# **CITY AND COUNTY OF SAN FRANCISCO**

# **BOARD OF SUPERVISORS**

# BUDGET AND LEGISLATIVE ANALYST

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June 21, 2012

- **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 2012-2013 to Fiscal Year 2013-2014 Budget.

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#### Descriptions for Departmental Budget Hearing, June 25, 2012 Meeting, 10:00 a.m.

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12, Pore

Harvey M. Rose

cc: Supervisor Chu Supervisor Avalos Supervisor Kim Supervisor Cohen Supervisor Wiener President Chiu Supervisor Campos Supervisor Elsbernd Supervisor Farrell Supervisor Mar Supervisor Olague Clerk of the Board Cheryl Adams Mayor Lee Controller Kate Howard

# CPC-DEPARTMENT OF CITY PLANNING

# **BUDGET REVIEW EXECUTIVE SUMMARY**

# YEAR ONE: FY 2012-13

# Budget Changes

The department's proposed \$30,660,752 budget for FY 2012-13 is \$6,056,353 or 24.6 % more than the original FY 2011-12 budget of \$24,604,399.

# Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 152.54 FTEs, which are 1.71 FTEs more than the 150.83 FTEs in the original FY 2011-12 budget. This represents a 1.1% increase in FTEs from the original FY 2011-12 budget.

The Department has requested approval of 2 positions as interim exceptions to support planning efforts for the development of the proposed Warrior stadium on Piers 30-32. The Budget and Legislative Analyst recommends disapproval of both positions as interim exceptions.

# Revenue Changes

The Department's revenues of \$25,654,071 in FY 2012-13, are \$2,954,982 or 13.0% more than FY 2011-12 revenues of \$22,699,089. General Fund support of \$5,006,681 in FY 2012-13 is \$3,101,371 or 162.8% more than FY 2010-11 General Fund support of \$1,905,310.

# YEAR TWO: FY 2013-14

# Budget Changes

The department's proposed \$28,224,069 budget for FY 2013-14 is \$2,436,683 or 7.9% less than the original FY 2012-13 budget of \$30,660,752.

# Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 152.29 FTEs, which are .25 FTEs fewer than the 152.54 FTEs in the original FY 2012-13 budget. This represents 0.2% decrease in FTEs from the original FY 2012-13 budget.

# **Revenue Changes**

The Department's revenues of \$24,355,938 in FY 2013-14, are \$2,954,982 or 5.1% less than FY 2012-13 revenues of \$25,654,071. General Fund support of \$3,868,131 in FY 2012-13 is \$1,138,550 or 22.7% less than FY 2012-13 General Fund support of \$5,006,681.

#### **DEPARTMENT:**

#### **CPC – CITY PLANNING DEPARTMENT**

#### RECOMMENDATIONS

# **YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$601,822 in FY 2012-13. Of the \$601,822 in recommended reductions, \$412,583 are ongoing savings and \$189,239 are one-time savings. Of the total \$601,822 recommended reductions, \$472,549 are General Fund savings. The overall reductions would still allow an increase of \$5,454,531 or 22.2% in the Department's FY 2012-13 budget.

# YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$516,069 in FY 2013-14. Of the \$516,069 in recommended reductions, \$371,021 are ongoing General Fund savings.

#### **DEPARTMENT:**

#### CPC – CITY PLANNING DEPARTMENT

#### **SUMMARY OF PROGRAM EXPENDITURES:**

	FY 2011- 2012	FY 2012- 2013	Increase/ Decrease from FY 2011-	FY 2013- 2014	Increase/ Decrease from FY 2012-
Program	Budget	Proposed	2012	Proposed	2013
CITY PLANNING					
ADMINISTRATION/PLANNING	7,643,600	9,928,716	2,285,116	9,727,478	(201,238)
CITYWIDE PLANNING	4,095,107	6,866,859	2,771,752	4,542,850	(2,324,009)
CURRENT PLANNING	7,361,946	7,159,972	(201,974)	7,885,871	725,899
ENVIRONMENTAL PLANNING	4,099,077	5,136,999	1,037,922	4,425,236	(711,763)
ZONING ADMINISTRATION AND	1,404,669	1,568,206	163,537	1,642,634	74,428
COMPLIANCE					
CITY PLANNING	24,604,399	30,660,752	6,056,353	28,224,069	(2,436,683)

