

DEPARTMENT:ADM – CITY ADMINISTRATOR**YEAR ONE: FY 2022-23**Budget Changes

The Department's proposed \$603,723,050 budget for FY 2022-23 is \$48,897,321 or 8.8% more than the original FY 2021-22 budget of \$554,825,729.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2022-23 are 984.23 FTEs, which are 22.23 FTEs more than the 962.00 FTEs in the original FY 2021-22 budget. This represents a 2.3% increase in FTEs from the original FY 2021-22 budget.

Revenue Changes

The Department's revenues of \$524,181,271 in FY 2022-23 are \$47,700,497 or 10.0% more than FY 2021-22 revenues of \$476,480,774.

YEAR TWO: FY 2023-24Budget Changes

The Department's proposed \$593,448,413 budget for FY 2023-24 is \$10,274,637 or 1.7% less than the Mayor's proposed FY 2022-23 budget of \$603,723,050.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2023-24 are 993.50 FTEs, which are 9.27 FTEs more than the 984.23 FTEs in the Mayor's proposed FY 2022-23 budget. This represents a 0.9% increase in FTEs from the Mayor's proposed FY 2022-23 budget.

Revenue Changes

The Department's revenues of \$494,984,235 in FY 2023-24 are \$29,197,036 or 5.6% less than FY 2022-23 estimated revenues of \$524,181,271.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2022-23 AND FY 2023-24**

DEPARTMENT: ADM – CITY ADMINISTRATOR

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

	FY 2018-19 Budget	FY 2019-20 Budget	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Proposed
General Services Agency – City Administrator	461,086,601	526,530,214	471,084,939	554,825,729	603,723,050
FTE Count	870.64	917.06	913.06	962.00	984.23

The Department’s budget increased by \$142,636,449 or 30.9% from the adopted budget in FY 2018-19 to the proposed budget in FY 2022-23. The Department’s FTE count increased by 113.59 or 13.0% from the adopted budget in FY 2018-19 to the proposed budget in FY 2022-23.

FY 2022-23

The Department’s proposed FY 2022-23 budget has increased by \$48,897,321 largely due to increases in non-personnel services, services of other departments, debt service, salary and benefits costs.

FY 2023-24

The Department’s proposed FY 2023-24 budget has decreased by \$10,274,637 largely due to the expiration of one-time capital expenditures in FY 2022-23.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2022-23 AND FY 2023-24**

DEPARTMENT: ADM – CITY ADMINISTRATOR

RECOMMENDATIONS

YEAR ONE: FY 2022-23

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$615,976 in FY 2022-23. Of the \$615,976 in recommended reductions, \$615,976 are ongoing savings. These reductions would still allow an increase of \$48,281,345 or 8.7% in the Department’s FY 2022-23 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$44,624, for total General Fund savings of \$660,600.

YEAR TWO: FY 2023-24

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$549,745 in FY 2023-24. Of the \$549,745 in recommended reductions, \$549,745 are ongoing savings.

Our policy recommendations total \$230,250 in FY 2023-24, \$230,250 of which are one-time savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2022-23 and FY 2023-24 Two-Year Budget**

