in the Mayor’s proposed FY 2015-16 budget. This represents a 1.3% increase in FTEs from the Mayor’s proposed FY 2015-16 budget. The increase is largely due to the annualization of new positions requested in FY 2015-16.

INTERIM EXCEPTIONS

The Department has requested approval of 2.0 FTE positions as an interim exception. The Budget and Legislative Analyst recommends approval of 2.0 FTE positions as an interim exception.

The department has requested approval of a non-General Fund position at 1.0 FTE for a 8207 Building and Grounds Patrol Office to address critical security needs at the Department of Public Works yard. The Department has also requested approval of a 1.0 FTE Assistant to the Director, Public Affairs, to request a change in the status of an existing position from permanent to limited term.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** DPW– GENERAL SERVICES AGENCY – PUBLIC WORKS

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$144,892,826 in FY 2015-16, are \$12,695,147 or 9.6% more than FY 2014-15 revenues of \$132,197,679. General Fund support of \$109,694,720 in FY 2015-16 is \$21,712,019 or 24.7% more than the FY 2014-15 General Fund support of \$87,982,701.

Specific changes in the Department's FY 2015-16 revenues include an increase in Federal revenues, charges for services, expenditure recoveries, and General Fund support. There are decreases in State revenues, other revenues, and transfer adjustments.

**FY 2016-17**

The Department's revenues of \$146,373,285 in FY 2016-17, are \$1,480,459 or 1.0% more than FY 2015-16 estimated revenues of \$144,892,826. General Fund support of \$112,358,855 in FY 2016-17 is \$2,664,135 or 2.4% more than the FY 2015-16 General Fund support of \$109,694,720.

Specific changes in the Department's FY 2016-17 revenues include increases in charges for services, other revenues, and General Fund support. There are decreases in Federal revenues, expenditure recoveries, and Transfer adjustments.

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$760,772 in FY 2015-16. Of the \$760,772 in recommended reductions, \$437,758 are ongoing savings and \$323,014 are one-time savings. These reductions would still allow an increase of \$33,646,394 or 15.3% in the Department's FY 2015-16 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended general fund encumbrances, which would allow the return of \$202,401 to the General Fund. Together, these recommendations equal \$783,080 in General Fund savings in FY 2015-16.

**FY 2016-17**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$511,370 in FY 2016-17, which are ongoing savings. These reductions would result in a \$3,633,224 or 1.4% increase in the FY 2016-17 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**DPW - Department of Public Works**

Object Title	FY 2015-16				FY 2016-17				
	FTE		Amount		FTE		Amount		
	From	To	From	To	From	To	From	To	
<b>BAT - Street Use Management</b>									
Attrition	(0.57)	(0.80)	(\$50,410)	(\$70,751)			\$20,341	x	x
Mandatory Fringe Benefits	0.00	0.00	(\$20,997)	(\$29,469)			\$8,472	x	x
			<i>Total Savings</i>	<i>\$28,813</i>					
	Increase attrition savings by 0.23 FTEs for one new 1406 Senior Clerk position for which the Department is requesting substitution from a 6230 Street Inspector which has been vacant since 2011.								
Materials & Supplies Budget Only			\$5,258	\$500			\$5,258	\$500	\$4,758 x
	Reduce budgeted amount to reflect historical spending. The Department had a surplus in Materials and Supplies in this fund in FY 2014-15 and projects a surplus in FY 2015-16.								
	<b>BKJ - General Administration</b>								
Data Processing Supplies			\$321,136	\$296,136			\$321,136	\$296,136	\$25,000
	Reduce based on historical spending. The Department had a surplus in Materials and Supplies in this fund in FY 2014-15 and projects a surplus in FY 2015-16.								
Systems Consulting Services			\$715,341	\$515,341			\$700,000	\$500,000	\$200,000
	The Department decreased its budget for Systems Consulting Services from \$805,000 in FY 2014-15 to \$715,341 in FY 2015-16, due to shifting some IT services to in-house staff and reallocation of contract services. Year to date spending on these contracts in FY 2014-15 is approximately \$300,000. The recommended reduction provides the Department sufficient contract resources in FY 2015-16 and FY 2016-17 to develop and enhance IT systems.								
	On-going savings.								

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**DPW - Department of Public Works**

Object Title	FY 2015-16				FY 2016-17				
	FTE		Amount		FTE		Amount		
	From	To	From	To	From	To	From	To	
<b>BAR - Building Repair and Maintenance</b>									
City Grant Programs			\$20,000	\$0			\$20,000	\$0	\$20,000 x
	Reduce budget amount to reflect historical spending. Department spent \$0 of budget in FY 2014-15.								
<b>BAZ - Street Environmental Services</b>									
Manager I	1.00	0.00	\$120,453	\$0	1.00	0.00	\$124,553	\$0	\$124,553 x
Program Support Analyst	0.00	1.00	\$0	\$106,591	0.00	1.00	\$0	\$110,219	(\$110,219) x
Mandatory Fringe Benefits	0.00	0.00	\$49,095	\$42,225	0.00	0.00	\$49,009	\$42,225	\$6,784 x
			Total Savings	\$20,732			Total savings	\$21,118	
	Deny upward substitution from 1.00 FTE 2917 Program Support Analyst to 0922 Manager I, as the Department has not provided sufficient justification for this substitution.								
Attrition	(0.52)	(0.79)	(\$35,387)	(\$53,761)			\$18,374		x
Mandatory Fringe Benefits			(\$16,316)	(\$24,788)			\$8,472		x
			Total Savings	\$26,846					
	Increase attrition savings to reflect anticipated hiring date of new 7514 General Laborer (reduce from 0.77 FTE to 0.50 FTE).								
Materials & Supplies Budget Only			\$1,565,690	\$1,540,690			\$1,565,690	\$1,540,690	\$25,000 x
	Reduce budgeted amount to reflect underspending in FY 2013-14 and FY 2014-15.								
Professional and Specialized Svcs Budget			\$1,203,970	\$1,153,970			\$1,104,970	\$1,054,970	\$50,000 x
	Reduce budgeted amount to reflect underspending in FY 2014-15.								

GF = General Fund  
1T = One Time

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**DPW - Department of Public Works**

		FY 2015-16				FY 2016-17						
Object Title	FTE		Amount		GF 1T	Savings	FTE		Amount		GF 1T	Savings
	From	To	From	To			From	To	From	To		
General Laborer Supervisor I	1.54	0.77	\$110,881	\$55,441	x	\$55,441	2.00	1.00	\$148,903	\$74,452	x	\$74,452
Mandatory Fringe Benefits	0.00	0.00	\$49,655	\$24,828	x	\$24,828	0.00	0.00	\$64,987	\$32,494	x	\$32,494
			Total Savings	\$80,268					Total savings	\$106,945		
	Reduce one new 7215 General Laborer Supervisor I from two requested positions to one (1.54 FTEs to 0.77 FTEs). The Department has not justified two new positions. One new position for the Enhanced Residential Corridor Cleaning Program should be sufficient. There are also 31.00 other General Laborer Supervisor I FTEs in FY 2015-16. On-going savings.											
Maintenance Svcs-Equipment			\$12,000	\$0	x	\$12,000			\$12,000	\$0	x	\$12,000
	Reduce budgeted amount to reflect historical spending. Department has historically spent \$0 on this account.											
Equipment Purchase			\$1,811,658	\$1,577,903	x	\$233,755			\$366,988	\$320,439	x	\$46,549
	Reduce replacement amount for 1 Tymco sweeper based on vendor quote (reduction by \$46,549); reduce requested amount for 4 new RAVO street sweepers to reflect vendor quote (reduction by \$124,423); deny request for 3 new steamers due to insufficient justification (\$56,883); Reduce Ford 250 replacement amount to reflect vendor quote (reduce by \$5,900). Reduce replacement amount for 1 Tymco sweeper based on vendor quote.											
	<b>BAN - Administration/Support Services</b>											
Programmatic Projects			\$533,600	\$500,000	x	\$33,600						
	Reduce to \$500,000 due to carry forward funds of \$33,600.											

**FY 2015-16**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$301,692	\$278,987	\$580,679
Non-General Fund	\$21,322	\$158,771	\$180,093
<b>Total</b>	<b>\$323,014</b>	<b>\$437,758</b>	<b>\$760,772</b>

**FY 2016-17**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$352,599	\$352,599
Non-General Fund	\$0	\$158,771	\$158,771
<b>Total</b>	<b>\$0</b>	<b>\$511,370</b>	<b>\$511,370</b>

Year	Dept	Subfund Code	Subobj Title	Index Code	Remaining Balance
FY 2014-15	DPW	1GAGFPWF	GF-CITY ATTORNEY-LEGAL SERVICES	PWG241GGFPWF	\$202,401
				<b>Total</b>	\$202,401

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department’s proposed \$203,534,654 budget for FY 2015-16 is \$10,940,450 or 5.7% more than the original FY 2014-15 budget of \$192,594,114.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 1,007.91 FTEs, which are 7.01 FTEs less than the 1,014.92 FTEs in the original FY 2014-15 budget. This represents a .7% decrease in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$46,513,830 in FY 2015-16, are \$4,363,831 or 10.4% more than FY 2014-15 revenues of \$42,149,999. General Fund support of \$157,020,734 in FY 2015-16 is \$6,576,619 or 4.4% more than FY 2014-15 General Fund support of \$150,444,115.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department’s proposed \$211,537,787 budget for FY 2016-17 is \$8,003,223 or 3.9% more than the Mayor’s proposed FY 2015-16 budget of \$203,534,564.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 1,011.52 FTEs, which are 3.61 FTEs more than the 1,007.91 FTEs in the Mayor’s proposed FY 2015-16 budget. This represents a .4% increase in FTEs from the Mayor’s proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$47,655,060 in FY 2016-17, are \$1,141,230 or 2.5% more than FY 2015-16 estimated revenues of \$46,513,830. General Fund support of \$163,882,727 in FY 2016-17 is \$6,861,993 or 4.4% more than FY 2015-16 General Fund support of \$157,020,734.

**RECOMMENDATIONS**

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** SHF— SHERIFF

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$680,620 in FY 2015-16. Of the \$680,620 in recommended reductions, \$569,612 are ongoing savings and \$111,008 are one-time savings. These reductions would still allow an increase of \$10,259,830 or 5.3% in the Department’s FY 2015-16 budget.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$567,887 in FY 2016-17. Of the \$567,887 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$7,435,336 or 3.7% in the Department’s FY 2016-17 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** SHF— SHERIFF

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>SHERIFF</b>					
COURT SECURITY AND PROCESS	14,016,948	15,083,606	1,066,658	15,969,432	885,826
CUSTODY	100,822,918	103,534,373	2,711,455	108,172,369	4,637,996
FACILITIES & EQUIPMENT	12,664,985	13,314,787	649,802	14,093,356	778,569
SECURITY SERVICES	20,381,883	20,781,802	399,919	20,954,193	172,391
SHERIFF ADMINISTRATION	14,063,281	16,480,161	2,416,880	17,279,573	799,412
SHERIFF FIELD SERVICES	10,743,398	11,860,029	1,116,631	12,221,522	361,493
SHERIFF PROGRAMS	12,553,582	16,023,776	3,470,194	16,271,902	248,126
SHERIFF RECRUITMENT & TRAINING	7,347,119	6,456,030	(891,089)	6,575,440	119,410
<b>SHERIFF</b>	<b>192,594,114</b>	<b>203,534,564</b>	<b>10,940,450</b>	<b>211,537,787</b>	<b>8,003,223</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$10,940,450 largely due to:

- Salary increases for existing positions
- \$315,573 for the Sheriff’s Department to perform security at the Traffic Court located at the Hall of Justice. These services were previously provided by the Police Department.
- \$315,832 for security services at San Francisco General Hospital due to the separation of the psychiatric and medical units. These units were previously co-located in the same ward at the hospital. The newly constructed hospital will locate these functions in separate wards and will require additional staffing for the two wards.
- \$114,275 for grants to community-based organizations to provide re-entry programs to recently released offenders.

**FY 2016-17**

The Department’s proposed FY 2016-17 budget has increased by \$8,003,223 largely due to:

- Salary increases for existing positions.
- \$710,000 for capital improvement of Hall of Justice and County Jail facilities.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 1,007.91 FTEs, which are 7.01 FTEs less than the 1,014.92 FTEs in the original FY 2014-15 budget. This represents a .7% decrease in FTEs from the original FY 2014-15 budget.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** SHF— SHERIFF

FY 2016-17

**The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 1,011.52 FTEs,** which are 3.61 FTEs more than the 1,007.91 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 0.4% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

**DEPARTMENT REVENUES:**

FY 2015-16

The Department's revenues of \$46,513,830 in FY 2015-16, are \$4,363,831 or 10.4 % more than FY 2014-15 revenues of \$42,149,999. General Fund support of \$157,020,734 in FY 2015-16 is \$6,576,619 or 4.4% more than FY 2014-15 General Fund support of \$150,444,115.

Specific changes in the Department's FY 2015-16 revenues include:

- \$1,471,000 from the State to fund trial court security.
- \$974,660 from US Federal Marshals to house Federal prisoners in San Francisco County Jails during their court proceedings in San Francisco.
- \$325,000 from the State to support local community corrections realignment initiatives.

FY 2016-17

The Department's revenues of \$47,655,060 in FY 2016-17, are \$1,141,230 or 2.5% more than FY 2015-16 revenues of \$46,513,830. General Fund support of \$163,882,727 in FY 2016-17 is \$6,861,993 or 4.4% more than FY 2015-16 General Fund support of \$157,020,734.

Specific changes in the Department's FY 2016-17 revenues include:

- \$1,054,000 from the State to fund Trial Court Security (\$417,000 less than FY 2015-16).
- \$974,660 from US Federal Marshals to house Federal prisoners in San Francisco County Jails during their court proceedings in San Francisco.
- \$567,000 from State to support local community corrections realignment initiatives (\$242,000 more than FY 2015-16).

