

**CITY AND COUNTY OF SAN FRANCISCO**  
**BOARD OF SUPERVISORS**  
**BUDGET AND LEGISLATIVE ANALYST**

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June 20, 2013

**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 2013-2014 to Fiscal Year 2014-2015 Budget.

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**Descriptions for Departmental Budget Hearing, June 24, 2013 Meeting, 10:00 a.m.**

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**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The department's proposed \$21,818,899 budget for FY 2013-14 is \$610,315 or 2.9% more than the original FY 2012-13 budget of \$21,208,584.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 153.87 FTEs, which are 11.83 FTEs more than the 142.04 FTEs in the original FY 2012-13 budget. This represents an 8.3% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$5,687,599 in FY2013-14 are \$202,988 or 3.7% more than FY 2012-13 revenues of \$5,484,611. General Fund support of \$16,131,300 in FY 2013-14 is \$407,327 or 2.6% more than FY 2012-13 General Fund support of \$15,723,973.

**YEAR TWO: FY 2014-15**

Budget Changes

The department's proposed \$23,838,243 budget for FY 2014-15 is \$2,019,344 or 9.3% more than the FY 2013-14 budget of \$21,818,899.

Personnel Changes

The number of FTEs budgeted for FY 2014-15 are 149.89 FTEs, which are 3.98 or 2.6% less than the 154 FTEs budgeted for FY 2013-14.

Revenue Changes

The Department's revenues of \$5,681,260 in FY 2014-15 are \$6,339 or 0.1% less than FY 2013-14 revenues of \$5,687,599. General Fund support of \$18,156,983 in FY 2014-15 is \$2,025,683 or 12.6% more than FY 2013-14 General Fund support of \$16,131,300.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: ASR- ASSESSOR-RECORDER**

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$222,095 in FY 2013-14. Of the \$222,095 in recommended reductions, \$62,507 are ongoing savings and \$159,588 are one-time savings. These reductions would still allow an increase of \$388,220 or 1.8% in the Department's FY 2013-14 budget.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$64,604 in FY 2014-15. Of the \$64,604 in recommended reductions, \$64,604 are ongoing savings and \$0 are one-time savings. These reductions would still allow an increase of \$1,954,740 or 8.9% in the Department's FY 2013-14 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: ASR- ASSESSOR-RECORDER**

**SUMMARY OF PROGRAM EXPENDITURES:**

<b>Program</b>	<b>FY 2012- 2013 Budget</b>	<b>FY 2013- 2014 Proposed</b>	<b>Increase/ Decrease from FY 2012- 2013</b>	<b>FY 2014- 2015 Proposed</b>	<b>Increase/ Decrease from FY 2013- 2014</b>
<b>ASSESSOR / RECORDER</b>					
PERSONAL PROPERTY	2,996,239	3,124,644	128,405	2,960,111	(164,533)
REAL PROPERTY RECORDER	7,257,028	8,251,326	994,298	6,647,533	(1,603,793)
TECHNICAL SERVICES	3,389,611	2,367,599	(1,022,012)	2,361,260	(6,339)
TRANSFER TAX	6,514,062	6,796,969	282,907	10,121,709	3,324,740
	1,051,644	1,278,361	226,717	1,747,630	469,269
<b>ASSESSOR / RECORDER</b>	<b>21,208,584</b>	<b>21,818,899</b>	<b>610,315</b>	<b>23,838,243</b>	<b>2,019,344</b>

**FY 2013-14**

The department’s proposed FY 2013-14 budget has increased by \$610,315 largely due to increases in salaries and fringe benefits, non-personnel services, and work orders.

**FY 2014-15**

The department’s proposed FY 2014-15 budget has increased by \$2,019,344 largely due to increases in fringe benefits, non-personnel services, materials and supplies, and work orders, and due to the renewal of the Assessment Appeals Research project (Project PASAAR) and a technology project approved by the Committee on Information Technology (COIT).

Project PASAAR began in FY 2011-12 to manage the increase in assessment appeals. The Assessor/Recorder’s Office is requesting continuation of 13 limited-term positions for this project to process 8,300 open assessment appeals.

The FY 2014-15 budget has also increased due to a technology project approved by the COIT for the replacement of the Property Assessment Database (\$500,000).

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: ASR- ASSESSOR-RECORDER**

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 153.87 FTEs, which are 11.83 FTEs more than the 142.04 FTEs in the original FY 2012-13 budget.

In FY 2013-14 the Assessor/Recorder's Office is requesting:

- (1) One new position in the Recorder Division to support the Recorder's indexing function, paid by fee revenues;
- (2) One new administrative analyst in the Transfer Tax division to improve the Recorder's ability to collect underreported transfer taxes, which the Assessor/Recorder's Office expects to increase transfer tax collections to offset the cost of the new position; and
- (3) One new engineering associate position to support the Assessor's mapping function.

The Assessor/Recorder's Office has also requested reductions in budgeted attrition savings in order to hire vacant positions in the Real Property division.

**FY 2014-15**

The number of FTEs budgeted for FY 2014-15 are 149.89 FTEs, which are 3.98 or 2.6% less than the 153.87 FTEs budgeted for FY 2013-14. The decrease in FTEs primarily due to the expiration of limited term positions.

**DEPARTMENT REVENUES:**

**FY 2013-14**

The Department's revenues of \$5,687,599 in FY2013-14 are \$ 202,988 or 3.7% more than FY 2012-13 revenues of \$5,484,611. General Fund support of \$16,131,300 in FY 2013-14 is \$407,327 or 2.6% more than FY 2012-13 General Fund support of \$15,723,973.

**FY 2014-15**

The Department's revenues of \$5,681,260 in FY 2014-15 are \$6,339 or 0.1% less than FY 2013-14 revenues of \$5,687,599. General Fund support of \$18,156,983 in FY 2014-15 is \$2,025,683 or 12.5% less than FY 2013-14 General Fund support of \$16,131,300.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: ASR- ASSESSOR-RECORDER**

**COMMENTS:**

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$222,095 in FY 2013-14. Of the \$222,095 in recommended reductions, \$62,507 are ongoing savings and \$159,588 are one-time savings. These reductions would still allow an increase of \$388,219.85 or 1.8% in the Department's FY 2013-14 budget.

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$64,604 in FY 2014-15. Of the \$64,604 in recommended reductions, \$64,604 are ongoing savings and \$0 are one-time savings. These reductions would still allow an increase of \$1,954,740 or 8.9% in the Department's FY 2013-14 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

ASR - Assessor/Recorder	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
<b>Object Title</b>												
	<b>FDJ - Real Property</b>											
Engineering Associate I	0.77	0.50	\$ 61,068	\$ 39,655	\$ 21,413	x	x					
Mandatory Fringe Benefits		\$	\$ 27,984	\$ 18,171	\$ 9,813	x	x					
		<i>Total Savings</i>	\$	\$ 31,226								
	Reduce to reflect the planned start date for this position.											
Attrition Savings	(3.69)	(4.60)	\$ (324,539)	\$ (405,000)	\$ 80,461	x	x					
Mandatory Fringe Benefits			\$ (143,529)	\$ (179,113)	\$ 35,584	x	x					
		<i>Total Savings</i>	\$	\$ 116,045								
	The Assessor/Recorder has decreased attrition savings from FY 2012-13 by \$353,546 to allow for the hire of vacant appraiser and administrative support positions. Our recommendation would provide the Assessor/Recorder's Office sufficient project staff to process assessment appeals. [adjusted for eight 9/1/13 hires and one 10/1/13 hire]											
Other Current Expenses		\$	\$ 90,000	\$ 83,000	\$ 7,000	x	x		\$	\$ 90,000	\$ 83,000	\$ 7,000 x
	Reduce expenditures to correspond to the department's budget.											
	<b>FEH - Transfer Tax</b>											
Attrition Savings	0.49	0.00	\$ 37,899	\$ -	\$ 37,899	x	x	0.49	0.00	\$ 38,510	\$ -	\$ 38,510 x
Mandatory Fringe Benefits			\$ 17,608	\$ -	\$ 17,608	x	x			\$ 19,094	\$ -	\$ 19,094 x
		<i>Total Savings</i>	\$	\$ 55,507						<i>Total Savings</i>	\$	\$ 57,604
	Attrition corrected for positive amount budgeted.											
Administrative Analyst	0.77	0.67	\$ 63,980	\$ 55,394	\$ 8,586	x	x					
Mandatory Fringe Benefits			\$ 28,727	\$ 24,996	\$ 3,731	x	x					
		<i>Total Savings</i>	\$	\$ 12,317								
	Reduce to reflect the planned start date of 11/1/13 for this position.											