#### FY 2012-13

The Department's proposed FY 2012-13 budget has increased by \$6,056,353 largely due to:

- Planning requirements for the construction of the 17<sup>th</sup> and Folsom Park as part of the Eastern Neighborhoods Program, funded by the Eastern Neighborhoods impact fee;
- Completing the Environmental Impact Report (EIR) for the City's Transit Effectiveness Project and development of environmental review procedures for the Transportation Sustainability Program, in coordination with the Municipal Transportation Agency, San Francisco County Transportation Authority, and Office of Economic and Workforce Development;
- Continued implementation of the integrated Permit & Project Tracking System (jointly with the Department of Building Inspection), which will standardize permit processing;
- Planning and environmental review for the new Warriors basketball team stadium to be located at Piers 30 & 32; and
- Increased work order costs from the City Attorney's office due increased litigation related to Environmental Impact Reports (EIR) and other planning issues.

#### FY 2013-14

The Department's proposed FY 2013-14 budget has decreased by \$2,436,683 largely due to:

- An anticipated reduction in capital project expenses following completion of the planning work for the 17<sup>th</sup> and Folsom Park in the Eastern Neighborhoods Program; and
- A reduction in contract expenses due to completion of the Transportation Sustainability Program EIR.

#### **DEPARTMENT:**

#### **CPC – CITY PLANNING DEPARTMENT**

#### **SUMMARY OF DEPARTMENT POSITION CHANGES:**

#### <u>FY 2012-13</u>

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 152.54 FTEs, which are 1.71 FTEs more than the 150.83 FTEs in the original FY 2011-12 budget. This represents a 1.1% increase in FTEs from the original FY 2011-12 budget.

The Department is adding 10 new positions, offset by other adjustments, including:

- Two new planner positions for environmental reviews of public projects.
- Two new planners in administration: one for legislative affairs and one to act as support staff for the Planning and Historic Preservation Commissions.
- One new limited tenure environmental planner for the Central Corridor EIR.
- One new limited tenure planner position for the Strengthening Neighborhoods Program.
- One limited tenure planner position and one limited tenure environmental planner position related to the Warriors basketball team proposed stadium project for Piers 30 & 32.
- Two new administrative positions: one for website work related to community engagement and the Permit & Project Tracking System, and one to assist with personnel and payroll.

#### FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 152.29 FTEs, which are 0.25 FTEs less than the 152.54 FTEs in the original FY 2012-13 budget. This represents a .16% decrease in FTEs from the original FY 2012-13 budget. In FY 2013-14, the Department is substituting one manager position in the Planning Commission staff and is annualizing new positions added in FY2012-13.

# **INTERIM EXCEPTIONS**

The Department has requested approval of 2 positions as an interim exception. The Budget and Legislative Analyst recommends disapproval of these 2 positions as an interim exception. These positions are one limited tenure planner and one limited tenure environmental planner related to the Warriors basketball team proposed stadium project for Piers 30 & 32.

#### **DEPARTMENT:**

#### **CPC – CITY PLANNING DEPARTMENT**

#### **DEPARTMENT REVENUES:**

#### FY 2012-13

The Department's revenues of \$25,654,071 in FY 2012-13, are \$2,954,982 or 13.0% more than FY 2011-12 revenues of \$22,699,089. General Fund support of \$5,006,681 in FY 2012-13 is \$3,101,371 or 162.8% more than FY 2011-12 General Fund support of \$1,905,310.

The Department projects increases in planning permit fee revenues in FY 2012-13 due to increases in construction activity and planned projects.