**RECOMMENDATIONS:**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$680,620 in FY 2015-16. Of the \$680,620 in recommended reductions, \$569,612 are ongoing savings and \$111,008 are one-time savings. These reductions would still allow an increase of \$10,259,830 or 5.3% in the Department's FY 2015-16 budget.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$567,887 in FY 2016-17. Of the \$567,887 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$7,435,336 or 3.7% in the Department's FY 2016-17 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**SHF - Sheriff's Department**

Object Title	FY 2015-16						FY 2016-17					
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
	From	To	From	To			From	To	From	To		
Materials & Supplies			\$386,000	\$300,000	\$86,000	x	x					
Reduce to account for underspending in FY 2014-15 and outstanding contracts for materials and supplies for which no spending has occurred in FY 2014-15.												
<b>ASB - Administration</b>												
Professional Services			\$20,762	\$10,762	\$10,000	x			\$50,945	\$40,945	\$10,000	x
Promotional & Entertainment			\$18,000	\$12,000	\$6,000	x			\$18,000	\$12,000	\$6,000	x
Membership Fees			\$40,000	\$32,000	\$8,000	x			\$40,000	\$32,000	\$8,000	x
			<i>Total Savings</i>	<i>\$24,000</i>					<i>Total Savings</i>	<i>\$24,000</i>		
Proposed reductions to account for underspending of these non-personnel services in FY 2014-15.												
<b>AFP - Sheriff Programs</b>												
Attrition Savings - Misc			(\$17,351)	(\$120,000)	\$102,649	x			(\$17,942)	(\$124,087)	\$106,145	x
Mandatory Fringe Benefits			(\$7,191)	(\$45,076)	\$37,885	x			(\$7,224)	(\$45,282)	\$38,058	x
			<i>Total Savings</i>	<i>\$140,534</i>					<i>Total Savings</i>	<i>\$144,203</i>		
Increase attrition savings to FY 2014-15 budget amount to account for ongoing vacant positions in the Department's budget.												
City Grant Programs			\$2,539,696	\$2,489,821	\$49,875	x			\$2,539,696	\$2,489,821	\$49,875	x
Reduction in City Grants Programs reflects underspending in the current year for this line item. This would allow the Department to continue providing services at the current level.												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**SHF - Sheriff's Department**

Object Title	FY 2015-16						FY 2016-17						
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T	
	From	To	From	To			From	To	From	To			
<b>AFS - Field Services</b>													
Attrition Savings - Misc			(\$52,090)	(\$225,000)	\$172,910	x				(\$53,863)	(\$222,090)	\$168,227	x
Mandatory Fringe Benefits			(\$24,278)	(\$104,868)	\$80,590	x				(\$24,526)	(\$105,939)	\$81,413	x
			<i>Total Savings</i>	<i>\$253,500</i>						<i>Total Savings</i>	<i>\$249,640</i>		
	Increase attrition savings to FY 2014-15 budget amount to account for ongoing vacant positions in the Department's budget.												
<b>ASP - Facilities &amp; Equipment</b>													
Copy Machine			\$105,000	\$75,000	\$30,000	x				\$105,000	\$75,000	\$30,000	x
Materials & Supplies			\$100,169	\$70,000	\$30,169	x				\$100,169	\$70,000	\$30,169	x
	Reduce expenditures for the copy machine. The Department has not justified a need for spending of \$205,169 annually on copy machines and supplies. Our recommendation give the Department \$145,000 annually for this use, which should be sufficient.												
Marked Van	3.00	2.00	\$75,024	\$50,016	\$25,008	x	x						
	Deny proposed replacement vehicle, which has 49,646 miles and maintains useful life for the Department's functions. Approve two additional replacement vehicles for similar functions in the coming fiscal year.												
<b>AKR - Recruitment &amp; Training</b>													
Training			\$194,340	\$152,806	\$41,534	x				\$194,340	\$154,340	\$40,000	x
	The Department proposed an increase to its Training - Academy spending. Reduce by \$44,340, which would allow the Department to continue its necessary training functions.												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**SHF - Sheriff's Department**

Object Title	FY 2015-16						FY 2016-17					
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
	From	To	From	To			From	To	From	To		
<b>AFT - Security Services</b>												
Overtime - Uniform									\$302,373	\$252,373	\$50,000	x
Overtime - Uniform									(\$270,000)	(\$220,000)	(\$50,000)	x
Reduce the requested overtime to provide security for one election day in FY 2016-17. Historically, the Sheriff has incurred overtime expenses of \$180,000 to \$190,000 for security for one election. The proposed reduction in overtime will allow for sufficient staffing to provide security for the scheduled election.												

**FY 2015-16**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$111,008	\$569,612
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$111,008</b>	<b>\$569,612</b>

**FY 2016-17**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$567,887
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$567,887</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department's proposed \$356,447,669 budget for FY 2015-16 is \$12,480,557 or 3.6% more than the original FY 2014-15 budget of \$343,967,112.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 1,578.62 FTEs, which are 85.01 FTEs more than the 1,493.61 FTEs in the original FY 2014-15 budget. This represents a 5.7% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$123,042,055 in FY 2015-16 are \$949,487 or 0.8% more than FY 2014-15 revenues of \$122,092,568. General Fund support of \$233,405,614 in FY 2015-16 is \$11,531,070 or 5.2% more than FY 2014-15 General Fund support of \$221,874,544.

**YEAR TWO: FY 2016-17**

Budget Changes

The department's proposed \$359,897,031 budget for FY 2016-17 is \$3,449,362 or 1.0% more than the Mayor's proposed FY 2015-16 budget of \$356,447,669.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 1,611.53 FTEs, which are 32.91 FTEs more than the 1,578.62 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 2.1% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$126,494,816 in FY 2016-17 are \$3,452,761 or 2.8% more than FY 2015-16 estimated revenues of \$123,042,055. General Fund support of \$233,402,215 in FY 2016-17 is \$3,399 or 0.0% less than FY 2015-16 General Fund support of \$233,405,614.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** FIR— FIRE DEPARTMENT

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,372,310 in FY 2015-16. Of the \$1,372,310 in recommended reductions, \$127,441 are ongoing savings and \$1,244,869 are one-time savings. These reductions would still allow an increase of \$11,108,247 or 3.2% in the Department’s FY 2015-16 budget.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$514,507 in FY 2016-17. Of the \$514,507 in recommended reductions, \$216,719 are ongoing savings and \$297,788 are one-time savings. These reductions would still allow an increase of \$2,938,255 or 0.8% in the Department’s FY 2016-17 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** FIR— FIRE DEPARTMENT

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>FIRE DEPARTMENT</b>					
ADMINISTRATION & SUPPORT SERVICES	33,874,290	37,218,407	3,344,117	38,951,653	1,733,246
CUSTODY	2,570,000	3,516,650	946,650	2,872,733	(643,917)
FIRE GENERAL	1,958,000	2,258,734	300,734	1,617,400	(641,334)
FIRE SUPPRESSION	287,388,578	292,651,364	5,262,786	295,116,491	2,465,127
PREVENTION & INVESTIGATION	13,891,756	16,471,741	2,579,985	16,963,776	492,035
TRAINING	4,284,488	4,330,773	46,285	4,374,978	44,205
<b>FIRE DEPARTMENT</b>	<b>343,967,112</b>	<b>356,447,669</b>	<b>12,480,557</b>	<b>359,897,031</b>	<b>3,449,362</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$12,480,557 largely due to:

- New positions and the funding of currently vacant positions in the departmental areas of Emergency Medical Services; Fire Investigation; Fire Prevention; and Information Technology;
- Funding for an additional H-2 firefighter academy to occur in January to maintain staffing levels;
- Establishment of a Planning division that will encompass the Department’s planning functions, including strategic planning, policy and program development, to be staffed by a newly authorized Deputy Director (0954) and two Senior Administrative Analysts (1823);
- Increased salary and benefit costs as required by the memorandum of understanding (MOU);
- Allocations for furniture, fixtures and equipment for two ESER fire station rebuild projects to cover costs not eligible for bond funding;
- Funding for a work order with the Department of Public Health (DPH) for an Occupational Health Specialist to ensure the Department is compliant with Cal OSHA requirements;
- An overtime allocation to allow for uniform representation for recruitment efforts; and
- An allocation to fund the Department’s commitments during the Super Bowl and Fleet Week.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** FIR— FIRE DEPARTMENT

FY 2016-17

The Department's proposed FY 2016-17 budget has increased by \$3,449,362 largely due to:

- Increased salary and benefit costs as required by the memorandum of understanding (MOU);
- Annualization of new positions proposed in FY 15-16;
- Increases in work order spending; and
- Reductions in equipment spending and annual and continuing project spending.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 1,578.62 FTEs, which are 85.01 FTEs more than the 1,493.61 FTEs in the original FY 2014-15 budget. This represents a 5.7% increase in FTEs from the original FY 2014-15 budget.

Newly authorized positions include:

- 12 EMT/paramedic/firefighter (H-3) positions;
- Four Senior Storekeepers (1936) to reduce ambulance preparation times;
- Two EMS Rescue Captains (H-33) to staff the EMS-6 Mobile Integrated Healthcare program that will focus on getting repeat users care without the reliance on 9-1-1 services;
- Two fire investigators (H-6) to bolster the Bureau of Fire Investigation and Arson Unit;
- Six additional Fire Inspectors (H-4), five of which are new positions and one filling a currently vacant position;
- Two new Fire Prevention Lieutenants (H-22), a IS Programmer Analyst (1063) and an IT Operations Support Admin (1093);
- A 0954 Deputy Director to serve as the Department's Policy and Planning Manager;
- Two 1823 Senior Administrative Analyst positions; and
- Two 1844 Senior Management Assistants.

FY 2016-17

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 1,611.53 FTEs, which are 32.91 FTEs more than the 1,578.62 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 2.1% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

The net increase in FTEs is primarily due to:



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** FIR— FIRE DEPARTMENT

- An increase in staffing from the Department's two academies of new hires, which outnumbers the projected retirements in the fiscal year;
- Attrition adjustments in the operations index code; and
- Annualization of all new positions in the FY 15-16 budget.

**INTERIM EXCEPTIONS**

The Department has requested approval of 13 positions as interim exceptions. The Budget and Legislative Analyst recommends approval of all 13 positions as interim exceptions

- The Department is requesting interim exceptions for 12 H-3 EMT/Paramedic/Firefighter positions. These positions are needed for candidates graduating from the H-3 Academy in June, 2015, so that they may start immediately.
- The Department is requesting an interim exception for 1 IS Project Director (1070). This is an off-budget position to implement critical technology projects for the department.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$123,042,055 in FY 2015-16 are \$949,487 or 0.8% more than FY 2014-15 revenues of \$122,092,568. General Fund support of \$233,405,614 in FY 2015-16 is \$11,531,070 or 5.2% more than FY 2014-15 General Fund support of \$221,874,544.

Specific changes in the Department's FY 2015-16 revenues include:

- Growth in Public Safety Sales Tax and Bureau of Fire Prevention revenues;
- Growth in revenue from the Airport to support the hiring of three H-40 Battalion Chiefs;
- Reduction in ambulance revenues as one-time revenues are removed from the budget; and
- An increase in General Fund support for the department.

**FY 2016-17**

The Department's revenues of \$126,494,816 in FY 2016-17 are \$3,452,761 or 2.8% more than FY 2015-16 estimated revenues of \$123,042,055. General Fund support of \$233,402,215 in FY 2016-17 is \$3,399 or 0.0% less than FY 2015-16 General Fund support of \$233,405,614.

Specific changes in the Department's FY 2016-17 revenues include:

- Additional growth in Public Safety Sales Tax and ambulance transport revenues;
- A small decrease in General Fund support.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** FIR— FIRE DEPARTMENT

**Fee Legislation**

Projected revenues for FY 2015-16 are based on the proposed fee ordinance as follows:

Item 5, File No. 15-0561:

The proposed ordinance adjusts the fees for a variety of licenses, including:

- Motor fuel dispensing facilities;
- Self-service motor fuel dispensing facilities;
- Laundries and cleaning and dyeing works;
- Use of open flames and candles;
- Storage and use of battery systems;
- Waste handling;
- Maintenance of fire fighter air systems;
- Combustible dust producing operations;
- Fruit and crop ripening;
- Hot works operations;
- Use of liquid or gas fueled vehicles or equipment in assembly buildings;
- Use of refrigeration equipment;
- Amusement buildings;
- Covered mall buildings;
- Pyroxylin plastics;
- Rooftop heliports;
- Tire rebuilding plants;
- Places of public assembly and open-air assembly;
- Nitrocellulose film and plastics;
- Storage of certain combustible materials;
- Storage and use of flammable or combustible liquids;
- Fumigation and fogging;
- Storage and use of liquefied gases and compressed gases;
- Erection and use of acetylene generators; storage of calcium carbide;
- Application of flammable finishes;
- Processing of magnesium;
- Operating a tank vehicle; and
- Hazardous materials.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** FIR— FIRE DEPARTMENT

**Table 1: Projected Revenue for Business and Tax Regulations Code and Fire Code Fees**

File No.	Fee Description	FY 2015-16	FY 2015-16				FY 2016-17			
		Projected Revenue	Projected Revenue	Change from PY	Annualized Revenue Thereafter	% Cost Recovery	Projected Revenue	Change from PY	Annualized Revenue Thereafter	% Cost Recovery
150561	Busines and Tax Regulations Code	\$ 1,551,000	\$ 1,795,000	\$ 244,000	\$ 1,795,000	100%	\$ 1,795,000	\$0	\$ 1,795,000	100%

Recommendation: Approval of the proposed fee ordinance is a policy matter for the Board of Supervisors. However, the Budget and Legislative Analyst notes that the proposed Fire Department budget is balanced based on the assumption that the proposed fee revenues shown above will be approved.

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,372,310 in FY 2015-16. Of the \$1,372,310 in recommended reductions, \$127,441 are ongoing savings and \$1,244,869 are one-time savings. These reductions would still allow an increase of \$11,108,247 or 3.2% in the Department’s FY 2015-16 budget.

**FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$514,507 in FY 2016-17. Of the \$514,507 in recommended reductions, \$216,719 are ongoing savings and \$297,788 are one-time savings. These reductions would still allow an increase of \$2,938,255 or 0.8% in the Department’s FY 2016-17 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

Object Title	FY 2015-16						FY 2016-17						
	FTE		Amount		GF	1T	FTE		Amount		GF	1T	
	From	To	From	To			From	To	From	To			Savings
Fire Engine		\$ 1,010,578	\$ 989,501	\$ 21,077	X	X							
AEC -- Fire Suppression													
Reduce expenditure based on actual quote provided by the department.													
Aerial Ladder Truck								\$ 957,362	\$ 934,008	\$ 23,354	X	X	
Reduce expenditure based on quote provided by the Department.													
Temporary - Miscellaneous	1.05	\$ 95,000	\$ 252,332	\$ (157,332)	X		1.02	\$ 2.71	\$ 95,000	\$ 252,332	\$ (157,332)	X	
Mandatory Fringe Benefits		7,525	19,987	(12,462)	X				7,525	19,987	(12,462)	X	
		<i>Total Savings</i>		(\$169,794)				<i>Total Savings</i>		(\$169,794)			
Increase Temporary Salaries. The Department is proposing a new Paramedic Per Diem program using \$95,000 temporary salaries. This budget should be supplemented with additional funds from Overtime.													
Overtime - Uniform		\$ 36,027,563	\$ 35,367,769	\$ 659,794	X	X			\$ 33,219,696	\$ 32,949,902	\$ 269,794	X	
Mandatory Fringe Benefits			\$ 619,673	\$ 608,325	\$ 11,348	X			\$ 571,380	\$ 566,740	\$ 4,640	X	
		<i>Total Savings</i>		\$ 671,142				<i>Total Savings</i>		\$ 274,434			
Reduce uniform overtime in FY 2015-16. The Department has increased overtime by over \$3,000,000 (or 9.3%) from FY 2014-15. The Department proposes to use \$250,000 in overtime for recruitment of new officers. The Board already approved a full-time public safety recruitment professional in FY 2014-15 at the Department of Human Resources for this purpose. In addition, the Department is requesting \$240,000 in additional overtime for extra coverage during Fleet Week (an annual event) and Superbowl 50 (taking place in Santa Clara). Finally, the Budget and Legislative Analyst recommends shifting \$169,794 from Overtime to Temporary Salaries to provide more cost-effective resources to support the Department's proposed Paramedic Per Diem Program. These recommendations will still allow for an increase of \$2,404,088 (or 7.3%) in Overtime in this program.													
Reduce uniform overtime in FY 2016-17 to reflect an increase in uniform suppression staffing levels in that year and shift \$169,794 to temporary salaries to provide more cost-effective resources to support the Department's proposed Paramedic Per Diem program. This adjustment will still allow for uniform overtime slightly above current year 2014-15 levels.													
Ongoing													
Ambulances													
Reduce expenditure based on actual quote provided by the department.													
		<i>Total Savings</i>		\$ 344,000		\$ 6,000		\$ 350,000		\$ 344,000		\$ 6,000	
		<i>Total Savings</i>		\$ 344,000		\$ 6,000		\$ 350,000		\$ 344,000		\$ 6,000	

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

Object Title	FY 2015-16						FY 2016-17							
	FTE		Amount		GF	1T	FTE		Amount		GF	1T		
	From	To	From	To			From	To	From	To			Savings	
EMS Defibrillator		\$	33,000	\$	25,768	\$	7,232	X	X					
	Reduce expenditure based on quote provided by the department.													
	<b>AAD -- Administration and Support Services</b>													
Attrition Savings - Miscellaneous	(2.20)	\$	(179,712)	\$	(399,772)	\$	220,060	X	X					
Mandatory Fringe Benefits		\$	(76,768)	\$	(170,772)	\$	94,004	X	X					
		<i>Total Savings</i>	\$	<i>314,064</i>										
	Increase attrition savings to reflect ongoing salary savings for civilian positions, including the 4 new Senior Storekeepers. The department reports \$1.8 million in salary savings in FY 2014-15.													
Deputy Director IV	0.77	0.00	\$	151,898	\$	0	\$	151,898	X			\$	203,985	X
Mandatory Fringe Benefits			\$	43,157	\$	0	\$	43,157	X			\$	63,782	X
Government and Public Affairs Manager	0.00	0.77	\$	0	\$	95,905	\$	(95,905)	X			\$	128,790	X
Mandatory Fringe Benefits			\$	0	\$	24,955	\$	(24,955)	X			\$	49,796	X
		<i>Total Savings</i>	\$	<i>74,195</i>								<i>Total Savings</i>	\$	<i>89,181</i>
	Delete one new Deputy Director position and add one new Limited Tenure Government and Public Affairs Manager. This recommendation is made in accordance with Budget and Legislative Analyst's audit recommendations on Administrative Staffing in the Fire Department.													
Sr. Administrative Analyst	1.44	0.00	\$	159,766	\$	0	\$	159,766	X			\$	214,550	X
Mandatory Fringe Benefits			\$	63,274	\$	0	\$	63,274	X			\$	82,782	X
		<i>Total Savings</i>	\$	<i>223,040</i>								<i>Total Savings</i>	\$	<i>297,332</i>
	Delete 2 new Senior Administrative Analysts. The Department has not provided sufficient justification of the purpose or workload for these positions. The planning function as described by the Department can be achieved through one new limited tenure 9832 position (discussed above). The need for additional administrative support was not justified.													
	Ongoing savings													

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

FIR - Fire

Object Title	FY 2015-16						FY 2016-17							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
Attrition Savings			\$ (210,014)	\$ (357,079)	\$ 147,065	X	X							
Mandatory Fringe Benefits			\$ (82,852)	\$ (128,496)	\$ 45,644	X	X							
			<i>Total Savings</i>	\$ 192,709										
Increase attrition savings to reflect actual hiring timelines for new positions, including 1093 IT Operations Support Administrator III, 1063 IS Programmer Analyst, 1844 Senior Management Assistant (x2); 1042 IS Engineer, and 1044 IS Engineer.														
			<b>API -- Prevention and Investigation</b>											
Attrition Savings	(2.46)	(2.64)	(\$321,487)	(\$345,575)	\$24,088	X	X							
Mandatory Fringe Benefits			(\$119,656)	(\$128,213)	\$8,557	X	X							
			<i>Total Savings</i>	\$32,645										
Increase attrition savings to reflect actual hiring timeline for 1093 IT Operations Support Administrator III.														