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

ASR - Assessor/Recorder	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
	<b>FDL - Technical Services</b>											
Assessor-Recorder Office Assistant	0.77	0.77	\$	-	\$	-						
Real Property Appraiser	3.08	3.08	\$	-	\$	-						
Principal Real Property Appraiser	0.77	0.77	\$	-	\$	-						
The Assessor/Recorder has requested six new off-budget positions (4.62 FTEs in FY 2013-14) to process assessment appeals. These positions should be limited tenure for three fiscal years, FY 2013-14, FY 2014-15 and FY 2015-16, with a termination date of June 30, 2016.												
Real Property Appraiser							7.00	7.00	\$	587,296	\$	587,296
Assessor-Recorder Office Assistant							3.00	3.00	\$	168,265	\$	168,265
Senior Real Property Appraiser							2.00	2.00	\$	194,265	\$	194,265
Principal Real Property Appraiser							1.00	1.00	\$	112,429	\$	112,429
Mandatory Fringe Benefits									\$	516,666	\$	516,666
The Assessor/Recorder has 13 existing limited-tenure project positions to process assessment appeals, which were due to terminate in FY 2013-14. The Assessor/Recorder has requested extension of these positions in FY 2014-15. Therefore, these positions should be limited tenure for two additional years with a termination date of June 30, 2016.												

**FY 2013-14**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund \$ 159,588	\$ 62,507	\$ 222,095
Non-General Fund \$ -	-	-
<b>Total \$ 159,588</b>	<b>\$ 62,507</b>	<b>\$ 222,095</b>

**FY 2014-15**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund \$ -	\$ 64,604	\$ 64,604
Non-General Fund \$ -	-	-
<b>Total \$ -</b>	<b>\$ 64,604</b>	<b>\$ 64,604</b>



**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The department's proposed \$42,290,428 budget for FY 2013-14 is \$3,956,476 or 8.6% less than the original FY 2012-13 budget of \$46,246,904.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 85.88 FTEs, which are 9.78 FTEs more than the 76.10 FTEs in the original FY 2012-13 budget. This represents a 12.9% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$24,097,217 in FY 2013-14, are \$3,127,687 or 11.5% less than FY 2012-13 revenues of \$27,224,904. General Fund support of \$18,193,211 in FY 2013-14 is \$828,789 or 4.4% less than FY 2012-13 General Fund support of \$19,022,000.

**YEAR TWO: FY 2014-15**

Budget Changes

The department's proposed \$28,090,585 budget for FY 2014-15 is \$14,199,843 or 33.6% less than the Mayor's proposed FY 2013-14 budget of \$42,290,428.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 87.70 FTEs, which are 1.82 FTEs more than the 85.88 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 2.1% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$13,488,224 in FY 2014-15, are \$10,608,993 or 44% less than FY 2013-14 estimated revenues of \$24,097,217. General Fund support of \$14,602,361 in FY 2014-15 is \$3,590,850 or 19.7% less than FY 2013-14 General Fund support of \$18,193,211.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

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

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$369,080 in FY 2013-14. Of the \$369,080 in recommended reductions, \$216,564 are ongoing savings and \$152,516 are one-time savings.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$146,898 to the General Fund.

Together, these recommendations will result in \$515,978 savings to the City's General Fund in FY 2013-14.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$222,418 in FY 2014-15, which are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

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

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2012-2013 Budget	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
<b>ECONOMIC AND WORKFORCE DEVELOPMENT</b>					
CHILDREN'S BASELINE	314,065	314,065	0	314,065	0
ECONOMIC DEVELOPMENT	24,504,084	23,611,791	(892,293)	9,997,767	(13,614,024)
FILM SERVICES	1,291,625	1,325,000	33,375	625,000	(700,000)
OFFICE OF SMALL BUSINESS AFFAIRS	787,895	866,509	78,614	891,866	25,357
WORKFORCE TRAINING	19,349,235	16,173,063	(3,176,172)	16,261,887	88,824
<b>ECONOMIC AND WORKFORCE DEVELOPMENT</b>	<b>46,246,904</b>	<b>42,290,428</b>	<b>(3,956,476)</b>	<b>28,090,585</b>	<b>(14,199,843)</b>

**FY 2013-14**

The Department's proposed FY 2013-14 budget has decreased by \$3,956,476 largely due the expiration of one-time capital project funding for the Phase I of construction on the James R. Herman Cruise Ship Terminal project.

The Mayor submitted technical adjustments to the budget on June 17, 2013, reducing the revenues from the America's Cup Organizing Committee from \$10,000,000 to \$5,000,000 and expenditures from \$9,175,641 for the 34<sup>th</sup> America's Cup to \$5,000,000.

**FY 2014-15**

The Department's proposed FY 2014-15 budget has decreased by \$14,199,843 largely due to the completion of the 34<sup>th</sup> America's Cup Project.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 85.88 FTEs, which are 9.78 FTEs more than the 76.10 FTEs in the original FY 2012-13 budget. This represents a 12.9% change in FTEs from the original FY 2012-13 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

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

The increase in FTE is chiefly explained by:

- Two limited tenure staff to work with the City’s businesses over the course of the next two years to ensure business owners comply with the new Gross Receipts Tax;
- Two staff to aid in the community outreach and education of local business in First Source hiring;
- Two staff to assist with community outreach and contract management for the City’s Public-Private Development program;
- One new staff to actively recruit international businesses to locate in the City and manage contracts associated with ChinaSF and new initiatives in Latin America and Asia under the umbrella of the City’s Tourism and International Trade program.

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 87.70 FTEs, which are 1.82 FTEs more than the 85.88 FTEs in the Mayor’s proposed FY 2013-14 budget. This represents a 2.1% change in FTEs from the Mayor’s proposed FY 2013-14 budget.

The increase is explained through the annualization of new staff proposed for FY2013-14.

**DEPARTMENT REVENUES:**

**FY 2013-14**

The Department's revenues of \$24,097,217 in FY 2013-14, are \$3,127,687 or 11.5% less than FY 2012-13 revenues of \$27,224,904. General Fund support of \$18,193,211 in FY 2013-14 is \$828,789 or 4.4% less than FY 2012-13 General Fund support of \$19,022,000.

Specific changes in the Department’s FY 2013-14 revenues include reductions in General Fund support and in Federal government grants.

**FY 2014-15**

The Department's revenues of \$13,488,224 in FY 2014-15, are \$10,608,993 or 44% less than FY 2013-14 estimated revenues of \$24,097,217. General Fund support of \$14,602,361 in FY 2014-15 is \$3,590,850 or 19.7% less than FY 2013-14 General Fund support of \$18,193,211.

Specific changes in the Department’s FY 2014-15 revenues include an expiration of the revenues associated with the 34<sup>th</sup> America’s Cup Project as it will terminate in FY 2013-14.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

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

**COMMENTS:**

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$369,080 in FY 2013-14. Of the \$369,080 in recommended reductions, \$216,564 are ongoing savings and \$152,516 are one-time savings.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$146,898 to the General Fund.

Together, these recommendations will result in \$515,978 savings to the City's General Fund in FY 2013-14.

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$222,418 in FY 2014-15, which are ongoing savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**ECN - Office of Economic and Workforce Development**

Object Title	FY 2013-14						FY 2014-15											
	FTE		Amount		Savings		GF		IT		Amount		Savings		GF		IT	
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To
<b>BK5 - Economic Development</b>																		
Senior Community Development Specialist II	0.77	0.00	\$83,265	\$0	\$83,265	x		1.00	0.00	\$109,980	\$0	\$109,980	x					
Mandatory Fringe Benefits			\$34,022	\$0	\$34,022	x				\$48,312	\$0	\$48,312	x					
Senior Community Development Specialist I	0.00	0.77	\$0	\$70,165	(\$70,165)	x		0.00	1.00	\$0	\$92,677	(\$92,677)	x					
Mandatory Fringe Benefits			\$0	\$30,558	(\$30,558)	x				\$0	\$43,197	(\$43,197)	x					
			<i>Total Savings</i>		<i>\$16,564</i>						<i>Total Savings</i>		<i>\$22,418</i>					
The position has been altered to reflect parity with other positions in the Division currently performing identical duties and responsibilities.																		
Attrition Savings	0.04	0.23	(\$4,560)	(\$39,393)	\$34,833	x	x											
Mandatory Fringe Benefits			(\$1,861)	(\$15,204)	\$13,343	x	x											
			<i>Total Savings</i>		<i>\$48,176</i>													
The FTE is altered to reflect the anticipated October 1, 2013 hiring date.																		
Professional and Specialized Services - Budget			\$650,000	\$450,000	\$200,000	x				\$650,000	\$450,000	\$200,000	x					
OEWD has budgeted for consultant contracts for three Port development projects at Pier 70, Seawall 337 and Pier 48, and Piers 30-32, which will be reimbursed by the respective developers. The needed amount is \$200,000 less, or \$450,000.																		
Services of Other Departments (AAO Funds)			\$766,679	\$662,339	\$104,340	x	x											
Reduce to reflect reductions in the one-time expenses with the Department of Technology for the Business License Portal Pilot. These program costs were reduced to reflect reported program needs.																		