#### FY 2013-14

The Department's revenues of \$24,355,938 in FY 2013-14, are \$1,298,133 or 5.1% less than FY 2012-13 revenues of \$25,654,071. General Fund support of \$3,868,131 in FY 2013-14 is \$1,138,550 or 22.7% less than FY 2012-13 General Fund support of \$5,006,681.

#### **COMMENTS**:

#### FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$601,822 in FY 2012-13. Of the \$601,822 in recommended reductions, \$412,583 are ongoing savings and \$189,239 are one-time savings. These reductions would still allow an increase of \$5,454,531 or 22.2% in the Department's FY 2012-13 budget.

#### FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$516,069 in FY 2013-14. Of the \$516,069 in recommended reductions, \$371,021 are ongoing General Fund savings.

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# For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget Recommendations of the Budget and Legislative Analyst

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UPU - UNY FIAMMING													
				FY 2012-13						F	FY 2013-14		
	F	FTE	An	Amount				FTE		Amount	nt		
<b>Object Title</b>	From	$\mathbf{T}_{0}$	From	$T_0$	Savings	GF 1	1T Fro	From To	0	From	$T_0$	Savings (	GF 1T
	- HAH -	Citywie	FAH - Citywide Planning										
Planner III	1.00	0.92	\$99,476	\$91,518	\$7,958		х		$\left  - \right $				
Mandatory Fringe Benefits			\$39,528	\$36,367	\$3,161		x						
			Total Savings	\$11,119					-				
	The De	partme	The Department proposes to create a limited	tte a limited term P	term Planner III position at 1.0	at 1.0							
	FTE to Departr	work o	n the proposed W <sub>i</sub> also requesting int	FTE to work on the proposed Warriors basketball team stadium. The Department is also requesting interim exemption for this position in FY 2012-	eam stadium. The r this position in F	Y 2012							
	13. The recomm	e Budge nends a	tt Analyst recomm hire date of Augu	13. The Budget Analyst recommends disapproval of the interim exception and recommends a hire date of August 1, 2012 instead of July 1, 2012.	f the interim excer of July 1, 2012.	otion an	р						
	FDP - (	Curren	FDP - Current Planning										
Temporary Salaries	2.53	1.92	\$208,100	\$158,100	\$50,000	Х	2	2.53 1.0	1.62	\$208,100	\$133,100	\$75,000	x
Mandatory Fringe Benefits			\$16,439	\$12,489	\$3,950	X				\$16,439	\$10,514	\$5,925	x
			Total Savings	\$53,950					To	Total Savings	\$80,925		
	The De 2012-13	partmei 3 and F	The Department anticipates having reduced 2012-13 and FY 2013-14.	ng reduced Tempo	Temporary Salary needs in FY	in FY	On£	Ongoing reduction.	uction				
	FEF - /	Admini	FEF - Administration/Planning										
Planner III	0.77	0.00	\$76,597	80	\$76,597	Х	1.	1.00 0.00	00	\$101,246	0\$	\$101,246	X
Mandatory Fringe Benefits			\$30,437	\$0	\$30,437	x				\$43,802	\$0	\$43,802	x
			Total Savings	\$107,034					To.	Total Savings	\$145,048		
	The De had a P positior recomm Affairs	partme: lanner ] n to Cur nends do in FY 2 in FY 2	The Department requests a Planner III for Le had a Planner III in Legislative Affairs in FY position to Current Planning. Therefore, the recommends denying this request for anothe Affairs in FY 2012-13.	The Department requests a Planner III for Legislative Affairs. The Department had a Planner III in Legislative Affairs in FY 2011-12, and then reassigned the position to Current Planning. Therefore, the Budget and Legislative Analyst recommends denying this request for another new Planner III for Legislative Affairs in FY 2012-13.	egislative Affairs. The Departm 7 2011-12, and then reassigned 1 Budget and Legislative Analyst r new Planner III for Legislative	spartme igned tl nalyst slative		Ongoing reduction.	uction.				