Rec #	Account Title	FY 2022-23					FY 2023-24						
		FTE		Amount		GF	Savings	FTE		Amount		GF	Savings
		From	To	From	To			From	To	From	To		
ADM-1	ADM ADMINISTRATION												
	1824 Principal Administrative Analyst	0.79	0.00	\$122,726	\$0	\$122,726	x	\$161,269	\$0	1.00	0.00	x	\$161,269
	Mandatory Fringe Benefits			\$45,848	\$0	\$45,848	x	\$54,214	\$0			x	\$54,214
				<i>Total Savings</i>	\$168,574			<i>Total Savings</i>	\$215,483				
	Deny one new 1824 Principal Administrative Analyst in the Central Office, which the Department is requesting to increase general administrative capacity. The Department is requesting two new Principal Administrative Analyst positions in the Central Office, for which we are recommending approval of one new position. Overall, the department is increasing total positions in the Central Office from 31 in FY 2021-22 to 44 in FY 2022-23 as part of the office reorganization. However, we consider that the restructuring/reorganization should also create efficiency gains and allow for more effective use of existing positions.												
	Ongoing savings.												
ADM-2	1043 IS Engineer - Senior	0.79	0.00	\$0	\$0	\$0	x	\$0	\$0	1.00	0.00	x	\$0
	Mandatory Fringe Benefits			\$0	\$0	\$0	x	\$0	\$0			x	\$0
	1043 IS Engineer - Senior	0.79	0.00	\$0	\$0	\$0	x	\$0	\$0	1.00	0.00	x	\$0
	Mandatory Fringe Benefits			\$0	\$0	\$0	x	\$0	\$0			x	\$0
	1053 IS Business Analyst - Senior	0.79	0.00	\$0	\$0	\$0	x	\$0	\$0	1.00	0.00	x	\$0
	Mandatory Fringe Benefits			\$0	\$0	\$0	x	\$0	\$0			x	\$0
	<i>Total Savings</i>			\$0	\$0	\$0	x	\$0	\$0			x	\$0
	Change the status for four new positions in Digital Services, funded through a work order with the Mayor's Office of Housing and Community Development (MOHCD) for the DAHLIA housing portal from permanent positions (coded A) to limited tenure positions (coded L) to terminate in three years.												
	Ongoing recommendation												
ADM-3	Attrition Savings			(\$261,772)	(\$531,448)	\$269,676	x	(\$261,771)	(\$537,186)			x	\$275,415
	Mandatory Fringe Benefits			(\$110,141)	(\$223,608)	\$113,467	x	(\$102,394)	(\$210,125)			x	\$107,731
	Exp Recovery Real Estate			(\$1,894,014)	(\$1,510,871)	(\$383,143)	x	(\$2,316,886)	(\$1,993,740)			x	(\$383,146)
	Real Estate Work Order			\$1,894,014	\$1,510,871	\$383,143	x	\$1,860,546	\$1,477,400			x	\$383,146
	Exp Recovery PUC			(\$182,147)	(\$173,718)	(\$8,429)	x	(\$178,602)	(\$170,173)			x	(\$8,429)
	Exp Recovery DBI			(\$5,936,346)	(\$5,661,633)	(\$274,713)	x	(\$5,820,800)	(\$5,546,084)			x	(\$274,716)
	Exp Recovery Gen City			(\$2,160,929)	(\$2,060,929)	(\$100,000)	x	(\$2,118,869)	(\$2,018,868)			x	(\$100,001)
	<i>Total Savings</i>			\$0	\$0	\$0	x	\$0	\$0			x	\$0
	Increase budgeted Attrition in Digital Services to account for new work order costs for the Permit Center. The Permit Center budget increased from \$6.7 million in FY 2021-22 to \$9.4 million in FY 2022-23, including a new Digital Services work order of \$1.9 million. Our recommendation allows for a new work order of approximately \$1.6 million, which should provide sufficient digital services to the Permit Center, for which permitting activities have not yet recovered from the pandemic slow down (and may be further impacted by inflation and interest rate increases). This recommendation results in a General Fund savings of \$100,000.												
	Ongoing savings.												

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2022-23 and FY 2023-24 Two-Year Budget**

Rec #	Account Title	FY 2022-23						FY 2023-24					
		FTE		Amount		GF	1T	FTE		Amount		GF	1T
		From	To	From	To			From	To	From	To		
ADM-4	Attrition Savings												
	Mandatory Fringe Benefits												
	Total Savings												
	Increase budgeted Attrition Savings in the Central Office to account for eight vacant positions and projected salary savings in FY 2021-22. General Fund salary and fringe benefit savings departmentwide were more than \$5 million in FY 2019-20, approximately \$1.3 million in FY 2020-21, and projected to be \$6.3 million in FY 2021-22. In addition, the Department is requesting seven new positions in this program.												
ADM-5	0933 Manager V	1.00	0.00	\$209,927	\$0	\$209,927	x	1.00	0.00	\$216,670	\$0	\$216,670	x
	Mandatory Fringe Benefits			\$74,077	\$0	\$74,077	x			\$68,750	\$0	\$68,750	x
	0932 Manager III IV	0.00	1.00	\$0	\$194,600	(\$194,600)	x	0.00	1.00	\$0	\$200,850	(\$200,850)	x
	Mandatory Fringe Benefits			\$0	\$70,987	(\$70,987)	x			\$0	\$66,165	(\$66,165)	x
	Total Savings												
	Deny proposed upward substitution of 1.00 FTE 0931 Manager III to 1.00 FTE 0933 Manager V in the Central Office. Recommend substituting for lower class 0932 Manager IV as job duties more closely align with 0932 position.												
ADM-6	Attrition Savings												
	Mandatory Fringe Benefits												
	Total Savings												
	ADM CITY ADMINISTRATOR PROG												
ADM-6	Attrition Savings												
	Mandatory Fringe Benefits												
	Total Savings												
	Increase budgeted Attrition Savings for the 311 Call Center to account for 15 vacancies and the time needed to train new Customer Service Agents. A class of 8-10 trainees will start training in approximately August of 2022, and training takes six to nine months. The Department expects additional staff turnovers requiring a subsequent fall trainee class. General Fund salary and fringe benefit savings departmentwide were more than \$5 million in FY 2019-20, approximately \$1.3 million in FY 2020-21, and projected to be \$6.3 million in FY 2021-22.												