**FY 2015-16**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$1,244,869	\$127,441	\$1,372,310
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$1,244,869</b>	<b>\$127,441</b>	<b>\$1,372,310</b>

**FY 2016-17**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$297,788	\$216,719	\$514,507
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$297,788</b>	<b>\$216,719</b>	<b>\$514,507</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

Budget Changes

The Department’s proposed \$83,033,279 budget for FY 2015-16 is \$6,933,152 or 9.1% more than the original FY 2014-15 budget of \$76,100,127.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 258.33 FTEs, which are 5.02 FTEs more than the 253.31 FTEs in the original FY 2014-15 budget. This represents a 2.0% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$27,095,769 in FY 2015-16, are \$1,069,154 or 4.1% more than FY 2014-15 revenues of \$26,026,615. General Fund support of \$55,937,510 in FY 2015-16 is \$5,863,998 or 11.7% more than FY 2014 -15 General Fund support of \$50,073,512.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department’s proposed \$90,414,251 budget for FY 2016-17 is \$7,380,972 or 8.9% more than the Mayor’s proposed FY 2015-16 budget of \$83,033,279.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 262.27 FTEs, which are 3.94 FTEs more than the 258.33 FTEs in the Mayor’s proposed FY 2015-16 budget. This represents a 1.5% increase in FTEs from the Mayor’s proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$27,135,255 in FY 2016-17, are \$39,486 or 0.1% more than FY 2015-16 estimated revenues of \$27,095,769. General Fund support of \$63,278,996 in FY 2016-17 is \$7,341,486 or 13.1% more than FY 2015-16 General Fund support of \$55,937,510.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ECD— EMERGENCY MANAGEMENT

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$258,579 in FY 2015-16. Of the \$258,579 in recommended reductions, \$105,126 are ongoing savings and \$153,453 are one-time savings. These reductions would still allow an increase of \$6,674,573 or 8.7% in the Department’s FY 2015-16 budget.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$191,185 in FY 2016-17. Of the \$191,185 in recommended reductions, \$104,237 are ongoing savings and \$86,948 are one-time savings. These reductions would still allow an increase of \$7,189,787 or 8.7% in the Department’s FY 2016-17 budget.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ECD— EMERGENCY MANAGEMENT

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>EMERGENCY MANAGEMENT</b>					
EMERGENCY COMMUNICATIONS	48,739,053	54,293,580	5,554,527	62,061,718	7,768,138
EMERGENCY SERVICES	27,220,763	28,593,109	1,372,346	28,204,054	(389,055)
OUTDOOR PUBLIC WARNING SYSTEM	140,311	146,590	6,279	148,479	1,889
<b>EMERGENCY MANAGEMENT</b>	<b>76,100,127</b>	<b>83,033,279</b>	<b>6,933,152</b>	<b>90,414,251</b>	<b>7,380,972</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$6,933,152 largely due to:

- Funding to annualize dispatcher recruits that were hired in FY 2014-15 and to hire two additional dispatcher recruit classes of 12 each in FY 2015-16;
- Additional overtime funding for dispatchers to fund needed services until new recruits can be hired and trained;
- Funding for three COIT approved projects, namely the implementation phase of the Public Safety Radio Replacement Project; the continuation of the Emergency Notification System; and the Logging Recorder Replacement;
- Funding for three Capital Planning approved projects, namely the Radio Site Improvements; the IT Area Renovation; and the 9-1-1 Center Gutter Replacement; and
- Funding for temporary salaries and technology improvements related to the coordination and planning of Fleet Week and Super Bowl 50.

**FY 2016-17**

The Department’s proposed FY 2016-17 budget has increased by \$7,380,972 largely due to:

- Continuation of dispatcher hiring initiatives
- Continuation of the Public Safety Radio Replacement Project that began in FY 2013-14;
- Continuation of Radio Site Improvements, as part of the Public Safety Radio Replacement project.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ECD— EMERGENCY MANAGEMENT

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 258.33 FTEs, which are 5.02 FTEs more than the 253.31 FTEs in the original FY 2014-15 budget. This represents a 2.0% increase in FTEs from the original FY 2014-15 budget.

The change in FTE count is primarily due to:

- The addition of one temporary salary (8602) to assist with Fleet Week and Superbowl 50 planning; and
- Filling of previously authorized and currently vacant communications dispatcher positions.

**FY 2016-17**

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 262.27 FTEs, which are 3.94 FTEs more than the 258.33 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 1.5% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

The change in FTE count is primarily due to:

- Filling of previously authorized and currently vacant communications dispatcher positions.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$27,095,769 in FY 2015-16, are \$1,069,154 or 4.1% more than FY 2014-15 revenues of \$26,026,615. General Fund support of \$55,937,510 in FY 2015-16 is \$5,863,998 or 11.7% more than FY 2014 -15 General Fund support of \$50,073,512.

Specific changes in the Department's FY 2015-16 revenues include:

- Increases in salaries and fringe benefits primarily due to the hiring of new communications dispatchers, as outlined in the five-year hiring plan;
- One-time enhancements to non-personnel services primarily for Fleet Week and background services for dispatchers;
- Increases in funding for programmatic projects, primarily COIT approved projects including the Radio Replacement Project; and
- Increases to the work order fund, due to workers' compensation and real estate increases.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ECD— EMERGENCY MANAGEMENT

FY 2016-17

The Department's revenues of \$27,135,255 in FY 2016-17, are \$39,486 or 0.1% more than FY 2015-16 estimated revenues of \$27,095,769. General Fund support of \$63,278,996 in FY 2016-17 is \$7,341,486 or 13.1% more than FY 2015-16 General Fund support of \$55,937,510.

Specific changes in the Department's FY 2016-17 revenues include:

- Increases in salaries and fringe benefits due to the continued hiring of communications dispatchers;
- A reduction in non-personnel services, due to the deletion of one-time expenses from the previous year's budget;
- A reduction in capital outlay primarily due to a decrease of one-time capital projects requests from the previous year; and
- The continued increase in funding for programmatic projects, due to the continued funding of the Radio Replacement Project through COIT.

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$258,579 in FY 2015-16. Of the \$258,579 in recommended reductions, \$105,126 are ongoing savings and \$153,453 are one-time savings. These reductions would still allow an increase of \$6,674,573 or 8.7% in the Department's FY 2015-16 budget.

**FY 2016-17**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$191,185 in FY 2016-17. Of the \$191,185 in recommended reductions, \$104,237 are ongoing savings and \$86,948 are one-time savings. These reductions would still allow an increase of \$7,189,787 or 8.7% in the Department's FY 2016-17 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**ECD - Department of Emergency Management**

Object Title	FY 2015-16						FY 2016-17							
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
	From	To	From	To				From	To	From	To			
<b>BIR -- Emergency Communications</b>														
10 person Conference Table			\$ 8,750	\$ 3,000	\$ 5,750	X	X							
Reduce expenditure for 10-person conference table based on actual quote provided by the department.														
Crestron (AV Equipment) programming			\$ 15,000	\$12,500	\$2,500	X	X							
Reduce expenditure for audio visual equipment based on actual quote provided by the department.														
2015 DODGE Grand Caravan SE										\$ 32,988	\$0	\$32,988	X	X
The department requested this vehicle in the FY 2014-16 budget cycle and agreed to its being cut during the annual review. The vehicle is intended as a replacement for a vehicle that had just 23,071 miles on it at the time of decommission. The department is requesting a new vehicle that would replace the decommissioned vehicle for use primarily during Fleet Week and Superbowl 50. However, the request of funds for this vehicle during the second budget year means that it would not be purchased in time for either of those events. The department plans to rent a vehicle to fill its events needs during FY 15-16.														
Attrition Savings			\$ (87,574)	\$ (114,574)	\$ 27,000	X	X							
Mandatory Fringe Benefits			\$ (33,439)	\$ (43,749)	\$ 10,310	X	X							
			<i>Total Savings</i>	\$ 37,310										
Adjust attrition savings to reflect actual hiring date for 1241 personnel analyst.														

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**ECD - Department of Emergency Management**

Object Title	FY 2015-16						FY 2016-17							
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
	From	To	From	To				From	To					
Overtime - Miscellaneous			\$ 2,196,069	\$ 2,096,096	\$ 99,973	X	X			\$ 1,616,069	\$ 1,566,069	\$ 50,000	X	X
Mandatory Fringe Benefits			\$ 173,928	\$ 166,008	\$ 7,920	X	X			\$ 127,992	\$ 124,032	\$ 3,960	X	X
			Total Savings		\$107,893					Total Savings		\$53,960		
	<p>Reduce overtime budget by \$99,973. The Department's FY 2015-16 General Fund overtime budget increased by \$1.089 million to account for high overtime spending in FY 2014-15. To address overtime, the Department's FY 2015-16 budget includes two classes to bring on up to 24 new communications dispatchers. These new hires will offset in part by expected retirements and separations in FY 2015-16. The Department has also increased temporary salaries to hire retired communications dispatchers to backfill vacancies.</p>													
Attrition Savings			\$ (1,801,206)	\$ (1,876,206)	\$ 75,000	X				\$ (1,366,866)	\$ (1,441,866)	\$ 75,000	X	
Mandatory Fringe Benefits			\$ (723,511)	\$ (733,637)	\$ 30,126	X				\$ (532,848)	\$ (562,085)	\$ 29,237	X	
			Total Savings		\$ 105,126					Total Savings		\$104,237		
	<p>Adjust attrition savings to reflect ongoing vacancies and turnover in the Department. The Department has a projected salary surplus of \$567,000 in FY 2014-15. The Department reduced General Fund attrition savings by \$265,995 in FY 2015-16 to allow increased hiring.</p>													

**FY 2015-16**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$153,453	\$105,126	\$258,579
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$153,453</b>	<b>\$105,126</b>	<b>\$258,579</b>

**FY 2016-17**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$86,948	\$104,237	\$191,185
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$86,948</b>	<b>\$104,237</b>	<b>\$191,185</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department's proposed \$548,451,270 budget for FY 2015-16 is \$19,608,097 or 3.7% more than the original FY 2014-15 budget of \$528,843,173.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 2,889.11 FTEs, which are 105.41 FTEs more than the 2,783.70 FTEs in the original FY 2014-15 budget. This represents a 3.8% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$121,668,923 in FY 2015-16 are \$3,922,788 or 3.3% more than FY 2014-15 revenues of \$117,746,135. General Fund support of \$426,782,347 in FY 2015-16 is \$15,685,309 or 3.8% more than FY 2014-15 General Fund support of \$411,097,038.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department's proposed \$566,266,590 budget for FY 2016-17 is \$17,815,320 or 3.2% more than the Mayor's proposed FY 2015-16 budget of \$548,451,270.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 2,968.11 FTEs, which are 79.00 FTEs more than the 2,889.11 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 2.7% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$126,328,527 in FY 2016-17 are \$4,659,604 or 3.8% more than FY 2015-16 estimated revenues of \$121,668,923. General Fund support of \$439,938,063 in FY 2016-17 is \$13,155,716 or 3.1% more than FY 2015-16 General Fund support of \$426,782,347.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:**

**POL- POLICE**

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$3,718,016 in FY 2015-16. Of the \$3,718,016 in recommended reductions, \$1,576,119 are ongoing savings and \$2,141,897 are one-time savings. These reductions would still allow an increase of \$15,890,081 or 3.0% in the Department's FY 2015-16 budget.

In addition, the Budget and Legislative Analyst recommends placing \$2,400,000 in Programmatic Budgets on Budget and Finance Committee Reserve until the Body Camera Program Working Group has completed its review regarding appropriate policies and protocol for the use of this new technology and equipment by the Department.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,454,414 in FY 2016-17. Of the \$1,454,414 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$16,360,906 or 3.0% in the Department's FY 2016-17 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** POL– POLICE

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015	FY 2015-2016	Increase/ Decrease from	FY 2016-2017	Increase/ Decrease from
	Budget	Proposed	FY 2014-2015	Proposed	FY 2015-2016
<b>POLICE</b>					
AIRPORT POLICE	49,894,105	53,344,782	3,450,677	55,512,865	2,168,083
INVESTIGATIONS	79,962,610	78,845,304	(1,117,306)	79,669,658	824,354
OFFICE OF CITIZEN COMPLAINTS	5,135,411	5,662,158	526,747	5,932,964	270,806
OPERATIONS AND ADMINISTRATION	81,755,904	88,326,345	6,570,441	88,031,691	(294,654)
PATROL	304,986,576	317,471,450	12,484,874	332,314,113	14,842,663
WORK ORDER SERVICES	7,108,567	4,801,231	(2,307,336)	4,805,299	4,068
<b>POLICE</b>	<b>528,843,173</b>	<b>548,451,270</b>	<b>19,608,097</b>	<b>566,266,590</b>	<b>17,815,320</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$19,608,097 largely due to:

**Accelerated Hiring Plan for Police Academies** – As part of an effort to expedite the hiring plan for uniform positions to bring the Department up to City Charter-mandated staffing levels, the Department is proposing to spend \$10.6 million in FY 2015-16 on five Police Academy classes of 50 recruits each. The Department had planned to hold three Police Academies in 2015-16; the accelerated timeline over the next two years will allow the Department to achieve its goal of 1,971 police officers by the end of FY 16-17, one year ahead of schedule.

**Body Camera Program** – To increase accountability, the Department is proposing to implement a comprehensive program over the next two fiscal years to acquire 1,800 body cameras. The program budget of \$3.0 million includes one-time costs for the cameras, and ongoing costs for software, video storage and additional personnel.

**Police Cadet Program** – To offer career opportunities for youth, the Department is relaunching the Cadet Academy, through a combination of General Fund and private philanthropic funds.

**Laboratory Information Management System** – To improve workflow and oversight, and increase DNA testing in-house, the Department is proposing one-time costs of \$150,000 for licensing, equipment maintenance/replacement and support for a Lab Information Management System.