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# For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget Recommendations of the Budget and Legislative Analyst

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				FY 2012-13							FY 2013-14	
	F	FTE	Amount	ount				FTE	Е	Amount	ount	
<b>Object Title</b>	From	$\mathbf{T}_{0}$	From	$T_0$	Savings	GF	1T	1T From	$T_0$	From	$T_0$	Savings
Planner III	0.77	0.00	\$76,597	\$0	\$76,597			1.00	0.00	\$101,246	\$0	\$101,240
Mandatory Fringe Benefits			\$30,437	80	\$30,437					\$43,802	\$0	\$43,800
			Total Savings	\$107,034						Total Savings	\$145,048	
	Departı Managı Departı reorgan additior support	ment cu er IV, o ment is nization n of a n n of a n	Department currently has three staff assigned to the Planning Commission, one Manager IV, one Senior Clerk Typist, and one Executive Secretary. The Department is requesting a new Planner III due to anticipated staff reorganization. The Budget and Legislative Analyst recommends rejecting the addition of a new Planner III to what would effectively be an administrative support role for the Commission.	ee staff assigned to the Planning Commission, c tk Typist, and one Executive Secretary. The ew Planner III due to anticipated staff and Legislative Analyst recommends rejecting th t to what would effectively be an administrative sion.	Planning Commis utive Secretary. T nticipated staff recommends rejec ely be an administ	ssion, The cting t trative	0	Ongoing reduction.	reducti	.uo		
	FFP - F	Enviroi	FFP - Environmental Planning									
Planner III - Env. Review	1.00	1.00 0.92	\$99,476	\$91,518	\$7,958		х					
								ŀ				

The Department proposes to create an Environmental Planner III position at 1.0

FTE to work on the proposed Warriors basketball team stadium. The

13. The Budget Analyst recommends disapproval of the interim exception and Department is also requesting interim exemption for this position in FY 2012-

recommends a hire date of August 1, 2012 instead of July 1, 2012.

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\$3,162

\$36,367 \$11,120

\$39,529

Mandatory Fringe Benefits

Total Savings

UPU - UIY Planning				FV 2012-13			F			<u>T</u>	FV 2013-14			Γ
	Ŧ	FTE	A.	Amount				FTE	E	Amount	unt			
<b>Object Title</b>	From	L To	From	To	Savings	GF	1T	From	$\mathbf{T_0}$	From	$T_0$	Savings	GF	1T
Planner III - Env. Review	1.54	0.50	\$153,193	3 \$49,738	8 \$103,455	Х		2.00	1.00	\$202,492	\$101,246	\$101,246	х	
Mandatory Fringe Benefits			\$60,874	4 \$19,764.29	9 \$41,110	x				\$87,604	\$43,802	\$43,802	×	
•			Total Savings	\$144,565	5					Total Savings	\$145,048			
	The D	epartme	nt has requested t	two new Planner l	The Department has requested two new Planner III Environmental Review	eview								
	positic	ns to pro	positions to process public projects, includir	ects, including Re	ng Recreation and Park Department	Departn	nent							
	projeci	ts and th	ne first phase of th	ne Historic Preser	projects and the first phase of the Historic Preservation Element to the City's	he City	's							
	Gener:	al Plan.	The Department	has not provided s	General Plan. The Department has not provided sufficient evidence that public	that pu	blic							
	or priv	/ate proj- nuested t	ect work load wil wo new Planner	Il increase sufficie III Environmental	or private project work load will increase sufficiently in FY 2012-13 to justify the requested two new Planner III Environmental Review positions. Caseload	to just Caselo	uty ad							
	data pi	rovided	by the Departmer	nt indicate that in	data provided by the Department indicate that in FY2011-12, environmental	nmenta	la							
	projeci	t caseloé	ad is approximate	ly at its five-year	project caseload is approximately at its five-year average. At the same time, the	ne time	, the							
	Depart Envirc	tment cu mmental	urrently has more I Review than any	Department currently has more positions (20.6 F1Es) for Plan Environmental Review than any prior year of the past decade.	Department currently has more positions (20.6 F1Es) for Planner III Environmental Review than any prior year of the past decade.			Ongoing savings.	saving	s.				
	The D	enartme	nt's FY 2012-134	hudoet also includ	The Denartment's FY 2012-13 hudget also includes two new Planner III	. III								
	Enviro Piers 3	so-32 an	l Review position d the Central Cor	is for the proposed ridor project, for	Environmental Review positions for the proposed Warriors' development on Piers 30-32 and the Central Corridor project, for which we are recommending	ment o. amendi	n ing							
	approval.	val.												
	We red	commen	We recommend approval of one Planner III	r III	Environmental Review position to	position	n to							
	זו וווינ			-01										
Professional & Specialized Srvcs.			\$334,000	0 \$167,000	0 \$167,000	X	X							
			Total Savings	\$167,000										
	Reduc	e due to	Reduce due to available carryforwards.	ırwards.										
			Ē	FY 2012-13						E	FY 2013-14	;		
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# Recommendations of the Budget and Legislative Analyst For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget