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2022-23 and FY 2023-24 Two-Year Budget**

Rec #	Account Title	FY 2022-23						FY 2023-24					
		FTE		Amount		GF	1T	FTE		Amount		GF	1T
		From	To	From	To			From	To	From	To		
ADM-7	Junior Management Assistant	1.00	0.00	\$93,921	\$0	\$93,921	x	1.00	0.00	\$96,938	\$0	\$96,938	x
	Mandatory Fringe Benefits			\$41,851	\$0	\$41,851	x			\$39,920	\$0	\$39,920	x
	Attrition Savings			(\$258,428)	(\$100,000)	(\$158,428)	x			(\$256,848)	(\$100,000)	(\$156,848)	x
	Mandatory Fringe Benefits			(\$108,733)	(\$42,075)	(\$66,658)	x			(\$100,468)	(\$18,968)	(\$81,500)	x
	Contract Compliance Officer	1.00	0.00	\$131,115	\$0	\$131,115	x	1.00	0.00	\$135,326	\$0	\$135,326	x
	Mandatory Fringe Benefits			\$52,424	\$0	\$52,424	x			\$49,378	\$0	\$49,378	x
	Attrition Savings			(\$595,068)	(\$463,953)	(\$131,115)	x			(\$462,772)	(\$327,446)	(\$135,326)	x
	Mandatory Fringe Benefits			(\$250,375)	(\$197,951)	(\$52,424)	x			(\$181,016)	(\$131,638)	(\$49,378)	x
				<i>Total Savings</i>	<i>(\$89,314)</i>					<i>Total Savings</i>	<i>(\$101,490)</i>		
		Delete vacant positions that the Department does not plan to fill. Our recommendation to delete these vacant positions is offset by a decrease in budgeted Attrition Savings to provide the Department sufficient budgeted salaries and fringe benefits to meet operational needs including reducing budgeted Attrition in Immigrant & Language Services to allow hiring of one vacant Management Assistant position.											
		ADM INTERNAL SERVICES											
	9993 Attrition Savings			(\$595,213)	(\$695,213)	\$100,000	x			(\$595,212)	(\$695,212)	\$100,000	x
	Mandatory Fringe Benefits			(\$250,436)	(\$292,511)	\$42,075	x			(\$232,821)	(\$271,937)	\$39,116	x
				<i>Total Savings</i>	<i>\$142,075</i>					<i>Total Savings</i>	<i>\$139,116</i>		
ADM-8		Increase budgeted Attrition Savings in the Office of Contract Management to account for 15 vacancies. The Office is also requesting five new positions in FY 2023-24 budget. General Fund salary and fringe benefit savings departmentwide were more than \$5 million in FY 2019-20, approximately \$1.3 million in FY 2020-21, and projected to be \$6.3 million in FY 2021-22.											
	Administrative Analyst	0.79	0.00	\$0	\$0	\$0	x	1.00	0.00	\$0	\$0	\$0	x
	Mandatory Fringe Benefits			\$0	\$0	\$0	x			\$0	\$0	\$0	x
	Senior Administrative Analyst	0.79	0.00	\$0	\$0	\$0	x	1.00	0.00	\$0	\$0	\$0	x
	Mandatory Fringe Benefits			\$0	\$0	\$0	x			\$0	\$0	\$0	x
				<i>Total Savings</i>	<i>\$0</i>					<i>Total Savings</i>	<i>\$0</i>		
ADM-9		Deny two new positions in Office of Contract Administration, funded as part of the Government Operations Recovery Initiative. The Mayor's budget includes 23 new positions in FY 2023-24 as part of Government Operations Recovery Initiative, including nine positions in the Office of Contract Administration. These positions are intended to provide analytical support to the citywide purchasing process. Our recommendation would allow 7 new positions, including three positions in the Administrative Analyst classification and one in the Senior Analyst classification. This recommendation results in General Fund savings of \$144,371 in FY 2022-23.											
		Ongoing savings.											