**FY 2013-14**

**Total Recommended Reductions**

<b>One-Time</b>	\$152,516	<b>Ongoing</b>	\$216,564	<b>Total</b>	\$369,080
<b>General Fund</b>	\$0	<b>Non-General Fund</b>	\$0	<b>Total</b>	\$0
<b>Total</b>	<b>\$152,516</b>	<b>Total</b>	<b>\$216,564</b>	<b>Total</b>	<b>\$369,080</b>

**FY 2014-15**

**Total Recommended Reductions**

<b>One-Time</b>	\$0	<b>Ongoing</b>	\$222,418	<b>Total</b>	\$222,418
<b>General Fund</b>	\$0	<b>Non-General Fund</b>	\$0	<b>Total</b>	\$0
<b>Total</b>	<b>\$0</b>	<b>Total</b>	<b>\$222,418</b>	<b>Total</b>	<b>\$222,418</b>

**Recommendations of the Budget and Legislative Analyst  
For Reduction and Close-out of Past-year Encumbrances from City Budget**

**ECN - Office of Economic and Workforce Development**

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
City College of San Francisco	COMMUNITY BASED ORGANIZATION SERVICES	Yes	2010	9/27/2012	177,700.00	66,443.00
Arriba Juntos - IAL	COMMUNITY BASED ORGANIZATION SERVICES	Yes	2011	9/27/2012	100,000.00	80,335.00
G Neil	OTHER OFFICE SUPPLIES	Yes	2011	9/27/2012	120.00	120.00
San Francisco Redevelopment Agency	COMMUNITY BASED ORGANIZATION SERVICES	No	2010	9/27/2012	74,520.00	21,181.00
Arriba Juntos - IAL	COMMUNITY BASED ORGANIZATION SERVICES	No	2011	9/27/2012	50,000.00	10,035.00
<b>Total Amount Return to Fund Balance</b>					<b>General Fund</b>	<b>178,114.00</b>
					<b>Non-General Fund</b>	<b>31,216.00</b>

Note: The above encumbrance balances are from budget years prior to FY 2013-14. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The department's proposed \$30,217,571 budget for FY 2013-14 is \$2,031,861 or 7.2% more than the original FY 2012-13 budget of \$28,185,710.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 158.59 FTEs, which are 6.82 FTEs more than the 151.77 FTEs in the original FY 2012-13 budget. This represents a 4.5% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$27,247,972 in FY 2013-14, are \$3,846,413 or 16.4% more than FY 2012-13 revenues of \$23,401,559. General Fund support of \$2,969,599 in FY 2013-14 is \$1,814,552 or 37.9% less than FY 2012-13 General Fund support of \$4,784,151.

**YEAR TWO: FY 2014-15**

Budget Changes

The department's proposed \$31,654,676 budget for FY 2014-15 is \$1,437,105 or 4.8% more than the Mayor's proposed FY 2013-14 budget of \$30,217,571.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 161.37 FTEs, which are 2.78 FTEs more than the 158.59 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 1.8% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$28,481,606 in FY 2014-15 are \$1,233,634 or 4.5% more than FY 2013-14 estimated revenues of \$27,247,972. General Fund support of \$3,173,070 in FY 2014-15 is \$203,471 or 6.9% more than FY 2013-14 General Fund support of \$2,969,599.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** CPC – CITY PLANNING

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$359,886 in FY 2013-14. Of the \$359,886 in recommended reductions, \$227,082 are ongoing savings and \$132,804 are one-time savings. These reductions would still allow an increase of \$1,671,975 or 5.9% in the Department's FY 2013-14 budget.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$318,169 in FY 2014-15. Of the \$318,169 in recommended reductions, \$290,169 are ongoing savings and \$28,000 are one-time savings. These reductions would still allow an increase of \$1,118,936 or 3.7% in the Department's FY 2014-15 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** CPC – CITY PLANNING

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2012-2013 Budget	FY 2013-2014 Proposed	Increase/ Decrease from FY 2012-2013	FY 2014-2015 Proposed	Increase/ Decrease from FY 2013-2014
<b>CITY PLANNING</b>					
ADMINISTRATION/PLANNING	9,928,716	9,953,961	25,245	9,876,856	(77,105)
CITYWIDE PLANNING	4,623,888	5,885,155	1,261,267	6,408,189	523,034
CURRENT PLANNING	7,106,022	8,122,387	1,016,365	8,279,964	157,577
ENVIRONMENTAL PLANNING	4,958,878	4,620,442	(338,436)	5,393,857	773,415
ZONING ADMINISTRATION AND COMPLIANCE	1,568,206	1,635,626	67,420	1,695,810	60,184
<b>CITY PLANNING</b>	<b>28,185,710</b>	<b>30,217,571</b>	<b>2,031,861</b>	<b>31,654,676</b>	<b>1,437,105</b>

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has increased by \$2,031,861 largely due to:

- Increased revenues from (a) New Construction Building Permit Fee Revenues, (b) Building Permit Alterations Fee, and (c) Environmental Planning Fees, which is a result of the economic recovery as more permit applications for new developments are being filed.
- An increase in personnel costs due to new positions that are proposed for FY 2013-14, the hiring of 8 new positions that were approved in the FY 2012-13 supplemental appropriation as well as an increase in fringe benefits for current staff.
- Increased support for the existing Pavement to Parks Program and the Better Market Street Project.
- Multiple contracts for consultants to (1) conduct a Citywide Historic Survey; (2) conduct a Fiscal Feasibility Analysis to inform the proposed Citywide Transportation Sustainability Fee; (2) assess and consolidate all of the Department’s design guidelines documents; (3) and update the Department’s public information documents.
- Increased work order costs from the Department of Telecommunications and Information Services (DTIS) due to an increase in the allocation for the City’s central information technology system.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** CPC – CITY PLANNING

FY 2014-15

The Department's proposed FY 2014-15 budget has increased by \$1,437,105 largely due to:

- Continued increase in revenues for reviewing projects relative to FY 2012-13 revenue levels.
- Increased grant funding from State and Federal sources as well as non-profit organizations.
- The annualization of the new positions.
- Multiple contracts for consultants to (1) conduct a Street Tree Inventory in coordination with the Department of Public Works and the Recreation and Park Department; and (2) prepare the Housing Element California Environmental Quality Act (CEQA) document.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 158.59 FTEs, which are 6.82 FTEs more than the 151.77 FTEs in the original FY 2012-13 budget. This represents a 4.5% increase in FTEs from the original FY 2012-13 budget.

The Department is requesting 13 new positions, offset by other adjustments, including:

- One business analyst to support the new Permit and Project Tracking Systems.
- One public relations assistant to improve the Department's social media content and support the Communications Managers on various initiatives.
- One project manager to manage the zoning, design and coordination of project along Market Street including the Better Market Street project.
- Eight Planner III's (four of these positions are part time positions) to (a) increase the Department's outreach to neighborhoods and businesses regarding Planning Code legislation and projects, (b) work on new monitoring and reporting requirements, (c) manage Site Master Plans and other projects within the Citywide Planning division, (d) work on Historic Preservation projects, and (e) conduct architectural review of redevelopment projects.
- One Planner IV for transportation planning and policy.
- One Planner IV that is being transferred from the San Francisco Public Utilities Commission (PUC) to perform PUC related activities.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** CPC – CITY PLANNING

The Planning Department is also undergoing a reorganization within the Administration Division including the restructuring of management in the Information Services and Operations Division and the substitutions of several administrative positions.

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 161.37 FTEs, which are 2.78 FTEs more than the 158.59 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 1.8% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

The Department is not proposing any new positions in FY 2014-15. The increase is due to the annualization of new positions created in FY 2013-14.

**DEPARTMENT REVENUES:**

FY 2013-14

The Department's revenues of \$27,247,972 in FY 2013-14, are \$3,846,413 or 16.4% more than FY 2012-13 revenues of \$23,401,559. General Fund support of \$2,969,599 in FY 2013-14 is \$1,814,552 or 37.9% less than FY 2012-13 General Fund support of \$4,784,151.

The Department projects fee revenues in FY 2013-14 due to planning permit applications to increase by 4%, comparable to the rate of increase in FY 2012-13, due to the upsurge in construction activity and large scale development projects resulting from the economic recovery. Planning fees will also be adjusted by the Consumer Price Index (CPI) or 2.58% in FY 2013-14.

FY 2014-15

The Department's revenues of \$28,481,606 in FY 2014-15 are \$1,233,634 or 4.5% more than FY 2013-14 estimated revenues of \$27,247,972. General Fund support of \$3,173,070 in FY 2014-15 is \$203,471 or 6.9% more than FY 2013-14 General Fund support of \$2,969,599.

**OTHER ISSUES:**

The Board of Supervisors approved 8 new limited-term positions in the FY 2012-13 supplemental appropriation to address the backlog in planning cases and various permits, which have not yet been filled.

The Department is proposing to create 9 new positions in FY 2013-14 to also process planning permit applications due to a continued increase in planning permit applications. These positions, which are not funded in the FY 2013-14 budget, would be funded with fee revenues and include:

- Four Planner II's in the Current Planning Division
- Two Planner III's in the Current Planning Division
- One Planner III in the Environmental Planning Division

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** CPC – CITY PLANNING

- One Planner II in the Environmental Planning Division

According to the Department, because several months are required to process, recruit and hire new positions, the Department needs this position authorization, prior to receiving funding for the positions, to quickly hire necessary positions to process new planning permits when project applications and fees are received. The Department may submit a supplemental appropriation ordinance to the Board of Supervisors to appropriate Department revenues to fund these 9 new positions when the funds become available. The Budget and Legislative Analyst considers approval of these new, unfunded positions to be a policy matter for the Board of Supervisors. If the Board approves these positions, we recommend that they be designated limited tenure for the term of the respective projects.