\$371,021 \$145,048 \$516,069

\$371,021 \$145,048 **\$516,069** 

**\$**0 \$0

General Fund Non-General Fund Total

\$472,549 **\$129,273** \$601,822

\$305,549 \$107,034 **\$412,583** 

\$167,000 \$22,239

General Fund Non-General Fund

\$189,239

Total

# **BUDGET REVIEW EXECUTIVE SUMMARY**

# YEAR ONE: FY 2012-13

# Budget Changes

The department's proposed \$46,048,425 budget for FY 2012-13 is \$13,538,115 or 41.6% more than the original FY 2011-12 budget of \$32,510,310.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 76.48 FTEs, which are 11.62 FTEs more than the 64.86 FTEs in the original FY 2011-12 budget. This represents a 17.9% increase in FTEs from the original FY 2011-12 budget.

# Revenue Changes

The Department's revenues of \$27,291,836 in FY 2012-13, are \$2,196,988 or 8.8% more than FY 2011-12 revenues of \$25,094,848. General Fund support of \$18,756,589 in FY 2012-13 is \$11,341,127 or 152.9% more than FY 2011-12 General Fund support of \$7,415,462.

# YEAR TWO: FY 2013-14

# Budget Changes

The department's proposed \$38,167,350 budget for FY 2013-14 is \$7,881,075 or 17.1% less than the original FY 2012-13 budget of \$46,048,425.

# Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 78.75 FTEs, which are 2.27 FTEs more than the 76.48 FTEs in the original FY 2012-13 budget. This represents a 3.0% increase in FTEs from the original FY 2012-13 budget.

# Revenue Changes

The Department's revenues of \$23,571,616 in FY 2013-14, are \$3,720,220 or 13.6% less than FY 2012-13 revenues of \$27,291,836. General Fund support of \$14,595,734 in FY 2012-13 is \$4,160,855 or 22.2% less than FY 2011-12 General Fund support of \$18,756,589.

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

#### RECOMMENDATIONS

# **YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$201,461 in FY 2012-13. Of the \$201,461 in recommended reductions, \$99,461 are ongoing savings and \$102,000 are one-time savings. These reductions would still allow an increase of \$13,336,654 or 41.0% in the Department's FY 2012-13 budget.

The Budget and Legislative Analyst's policy recommendation totals \$1,000,000 in FY 2012-13. If the Board of Supervisors approves the policy recommendation, the recommended reductions to the proposed budget total \$1,201,461 in FY 2012-13. These reductions would still allow an increase of \$12,336,654 of 37.9% in the Departments FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$122 to the General Fund.

Together, these recommendations will result in \$1,194,652 savings to the City's General Fund in FY 2012-13.

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

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$105,874 in FY 2013-14, all of which are ongoing savings.