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2022-23 and FY 2023-24 Two-Year Budget**

Rec #	Account Title	FY 2022-23						FY 2023-24							
		FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
		From	To	From	To				From	To					
ADM-10	1426 Senior Clerk Typist	1.00	0.00	\$90,047	\$0	\$90,047	x		1.00	0.00	\$92,940	\$0	\$92,940	x	
	Mandatory Fringe Benefits			\$40,793	\$0	\$40,793	x				\$38,979	\$0	\$38,979	x	
	9993 Attrition Savings			(\$595,213)	(\$505,166)	(\$90,047)	x		1.00	0.00	(\$595,212)	(\$502,272)	(\$92,940)	x	
	Mandatory Fringe Benefits			(\$250,436)	(\$209,643)	(\$40,793)	x				(\$232,821)	(\$193,842)	(\$38,979)	x	
				Total Savings	\$0						Total Savings	\$0			
		Delete vacant position that the Department does not plan to fill. Our recommendation to delete this vacant position is offset by a decrease in budgeted Attrition Savings to provide the Department sufficient budgeted salaries and fringe benefits to meet operational needs.													
		ADM REAL ESTATE													
ADM-11	IS Project Director	0.48	0.00	\$97,777	\$0	\$97,777	x		1.00	0.00	\$210,716	\$0	\$210,716	x	
	Mandatory Fringe Benefits			\$34,230	\$0	\$34,230	x				\$62,527	\$0	\$62,527	x	
	Exp Recovery PUC			(\$182,147)	(\$179,243)	(\$2,904)	x				(\$178,602)	(\$172,591)	(\$6,011)	x	
	Exp Recovery DBI			(\$5,936,346)	(\$5,841,697)	(\$94,649)	x				(\$5,820,800)	(\$5,624,885)	(\$195,915)	x	
	Exp Recovery Gen City			(\$2,160,929)	(\$2,126,475)	(\$34,454)	x				(\$2,118,869)	(\$2,047,553)	(\$71,316)	x	
				Total Savings	(\$0)						Total Savings	\$0			
		Deny one new IS Project Manager position. The Permit Center is requesting three new IT positions in the Permit Center - one IS Project Director, one Senior IS Engineer, and one IT Operations Support Administrator. We are recommending approval of two new positions and not recommending approval of the IS Project Director. The Permit Center has an existing IS Project Director, and Administrative Services should evaluate efficient use of the Center's IT positions. The Permit Center reduced its work order with DT by \$103,000 in FY 2022-23 and \$103,000 in FY 2023-24 (\$206,000 over two years) to partially offset the costs of the three new IT positions in the Permit Center, which total \$282,829 in FY 2022-23 and \$493,110 in FY 2023-24 (\$775,939 over two years).													

FY 2022-23

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$615,976
Non-General Fund	\$0	\$0
Total	\$0	\$615,976

FY 2023-24

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$549,745
Non-General Fund	\$0	\$0
Total	\$0	\$549,745

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2022-23 and FY 2023-24 Two-Year Budget**

Rec #	Account Title	FY 2022-23						FY 2023-24									
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T		
		From	To	From	To				From	To							
	Policy Recommendations																
	ADM Convention Facilities																
	Convention Contributions			\$0	\$0	\$0	x	x			\$230,250	\$0			x		
	Convention Contributions			\$1,979,600	\$1,979,600	\$0	x	x			\$1,979,600	\$1,979,600	\$0		x		
				<i>Total Savings</i>		\$0					<i>Total Savings</i>		\$230,250				
ADM-12				Reduce budgeted amount for Moscone Convention Center event incentives in FY 2023-24 by \$230,250, which provides the Department the same level of funding as provided in FY 2022-23. (The FY 2023-24 contribution comes from prior years' fund balance. This recommendation reduces the fund balance as a source of funds for convention contributions to \$1,979,600 and makes \$230,250 available to the Board of Supervisors for reprogramming.)													

FY 2022-23

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

FY 2023-24

Total Policy Recommendations			
	One-Time	Ongoing	Total
General Fund	\$230,250	\$0	\$230,250
Non-General Fund	\$0	\$0	\$0
Total	\$230,250	\$0	\$230,250

ADM - City Administrator

Purchase Order Number	Year	Dept Code	Fund	Supplier	Name	Project	Balance
314356	2019	228856	10000	19232	GREGORY G DEIERLEIN	10003082	\$44,624
Total							\$44,624