**COMMENTS:**

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$359,886 in FY 2013-14. Of the \$359,886 in recommended reductions, \$227,082 are ongoing savings and \$132,804 are one-time savings. These reductions would still allow an increase of \$1,671,975 or 5.9% in the Department's FY 2013-14 budget.

The recommended reductions of \$359,886 are funded by fee revenues, which can be reallocated to pay for other eligible Planning Department programs proposed to be funded by the General Fund in FY 2013-14. Therefore, \$359,886 in the proposed General Fund allocation to the Planning Department can be returned to the General Fund balance.

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$318,169 in FY 2014-15. Of the \$318,169 in recommended reductions, \$290,169 are ongoing savings and \$28,000 are one-time savings. These reductions would still allow an increase of \$1,118,936 or 3.7% in the Department's FY 2014-15 budget.

The recommended reductions of \$318,169 are funded by fee revenues, which can be reallocated to pay for other eligible Planning Department programs proposed to be funded by the General Fund in FY 2014-15. Therefore, \$318,169 in the proposed General Fund allocation to the Planning Department can be returned to the General Fund balance.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

CPC - City Planning	FY 2013-14						FY 2014-15					
	FTE		Amount		GF IT	Savings	FTE		Amount		GF IT	Savings
	From	To	From	To			From	To				
Public Relations Assistant	0.77	0.00	\$44,593	\$0	\$44,593		1.00	0.00	\$58,901	\$0	\$58,901	
Mandatory Fringe Benefits			\$22,987	\$0	\$22,987				\$32,136	\$0.00	\$32,136	
			<i>Total Savings</i>		\$67,580				<i>Total Savings</i>		\$91,037	
	<p>The proposed position is responsible for improving the Department's social media content, internal and external communications and other administrative duties. The Department currently has a public relations officer to provide these services. Moreover, the Budget and Legislative Analyst is recommending approval of a Planner III in Citywide Planning who will be dedicated to public outreach and public education efforts with the City's neighborhoods and businesses.</p>											
Training			\$38,000	\$33,000	\$5,000	X			\$38,000	\$10,000	\$28,000	X
	<p>Proposed training budget includes Conflict Mediation Skills Training provided by outside consultants for \$15,000. Department could not provide quotes justifying the cost for this training.</p>											
	<b>FAH- Citywide Planning</b>											
Planner III	2.87	2.11	\$290,578	\$213,630	\$76,948		3.25	2.25	\$333,093	\$230,603	\$102,490	
Mandatory Fringe Benefits			\$122,928	\$90,374	\$32,554				\$151,584	\$104,942	\$46,642	
			<i>Total Savings</i>		\$109,502				<i>Total Savings</i>		\$149,132	
	<p>Two new full time and four new part time Planner III positions (2.87 FTEs in FY 2013-14) are being requested in this division. The Budget and Legislative Analyst is recommending approval of two new full time Planner III positions (1.54 FTE in FY 2013-14) and two new part time positions (.57 FTE in FY 2013-14) to work on new mandated monitoring and reporting requirements, the Chinatown Open Space Project, the Urban Design Guidelines project, and outreach to City neighborhoods and businesses for Planning Code legislation and projects. The Budget and Legislative Analyst is recommending disapproval of two part-time Planner III positions (0.76 FTEs in FY 2013-14) to provide support for Site Master Plans and the Hunters Point Shipyard Project which can be completed by internal staff. With our recommendation, in FY 2013-14 the division will have 10.0 FTE Planner II's, 13.67 FTE Planner III's positions, and 6.0 FTE Planner IV's to provide these functions.</p>											
Professional & Specialized			\$284,503	\$234,503	\$50,000				\$258,304	\$208,304	\$50,000	
	<p>Reduce professional and specialized service contracts which include the development of a dwelling unit handbook, conducting public outreach and performing studies and assessments of various Citywide Planning issues. The Budget and Legislative Analyst is recommending a Planner III in this division that will be dedicated to public outreach. Scope of work for contracts should be reduced to account for work that can be done internally.</p>											
	<p>Ongoing savings.</p>											
	<p>Ongoing savings.</p>											

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

CPC - City Planning	FY 2013-14						FY 2014-15							
	FTE		Amount		GF	IT	Savings		FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To	From	To		
Planner III	1.54	1.00	\$155,920	\$101,246		X	\$54,674							
Mandatory Fringe Benefits			\$65,960	\$42,830			\$23,130							
			<i>Total Savings</i>				\$77,804							
	Reduce two new Planner III positions from 1.54 FTE in FY 2013-14 to 1.0 FTE Planner III's to reflect a January start date (two 0.5 FTE Planner III's in FY 2013-14). Both Planner III's will be annualized to 1.0 FTE Planner III's in FY 2014-15 for a total of 2.0 FTE Planner III's in FY 2014-15 as originally requested by the Department.													
Professional & Specialized Services			\$285,000	\$235,000		X	\$50,000							
	Reduce professional and specialized service contracts for marketing for the Cities Alive Conference and consultants to update planning guidelines and public information documents where support from internal staff can be provided. The Department could not provide sufficient justification for the cost of several contracts.													

**FY 2013-14**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$132,804	\$227,082	\$359,886
<b>Total</b>	<b>\$132,804</b>	<b>\$227,082</b>	<b>\$359,886</b>

**FY 2014-15**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$28,000	\$290,169	\$318,169
<b>Total</b>	<b>\$28,000</b>	<b>\$290,169</b>	<b>\$318,169</b>

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

CPC - City Planning	FY 2013-14				FY 2014-15				
	FTE		Amount		FTE		Amount		
	From	To	From	To	From	To	From	To	
<b>Object Title</b>			<b>Savings</b>	<b>GF</b>	<b>IT</b>		<b>Savings</b>	<b>GF</b>	<b>IT</b>
<b>Policy Recommendations</b>									
<b>FDP- Current Planning</b>									
Planner III	1.54	1.54 L							
Planner II	3.08	3.08 L							
<b>FFP- Current Planning</b>									
Planner III- Environmental Pla	1.54	1.54 L							
Planner II	0.77	.77 L							
<p>The Department is requesting to create nine new positions in FY 2013-14 that are not funded:</p> <ul style="list-style-type: none"> <li>- Two new Planner III positions (1.54 FTE in FY 2013-14) in Current Planning to process planning permits for new projects;</li> <li>- Four new Planner II positions (3.08 FTE in FY 2013-14) in Current Planning to process planning permits for new projects;</li> <li>- Two new Environmental Planner III positions (1.54 FTE in FY 2013-14) in Environmental Planning for environmental review of new projects; and</li> <li>- One new Planner II in the (0.77 FTE in FY 2013-14) in Environmental Planning for environmental review of new projects.</li> </ul> <p>According to the Department, because several months are required to process, recruit and hire new positions, the Department needs this position authorization to quickly hire necessary positions to process new development projects when project applications and fees are received. The Department may submit a supplemental appropriation ordinance to the Board of Supervisors to appropriate Department revenues to fund these positions when the funds become available. The Budget and Legislative Analyst considers approval of these new, unfunded positions to be a policy matter for the Board of Supervisors. If the Board approves these positions, we recommend that they be designated limited tenure for the term of the respective projects.</p>									

**FY 2013-14**

Total Policy Recommendations		
One-Time	Ongoing	Total
General Fund	\$0	\$0
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

**FY 2014-15**

Total Policy Recommendations		
One-Time	Ongoing	Total
General Fund	\$0	\$0
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>



**DEPARTMENT: TIS – DEPARTMENT OF TECHNOLOGY**  
**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The department's proposed \$83,111,935 budget for FY 2013-14 is \$7,477,066 or 9.9% more than the original FY 2012-13 budget of \$75,634,869.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 217.95 FTEs, which are 18.75 FTEs more than the 199.20 FTEs in the original FY 2012-13 budget. This represents a 9.4% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$81,403,844 in FY 2013-14, are \$7,356,766 or 9.9% more than FY 2012-13 revenues of \$74,047,078. General Fund support of \$1,708,091 in FY 2013-14 is \$120,300 or 7.6% more than FY 2012-13 General Fund support of \$1,587,791.

**YEAR TWO: FY 2014-15**

Budget Changes

The Department's proposed \$80,345,648 budget for FY 2014-15 is \$2,766,287 or 3.3% less than the Mayor's proposed FY 2013-14 budget of \$83,111,935.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 215.87 FTEs, which are 2.08 FTEs less than the 217.95 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 1% decrease in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$78,514,746 in FY 2014-15 are \$2,889,097 or 3.5% less than FY 2013-14 estimated revenues of \$81,403,844. General Fund support of \$1,830,901 in FY 2014-15 is \$122,810 or 7.2% more than FY 2013-14 General Fund support of \$1,708,091.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** TIS – DEPARTMENT OF TECHNOLOGY

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$454,708 in FY 2013-14 all of which are ongoing savings. These reductions would still allow an increase of \$7,022,358 or 9.3% in the Department's FY 2013-14 budget.