**eCitation Program** – For a one-time investment of \$600,000, the Department plans to develop the capacity for officers to issue citations electronically using existing officer smart phones.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** POL– POLICE

FY 2016-17

The Department’s proposed FY 2016-17 budget has increased by \$17,815,320 largely due to:

**Accelerated Hiring Plan for Police Academies** – As part of an effort to expedite the hiring plan for uniform positions, the Department is proposing to spend \$11.0 million in FY 2016-17 on three Police Academy classes of 50 recruits each. The accelerated academy timeline will allow the Department to achieve its goal of 1,971 police officers by the end of FY 16-17, one year ahead of schedule.

**Body Camera Program** – To increase accountability, the Department is proposing to implement a comprehensive program over the next two fiscal years to acquire 1,800 body cameras. The program budget of \$3.0 million includes one-time costs for the cameras, and ongoing costs for software, video storage and additional personnel.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 2,889.11 FTEs, which are 105.41 FTEs more than the 2,783.70 FTEs in the original FY 2014-15 budget. This represents a 3.8% increase in FTEs from the original FY 2014-15 budget.

Major personnel changes in FY 2015-16 are related to the revitalization of the Department’s Police Cadet Program, the accelerated Police Academies, the expansion of the Office of Citizen Complaints, personnel to support the Body Camera Program, and additional Personnel Analysts to support the increased hiring needs of the Department. In addition, the Airport will fund 46 additional police positions to help improve security at airport facilities.

FY 2016-17

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 2,968.11 FTEs, which are 79.00 FTEs more than the 2,889.11 FTEs in the Mayor’s proposed FY 2015-16 budget. This represents a 2.7% increase in FTEs from the Mayor’s proposed FY 2015-16 budget.

Major personnel changes in FY 2016-17 reflect ongoing expansion of programs and projects that began in FY 2015-16, such as the revitalization of the Department’s Police Cadet Program, the accelerated Police Academies, and personnel to support the Body Camera Program.

**INTERIM EXCEPTIONS**

The Department has requested approval of 13.75 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 7.75 positions as an interim exception.

One interim exception for .25 FTE will allow the Office of Citizen Complaints to make a current attorney full time.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** POL– POLICE

The remaining interim exceptions – 13.5 FTE – are for the upcoming Police Cadets. The Department has indicated that the first 2015-16 Police Cadet Class of a maximum of 15 cadets will begin on July 11, 2015. The first class of a maximum of 15 candidates was selected from a Department established list. 11 of the candidates have already passed the background investigation. The second Police Cadet Class is expected to begin approximately six weeks later, or the last weekend in August. The interim exception is not needed for the second class of cadets.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$121,668,923 in FY 2015-16 are \$3,922,788 or 3.3% more than FY 2014-15 revenues of \$117,746,135. General Fund support of \$426,782,347 in FY 2015-16 is \$15,685,309 or 3.8% more than FY 2014-15 General Fund support of \$411,097,038.

**FY 2016-17**

The Department's revenues of \$126,328,527 in FY 2016-17 are \$4,659,604 or 3.8% more than FY 2015-16 estimated revenues of \$121,668,923. General Fund support of \$439,938,063 in FY 2016-17 is \$13,155,716 or 3.1% more than FY 2015-16 General Fund support of \$426,782,347.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** \_\_\_\_\_ **POL– POLICE**

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$3,718,016 in FY 2015-16. Of the \$3,718,016 in recommended reductions, \$1,576,119 are ongoing savings and \$2,141,897 are one-time savings. These reductions would still allow an increase of \$15,890,081 or 3.0% in the Department’s FY 2015-16 budget.

In addition, the Budget and Legislative Analyst recommends placing \$2,400,000 in Programmatic Budgets on Budget and Finance Committee Reserve until the Body Camera Program Working Group has completed its review regarding appropriate policies and protocol for the use of this new technology and equipment by the Department.

**FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,454,414 in FY 2016-17. Of the \$1,454,414 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$16,360,906 or 3.0% in the Department’s FY 2016-17 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**POL - Police**

Object Title	FY 2015-16						FY 2016-17						
	FTE		Amount		GF	1T	FTE		Amount		GF	1T	
	From	To	From	To			From	To	From	To			Savings
<b>ACX - Patrol</b>													
Premium Pay - Uniform			\$8,724,542	\$7,724,542	\$1,000,000	X				\$8,724,542	\$7,724,542	\$1,000,000	X
Mandatory Fringe Benefits			\$150,062	\$132,862	\$17,200	X				\$150,062	\$132,862	\$17,200	X
			<i>Total Savings</i>		\$1,017,200					<i>Total Savings</i>		\$1,017,200	
Reduce Premium Pay by \$1,000,000 to reflect historical underspending. The Controller's Office projects that the Department will have over \$4,000,000 in salary savings from Premium Pay in FY 2014-15. Most Premium Pay is calculated based on Permanent Salaries. Because the Department will use Temporary Salaries and Overtime in lieu of Permanent Salaries in FY 2015-16, the Department does not need the budgeted amount of Premium Pay.													
Attrition Savings	(8.69)	(9.18)	(\$567,954)	(\$600,174)	\$32,220	X	X						
Mandatory Fringe Benefits			(\$267,176)	(\$282,333)	\$15,157	X	X						
			<i>Total Savings</i>		\$47,377								
Adjust attrition savings to account for delays in hiring timelines for twelve currently vacant civilian positions, five of which are part of the recivilianization effort. The Department reports over \$8,000,000 in salary savings in FY 2014-15, \$3,000,000 of which from is Miscellaneous salaries.													
<b>ACB - Investigations</b>													
Attrition Savings	(7.38)	(10.92)	(\$647,219)	(\$957,320)	\$310,101	X	X						
Mandatory Fringe Benefits			(\$268,432)	(\$397,045)	\$128,613	X	X						
			<i>Total Savings</i>		\$438,714								
Adjust attrition savings to account for delays in hiring timelines for three vacant civilian positions, two of which have been vacant for over two years, and one which was recently vacated in March 2015. The Department reports over \$8,000,000 in salary savings in FY 2014-15, \$3,000,000 of which from is Miscellaneous salaries.													
<b>ACM - Operations and Administration</b>													
Materials & Supplies - Budget			\$900,000	\$800,000	\$100,000	X				\$900,000	\$800,000	\$100,000	X
Reduce Materials and Supplies budget to reflect historical underspending and savings in the current year.													
Ongoing savings.													

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**POL - Police**

Object Title	FY 2015-16						FY 2016-17					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
Deputy Director III	0.77	0.00	\$133,376	\$0	X		1.00	0.00	\$179,113	\$0	X	
Mandatory Fringe Benefits			\$45,868	\$0	X				\$59,155	\$0	X	
Government and Public Affairs Manager	0.00	0.50	\$0	\$62,276	X		0.00	1.00	\$0	\$128,790	X	
Mandatory Fringe Benefits			\$0	\$24,955	X				\$0	\$49,796	X	
			<i>Total Savings</i>	<i>\$92,014</i>					<i>Total Savings</i>	<i>\$59,682</i>		
Disapprove one new civilian 0953 Deputy Director III as a new Community Policing Relations Director. A 9382 Government and Public Affairs Manager is a more appropriate position for this role. This position will primarily be responsible for coordinating community policing efforts within the Department, across other City Departments and with the community. This position will not be managing any staff, and will act primarily as a high-level coordinator and liaison.												
IS Engineer- Senior	0.77	0.00	\$104,223	\$0	X		1.00	0.00	\$139,961	\$0	X	
Mandatory Fringe Benefits			\$36,831	\$0	X				\$47,736	\$0	X	
IS Engineer-Journey	0.00	0.50	\$0	\$61,078	X		0.00	1.00	\$0	\$126,314	X	
Mandatory Fringe Benefits			\$0	\$22,583	X				\$0	\$45,150	X	
			<i>Total Savings</i>	<i>\$57,394</i>					<i>Total Savings</i>	<i>\$16,233</i>		
Disapprove the requested one new IS Engineer-Senior, and instead approve one new 1042 IS Engineer-Journey. The Department already has 6.77 senior-level IS engineers, as well as 4 principal engineers, and a journey-level engineer can provide the skills necessary for the Department's need to link local systems including the crime data warehouse to state and federal systems.												
Personnel Technician	2.00	1.00	\$148,631	\$74,316	X		2.00	1.00	\$153,690	\$76,845	X	
Mandatory Fringe Benefits			\$64,366	\$32,183	X				\$65,085	\$32,543	X	
Senior Payroll and Personnel Clerk	9.00	8.00	\$694,941	\$617,725	X		9.00	8.00	\$718,596	\$638,752	X	
Mandatory Fringe Benefits			\$303,487	\$269,766	X				\$306,040	\$272,036	X	
			<i>Total Savings</i>	<i>\$217,435</i>					<i>Total Savings</i>	<i>\$223,236</i>		
Delete two vacant positions.												
Ongoing savings.												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**POL - Police**

Object Title	FY 2015-16						FY 2016-17					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
Attrition Savings	(21.94)	(33.14)	(\$1,903,309)	(\$2,875,307)	X	X						
Mandatory Fringe Benefits			(\$791,468)	(\$1,195,662)	X	X						
			<i>Total Savings</i>	<i>\$1,376,192</i>								
Adjust attrition savings to account for delays in hiring timelines for 20 vacant civilian positions including nine positions that are part of the recivilianization effort, as well as the two new Personnel Analysts. The Department reports over \$8,000,000 in salary savings in FY 2014-15, \$3,000,000 of which is from Miscellaneous salaries.												
Programmatic Budgets			\$3,768,000	\$3,488,386	X	X						
	Reduce the salary amounts for 9 of the 11 approved new staff associated with the Body Camera program to March 1, 2015, or 0.25 FTE in FY 2015-16, in order to account for delays in the hiring process.											
Marked Police Interceptor							1.00	0.00	\$38,063	\$0	\$38,063	X
	Delete purchase of one new Marked Police Interceptor vehicle. This is not a replacement vehicle, and the Department has provided no information or justification regarding this vehicle. In accordance with HACTO, City departments should be reducing, not expanding, their fleets.											
<b>ACV - Office of Citizen Complaints</b>												
Attrition Savings	(0.46)	(1.11)	(\$46,687)	(\$112,687)	x							
Mandatory Fringe Benefits			(\$18,446)	(\$44,523)	x							
			<i>Total Savings</i>	<i>\$92,077</i>								
Adjust attrition to reflect actual hiring timelines for new positions.												

**FY 2015-16**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$2,141,897	\$1,576,119	\$3,718,016
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$2,141,897</b>	<b>\$1,576,119</b>	<b>\$3,718,016</b>

**FY 2016-17**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$38,063	\$1,416,351	\$1,454,414
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$1,416,351</b>	<b>\$1,454,414</b>

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**POL - Police**

Object Title	FY 2015-16						FY 2016-17													
	FTE		Amount		Savings		FTE		Amount		Savings									
	From	To	From	To	From	To	From	To	From	To	From	To								
<b>Reserve Recommendations</b>																				
<b>1GAGFAAP - Body Camera Program</b>																				
Programmatic Budgets			\$3,768,000	\$1,368,000	\$2,400,000															
<p>Place \$2,400,000 in Programmatic Budgets on Budget and Finance Committee Reserve. This line item includes costs related to the proposed Body Camera Program, the Laboratory Information Management Systems and the eCitation program. The Department estimates \$3,000,000 in FY 2015-16 expenditures for the Body Camera Program for police officers. The costs associated with the project are initial estimates. The Department will convene a working group to design the program implementation model over the next year. Because major cost drivers related to the project -- including the means and duration of storing the video footage -- have not been determined, the Budget and Legislative Analyst recommends reserving these funds at this time. The Budget and Legislative Analyst recommends the following amounts to be placed on reserve: Body Camera Program -- \$2,400,000 (\$3,000,000 less \$79,614 to account for hiring timelines less \$320,386 to hire 2 new staff at 0.5 FTE and 9 new staff at 0.25 FTE each in FY 2015-16).</p>																				

**FY 2015-16**

Total Recommended Reserves		
One-Time	Ongoing	Total
General Fund	\$0	\$2,400,000
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$2,400,000</b>

**FY 2016-17**

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

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department's proposed \$31,560,807 budget for FY 2015-16 is \$1,126,986 or 3.7% more than the original FY 2014-15 budget of \$30,433,821.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 160.65 FTEs, which are 3.18 FTEs more than the 157.47 FTEs in the original FY 2014-15 budget. This represents a 2.0% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$575,498 in FY 2015-16, are \$102,417 or 21.6% more than FY 2014-15 revenues of \$473,081. General Fund support of \$30,985,309 in FY 2015-16 is \$1,024,569 or 3.4% more than FY 2014-15 General Fund support of \$29,960,740.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department's proposed \$31,999,101 budget for FY 2016-17 is \$438,294 or 1.4% more than the Mayor's proposed FY 2015-16 budget of \$31,560,807.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 161.04 FTEs, which is 0.39 more FTEs than the 160.65 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 0.2% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$622,438 in FY 2016-17, are \$47,000 or 8.2% more than FY 2015-16 estimated revenues of \$575,498. General Fund support of \$31,376,603 in FY 2016-17 is \$391,294 or 1.3% more than FY 2015-16 General Fund support of \$30,985,309.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** PDR – PUBLIC DEFENDER

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$277,282 in FY 2015-16. Of the \$277,282 in recommended reductions, \$274,637 are ongoing savings and \$2,645 are one-time savings. These reductions would still allow an increase of \$849,704 or 2.8% in the Department’s FY 2015-16 budget.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$293,342 in FY 2016-17. Of the \$293,342 in recommended reductions, \$279,979 are ongoing savings and \$13,363 are one-time savings. These reductions would still allow an increase of \$144,952 or 0.5% in the Department’s FY 2016-17 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** PDR – PUBLIC DEFENDER

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>PUBLIC DEFENDER</b>					
CRIMINAL AND SPECIAL DEFENSE	30,330,740	31,335,309	1,004,569	31,773,603	438,294
GRANT SERVICES	103,081	225,498	122,417	225,498	0
<b>PUBLIC DEFENDER</b>	<b>30,433,821</b>	<b>31,560,807</b>	<b>1,126,986</b>	<b>31,999,101</b>	<b>438,294</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$1,126,986 largely due to increases in salaries and benefits costs for the Criminal and Special Defense program, including:

- A new 8177 Attorney (Civil/Criminal) for cases resulting from the local implementation of Laura’s Law, which was passed by the Board of Supervisors in July 2014.<sup>1</sup> The ordinance established an Assisted Outpatient Treatment court to hear cases of individuals who are subject to a petition to obtain voluntary treatment prior to the imposition of court-ordered treatment.
- A new 1023 IS Administrator III position to perform video retrieval to support cases in the Criminal and Special Defense Program.

**FY 2016-17**

The Department’s proposed FY 2016-17 budget has increased by \$438,294 largely due to annualization of positions added in FY 2015-16.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 160.65 FTEs, which are 3.18 FTEs more than the 157.47 FTEs in the original FY 2014-15 budget. This represents a 2.0% increase in FTEs from the original FY 2014-15 budget.

In addition to the two new positions detailed above, the department will fill three off-budget positions. Two of the positions will be filled in the Criminal and Special Defense program, while the third will be allocated to the Grant Services program.

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<sup>1</sup> Laura’s Law, signed into California law in 2002, allows counties to provide programs of intensive, court-ordered treatment for individuals with mental illness who are, because of the symptoms of their illness, least able to otherwise obtain timely intervention.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** PDR – PUBLIC DEFENDER

The department will also fill three vacant 8177 Attorney (Civil/Criminal) positions in the Criminal and Special Defense Program.

**FY 2016-17**

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 is 161.04 FTEs, which is 0.39 more FTEs than the 160.65 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 0.2% increase in FTEs from the Mayor's proposed FY 2015-16 budget reflecting the annualization of positions added in FY 2015-16.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$575,498 in FY 2015-16, are \$102,417 or 21.6% more than FY 2014-15 revenues of \$473,081. General Fund support of \$30,985,309 in FY 2015-16 is \$1,024,569 or 3.4% more than FY 2014-15 General Fund support of \$29,960,740.