The Budget and Legislative Analyst also recommends placing \$228,000 on Budget and Finance Committee Reserve.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$543,115 in FY 2014-15, which are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** TIS – DEPARTMENT OF TECHNOLOGY

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2012- 2013 Budget	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
<b>GENERAL SERVICES AGENCY - TECHNOLOGY</b>					
ADMINISTRATION	23,541,789	27,024,554	3,482,765	27,940,734	916,180
GOVERNANCE AND OUTREACH	9,087,343	8,965,129	(122,214)	9,356,228	391,099
OPERATIONS	31,333,200	32,694,054	1,360,854	30,237,969	(2,456,085)
REPRODUCTION SERVICES	0	0	0	0	0
TECHNOLOGY	2,601,035	3,242,459	641,424	2,508,443	(734,016)
TECHNOLOGY SERVICES:PUBLIC SAFETY	9,071,502	11,185,739	2,114,237	10,302,274	(883,465)
<b>GENERAL SERVICES AGENCY - TECHNOLOGY</b>	<b>75,634,869</b>	<b>83,111,935</b>	<b>7,477,066</b>	<b>80,345,648</b>	<b>(2,766,287)</b>

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has increased by \$7,477,066 largely due to the initiation or continuation of the following projects:

- Project Management Office: Creation of a new Project Management Office to support the completion of all Department and City-wide IT projects;
- City Free Wi-Fi: Completion of the development of a citywide, free Wi-Fi network;
- Fiber to City-Owned Buildings: Continuation of the extension of a robust fiber network to City-owned buildings;
- Enterprise Security Dashboard: Expansion of a program to allow all City departments to perform high-level assessments of their IT environments by monitoring applications, servers, and networks;
- Security Visibility and Intelligence Data Loss Prevention: Implementation of data loss prevention tools, with a particular emphasis on the City’s maintenance of confidential information;
- Radio Security Enhancement Project: Upgrade of the City-owned radio facilities, chiefly used for crisis communication;
- Customer Service Desk Ticketing System: Replacement of the City’s ServiceDesk application, HP Open View ServiceCenter;
- Disaster Recovery Project: Design and development of a system to connect the City’s financial systems to the California State Office of Technology Services Data Center;
- Business License Portal Pilot: Improvement of the City’s business permit and licensing process consistent with task 13 of the City’s Jobs Plan.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** TIS – DEPARTMENT OF TECHNOLOGY

FY 2014-15

The Department's proposed FY 2014-15 budget has decreased by \$2,766,287 largely due to the completion and termination of the following projects in FY2013-14:

- City Free Wi-Fi
- Enterprise Security Dashboard
- Security Visibility and Intelligence Data Loss Prevention
- Disaster Recovery Project
- Business License Portal Pilot

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 217.95 FTEs, which are 18.75 FTEs more than the 199.20 FTEs in the original FY 2012-13 budget. This represents a 9.4% increase in FTEs from the original FY 2012-13 budget.

The proposed budget includes new positions chiefly to support the following projects: Fiber to City-Owned Buildings, the Customer Service Desk Ticketing System, the Project Management Office, the Disaster Recovery Project, and the Business License Portal Pilot.

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 215.87 FTEs, which are 2.08 FTEs less than the 217.95 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 1% decrease in FTEs from the Mayor's proposed FY 2013-14 budget.

This reduction in FTEs in the proposed budget is chiefly due to the sunset of the limited tenure positions proposed with the year-long Business License Portal Pilot program created to implement task 13 of the City Jobs Plan.

**DEPARTMENT REVENUES:**

FY 2013-14

The Department's revenues of \$81,403,844 in FY 2013-14, are \$7,356,766 or 9.9% more than FY 2012-13 revenues of \$74,047,078. General Fund support of \$1,708,091 in FY 2013-14 is \$120,300 or 7.6% more than FY 2012-13 General Fund support of \$1,587,791.

Changes in the Department's FY 2013-14 revenues are a result of: increases in expenditure recovery from other City departments; reduced use of fund balance; and increased revenue from licenses and fines.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: TIS – DEPARTMENT OF TECHNOLOGY**

**FY 2014-15**

The Department's revenues of \$78,514,746 in FY 2013-14, are \$2,889,097 or 3.5% less than FY 2013-14 estimated revenues of \$81,403,844. General Fund support of \$1,830,901 in FY 2014-15 is \$122,810 or 7.2% more than FY 2013-14 General Fund support of \$1,708,091.

Specific changes in the Department's FY 2014-15 revenues include continued reductions in the Department's use of fund balance, as well as a reduction in anticipated expenditure recoveries from other City departments.

**COMMENTS:**

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$454,708 in FY 2013-14 all of which are ongoing savings. These reductions would still allow an increase of \$7,022,358 or 9.3% in the Department's FY 2013-14 budget.

The Budget and Legislative Analyst also recommends placing \$228,000 on Budget and Finance Committee Reserve.

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$543,115 in FY 2014-15, which are ongoing savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**TIS - General Services Agency- Technology**

Object Title	FY 2013-14				FY 2014-15									
	FTE From	FTE To	Amount From	Amount To	Savings	GF	IT	FTE From	FTE To	Amount From	Amount To	Savings	GF	IT
<b>BIU - Administration</b>														
Project Manager I	1.54	1.54	\$184,161	\$0	\$184,161			2.00	2.00	\$242,108	\$0	\$242,108		
Mandatory Fringe Benefits			\$72,785	\$0	\$72,785					\$103,245	\$0	\$103,245		
			<i>Total Savings</i>	<i>\$256,946</i>						<i>Total Savings</i>	<i>\$345,353</i>			
	<p>The Department has requested two Project Manager I positions for the proposed Project Management Office, established to support the management of technology projects. Currently, the Department does not have dedicated project managers but rather uses existing staff to serve as project managers on specific technology projects in addition to their other functions. The Department is requesting two new permanent project manager positions dedicated to project management of Department-specific and Citywide technology projects. Our recommendation would approve these two new permanent project manager positions as off-budget positions, requiring the Department to obtain specific sources of project funds for each of these positions.</p>													
	Ongoing savings.													
	Total Savings													
	\$86,058													
	<p>The Department has not sufficiently demonstrated the need for a 0.77 FTE Management Assistant to aid in the implementation of the temporary Business License Portal Program.</p>													
	Total Savings													
	\$14,135													
	<p>The Department is requesting two new limited tenure Senior IS Business Analyst positions to implement the temporary Business License Portal Program. The Department has not sufficiently demonstrated the need for two Senior IS Business Analysts in the proposed program structure comprised of four employees. Based on the project goals and objectives, substituting one new IS Business Analyst position for one of the requested new Senior IS Business Analyst positions will be sufficient to meet the stated program objectives.</p>													
	Total Savings													
	\$14,135													
	<p>The Department is requesting two new limited tenure Senior IS Business Analyst positions to implement the temporary Business License Portal Program. The Department has not sufficiently demonstrated the need for two Senior IS Business Analysts in the proposed program structure comprised of four employees. Based on the project goals and objectives, substituting one new IS Business Analyst position for one of the requested new Senior IS Business Analyst positions will be sufficient to meet the stated program objectives.</p>													
	Total Savings													
	\$14,135													
	<p>The Department is requesting two new limited tenure Senior IS Business Analyst positions to implement the temporary Business License Portal Program. The Department has not sufficiently demonstrated the need for two Senior IS Business Analysts in the proposed program structure comprised of four employees. Based on the project goals and objectives, substituting one new IS Business Analyst position for one of the requested new Senior IS Business Analyst positions will be sufficient to meet the stated program objectives.</p>													
	Total Savings													
	\$14,135													
	<p>The Department is requesting two new limited tenure Senior IS Business Analyst positions to implement the temporary Business License Portal Program. The Department has not sufficiently demonstrated the need for two Senior IS Business Analysts in the proposed program structure comprised of four employees. Based on the project goals and objectives, substituting one new IS Business Analyst position for one of the requested new Senior IS Business Analyst positions will be sufficient to meet the stated program objectives.</p>													
	Total Savings													
	\$14,135													
	<p>The Department is requesting two new limited tenure Senior IS Business Analyst positions to implement the temporary Business License Portal Program. The Department has not sufficiently demonstrated the need for two Senior IS Business Analysts in the proposed program structure comprised of four employees. Based on the project goals and objectives, substituting one new IS Business Analyst position for one of the requested new Senior IS Business Analyst positions will be sufficient to meet the stated program objectives.</p>													
	Total Savings													
	\$14,135													

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**TIS - General Services Agency- Technology**