The increase in the Department's FY 2015-16 revenues are due to an increase in federal and state grants.

**FY 2016-17**

The Department's revenues of \$622,498 in FY 2016-17, are \$47,000 or 8.2% more than FY 2015-16 estimated revenues of \$575,498. General Fund support of \$31,376,603 in FY 2016-17 is \$391,294 or 1.3% more than FY 2015-16 General Fund support of \$30,985,309.

The increase in the Department's FY 2016-17 revenues are due to an increase in state grants.

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$277,282 in FY 2015-16. Of the \$277,282 in recommended reductions, \$274,637 are ongoing savings and \$2,645 are one-time savings. These reductions would still allow an increase of \$849,704 or 2.8% in the Department's FY 2015-16 budget.

**FY 2016-17**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$293,342 in FY 2016-17. Of the \$293,342 in recommended reductions, \$279,979 are ongoing savings and \$13,363 are one-time savings. These reductions would still allow an increase of \$144,952 or 0.5% in the Department's FY 2016-17 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

PDR - Public Defender

Object Title	FY 2015-16						FY 2016-17					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
<b>AIB - Criminal and Special Defense Program</b>												
Attrition Savings			(\$756,144)	(\$946,305)	\$190,161	x			(\$781,813)	(\$978,439)		
Mandatory Fringe Benefits			(\$258,080)	(\$328,620)	\$70,540	x			(\$257,871)	(\$328,620)		
			<i>Total Savings</i>	<i>\$260,701</i>					<i>Total Savings</i>	<i>\$267,375</i>		
	Increase Attrition Savings to account for projected salary surplus savings. The Department has historically underspent on salaries and benefits due to delayed hiring, turnover, and other staff changes throughout the fiscal year. The recommended reductions still leave the Department with projected salary savings.											
Manager III	1.00	0.00	\$139,451	\$0	\$139,451	x		1.00	0.00	\$144,198	\$0	\$144,198
Mandatory Fringe Benefits			\$52,867	\$0	\$52,867	x				\$52,662	\$0	\$52,662
Manager II	0.00	1.00	\$0	\$129,287	(\$129,287)	x		0.00	1.00	\$0	\$133,688	(\$133,688)
Mandatory Fringe Benefits			\$0	\$49,095	(\$49,095)	x				\$0	\$50,568	(\$50,568)
			<i>Total Savings</i>	<i>\$13,936</i>						<i>Total Savings</i>	<i>\$12,604</i>	
	Deny the request for an upward substitution for 1.00 FTE existing full-time position from 0922 Manager I to 0931 Manager III, which would result in a 15.8 percent salary increase. A 0923 Manager II classification is more appropriate for the job duties described, which includes a 7.3 percent salary increase.											
Equipment Purchase			\$9,401	\$6,756	\$2,645	x	x					
	Reduce request for a HP large format printer to reflect a less expensive printer, based on market rate prices.											
Equipment Purchase					\$0					\$13,363	\$0	\$13,363
	Deny request for a fiber connection at the Juvenile Justice Center due to inadequate justification. The department did not request for this item to be included in their budget.											

**FY 2015-16**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$2,645	\$274,637	\$277,282
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$2,645</b>	<b>\$274,637</b>	<b>\$277,282</b>

**FY 2016-17**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$13,363	\$279,979	\$293,342
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$13,363</b>	<b>\$279,979</b>	<b>\$293,342</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department’s proposed \$51,283,885 budget for FY 2015-16 is \$2,702,274 or 5.6% more than the original FY 2014-15 budget of \$48,581,611.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 263.28 FTEs, which are 6.41 FTEs more than the 256.87 FTEs in the original FY 2014-15 budget. This represents a 2.5% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$6,529,968 in FY 2015-16, are \$295,794 or 4.7% more than FY 2014-15 revenues of \$6,234,174. General Fund support of \$44,753,917 in FY 2015-16 is \$2,406,480 or 5.7% more than FY 2014-15 General Fund support of \$42,347,437.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department’s proposed \$52,275,834 budget for FY 2016-17 is \$991,949 or 1.9% more than the Mayor’s proposed FY 2015-16 budget of \$51,283,885.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 263.78 FTEs, which is 0.50 FTE more than the 263.28 FTEs in the Mayor’s proposed FY 2015-16 budget. This represents a 0.2% increase in FTEs from the Mayor’s proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$6,608,524 in FY 2016-17, are \$78,556 or 1.2% more than FY 2015-16 estimated revenues of \$6,529,968. General Fund support of \$45,667,310 in FY 2016-17 is \$913,393 or 2.0% more than FY 2015-16 General Fund support of \$44,753,917.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** DAT – DISTRICT ATTORNEY’S OFFICE

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$170,261 in FY 2015-16, all of which are ongoing savings. These reductions would still allow an increase of \$2,532,013 or 5.2% in the Department’s FY 2015-16 budget.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$10,000 in FY 2016-17, all of which are ongoing savings. These reductions would still allow an increase of \$981,949 or 1.9% in the Department’s FY 2016-17 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** DAT – DISTRICT ATTORNEY’S OFFICE

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>DISTRICT ATTORNEY</b>					
ADMINISTRATION - CRIMINAL & CIVIL	1,912,330	2,820,669	908,339	2,807,355	(13,314)
CAREER CRIMINAL PROSECUTION	1,076,820	1,088,314	11,494	1,113,684	25,370
CHILD ABDUCTION	983,801	1,041,079	57,278	1,086,813	45,734
FAMILY VIOLENCE PROGRAM	1,549,890	1,609,034	59,144	1,637,579	28,545
FELONY PROSECUTION	28,637,575	30,164,084	1,526,509	30,791,891	627,807
MISDEMEANOR PROSECUTION	2,231,041	2,307,691	76,650	2,358,764	51,073
SUPPORT SERVICES	7,300,773	7,579,465	278,692	7,788,468	209,003
WORK ORDERS & GRANTS	4,889,381	4,673,549	(215,832)	4,691,280	17,731
<b>DISTRICT ATTORNEY</b>	<b>48,581,611</b>	<b>51,283,885</b>	<b>2,702,274</b>	<b>52,275,834</b>	<b>991,949</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$2,702,274 largely due to increases in salaries and benefits costs. In addition, the budget is increasing due to:

- Increased funding to finance the newly implemented rental cost assessed by the Department of Real Estate for occupying the Hall of Justice.
- Two new proposed positions under the Support Services program, including helpdesk support services and a dedicated staff to convert various media information, such as videos, into a viewable format in Court.

**FY 2016-17**

The Department’s proposed FY 2016-17 budget has increased by \$991,949 largely due to increases in salaries and benefits costs, as a result of the annualization of positions added in FY 2014-15.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 263.28 FTEs, which are 6.41 FTEs more than the 256.87 FTEs in the original FY 2014-15 budget. This represents a 2.5% increase in FTEs from the original FY 2014-15 budget. This increase includes two proposed full-time positions for the Support Services program. Specifically, the Department is proposing staff for helpdesk support services and a dedicated staff member to convert various media information, such as videos, into a viewable format in Court.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** DAT – DISTRICT ATTORNEY’S OFFICE

**FY 2016-17**

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 263.78 FTEs, which is 0.5 FTE more than the 263.28 FTEs in the Mayor’s proposed FY 2015-16 budget. This represents a 0.2% increase in FTEs from the Mayor’s proposed FY 2015-16 budget and reflects the annualization of positions added in FY 2015-16.

**INTERIM EXCEPTIONS**

The Department has requested approval of 1.00 FTE 8129 Victim/Witness Investigator as an interim exception, using Non-General Funds. The Victim/Witness Investigator will be grant funded and will support the Transitional Age Youth Court. The Budget and Legislative Analyst recommends approval of the 1.00 FTE 8129 Victim/Witness Investigator as an interim exception.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$6,529,968 in FY 2015-16, are \$295,794 or 4.7% more than FY 2014-15 revenues of \$6,234,174. General Fund support of \$44,753,917 in FY 2015-16 is \$2,406,480 or 5.7% more than FY 2014-15 General Fund support of \$42,347,437.

Specific changes in the Department’s FY 2015-16 revenues include increases in deposits to fund balance and increases in work order recoveries from requesting departments.

**FY 2016-17**

The Department's revenues of \$6,608,524 in FY 2016-17, are \$78,556 or 1.2% more than FY 2015-16 estimated revenues of \$6,529,968. General Fund support of \$45,667,310 in FY 2016-17 is \$913,393 or 2.0% more than FY 2015-16 General Fund support of \$44,753,917.

Specific changes in the Department’s FY 2016-17 revenues include increases in federal funding, increases in work order recoveries from requesting departments, and increases in deposits to fund balance.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** DAT – DISTRICT ATTORNEY’S OFFICE

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$170,261 in FY 2015-16, all of which are ongoing savings. These reductions would still allow an increase of \$2,532,013 or 5.2% in the Department’s FY 2015-16 budget.

**FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$10,000 in FY 2016-17, which are all ongoing savings. These reductions would still allow an increase of \$981,949 or 1.9% in the Department’s FY 2016-17 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**DAT - District Attorney**

Object Title	FY 2015-16						FY 2016-17						
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T	
	From	To	From	To			From	To	From	To			
<b>All - Support Services</b>													
Attrition Savings - Miscellaneous	(5.64)	(6.18)	(\$515,774)	(\$559,676)	\$43,902	x	x						
Mandatory Fringe and Benefits			(\$213,457)	(\$232,386)	\$18,929	x	x						
			<i>Total Savings</i>	<i>-\$62,831</i>									
	Increase attrition savings to reflect anticipated hiring date of two new positions at 0.77 FTE, including the 1093 IT Operations Support Administrator III and the 1092 IT Operations Support Administrator II. The Department is proposing an October 1 start date for these two positions. Increase attrition savings to reflect anticipated start date based on analysis conducted by the Budget and Legislative Analyst.												
City Grant Programs			\$260,597	\$240,697	\$19,900	x	x			\$260,597	\$250,597	\$10,000	x
	Reduce support services to reflect historical expenditures on community based organizations services under City Grant Programs based on annual actual expenditures over the past three years and anticipated growth.												
	<b>All - Family Violence</b>												
Professional and Specialized Services			\$100,842	\$25,842	\$75,000	x	x						
	Use the existing surplus funds of \$75,000 in carry forwards from the Family Violence program budget that should be carried forward from FY 2014-15 to FY 2015-16.												
	<b>AIH - Child Abduction</b>												
Salaries Misc - Regular			\$751,236	\$738,706	\$12,530	x	x						
	Use the existing surplus funds of \$12,530 in carry forwards from the Child Abduction program budget that should be carried forward from FY 2014-15 to FY 2015-16.												

**FY 2015-16**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$170,261
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$170,261</b>

**FY 2016-17**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$10,000
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$10,000</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department's proposed \$34,174,858 budget for FY 2015-16 is \$3,418,616 or 11.1 % more than the original FY 2014-15 budget of \$30,756,242.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 151.07 FTEs, which are 8.32 FTEs more than the 143 FTEs in the original FY 2014-15 budget. This represents a 5.8% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$15,890,073 in FY 2015-16, are \$1,966,546 or 14.1% more than FY 2014-15 revenues of \$13,923,527. General Fund support of \$18,284,785 in FY 2015-16 is \$1,452,070 or 8.6% more than FY 2014-15 General Fund support of \$16,832,715.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department's proposed \$34,651,060 budget for FY 2016-17 is \$476,202 or 1.4% more than the Mayor's proposed FY 2015-16 budget of \$34,174,858.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 152.73 FTEs, which are 1.66 FTEs more than the 151.07 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a 1.1% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$16,541,347 in FY 2016-17, are \$651,274 or 4.1% more than FY 2015-16 estimated revenues of \$15,890,073. General Fund support of \$18,109,713 in FY 2016-17 is \$175,072 or 1.0% less than FY 2015-16 General Fund support of \$18,284,785.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ADP – ADULT PROBATION

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$627,896 in FY 2015-16. Of the \$627,896 in recommended reductions, \$462,896 are ongoing savings and \$165,000 are one-time savings. These reductions would still allow an increase of \$2,790,720 or 9.1% in the Department’s FY 2015-16 budget.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$568,460 in FY 2016-17. All of the \$568,460 in recommended reductions are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ADP – ADULT PROBATION

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015 Budget	FY 2015-2016 Proposed	Increase/ Decrease from FY 2014-2015	FY 2016-2017 Proposed	Increase/ Decrease from FY 2015-2016
<b>ADULT PROBATION</b>					
ADMINISTRATION - ADULT PROBATION	4,811,787	5,329,135	517,348	5,383,909	54,774
COMMUNITY SERVICES	11,901,054	12,736,213	835,159	13,107,204	370,991
ONE STOP RE ENTRY SERVICES	1,616,507	1,600,820	(15,687)	1,655,616	54,796
PRE - SENTENCING INVESTIGATION	3,171,300	3,460,806	289,506	3,672,589	211,783
REALIGNMENT SERVICES-POST RELEASE COMM.	9,155,594	10,496,599	1,341,005	10,612,457	115,858
WORK ORDERS & GRANTS	100,000	551,285	451,285	219,285	(332,000)
<b>ADULT PROBATION</b>	<b>30,756,242</b>	<b>34,174,858</b>	<b>3,418,616</b>	<b>34,651,060</b>	<b>476,202</b>

**FY 2015-16**

The Department’s proposed FY 2015-16 budget has increased by \$3,418,616 largely due to:

- Implementation of the California State Public Safety Realignment Act, which releases prisoners to local community supervision. The San Francisco Adult Probation Department has seen an increase in their case load since the law was enacted in 2011 and these increases are expected to continue for FY 2015-16.
- Salaries for new initiatives including: (1) Gender Responsive Services Coordinator, (2) Probation Officer Assistants for Victim Restitution Pilot Program, (3) Deputy Probation Officer for Interrupt, Predict, Organize Program, (4) Probation Officer Assistants performing clerical functions for various programs.
- Increased funding for client services including transitional housing, rental subsidies, workforce development, and educational programming.

**FY 2016-17**

The Department’s proposed FY 2016-17 budget has increased by \$476,202 largely due to:

- Annualization of salaries proposed in FY 2015-16.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 151.07 FTEs, which are 8.32 FTEs more than the 142.75 FTEs in the original FY 2014-15 budget. This represents a 5.8 % increase in FTEs from the original FY 2014-15 budget.

New positions include for FY 2015-16 include:

- 3 8520 Probation Officer Assistants – Provide para-professional support to Deputy Probation Officers to be assigned throughout the Department.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** ADP – ADULT PROBATION

- 1 9744 Sr. Community Development Specialist – Gender Responsive Services Coordinator
- 3 8520 Probation Officer Assistants – Victim Restitution Pilot Program
- 1 8530/844 Deputy Probation Officer – Interrupt, Predict, Organize Program

**FY 2016-17**

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 152.73 FTEs, which are 1.66 FTEs more than the 151.07 FTEs in the Mayor’s proposed FY 2015-16 budget. This represents a 1.1% increase in FTEs from the Mayor’s proposed FY 2015-16 budget.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$15,890,073 in FY 2015-16, are \$1,966,546 or 14.1% more than FY 2014-15 revenues of \$13,923,527. General Fund support of \$18,284,785 in FY 2015-16 is \$1,452,070 or 8.6% more than FY 2014-15 General Fund support of \$16,832,715.

Specific changes in the Department’s FY 2015-16 revenues include:

- Increase of \$1,245,000 from California State AB109 Realignment and SB678 Community Corrections Incentive Fund.
- Increase of \$250,000 from California Community Recidivism Reduction Grant.
- Increase of \$119,285 from California Board of State and Community Corrections for Proud Parenting Program.
- Increase of \$127,364 from California Anti-Drug Abuse Byrne Program.
- Increase of \$82,000 from California State Controller to offset costs for supervising non-violent second strike offenders on post-release community supervision.

**FY 2016-17**

The Department's revenues of \$16,541,347 in FY 2016-17, are \$651,274 or 4.1% more than FY 2015-16 estimated revenues of \$15,890,073. General Fund support of \$18,109,713 in FY 2016-17 is \$175,072 or 1.0% less than FY 2015-16 General Fund support of \$18,284,785.