Object Title	FY 2013-14				FY 2014-15					
	FTE	Amount			FTE	Amount				
	From	To	Savings	GF	IT	From	To	Savings	GF	IT
Manager III	0.77	0.00	\$100,720	\$0						
Mandatory Fringe Benefits			\$41,089	\$0	x					
Manager II	0.00	0.77	\$0	\$94,491	x					
Mandatory Fringe Benefits			\$0	\$43,171	x					
	<i>Total Savings</i>			\$4,147						
Expected Recovery for Services to AAO Funds			(\$766,679)	(\$662,339)						
				(\$104,340)	x					
	<p>The Department is requesting one new Manager III position for the temporary Business License Portal Program. Because the requested position, which will be responsible for a single program and therefore does not meet the specifications of the DHR job description for the Manager III classification, which states that the classification oversees an entire division within a department, the Budget and Legislative Analyst recommends approving the requested position as a Manager II rather than a Manager III.</p>									
	<p>This reduction in a work order with the the Office of Economic and Workforce Development is to account for the above reductions in the Business License Portal Pilot project as OEWD is funding the one-year of this project.</p>									
	<b>BTO - Technology Services - Public Safety</b>									
Materials and Supplies Budget Only			\$384,201	\$309,201				\$75,000		
								\$384,201	\$309,201	\$75,000
	<p>The Department of Technology provides minor repairs and maintenance to City departments' communications radios. Because the Budget and Finance Committee has approved a reduction to the City's contract with Motorola to purchase radios, the budget required for future repairs and maintenance is correspondingly reduced.</p>									
	<b>BAK - Operations</b>									
Professional & Specialized Services			\$900,905	\$825,752				\$75,153		
								\$900,905	\$825,752	\$75,153
	<p>Reduce to reflect the Department's annual contract total with Tident Services, Inc. of \$808,752 plus the Department's \$17,000 contingency for the contract for maintenance and support of the City's Mainframe.</p>									
	<p>Ongoing savings.</p>									

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**TIS - General Services Agency- Technology**

Object Title	FY 2013-14				FY 2014-15			
	FTE From	FTE To	Amount From	Amount To	FTE From	FTE To	Amount From	Amount To
<b>BK4 - Governance and Outreach</b>								
Professional & Specialized Services			\$231,009	\$191,400			\$231,009	\$191,400
							\$39,609	x
	Reduce to reflect projected annual costs as reported by the Department for closed captioning services.							
Maintenance Services - Equipment			\$10,000	\$2,000			\$10,000	\$2,000
							\$8,000	x
	Reduced to reflect historical expenditures.							
							\$8,000	x

**FY 2013-14**

	Total Recommended Reductions		Total
	One-Time	Ongoing	
General Fund	\$0	\$47,609	\$47,609
Non-General Fund	\$0	\$407,099	\$407,099
<b>Total</b>	<b>\$0</b>	<b>\$454,708</b>	<b>\$454,708</b>

**FY 2014-15**

	Total Recommended Reductions		Total
	One-Time	Ongoing	
General Fund	\$0	\$47,609	\$47,609
Non-General Fund	\$0	\$495,506	\$495,506
<b>Total</b>	<b>\$0</b>	<b>\$543,115</b>	<b>\$543,115</b>



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**TIS - General Services Agency- Technology**

Object Title	FY 2013-14				FY 2014-15			
	From	To	From	To	From	To	From	To
Professional & Specialized Services			\$228,000	\$228,000				
<p align="center"><b>Reserve Recommendations</b></p> <p>The Department has not provided documentation justifying the professional services costs associated with the Business License Portal Program. The Budget and Legislative Analyst recommends placing these one-time program expenses on Budget and Finance Committee Reserve pending submission of budget details.</p>								

**FY 2013-14**

**Total Reserve Recommendations**

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

**FY 2014-15**

**Total Reserve Recommendations**

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

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The Department's proposed \$158,303,662 budget for FY 2013-14 is \$11,731,177 or 8.0% more than the original FY 2012-13 budget of \$146,572,485.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 826.21 FTEs, which are 18.7 FTEs more than the 807.51 FTEs in the original FY 2012-13 budget. This represents a 2.3% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$128,481,406 in FY 2013-14, are \$10,190,057 or 8.6% more than FY 2012-13 revenues of \$118,291,349. General Fund support of \$29,822,216 in FY 2013-14 is \$1,541,080 or 5.5% more than FY 2012-13 General Fund support of \$28,281,136.

**YEAR TWO: FY 2014-15**

Budget Changes

The Department's proposed \$202,554,080 budget for FY 2014-15 is \$44,250,418 or 28.0% more than the Mayor's proposed FY 2013-14 budget of \$158,303,662.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 827.64 FTEs, which are 1.43 FTEs more than the 826.21 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.17% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$120,200,393 in FY 2014-15 are \$8,281,013 or 6.5% less than FY 2013-14 estimated revenues of \$128,481,406. General Fund support of \$82,353,687 in FY 2014-15 is \$52,531,471 or 176% more than FY 2013-14 General Fund support of \$29,822,216.

## **RECOMMENDATIONS**

### **YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$411,179 in FY 2013-14. Of the \$411,179 in recommended reductions, \$103,679 are ongoing savings and \$307,500 are one-time savings. These reductions would still allow an increase of \$11,319,998 or 7.7% in the Department's FY 2013-14 budget. These recommendations were accepted by the Budget and Finance Committee on June 17, 2013.

### **YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$129,009 in FY 2014-15. All of the \$129,009 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$44,121,409 or 27.9% in the Department's FY 2014-15 budget. These recommendations were accepted by the Budget and Finance Committee on June 17, 2013.

In addition, the Budget and Legislative Analyst includes a Policy Recommendation regarding DPW's Laborer Apprentice Program for the San Francisco Housing Authority for FY 2014-15.

Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget

**GSA-DPW General Services Agency - Department of Public Works**

Object Title	FY 2013-14						FY 2014-15						
	FTE		Amount		GF IT		FTE		Amount		GF IT		
	From	To	From	To	Savings		From	To	From	To	Savings		
<b>Policy Recommendations</b>													
<b>BAZ- Street Environmental Services</b>													
General Laborer Supervisor I							23.00	22.00	\$1,571,722	\$1,503,387	\$68,335	X	
Mandatory Fringe Benefits									\$821,095	\$785,395	\$35,700	X	
Environmental Service Worker							14.00	8.00	\$690,804	\$394,745	\$296,059	X	
Mandatory Fringe Benefits									\$438,648	\$250,656	\$187,992	X	
Truck Driver							5.00	4.60	\$395,255	\$363,635	\$31,620	X	
Mandatory Fringe Benefits									\$204,415	\$188,062	\$16,353	X	
General Laborer							125.50	125.10	\$7,742,391	\$7,717,714	\$24,677	X	
Mandatory Fringe Benefits									\$4,207,350	\$4,193,940	\$13,410	X	
							<i>Total Savings</i>						\$674,146
<p>The Budget and Legislative Analyst's audit of the San Francisco Housing Authority (SFHA) recommended termination of the Memorandum of Understanding (MOU) between DPW and SFHA for the Laborer Apprentice Program in order for SFHA to provide the program directly. The Mayor's proposed FY 2013-14 and FY 2014-15 budget continues the Laborer Apprentice Program for SFHA as a City cost. The Board of Supervisors, as a policy option, could approve City funds for the Laborer Apprentice Program in FY 2013-14 and transfer the program to SFHA in FY 2014-15.</p>													

**FY 2013-14**

**Total Policy Recommendations**

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

**FY 2014-15**

**Total Policy Recommendations**

	One-Time	Ongoing	Total
General Fund	\$0	\$674,146	\$674,146
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$674,146</b>	<b>\$674,146</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The department's proposed \$51,469,813 budget for FY 2013-14 is \$25,447,777 or 97.8 % more than the original FY 2012-13 budget of \$26,022,036.

Personnel Changes

The number of full-time equivalent (FTE) net operating positions budgeted for FY 2013-14 are 49.70 FTEs, which are 11.18 FTEs more than the 38.52 FTEs in the original FY 2012-13 budget. This represents a 29.0% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues, including transfers and recoveries, of \$41,704,821 in FY 2013-14, are \$22,821,191 or 120.9% more than FY 2012-13 revenues of \$18,883,630. General Fund support of \$9,764,992 in FY 2013-14 is \$2,626,586 or 36.8% more than FY 2012-13 General Fund support of \$7,138,406.

**YEAR TWO: FY 2014-15**

Budget Changes

The department's proposed \$54,617,383 budget for FY 2014-15 is \$3,147,570 or 6.1% more than the Mayor's proposed FY 2013-14 budget of \$51,469,813.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 50.78 FTEs, which are 1.08 FTEs more than the 49.70 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 2.2% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues, including transfers and recoveries, of \$46,663,120 in FY 2014-15 are \$4,958,299 or 11.9% more than FY 2013-14 estimated revenues of \$41,704,821. General Fund support of \$7,954,263 in FY 2014-15 is \$1,810,729 or 18.6% less than FY 2013-14 General Fund support of \$9,764,992.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** MYR – MAYOR

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$63,505 in FY 2013-14. Of the \$63,505 in recommended reductions, \$15,104 are ongoing savings and \$48,401 are one-time savings. These reductions would still allow an increase of \$25,384,272 or 97.6% in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$6,851 to the General Fund.