Specific changes in the Department’s FY 2016-17 revenues include:

- Increase of \$189,364 from California Anti-Drug Abuse Byrne Program.
- Increase of \$119,285 from California Board of State and Community Corrections for Proud Parenting Program.
- Increase of \$77,670 from Federal Byrne Justice Assistance Grant (JAG) program
- Increase of \$65,260 for Standards & Training for Corrections Program.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** \_\_\_\_\_ **ADP – ADULT PROBATION**

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$627,896 in FY 2015-16. Of the \$627,896 in recommended reductions, \$462,896 are ongoing savings and \$165,000 are one-time savings. These reductions would still allow an increase of \$2,790,720 or 9.1% in the Department’s FY 2015-16 budget.

**FY 2016-17**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$568,460 in FY 2016-17. All of the \$568,460 in recommended reductions are ongoing savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**ADP - Adult Probation Department**

Object Title	FY 2015-16						FY 2016-17						
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T	
	From	To	From	To			From	To	From	To			
Equipment			\$65,000	\$0	\$65,000	x	x						
ASH - Administration The Department has requested one new training simulator in FY 2015-16 which is not required by the State in order to fulfill the Department's Peace Officer Standards Training requirements.													
Materials & Supplies - Budget			\$92,092	\$75,000	\$17,092	x			\$92,092	\$75,000	\$17,092	x	
Reduce by \$17,092 to reflect historical spending in this line item. The proposed reduction will leave \$75,000 for these functions.													
<b>ARS - Realignment Services</b>													
Probation Assistant	3.08	1.54	\$189,228	\$94,614	\$94,614	x		4.00	2.00	\$254,113	\$127,056.50	\$127,057	x
Mandatory Fringe Benefits			\$90,775	\$45,388	\$45,388	x				\$119,263	\$59,631.50	\$59,632	x
Total Savings \$140,002													
The Department has requested six new Probation Assistants departmentwide, including four new positions in this program. The Probation Assistant supports Probation Officers by performing routine and administrative tasks to reduce workload for the Deputy Probation Officers. However the Department hired two Probation Assistants and three Deputy Probation Officers in May 2015, which will decrease workload. We recommend approval of four of the six total requested new Probation Assistant positions departmentwide.													
Professional & Specialized Services			\$3,517,992	\$3,317,992 *	\$100,000	x	x						
Professional & Specialized Services			\$3,517,992	\$3,317,992 *	\$100,000	x				\$3,517,992	\$3,417,992	\$100,000	x
Reduce by (1) a one-time \$100,000 expenditure in the Department's contract with Northpointe to develop a probation risk assessment tool because the Department is carrying forward \$385,150 in contract funds not spent in FY 2014-15; and (2) an ongoing \$100,000 reduction to account for underspending in the existing contracts for workforce development and the Community Assessment and Service Center, which provides support services to probationers. The Department has increased the budget for new contracts for these services by \$1.3 million in FY 2015-16.													
* The total first year reduction is \$200,000, from \$3,517,992 to \$3,317,992													
Ongoing savings													



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**ADP - Adult Probation Department**

Object Title	FY 2015-16						FY 2016-17																																																																																																																																				
	FTE		Amount		GF	1T	Savings		FTE		Amount		GF	1T																																																																																																																													
	From	To	From	To			From	To	From	To	From	To			Savings																																																																																																																												
<b>AKG - Pre-Sentencing Investigation</b>																																																																																																																																											
Attrition Savings - Misc.			(\$703,112)	(\$770,000)		x	\$66,888					(\$727,045)	(\$796,209)			\$69,164	x																																																																																																																										
Mandatory Fringe Benefits			(\$271,103)	(\$296,893)		x	\$25,790					(\$300,115)	(\$328,664)			\$28,549	x																																																																																																																										
			<i>Total Savings</i>	<i>\$92,678</i>								<i>Total Savings</i>	<i>\$97,713</i>																																																																																																																														
Increase attrition savings to correct for a projected salary savings of \$766,810 in the current year.																																																																																																																																											
<b>AKB - Community Services</b>																																																																																																																																											
Attrition Savings - Misc.			(\$361,714)	(\$400,000)		x	\$38,286					(\$383,334)	(\$423,908)			\$40,574	x																																																																																																																										
Mandatory Fringe Benefits			(\$140,181)	(\$155,019)		x	\$14,838					(\$154,876)	(\$171,269)			\$16,393	x																																																																																																																										
			<i>Total Savings</i>	<i>\$53,124</i>								<i>Total Savings</i>	<i>\$56,967</i>																																																																																																																														
Increase attrition savings to correct for a projected salary savings of \$766,810 in the current year.																																																																																																																																											
Materials & Supplies - Budget			\$26,860	\$16,860		x	\$10,000					\$26,860	\$16,860			\$10,000	x																																																																																																																										
Reduce by \$10,000 to reflect historical spending in this line item. The Department has not spent any of the budgeted funds in each of the last three years.																																																																																																																																											
Laboratory Supplies			\$100,000	\$50,000		x	\$50,000					\$100,000	\$0			\$100,000	x																																																																																																																										
Reduce by 50,000 to reflect historical spending in this line item. The Department has not spent any of the budgeted funds in each of the last three years. The proposed reduction will leave \$50,000 for these functions.																																																																																																																																											
<table border="0" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="6"></td> <td align="center" colspan="6"><b>FY 2015-16</b></td> <td colspan="6"></td> </tr> <tr> <td colspan="6"></td> <td align="center" colspan="6"><b>Total Recommended Reductions</b></td> <td align="center" colspan="6"><b>FY 2016-17</b></td> </tr> <tr> <td colspan="6"></td> <td align="center" colspan="3"><b>One-Time</b></td> <td align="center" colspan="3"><b>Ongoing</b></td> <td align="center" colspan="3"><b>One-Time</b></td> <td align="center" colspan="3"><b>Ongoing</b></td> </tr> <tr> <td colspan="6"></td> <td align="center" colspan="3"><b>General Fund</b></td> <td align="center" colspan="3"><b>Non-General Fund</b></td> <td align="center" colspan="3"><b>General Fund</b></td> <td align="center" colspan="3"><b>Non-General Fund</b></td> </tr> <tr> <td colspan="6"></td> <td align="center" colspan="3">\$165,000</td> <td align="center" colspan="3">\$462,896</td> <td align="center" colspan="3">\$0</td> <td align="center" colspan="3">\$568,460</td> </tr> <tr> <td colspan="6"></td> <td align="center" colspan="3">\$0</td> <td align="center" colspan="3">\$0</td> <td align="center" colspan="3">\$0</td> <td align="center" colspan="3">\$0</td> </tr> <tr> <td colspan="6"></td> <td align="center" colspan="3"><b>Total</b></td> <td align="center" colspan="3"><b>\$462,896</b></td> <td align="center" colspan="3"><b>\$627,896</b></td> <td align="center" colspan="3"><b>\$568,460</b></td> </tr> </table>																				<b>FY 2015-16</b>																		<b>Total Recommended Reductions</b>						<b>FY 2016-17</b>												<b>One-Time</b>			<b>Ongoing</b>			<b>One-Time</b>			<b>Ongoing</b>									<b>General Fund</b>			<b>Non-General Fund</b>			<b>General Fund</b>			<b>Non-General Fund</b>									\$165,000			\$462,896			\$0			\$568,460									\$0			\$0			\$0			\$0									<b>Total</b>			<b>\$462,896</b>			<b>\$627,896</b>			<b>\$568,460</b>		
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**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department's proposed \$42,313,707 budget for FY 2015-16 is \$3,693,796 or 9.6% more than the original FY 2014-15 budget of \$38,619,911.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 242.42 FTEs, which are 4.30 FTEs more than the 238.12 FTEs in the original FY 2014-15 budget. This represents a 1.8% increase in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$8,182,946 in FY 2015-16, are \$1,232,675 or 17.7% more than FY 2014-15 revenues of \$6,950,271. General Fund support of \$34,130,761 in FY 2015-16 is \$2,461,121 or 7.8% more than FY 2014-15 General Fund support of \$31,669,640.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department's proposed \$43,248,178 budget for FY 2016-17 is \$934,471 or 2.2% more than the Mayor's proposed FY 2015-16 budget of \$42,313,707.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 242.84 FTEs, which are .42 FTEs more than the 242.42 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a .2% increase in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$7,946,070 in FY 2016-17, are \$236,876 or 2.9% less than FY 2015-16 estimated revenues of \$8,182,946. General Fund support of \$35,302,108 in FY 2015-16 is \$1,171,347 or 3.4% more than FY 2014-15 General Fund support of \$34,130,761.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** JUV– JUVENILE PROBATION

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$153,453 in FY 2015-16. Of the \$153,453 in recommended reductions, \$44,512 are ongoing savings and \$108,941 are one-time savings. These reductions would still allow an increase of \$3,540,343 or 9.2% in the Department’s FY 2015-16 budget.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst does not recommend any reductions to the proposed budget in FY 2016-17.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** JUV– JUVENILE PROBATION

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015	FY 2015-2016	Increase/ Decrease from	FY 2016-2017	Increase/ Decrease from
	Budget	Proposed	FY 2014-2015	Proposed	FY 2015-2016
<b>JUVENILE PROBATION</b>					
ADMINISTRATION	8,492,861	9,042,178	549,317	10,010,687	968,509
CHILDREN'S BASELINE	1,012,058	1,062,624	50,566	1,064,638	2,014
JUVENILE HALL	11,844,469	13,590,212	1,745,743	13,497,549	(92,663)
JUVENILE HALL REPLACEMENT DEBT PAYMENT	2,442,358	2,441,046	(1,312)	2,438,296	(2,750)
LOG CABIN RANCH	3,373,902	3,415,814	41,912	3,168,519	(247,295)
PROBATION SERVICES	11,454,263	12,761,833	1,307,570	13,068,489	306,656
<b>JUVENILE PROBATION</b>	<b>38,619,911</b>	<b>42,313,707</b>	<b>3,693,796</b>	<b>43,248,178</b>	<b>934,471</b>

**FY 2015-16**

The Department's proposed FY 2015-16 budget has increased by \$3,693,796 largely due to:

- Installation of new security cameras at Juvenile Hall
- Implementation of a new case management system to support the Department's efforts to shift towards data-driven decision-making for provision of services. The Department primarily uses a paper-based system to track case files of youth in their programs.
- New positions related to: (1) implementation of the case management system, (2) coordination of Title IV-E Foster Care programs, and (3) collection of funds from juvenile offenders.
- New vehicles and equipment purchases

**FY 2016-17**

The Department's proposed FY 2016-17 budget has increased by \$934,471 largely due to:

- Annualization of salaries for positions requested in FY 2015-16
- Installation of new security cameras at Juvenile Hall

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 242.42 FTEs, which are 4.30 FTEs more than the 238.12 FTEs in the original FY 2014-15 budget. This represents a 1.8% increase in FTEs from the original FY 2014-15 budget.

- 0922 Manager I (1.0 FTE)
- 1823 Senior Administrative Analyst (.77 FTE)
- 1824 Principal Administrative Analyst (.77 FTE)

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** JUV– JUVENILE PROBATION

- 9708 Employment & Training Specialist (.77 FTE Grant Funded)
- 4321 Cashier II (.5 FTE)

**FY 2016-17**

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 242.84 FTEs, which are .42 FTEs more than the 242.42 FTEs in the Mayor’s proposed FY 2015-16 budget. This represents a .2% increase in FTEs from the Mayor’s proposed FY 2015-16 budget.

The increase of .42 FTEs in FY 2016-17 is due to the annualization of positions requested in the FY 2015-16 budget.

**INTERIM EXCEPTIONS**

The Department has requested approval of 2 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 1 position as an interim exception and disapproval of 1 position.

- The Budget and Legislative Analyst recommends approval of .5 FTE 4321 Cashier position because it is required to process victim restitution claims.
- The Budget and Legislative Analyst does not recommend approval of 1.0 FTE 0922 Manager I because the Department is not in a position to make the hire by the beginning of the fiscal year. The Budget and Legislative Analyst recommends increasing attrition savings to account for the delay in hiring this position.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$8,182,946 in FY 2015-16, are \$1,232,675 or 17.7% more than FY 2014-15 revenues of \$6,950,271. General Fund support of \$34,130,761 in FY 2015-16 is \$2,461,121 or 7.8% more than FY 2014-15 General Fund support of \$31,669,640.

Specific changes in the Department’s FY 2015-16 revenues include:

- Increase of \$700,000 from the State of California from the Juvenile Probation Activities Fund.
- Increase of \$353,647 of the California State Youthful Offender Block Grant.
- Increase of \$112,236 of the Federal Byrne Schools Grant, which provides support to at-risk youth in schools.
- Increase of \$46,792 in Federal Title IV Foster Care funding.

**FY 2016-17**

The Department's revenues of \$7,946,070 in FY 2016-17, are \$236,876 or 2.9% less than FY 2015-16 estimated revenues of \$8,182,946. General Fund support of \$35,302,108 in FY 2015-16 is \$1,171,347 or 3.4% more than FY 2014-15 General Fund support of \$34,130,761.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** JUV– JUVENILE PROBATION

Specific changes in the Department’s FY 2016-17 revenues include:

- Increase of \$420,000 from the State of California from the Juvenile Probation Activities Fund.
- Increase of \$353,647 of the California State Youthful Offender Block Grant.
- Increase of \$65,293 in Federal Title IV Foster Care funding.

**RECOMMENDATIONS:**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$153,453 in FY 2015-16. Of the \$153,453 in recommended reductions, \$44,512 are ongoing savings and \$108,941 are one-time savings. These reductions would still allow an increase of \$3,540,343 or 9.2% in the Department’s FY 2015-16 budget.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst does not recommend any reductions to the proposed budget in FY 2016-17.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**JUV - Juvenile Probation Department**

Object Title	FY 2015-16						FY 2016-17					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
<b>ASC - Administration</b>												
Attrition Savings - Misc			(\$997,570)	\$ (1,017,570)	\$20,000	x						
Mandatory Fringe Benefits			(\$410,357)	(\$415,357)	\$5,000	x						
			<i>Total Savings</i> \$25,000									
Adjust attrition savings to account for lag in hiring for an 1823 Senior Administrative Analyst. The Department will not be able to hire this position until October 2015.												
<b>AKC - Probation Services</b>												
Secretary 1	2.00	1.00	\$119,575	\$59,788	\$59,788	x	2.00	1.00	\$123,645	\$61,823	\$61,823	x
Mandatory Fringe Benefits			\$58,054	\$29,027	\$29,027	x			\$58,754	\$29,377	\$29,377	x
Attrition Savings - Misc			(\$515,398)	(\$488,040)	(\$27,359)	x			(\$532,942)	(\$471,120)	(\$61,823)	x
Mandatory Fringe Benefits			(\$204,003)	(\$187,059)	(\$16,944)	x			(\$223,306)	(\$193,929)	(\$29,377)	x
			<i>Total Savings</i> \$44,512						<i>Total Savings</i> \$0			
Reduce one 1444 Secretary I position, which has been vacant for over 1 1/2 years. The Department will maintain sufficient staffing for their administrative functions in this program. Adjust attrition savings to offset the position reductions.												
Adjust attrition savings totaling \$44,512 to reflect the lag in hiring for the proposed one new 1824 Principal Administrative Analyst position. The Department will not be able to hire this position until at least January 2016.												
Ongoing savings												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**JUV - Juvenile Probation Department**

Object Title	FY 2015-16						FY 2016-17					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
Professional & Specialized Services			\$ 234,193	\$ 214,193	\$ 20,000	x						
The Department's Professional & Specialized Services budget included \$224,193 in the current FY 2014-15 budget and \$264,193 for the proposed FY 2015-16 budget. The Department has remaining unspent previously-appropriated funds of \$435,212 for outstanding professional services.												
Attrition Savings - Misc			(\$114,701)	(\$160,778)	\$46,077	x						
Mandatory Fringe Benefits			(\$44,470)	(\$62,334)	\$17,864	x						
			<i>Total Savings</i>		\$63,941							
Increase attrition savings by \$63,941 is to offset the interim exception of one new Manager I and one new 1823 Senior Administrative Analyst to implement the Department's new case management system. The Department has budgeted for 1.77 FTE for these positions, but has not finalized the process with the Department of Human Resources and will not be able to commence hiring until October 2015.												
<b>AKE - Juvenile Hall</b>												
Clerk Typist	0.75	0.00	\$42,925	\$0	\$42,925	x	0.75	0.00	\$44,386	\$0	\$44,386	x
Mandatory Fringe Benefits			\$21,254	\$0	\$21,254	x			\$21,525	\$0.00	\$21,525	x
Attrition Savings - Misc			(\$1,285,961)	(\$1,243,036)	(\$42,925)	x			(\$1,329,734)	(\$1,285,348)	(\$44,386)	x
Mandatory Fringe Benefits			(\$557,983)	(\$536,729)	(\$21,254)	x			(\$602,948)	(\$581,423)	(\$21,525)	x
			<i>Total Savings</i>		\$0				<i>Total Savings</i>		\$0	
Reduce 0.75 FTE 1424 Clerk Typists, which has been vacant for over two years. Adjust attrition savings to offset the position reductions.												