Together, these recommendations will result in \$70,356 savings to the City's General Fund in FY 2013-14, which were accepted by the Budget and Finance Committee on June 17, 2013.

In addition, the Budget and Legislative Analyst includes a Policy Recommendation regarding the Housing Trust Fund for FY 2013-14.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst's recommended General Fund reductions to the proposed budget total \$15,653 in FY 2014-15, all of which are ongoing savings. These reductions would still allow an increase of \$3,131,917 or 6.1% in the Department's FY 2014-15 budget. These recommendations were accepted by the Budget and Finance Committee on June 17, 2013.

In addition, the Budget and Legislative Analyst includes a Policy Recommendation regarding the Housing Trust Fund for FY 2014-15.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**MYR - Mayor**

**Policy Recommendations**

**MYR - Mayor**

<b>FFC - Affordable Housing - Housing Trust Fund</b>											
Neighborhood Initiative - Programmatic Project	\$200,000	\$200,000	\$0	x							
Neighborhood Initiative - Community Based Org			\$0	x				\$1,000,000	\$1,000,000	\$0	x
Downpayment Assistance Loan Program	\$1,000,000	\$1,000,000	\$0	x				\$2,000,000	\$2,000,000	\$0	x
First Responder Loan Program	\$1,000,000	\$1,000,000	\$0	x				\$1,000,000	\$1,000,000	\$0	x
Housing Stabilization - Community Based Org	\$825,000	\$825,000	\$0	x				\$1,100,000	\$1,100,000	\$0	x
Housing Development Pool Loans	\$14,821,000	\$14,821,000	\$0	x				\$14,346,000	\$14,346,000	\$0	x
Small Site Acq/Rehab Program Loans	\$1,000,000	\$1,000,000	\$0	x				\$2,000,000	\$2,000,000	\$0	x
<i>Total Savings</i>										\$0	

	<i>Total Savings</i>	\$0
<p>The above-listed programs totaling \$18,846,000 are part of the Mayor's Office of Housing new \$20 million General Fund set-aside for the Housing Trust Fund, in response to San Francisco voters approval of Proposition C in November 2012. The total Housing Trust Fund appropriation of \$20 million is not discretionary, and there are specific required funding levels over the first five years, such as (a) \$15 million for the Downpayment Assistance Loan Programs in the first five years, (b) up to \$15 million for the Housing Stabilization Programs in the first five years, and (c) a maximum of 10% of the Housing Trust Fund in any one year for the Neighborhood Infrastructure Grant Program. However, the specific allocation of funding to individual programs is discretionary in FY 2013-14, such that the requested specific appropriations are considered policy decisions for the Board of Supervisors.</p>		
<p>The above-listed programs totaling \$21,446,000 are part of the Mayor's Office of Housing \$22.8 million General Fund set-aside for the Housing Trust Fund, in response to San Francisco voters approval of Proposition C in November 2012. While the total Housing Trust Fund appropriation of \$22.8 million is not discretionary, and there are specific required funding levels over the first five years, the specific allocation of funding to individual programs is discretionary in FY 2014-15, such that the requested specific appropriations are considered policy decisions for the Board of Supervisors.</p>		

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The Department’s proposed \$294,885,613 budget for FY 2013-14 is \$26,341,866 or 9.8% more than the original FY 2012-13 budget of \$268,543,747.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 717.61 FTEs, which are 28.99 FTEs more than the 688.62 FTEs in the original FY 2012-13 budget. This represents a 4.2% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$243,048,043 in FY 2013-14, are \$18,892,394 or 8.4% more than FY 2012-13 revenues of \$224,155,649. General Fund support of \$51,837,570 in FY 2013-14 is \$7,449,472 or 16.8% more than FY 2012-13 General Fund support of \$44,388,098.

**YEAR TWO: FY 2014-15**

Budget Changes

The Department’s proposed \$292,716,021 budget for FY 2014-15 is \$2,169,592 or 0.7% less than the Mayor’s proposed FY 2013-14 budget of \$294,885,613.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 732.98 FTEs, which are 15.37 FTEs more than the 717.61 FTEs in the Mayor’s proposed FY 2013-14 budget. This represents a 2.1% increase in FTEs from the Mayor’s proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$245,839,929 in FY 2014-15 are 2,791,886 or 1.1% more than FY 2013-14 estimated revenues of \$243,048,043. General Fund support of \$46,876,092 in FY 2014-15 is \$4,961,478 or 9.6% less than FY 2013-14 General Fund support of \$51,837,570.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:                    ADM – CITY ADMINISTRATOR’S OFFICE**

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$708,506 in FY 2013-14. Of the \$708,506 in recommended reductions, \$417,882 are ongoing savings and \$290,624 are one-time savings. These reductions would still allow an increase of \$25,633,360 or 9.5% in the Department’s FY 2013-14 budget.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$499,910 in FY 2014-15. Of the \$499,910 in recommended reductions, \$421,680 are ongoing savings and \$78,230 are one-time savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: ADM – CITY ADMINISTRATOR’S OFFICE**

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2012-2013 Budget	FY 2013-2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
<b>GENERAL SERVICES AGENCY - CITY ADMIN</b>					
11 CALL CENTER	10,879,996	11,479,480	599,484	11,794,312	314,832
ANIMAL WELFARE	5,395,922	5,712,200	316,278	4,963,433	(748,767)
CAPITAL ASSET PLANNING	750,000	750,000	0	750,000	0
CITY ADMINISTRATOR - ADMINISTRATION	9,469,713	10,528,005	1,058,292	10,415,663	(112,342)
COMMUNITY AMBASSADOR PROGRAM	496,385	580,753	84,368	718,484	137,731
COMMUNITY REDEVELOPMENT	0	728,678	728,678	752,019	23,341
CONTRACT MONITORING	4,476,177	4,662,030	185,853	3,986,097	(675,933)
COUNTY CLERK SERVICES	1,894,985	1,886,255	(8,730)	1,876,877	(9,378)
DISABILITY ACCESS	8,424,249	7,937,835	(486,414)	5,490,603	(2,447,232)
EARTHQUAKE SAFETY PROGRAM	440,000	590,000	150,000	590,000	0
ENTERTAINMENT COMMISSION	861,464	851,356	(10,108)	875,315	23,959
FACILITIES MGMT & OPERATIONS	40,692,393	45,788,116	5,095,723	50,922,979	5,134,863
FLEET MANAGEMENT	991,055	990,923	(132)	1,125,655	134,732
GRANTS FOR THE ARTS	11,888,347	12,787,639	899,292	12,814,723	27,084
IMMIGRANT AND LANGUAGE SERVICES	1,841,055	2,009,655	168,600	2,026,021	16,366
JUSTIS PROJECT - CITY ADM OFFICE	3,481,495	3,397,792	(83,703)	3,425,758	27,966
LIVING WAGE / LIVING HEALTH (MCO/HCAO)	3,297,163	3,722,140	424,977	3,820,910	98,770
MEDICAL EXAMINER	6,191,525	11,406,772	5,215,247	6,738,758	(4,668,014)
MOSCONE EXPANSION PROJECT	1,700,000	3,400,000	1,700,000	0	(3,400,000)
NEIGHBORHOOD BEAUTIFICATION	1,865,000	1,840,000	(25,000)	1,380,000	(460,000)
PROCUREMENT SERVICES	5,106,654	5,366,628	259,974	5,544,031	177,403
PUBLICITY AND ADVERTISING	0	0	0	0	0
REAL ESTATE SERVICES	26,874,789	27,414,519	539,730	29,921,138	2,506,619
REPRODUCTION SERVICES	6,025,989	6,853,219	827,230	6,799,546	(53,673)
RISK MANAGEMENT / GENERAL	14,325,471	18,305,849	3,980,378	18,376,381	70,532
TOURISM EVENTS	73,465,907	73,595,485	129,578	74,688,351	1,092,866
TREASURE ISLAND	1,758,079	1,924,948	166,869	1,848,550	(76,398)
VEHICLE & EQUIPMENT MAIN & FUELING	25,949,934	30,375,336	4,425,402	31,070,417	695,081
<b>GENERAL SERVICES AGENCY - CITY ADMIN</b>	<b>268,543,747</b>	<b>294,885,613</b>	<b>26,341,866</b>	<b>292,716,021</b>	<b>(2,169,592)</b>

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: ADM – CITY ADMINISTRATOR’S OFFICE**

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$26,341,866 largely due to:

- Increased spending on capital projects, including the Moscone Expansion Project, a new emergency generator and fire alarm system at City Hall, the Alemany Market repaving, and various building improvements related to American’s with Disabilities Act (ADA) compliance;
- Increased insurance premium costs for commercial properties owned by the City;
- Relocation of the Medical Examiner’s office to a new, seismically-safe facility;
- Increased costs for vehicle maintenance and fuel;
- Increased salary costs due to increased demand for services from the 311 Call Center, Reproduction Services, and the Facilities and Operations programs; and
- New rent payments for 1155 Market Street and increased debt service for City-owned properties.