**FY 2015-16**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$108,941	\$44,512
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$108,941</b>	<b>\$44,512</b>

**FY 2016-17**

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



**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2015-16**

Budget Changes

The Department's proposed \$106,377,829 budget for FY 2015-16 is \$16,209,477 or 18% more than the original FY 2014-15 budget of \$90,168,352.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 54.68 FTEs, which are 4.47 FTEs more than the 50.21 FTEs in the original FY 2014-15 budget. This represents a 8.9% change in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department's revenues of \$87,442,044 in FY 2015-16, are \$10,499,802 or 13.6% more than FY 2014-15 revenues of \$76,942,242. General Fund support of \$18,935,785 in FY 2015-16 is \$5,709,675 or 43.2% more than the FY 2014-15 General Fund support of \$13,226,110.

**YEAR TWO: FY 2016-17**

Budget Changes

The Department's proposed \$73,520,371 budget for FY 2016-17 is \$32,857,458 or 30.9% less than the Mayor's proposed FY 2015-16 budget of \$106,377,829.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 54.89 FTEs, which are .21 FTEs more than the 54.68 FTEs in the Mayor's proposed FY 2015-16 budget. This represents a .4% change in FTEs from the Mayor's proposed FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$55,384,757 in FY 2016-17, are \$32,057,287 or 36.7% less than FY 2015-16 estimated revenues of \$87,442,044. General Fund support of \$18,135,614 in FY 2016-17 is \$800,171 or 4.2% less than FY 2015-16 General Fund support of \$18,935,785.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** MYR – MAYOR

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$100,000 in FY 2015-16, all of which would be one-time savings. These reductions would still allow an increase of \$16,109,477 or 17.9% in the Department’s FY 2015-16 budget.

In addition, the Budget and Legislative Analyst includes \$2,829,110 of Policy Recommendations, all of which would be ongoing savings.

**YEAR TWO: FY 2016-17**

The Budget and Legislative Analyst includes \$2,882,341 of Policy Recommendations, all of which would be ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** MYR – MAYOR

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2014-2015		FY 2015-2016		Increase/ Decrease from	Increase/ Decrease from
	Budget	Proposed	FY 2014-2015	Proposed	FY 2014-2015	FY 2015-2016
<b>MAYOR</b>						
AFFORDABLE HOUSING	62,292,138	73,342,373	11,050,235	40,332,770	(33,009,603)	
CITY ADMINISTRATION	4,862,277	5,302,765	440,488	5,420,510	117,745	
COMMUNITY INVESTMENT	8,252,156	11,563,728	3,311,572	11,349,477	(214,251)	
CRIMINAL JUSTICE	8,095	8,099	4	8,099	0	
HOMELESS SERVICES	12,232,146	13,504,571	1,272,425	13,731,165	226,594	
NEIGHBORHOOD SERVICES	402,994	406,650	3,656	414,992	8,342	
OFFICE OF STRATEGIC PARTNERSHIPS	581,115	364,656	(216,459)	300,000	(64,656)	
PUBLIC POLICY & FINANCE	1,537,431	1,704,232	166,801	1,782,603	78,371	
TRANSITIONAL-AGED YOUTH BASELINE	0	180,755	180,755	180,755	0	
<b>MAYOR</b>	<b>90,168,352</b>	<b>106,377,829</b>	<b>16,209,477</b>	<b>73,520,371</b>	<b>(32,857,458)</b>	

**FY 2015-16**

The Department’s proposed FY 2015-16 budget will increase by \$16,209,477 largely due to:

- With the approval of Proposition C in November 2012, the City established a Housing Trust Fund, with an initial \$20 million appropriation in FY 2013-14, which increases by \$2.8 million annually, such that in FY 2015-16 the appropriation will be \$25.6 million. In both FY 2014-15 and FY 2015-16, an additional \$25 million is being appropriated to the Housing Trust Fund with the planned issuance of a \$50 million General Fund Certificates of Participation (COPs) in the Fall of 2015. The Housing Trust Fund is used to provide local financing for the construction, preservation and rehabilitation of affordable housing, including down payment loan assistance, housing stabilization programs, and development of new affordable housing.
- Affordable Housing Program increase of \$2.5 million for a new Housing Accelerator Program to leverage additional private development funds to expedite the construction of new housing, and a \$8.3 million increase for one-time allocation of tax-exempt bond revenues from the OCII.
- Community Investment increase of \$3.3 million primarily due to \$2.3 million of CDBG and HOPWA Federal grant reductions which would be offset with General Fund monies and \$1.3 million increase in grants to other community based organizations to expand nonprofit capacity building and immigrant services.
- Homeless Services increase of \$1.3 million to provide additional operating subsidies for supportive housing for previously homeless tenants.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** MYR – MAYOR

- Creation of a new Transitional-Aged Youth Baseline Program in the Mayor’s Office at an annual cost of \$180,775 to reflect existing community-based organization grants in the Mayor’s Office.
- Increases in City Administration and Public Policy & Finance primarily from two new positions to implement the City’s new Open Data ordinance, increases in workers compensation costs and costs to complete the annual Mayor’s Budget Book and transition of a position from the Office of Strategic Partnerships that was previously grant-funded.
- A new Mayor’s Office of Strategic Partnerships Program was created with three positions in FY 2014-15 funded with both grants and General Fund monies to explore private and philanthropic strategies to address City coordinated initiatives. In FY 2015-16, the Director position will continue to be funded 50/50 with General Fund and grant funds and the two other positions will be transitioned to the City’s General Fund.

**FY 2016-17**

The Department’s proposed FY 2016-17 budget will decrease by \$32,857,458 largely due to:

- Decrease of \$33 million for Affordable Housing Program from the reduction of \$25 million of Housing Trust Fund COPs in both FY 2014-15 and FY 2015-16 and \$8.3 million of one-time tax-exempt bond proceeds from OCII.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 54.68 FTEs, which are 4.47 FTEs more than the 50.21 FTEs in the original FY 2014-15 budget. This represents an 8.6% change in FTEs from the original FY 2014-15 budget.

- The increase in budgeted positions is due to (a) two new positions to implement the Open Data Policy ordinance approved in April of 2013, (b) transitioning of previously grant funded positions to the City’s General Fund, and (c) a slight reduction in Attrition Savings. In addition, there are three FTE additional off-budget positions under the Mayor’s Office of Housing and community Development (MOHCD).

**FY 2016-17**

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 54.89 FTEs, which are .21 FTEs more than the 54.68 FTEs in the Mayor’s proposed FY 2015-16 budget. This represents a .4% change in FTEs from the Mayor’s proposed FY 2015-16 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** MYR – MAYOR

**INTERIM EXCEPTIONS**

The Department is requesting approval of 2.0 FTE positions as interim exceptions, one 0889 Mayor's Staff IX and one 0902 Mayor's Staff XIV to implement and manage the City's Open Data Program as established under Administrative Code Chapter 22D and approved by the Board of Supervisors in April of 2013. As discussed in the Policy Recommendation Section, these positions were hired in FY 2014-15 and are now being requested to be added to the ongoing budget at an annual General Fund salary and benefit cost of \$306,274. However, the Mayor's Office created and filled these two new positions, without requesting prior approval of a supplemental appropriation ordinance and annual salary ordinance in FY 2014-15 from the Board of Supervisors. Furthermore, the Open Data Program ordinance only specified that the Mayor appoint one position, a Chief Data Officer. Therefore, the requested interim exception to approve two new General Fund positions at an annual salary and benefit General Fund cost of \$306,274 as interim exceptions is a policy decision for the Board of Supervisors.

Approval of these two positions as interim exceptions are policy decisions for the Board of Supervisors.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$87,442,044 in FY 2015-16, are \$10,499,802 or 13.6% more than FY 2014-15 revenues of \$76,942,242. General Fund support of \$18,935,785 in FY 2015-16 is \$5,709,675 or 43.2% more than the FY 2014-15 General Fund support of \$13,226,110.

Specific changes in the Department's FY 2015-16 revenues include:

- Additional \$2.8 million for the Housing Trust Fund and \$8.3 million for one-time allocation of tax-exempt bond revenues from the OCII.

**FY 2016-17**

The Department's revenues of \$55,384,757 in FY 2016-17, are \$32,057,287 or 36.7% less than FY 2015-16 estimated revenues of \$87,442,044. General Fund support of \$18,135,614 in FY 2016-17 is \$800,171 or 4.2% less than FY 2015-16 General Fund support of \$18,935,785

Primary changes in the Department's FY 2016-17 revenues include:

- Reduction of \$25 million of Housing Trust Fund COPs and \$8.3 million of one-time tax-exempt bond proceeds from OCII.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2015-16 AND FY 2016-17**

**DEPARTMENT:** MYR – MAYOR

**PROPOSED LEGISLATION**

**Item 8 - File 15-0568:** Ordinance (a) amending the City’s Administrative Code to add the Citywide Affordable Housing Fund as a Category Eight self-appropriating fund; (b) amending the Planning and Subdivision Codes to make corresponding changes to affordable housing fee provisions related to the Citywide Affordable Housing Fund; (c) revising the Mayor’s Housing Programs Fees Fund to change it to a Category Eight self-appropriating fund; (d) affirming the Planning Department’s determination under the California Environmental Quality Act; and (e) making findings of consistency with the General Plan and the eight priority policies of Planning Code, Section 101.1.

- The Citywide Affordable Housing Fund (Fund) is currently established in the City’s Planning Code with various fees from different programs deposited into this Fund. For example, the Jobs Housing Linkage Program and Inclusionary Affordable Housing Program fees are deposited and automatically appropriated in accordance with the Planning Code. The proposed ordinance would add fees to the Fund from the (a) Market and Octavia Affordable Housing Program, (b) Eastern Neighborhoods Housing Fund, (c) Expedited Condominium Conversion Program and (d) loan repayments and other program income associated with the Fund, and establish the Fund as a Category 8 self-appropriating fund. In addition, the ordinance would change the Mayor’s Housing Programs Fees Fund from a Category 2 fund, which is subject to Board of Supervisors appropriation approval to a Category 8 self-appropriating fund. The Mayor’s Housing Programs Fees Fund receives fees for the MOHCD’s administration of single-family and multifamily housing mortgage revenue bonds.
- **Recommendation: Approval of the proposed ordinance is a policy decision for the Board of Supervisors.**

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$100,000 in FY 2015-16, all of which would be one-time savings. These reductions would still allow an increase of \$16,109,477 or 17.9% in the Department’s FY 2015-16 budget.

In addition, the Budget and Legislative Analyst includes \$2,829,110 of Policy Recommendations, all of which would be ongoing savings.

**FY 2016-17**

The Budget and Legislative Analyst includes \$2,882,341 of Policy Recommendations, all of which would be ongoing savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**MYR - MAYOR**

Object Title	FY 2015-16						FY 2016-17										
	FTE		Amount		Savings		GF		IT		Savings		GF		IT		
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	
Community Based Organ			\$743,734	\$643,734	\$100,000	x	x										\$0
<p>Reduce the proposed funding for nonprofit capacity building based on the timing required to complete the Request for Proposal process and award the anticipated new grants.</p>																	

**FY 2015-16**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$100,000
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$100,000</b>

**FY 2016-17**

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

**Policy Recommendations**

Community Based Organ	FAB - Community Investment						FEA- City Administration						
	FTE	Amount	Savings	GF	IT	Total	FTE	Amount	Savings	GF	IT	Total	
Community Based Organ		\$2,383,713	0	\$2,383,713	x								
<p>Due to reductions in Federal Community Development Block Grants (CDBG) and Housing Opportunities for Persons with Aids (HOPWA) funding for FY 2015-16, the Department is proposing to backfill all of the nonprofit organizations grant reductions with City General Fund monies. Historically, the City's policy has been when grant funds are reduced or eliminated, the associated program is reduced or eliminated, such that the General Fund does not pick up the additional ongoing costs.</p>													
Mayoral Staff IX	1.00	0.00	\$85,597	\$0	\$85,597		1.00	0.00	\$88,510	\$0	\$88,510		
Mandatory Fringe Benefits			\$39,999	\$0	\$39,999				\$40,260	\$0	\$40,260		
<i>Total Savings</i>						<i>\$125,596</i>	<i>Total Savings</i>						<i>\$128,770</i>
Mayoral Staff XIV	1.00	0.00	\$130,245	\$0	\$130,245		1.00	0.00	\$134,678	\$0	\$134,678		
Mandatory Fringe Benefits			\$50,433	\$0	\$50,433				\$50,251	\$0	\$50,251		
<i>Total Savings</i>						<i>\$180,678</i>	<i>Total Savings</i>						<i>\$184,929</i>
Ongoing savings													
									\$2,383,713	0	\$2,383,713	x	

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2015-16 and FY 2016-17 Two-Year Budget**

**MYR - MAYOR**

Object Title	FY 2015-16				FY 2016-17				
	FTE		Amount		FTE		Amount		
	From	To	From	To	From	To	From	To	
<p>These two new positions, which are being requested as interim exceptions, were hired by the Mayor's Office in FY 2014-15, in response to the Board of Supervisors approval of an ordinance establishing the City's open data policies and procedures on April 16, 2013 (File 12-1017; Ordinance 69-13). However, the Mayor's Office did not request Board of Supervisors approval of a supplemental appropriation ordinance and annual salary ordinance prior to filling the two positions and is now requesting authorization to add these two new existing positions into their budget, at an annual additional total General Fund cost of \$306,274. Furthermore, the Open Data Policy ordinance called for the Mayor to appoint a Chief Data Officer, which is the proposed new Mayoral Staff XIV position. However, the ordinance did not specify adding two new General Fund positions.</p>									
	<b>FY- Public Policy &amp; Finance</b>								
	Mayoral Staff XIV	0.77	0.00	\$100,289	\$0	\$100,289	\$0	\$134,678	\$0
Mandatory Fringe Benefits			\$38,834	\$0	\$38,834	\$0	\$50,251	\$0	\$50,251
			<i>Total Savings</i>		<i>\$139,123</i>		<i>\$184,929</i>		
<p>The Mayor's Office initiated a new Office of Strategic Partnerships in FY 2014-15 with a Director position funded 50% by the City's General Fund and 50% with foundation grants, which is proposed to continue in FY 2015-16. In addition, two new positions were funded with a Pay for Success Grant in FY 2014-15. However, the grant funding for the two new positions will expire after the first quarter of FY 2015-16 and the proposed new position would be reassigned to the Mayor's Office of Public Policy and Finance at a new General Fund annualized expense of approximately \$185,000.</p>									
	<b>FY- Public Policy &amp; Finance</b>								
	Ongoing savings								

**FY 2015-16**

**Total Policy Recommendations**

	One-Time	Ongoing	Total
General Fund	\$0	\$2,383,713	\$2,383,713
Non-General Fund	\$0	\$445,397	\$445,397
<b>Total</b>	<b>\$0</b>	<b>\$2,829,110</b>	<b>\$2,829,110</b>

**FY 2016-17**

**Total Policy Recommendations**

	One-Time	Ongoing	Total
General Fund	\$0	\$2,383,713	\$2,383,713
Non-General Fund	\$0	\$498,628	\$498,628
<b>Total</b>	<b>\$0</b>	<b>\$2,882,341</b>	<b>\$2,882,341</b>



**BUDGET REVIEW EXECUTIVE SUMMARY**

Budget Changes

The Department’s proposed \$494,173,000 budget for FY 2015-16 is \$116,706,000 or 30.9% more than the original FY 2014-15 budget of \$377,467,000.