FY 2014-15

The Department’s proposed FY 2014-15 budget has decreased by \$2,169,592 from the Mayor’s proposed FY 2013-14 budget largely due to completion of one-time projects, such as the relocation of the Medical Examiner’s Office.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 717.61 FTEs, which are 28.99 FTEs more than the 688.62 FTEs in the original FY 2012-13 budget. This represents a 4.2% increase in FTEs from the original FY 2012-13 budget. The increase in FTEs results from reductions in attrition savings, allowing the Department to hire vacant positions, and increases in temporary salaries for the 311 Call Center. The Department is also requesting new positions including:

- One Senior Administrative Analyst to support the Budget and Planning Unit in the City Administrator’s Office;
- One Junior Management Assistant in the Immigrant and Language Services program;
- Two Clerks and one Graphic Artist in Reproduction Services to handle increased demand for services; and

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:                    ADM – CITY ADMINISTRATOR’S OFFICE**

- Planner III, Manager I, and Administrative Analyst positions in Facilities Management and Operations in preparation for the new public safety building.

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 732.98 FTEs, which are 15.37 FTEs more than the 717.61 FTEs in the Mayor’s proposed FY 2013-14 budget. This represents a 2.1% increase in FTEs from the Mayor’s proposed FY 2013-14 budget.

**DEPARTMENT REVENUES:**

**FY 2013-14**

The Department's revenues of \$243,048,043 in FY 2013-14, are \$18,892,394 or 8.4% more than FY 2012-13 revenues of \$224,155,649. General Fund support of \$51,837,570 in FY 2013-14 is \$7,449,472 or 16.8% more than FY 2012-13 General Fund support of \$44,388,098.

**FY 2014-15**

The Department's revenues of \$245,839,929 in FY 2014-15 are 2,791,886 or 1.1% more than FY 2013-14 estimated revenues of \$243,048,043. General Fund support of \$46,876,092 in FY 2014-15 is \$4,961,478 or 9.6% less than FY 2013-14 General Fund support of \$51,837,570.

**COMMENTS**

**FY 2013-14**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$708,506 in FY 2013-14. Of the \$708,506 in recommended reductions, \$417,882 are ongoing savings and \$290,624 are one-time savings. These reductions would still allow an increase of \$25,633,360 or 9.5% in the Department’s FY 2013-14 budget.

**FY 2014-15**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$499,910 in FY 2014-15. Of the \$499,910 in recommended reductions, \$421,680 are ongoing savings and \$78,230 are one-time savings.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**ADM - Administration**

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
<b>FFO - 311 Call Center</b>												
Temporary Salaries			\$418,331	\$371,331		x						
Mandatory Fringe Benefits			\$12,509	\$11,103.60		x						
			<i>Total Savings \$48,405</i>									
	The Mayor's proposed FY 2013-14 budget increases temporary salaries by \$250,000 in the 311 Call Center. The recommended reduction of \$47,000 is consistent with the 311 Call Center's operational need and FY 2014-15 budgeted expenditures.											
Other Current Expenses			\$382,500	\$354,781		x			\$382,500	\$354,781		x
	Reduced to reflect anticipated expenses on actual software and technology services based off documentation provided by the department.											
	<b>AUA-Animal Welfare</b>											
Materials and Supplies			\$253,000	\$223,000		x			\$253,000	\$223,000		x
	Department is requesting an increase of \$50,000 (from the previous year total of \$203,000 to \$253,000) to cover the increased cost of animal medicines and new equipment. The Budget and Legislative Analyst's recommendation provides for a 10 percent increase, consistent with the expected increase in the cost of medicines.											
Equipment Purchase			\$96,034	\$23,926		x			\$96,034	\$72,108		x
	Department is requesting funding for two pieces of lab equipment and two new vehicles, but the department has not provided age, mileage, or maintenance concerns for vehicles slated to be replaced. Recommended reduction reflects savings from not purchasing the two new vehicles.											

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**ADM - Administration**

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
Attrition Savings--Misc.	(1.35)	(1.80)	(\$89,901)	(\$118,391)	\$28,490	x			(\$91,069)	(\$121,977)	\$30,908	x
Mandatory Fringe Benefits			(\$35,960)	(\$47,356)	\$11,396	x			(\$36,428)	(\$48,791)	\$12,363	x
			<i>Total Savings</i>		\$39,886				<i>Total Savings</i>		\$43,271	
	<p>The Mayor's proposed FY 2013-14 budget reduces attrition savings to allow for the hire of vacant positions. The Department has not shown the need for the increased staffing. The Budget and Legislative Analyst's recommendation would restore attrition savings to the FY 2012-13 amount.</p>											
	<b>FAC-City Administrator's Office</b>											
Attrition Savings--Misc.	(1.29)	(1.94)	(\$132,565)	(\$196,068)	\$63,503	x			(\$134,316)	(\$196,068)	\$61,752	x
Mandatory Fringe Benefits			(\$53,026)	(\$76,961)	\$23,935	x			(\$53,726)	(\$76,961)	\$23,235	x
			<i>Total Savings</i>		\$87,438				<i>Total Savings</i>		\$84,987	
	<p>The Mayor's proposed FY 2013-14 budget reduces attrition savings to allow for the hire of vacant positions. The Department has not shown the need for the increased staffing. The Budget and Legislative Analyst's recommendation would restore attrition savings to the FY 2012-13 amount.</p>											
	Ongoing savings.											

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**ADM - Administration**

Object Title	FY 2013-14						FY 2014-15							
	FTE		Amount		GF	IT	FTE		Amount		GF	IT		
	From	To	From	To			From	To	From	To			Savings	
<b>AME - County Clerk Services</b>														
Professional and Specialized Services			\$61,130	\$43,000	\$18,130	x				\$61,130	\$43,000	\$18,130	x	
Department has agreed to this reduction to match expected spending patterns.														
Materials and Supplies			\$110,000	\$90,000	\$20,000	x				\$110,000	\$90,000	\$20,000	x	
Recommended reduction reflects expected actual expenditures over next two fiscal years.														
<b>FFK - Fleet Management</b>														
Equipment Purchase			\$144,718	\$114,257	\$30,461	x				\$279,450	\$201,220	\$78,230	x	
Department did not provide detail on vehicles to be replaced, regarding age, mileage and cost of maintenance. Recommended reduction reflects HACTO ordinance requiring 20% fleet reduction by July 1, 2015. Recommendation will allow for the purchase of four new vehicles instead of five.														
<b>FFB - Living Wage / Living Health</b>														
Attrition Savings--Misc	(0.27)	(0.50)	(\$27,086)	(\$1,270)	\$23,584	x								
Mandatory Fringe Benefits			(\$11,564)	(\$21,415)	\$9,851	x								
<i>Total Savings \$33,435</i>														
The recommended increase in Attrition Savings reflects anticipated vacancy that is not likely to be filled for approximately six months.														
<b>ASG - Medical Examiner</b>														
Attrition Savings--Misc	(0.11)	(1.11)	(\$13,021)	(\$137,813)	\$124,792	x			(0.11)	(1.11)	(\$13,202)	(\$140,040)	\$126,838	x
Mandatory Fringe Benefits			(\$5,208)	(\$55,125)	\$49,917	x					(\$5,281)	(\$56,016)	\$50,735	x
<i>Total Savings \$174,709</i>														
The Mayor's proposed FY 2013-14 budget reduces attrition savings to allow for the hire of vacant positions. The Department has not shown the need for the increased staffing. The Budget and Legislative Analyst's recommendation would restore attrition savings to the FY 2012-13 amount.														
Ongoing savings.														

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**ADM - Administration**

Object Title	FY 2013-14						FY 2014-15								
	FTE		Amount		GF 1T	Savings	FTE		Amount		GF 1T	Savings			
	From	To	From	To			From	To	From	To					
Equipment Purchase			\$184,151	\$77,936	x	\$106,215	x								
	Department has requested 3 new Ford Econoline Cargo Vans (with added customizations) and 1 new Ford Escape Hybrid. However, department has only supplied age, mileage, and maintenance concerns for one of the vans and for the one car. Reduction reflects quoted price for one new Ford Econoline Cargo Van (with added customizations) and the new hybrid.														
Other Current Expenses			\$383,968	\$363,968	x	\$20,000	x					\$383,968	\$363,968	\$20,000	x
	Department is requesting an increase in this line-item from \$303,968 to \$383,968 (an \$80,000 increase). Of the \$80,000 increase over the current year's budget, \$40,000 was to make up for a cut in materials and supplies, while another \$20,000 was intended for refrigerator maintenance costs. That leaves \$20,000 that is beyond departmental needs. The recommended reduction will still provide a \$60,000 increase in Other Current Expenses for the department.														

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$290,624	\$417,882	\$708,506
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$290,624</b>	<b>\$417,882</b>	<b>\$708,506</b>

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$78,230	\$421,680	\$499,910
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$78,230</b>	<b>\$421,680</b>	<b>\$499,910</b>