Personnel Changes

The number of full-time equivalent positions (FTEs) budgeted for FY 2015-16 is 46.00 FTEs, which is 4.60 FTEs less than the 50.60 FTEs in the original FY 2014-15 budget. This represents a 9.1% decrease in FTEs from the original FY 2014-15 budget.

Revenue Changes

The Department’s revenues of \$494,173,000 in FY 2015-16 are \$116,706,000 or 30.9% more than FY 2014-15 revenues of \$377,467,000. The Department’s revenues from Property Tax Increment in FY 2015-16 are \$130,552,000, or 26.4% of its total revenues.

**RECOMMENDATIONS**

**YEAR ONE: FY 2015-16**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$206,905 in FY 2015-16. Of the \$206,905 in recommended reductions, \$6,000 are ongoing savings and \$200,905 are one-time savings. These reductions would still allow an increase of \$116,499,095 or 30.9% in the Department’s FY 2015-16 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2015-16**

**DEPARTMENT: OCII – OFFICE OF COMMUNITY INVESTMENT AND INFRASTRUCTURE**

**SUMMARY OF PROGRAM EXPENDITURES**

**FY 2015-16 Proposed Budget, \$ Thousands**

<b>Sources</b>	<b>FY 2014-15 Budget</b>	<b>FY 2015-16 Proposed</b>	<b>Increase/ (Decrease)</b>	<b>Percent</b>
Property Tax Increment – Debt Service	97,583	98,234	651	0.7%
Property Tax Increment – Mission Bay	17,120	6,300	(10,820)	-63.2%
Property Tax Increment – Admin Allowance	2,910	3,508	598	20.5%
Property Tax Increment – Other	13,695	22,480	8,785	64.1%
<b>Subtotal Property Tax Increment</b>	<b>131,309</b>	<b>130,522</b>	<b>(787)</b>	<b>-0.6%</b>
Land Sale Proceeds	19,000	257,240	238,240	1253.9%
New Bond Proceeds	300	44,679	44,379	14793.0%
Developer Payments	123,724	12,226	(111,498)	-90.1%
Rent, Lease & Garage Revenues	22,873	16,009	(6,864)	-30.0%
US Navy Cooperative Agreement	290	350	60	20.7%
Loan Repayments	106	50	(56)	-52.6%
City Reimbursements for OCII Staff	536	303	(233)	-43.5%
Hotel Tax/Moscone Revs for Debt Service	11,805	5,024	(6,781)	-57.4%
<b>Subtotal Current Revenues</b>	<b>178,634</b>	<b>335,881</b>	<b>157,247</b>	<b>88.0%</b>
Fund Balance - Housing	49,829	21,432	(28,397)	-57.0%
Fund Balance - Other	17,695	6,338	(11,357)	-64.2%
<b>Total Sources</b>	<b>377,467</b>	<b>494,173</b>	<b>116,706</b>	<b>30.9%</b>
<b>Uses - Operations</b>				
Salaries and Benefits	8,414	7,817	(596)	-7.1%
Affordable Housing Services	619	827	208	33.6%
Rent	441	454	13	3.0%
Retiree Health and Pension UAAL Contribution	1,040	1,577	537	51.6%
Auditing & Accounting Services	210	545	335	159.5%
Legal Services	1,395	2,215	820	58.8%
Planning & Infrastructure Rvw	2,815	2,415	(400)	-14.2%
Asset Management	6,879	6,770	(109)	-1.6%
Workforce Development Svcs	189	250	61	32.3%
Other Professional Services	7,322	4,058	(3,265)	-44.6%
Grants to Community Based Organizations	5,312	4,005	(1,307)	-24.6%
Payments to other Public Agencies	4,456	4,177	(278)	-6.2%
Other Current Expenses	4,010	2,008	(2,001)	-49.9%
<b>Subtotal Operations</b>	<b>43,102</b>	<b>37,118</b>	<b>(5,984)</b>	<b>-13.9%</b>
Affordable Housing Loans	103,172	96,500	(6,672)	-6.5%
Affordable Housing Reserve	69,098		(69,098)	-100.0%
Development Infrastructure	24,283	5,860	(18,423)	-75.9%
YBG Capital Reserve	3,167		(3,167)	-100.0%
Community Grants Reserve	1,496		(1,496)	-100.0%
Pass-through to TJPA	3,000	245,700	242,700	8090.0%
Public Art	1,378		(1,378)	-100.0%
Other Use of Bond Proceeds	9,217		(9,217)	-100.0%
Debt Service	119,555	108,995	(10,560)	-8.8%
<b>Total Uses</b>	<b>377,467</b>	<b>494,173</b>	<b>116,706</b>	<b>30.9%</b>

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2015-16**

**DEPARTMENT: OCII – OFFICE OF COMMUNITY INVESTMENT AND INFRASTRUCTURE**

**FY 2015-16**

The Department's proposed FY 2015-16 budget has increased by \$116,706,000 largely due to a pass through of land sale proceeds from the Transbay Project Area to the Transbay Joint Powers Authority (TJPA). OCII estimates the value of this sale and its pass through to TJPA to be \$245,700,000. The value of this pass through is reflected in both the Department's revenues and uses. After accounting for this pass through, OCII's budget in FY15-16 decreases by \$128,994,000 from its original FY14-15 budget.

The Department is proposing to decrease its budget by ceasing additional funding for three reserves, including for (1) affordable housing; (2) capital improvements in Yerba Buena Gardens & Center for the Arts; and, (3) community grants. The Department is also proposing reductions in debt service payments and affordable housing loans as well as funding for professional services, grants to community organizations, and administrative expenses.

The Department is proposing additional funding for legal services, auditing and accounting services, affordable housing services, and for workforce development services.

**PROGRAM EXPENDITURES BY PROJECT AREA/COST CENTER**

A Project Area is a designated redevelopment area, which has been approved by the Board of Supervisors. As shown in the table below, there are seven ongoing Project Areas<sup>1</sup>. OCII's proposed budget for work related to these Project Areas in FY 2015-16 is \$385,952,000, which is \$122,435,000 or 46.5% higher than the original budget of \$263,517,000 for FY 2014-15. Changes to funding for individual Project Areas are as follows<sup>2</sup>:

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<sup>1</sup> Other includes those Project Areas – Western Addition, South of Market, Hunters Point, Bayview Industrial Triangle – that have expired, were completed, or the Redevelopment Dissolution Law severely curtailed the San Francisco Redevelopment Agency's work program but for which OCII still expends resources for staff oversight, asset management and debt service.

<sup>2</sup> The difference in the table below and sources and uses summary above are due to rounding differences.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2015-16**

**DEPARTMENT: OCII – OFFICE OF COMMUNITY INVESTMENT AND INFRASTRUCTURE**

**FY 2015-16 Proposed Budget by Project Area/Cost Center, \$ Thousands**

	Approved Budget FY 2014-15	Proposed Budget FY 2015-16	Increase/ (Decrease)	Percent
Administrative	2,502	3,000	498	19.9%
Debt Service	111,448	105,222	(6,226)	-5.6%
<b>Subtotal</b>	<b>113,950</b>	<b>108,222</b>	<b>(5,728)</b>	<b>-5.0%</b>
<b>Project Area</b>				
1 Hunters Point Shipyard/Candlestick Point	62,035	19,486	(42,549)	-68.6%
2 Mission Bay North	7,362	2,536	(4,826)	-65.6%
3 Mission Bay South	31,281	38,843	7,562	24.2%
4 Transbay	123,425	302,504	179,079	145.1%
5 Yerba Buena Center	6,504	4,639	(1,865)	-28.7%
6 Yerba Buena Gardens & Center for the Arts	13,295	12,158	(1,137)	-8.6%
7 South Beach Harbor	2,685	1,738	(947)	-35.3%
8 Other <sup>1</sup>	16,930	4,048	(12,882)	-76.1%
<b>Project Area Total</b>	<b>263,517</b>	<b>385,952</b>	<b>122,435</b>	<b>46.5%</b>
<b>Total</b>	<b>377,467</b>	<b>494,174</b>	<b>116,707</b>	<b>30.9%</b>

**Hunters Point Shipyard and Candlestick Point**

The decrease in funding for the Hunters Point Shipyard and Candlestick Point Project Area is due largely to a decrease in loans for affordable housing, as well as a reduction of funding for the Community Grants Reserve and elimination of some grants to community organizations.

This decrease is partially offset by additional funding for professional services, staff and operating expenses, and for legal expenses.

**Mission Bay North**

The decrease in funding for Mission Bay North Project Area is due to decreases in funding for staff time, workforce development services, affordable housing loans, the affordable housing reserve, public art, and debt service. The Department is proposing a small increase in funding for auditing and accounting services.

**Mission Bay South**

The increase in funding for the Mission Bay South Project Area is due to an increase in loans for affordable housing. This increase is offset by ceasing additional funding for the Project Area's affordable housing reserve, decrease in development infrastructure, and decreases in in staff time and planning and workforce development services.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2015-16**

**DEPARTMENT:** OCII – OFFICE OF COMMUNITY INVESTMENT AND INFRASTRUCTURE

**Transbay**

The increase in funding for the Transbay Project Area is due largely to the proceeds from land sales that will be passed through to TJPA. There is also an increase in affordable housing loans, payments to other city departments, and funding for staff and operating expenses. These increases are partially offset by a decrease in the Project Area's affordable housing reserve, as well as funding for development infrastructure, and legal expenses.

**Yerba Buena Center**

The decrease in funding for the Yerba Buena Center Project Area is due to decreases for miscellaneous expenses, grants to community based organizations, and for staff and operating expenses. These decreases are partially offset by additional payments to other public agencies and increased funding for asset management expenses,

**Yerba Buena Gardens & Center for the Arts**

The decrease in funding for the Yerba Buena Garden & Center for the Arts Project Area is due to the ceasing additional funding for the Yerba Buena Garden capital reserve, as well as decreases in staff and operating expenses, payments to other public agencies and miscellaneous expenses. These decreases are partially offset by increased funding for development infrastructure and asset management.

**South Beach Harbor**

The decrease in funding for the South Beach Harbor Project Area is due entirely to a reduction in funding for staff and operating expenses that are no longer being dedicated to this Project Area.

**Other**

The decrease in funding for the remaining Project Areas is due to reduced debt service payments, funding for staff and operating expenses, payments to other public agencies, and asset management expenses – all partially offset by a small increase in legal expenses.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2015-16**

**DEPARTMENT:** OCII – OFFICE OF COMMUNITY INVESTMENT AND INFRASTRUCTURE

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2015-16**

The number of full-time equivalent positions (FTEs) budgeted for FY 2015-16 are 46.0 FTEs, which are 4.60 FTEs less than the 50.60 FTEs in the original FY 2014-15 budget. This represents a 9.1% decrease in FTEs from the original FY 2014-15 budget.

This change reflects a transfer of 8.60 FTEs of OCII's South Beach Harbor staff to the Port of San Francisco due to the assumption of responsibility for operation of the South Beach Harbor by the Port. It also includes the transfer of 2.0 FTEs to the Mayor's Office of Housing and Community Development to continue work on former SFRA housing programs transferred to the City after dissolution of the Redevelopment Agency.

These transfers are partially offset by the proposed addition of 6.0 FTEs for administrative purposes (including a Deputy General Counsel and a HR and Administration Services Manager) and increased work on affordable housing production (including a Project Manager, Management Assistant, and Senior Development Specialists).

**INTERIM EXCEPTIONS**

The Office has requested approval of 8.0 FTE positions as interim exceptions. This request reflects the election by 8.0 OCII FTEs to become employees of the City of San Francisco, as permitted by Proposition D which was passed by the voters in 2014. These staff will now be located at the City Administrator's office solely for administrative purposes. The Budget and Legislative Analyst recommends approval of all 8.0 positions as interim exceptions. Salary and benefit expenses will be paid to the City Administrator's office by a work order from OCII. Board approval of these exceptions has no change on the funds for either department.

**DEPARTMENT REVENUES:**

**FY 2015-16**

The Department's revenues of \$494,173,000 in FY 2015-16 are \$116,706,000 or 30.9% more than FY 2014-15 revenues of \$377,467,000. OCII does not receive General Fund support.

Specific changes in the Department's FY 2015-16 revenues include:

- Land sale proceeds from the Transbay Project Area which will be passed through to TJPA.
- The anticipated issuance and use of new taxable bond proceeds to finance affordable housing in the Mission Bay South and Hunters Point Shipyard/Candlestick Point Project Areas. The Office's authority to issue these new bonds depends on passage of SB 441 by the California Assembly and approval of the Governor.
- Reduction in one-time developer payments and prior year fund balances included in the FY 2014-15 budget and designated for affordable housing.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2015-16**

**DEPARTMENT:** OCII – OFFICE OF COMMUNITY INVESTMENT AND INFRASTRUCTURE

- Reduction in anticipated property tax revenues from the Mission Bay Project Area due to a one-time correction resulting in additional property tax allocated to Mission Bay in FY 2014-15.
- Reduction in hotel tax revenues for debt service due to the final payment made during FY 2014-15 on 1992 hotel tax bonds for the Moscone Convention Center, leaving only one remaining series of hotel tax-funded bonds.

**Affordable Housing Obligations**

As the successor agency to SFRA, OCII retains Affordable Housing Obligations associated with the three critical redevelopment projects (Hunters Point Shipyard, Mission Bay and Transbay) and must continue to implement under enforceable obligations consistent with the Dissolution Law.

The Department anticipates issuing loans for affordable housing development mainly in the Transbay and Mission Bay South Project Areas. The Department's proposed reduction in expenditures on loans for affordable housing is due to changes in construction and development timelines for ongoing Project Areas.

The Department reduced the amount of resources the City expected to collect from developer fees at the Transbay Project Area because developers have committed to funding the development of inclusionary housing directly, reducing the need for funds to pass through OCII. The Department also anticipates decreased developer payments at the Hunters Point Shipyard Project Area because the next phase of construction for the Alice Griffith public housing/HOPE SF project is not scheduled until FY 2016-17.

The Department still holds funding in reserve for affordable housing development; the Department does not propose additional funding for this reserve in FY2015-16.

**RECOMMENDATIONS:**

**FY 2015-16**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$206,905 in FY 2015-16. Of the \$206,905 in recommended reductions, \$6,000 are ongoing savings and \$200,905 are one-time savings. These reductions would still allow an increase of \$116,499,095 or 30.9% in the Department's FY 2015-16 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2014-15 and FY 2015-16 Two-Year Budget**

Object Title	FY 2015-16					
	FTE		Amount		Savings	GF 1T
	From	To	From	To		
<b>CRD - Community Redevelopment</b>						
Overhead - OCII Salary			\$4,584,869	\$4,426,228	\$158,641	X X
Overhead - OCII Benefits & Employer Tax Budget			\$2,346,248	\$2,303,984	\$42,264	X X
			<i>Total Savings</i>		<b>\$200,905</b>	
Training			\$36,000	\$30,000	\$6,000	X
Reduce OCII's Overhead - Salary Cost and Benefits & Employer Tax Budget to reflect the delayed hiring of six new positions and two currently vacant positions.						
Reduced based on historical expenditures. Amended amount is still far above level expended in current fiscal year and sufficient for anticipated training needs for new staff.						

**FY 2015-16**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$94,425	\$2,820	\$97,245
Non-General Fund	\$106,479	\$3,180	\$109,659
<b>Total</b>	<b>\$200,905</b>	<b>\$6,000</b>	<b>\$206,905</b>