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

#### **SUMMARY OF PROGRAM EXPENDITURES:**

			Increase/		Increase/
	FY 2011-2012	FY 2012-2013	Decrease from	FY 2013-2014	Decrease from
Program	Budget	Proposed	FY 2011-2012	Proposed	FY 2012-2013
ECONOMIC AND WORKFORCE DEVELOPMENT					
CHILDREN'S BASELINE	314,065	314,065	0	314,065	0
ECONOMIC DEVELOPMENT	16,578,112	24,578,342	8,000,230	20,196,120	(4,382,222)
FILM SERVICES	1,207,171	1,291,625	84,454	1,300,000	8,375
OFFICE OF SMALL BUSINESS AFFAIRS	707,907	787,895	79,988	819,192	31,297
WORKFORCE TRAINING	13,703,055	19,076,498	5,373,443	15,537,973	(3,538,525)
ECONOMIC AND WORKFORCE DEVELOPMENT	32,510,310	46,048,425	13,538,115	38,167,350	(7,881,075)

#### FY 2012-13

The Department's proposed FY 2012-13 budget has increased by \$13,538,115 largely due to:

- Ongoing implementation of the Mayor's 17-Point Jobs Plan, which will include involving local nonprofits in providing technical skills training and job placement services to San Francisco residents.
- One-time funding for the City's Cruise Ship Terminal project, in preparation for the America's Cup. The Department's proposed FY 2012-13 budget also includes ongoing funding for positions and consultants related to planning for the 34th America's Cup.
- Annualization of the Mayor's small business loan program, which was created in FY 2011-12.
- Introduction of the Mayor's Improve Blighted Areas initiative, which will focus on Central Market and 6<sup>th</sup> Street areas.
- Increased funding for the City's Film Rebate Program, which provides rebates to companies producing feature films in San Francisco.
- New funding to absorb a job readiness initiative previously assigned to the San Francisco Redevelopment Authority.
- New efforts to bring the Golden State Warriors basketball team to San Francisco and additional coordination between the City and nightlife purveyors.

#### FY 2013-14

The Department's proposed FY 2013-14 budget has decreased by \$7,881,075 largely due to:

- A reduction in capital project funding, following the anticipated completion of Phase I of the Cruise Ship Terminal project, which will be utilized as part of the 34<sup>th</sup> America's Cup.
- A reduction in Workforce Development multi-year Federal Grant Funds.
- These reductions are offset, in part, by the annualization of new positions.

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

# **SUMMARY OF DEPARTMENT POSITION CHANGES:**

#### FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 76.48 FTEs, which are 11.62 FTEs more than the 64.86 FTEs in the original FY 2011-12 budget. This represents a 17.9% increase in FTEs from the original FY 2011-12 budget.

The proposed budget includes new positions working on economic development issues Citywide, as well as new positions that will focus on economic and workforce development issues for the City's Mid-Market district. The proposed budget's increase in FTEs also reflects the annualization of positions that were new in the department's FY 2011-12 budget.

### <u>FY 2013-14</u>

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 78.75 FTEs, which are 2.27 FTEs more than the 76.48 FTEs in the original FY 2012-13 budget. This represents 3.0% increase in FTEs from the original FY 2012-13 budget, resulting primarily from the annualization of new positions in the Department's FY 2012-13 budget.

#### **DEPARTMENT REVENUES:**

### FY 2012-13

The Department's revenues of \$27,291,836 in FY 2012-13, are \$2,196,988 or 8.8% more than FY 2011-12 revenues of \$25,094,848. General Fund support of \$18,756,589 in FY 2012-13 is \$11,341,127 or 152.9% more than FY 2011-12 General Fund support of \$7,415,462.

Specific changes in the Department's FY 2012-13 revenues include:

- New General Fund allocations to the components of the Mayor's 17-Point Jobs Plan.
- A one-time General Fund allocation for a portion of the cost of the Cruise Ship Terminal project. Additional funding for the project is budgeted separately and will come from the America's Cup Organizing Committee.
- Multi-year federal grant funds to technical skills training and job training initiatives.

#### FY 2013-14

The Department's revenues of \$23,571,616 in FY 2013-14, are \$3,720,220 or 13.6% less than FY 2012-13 revenues of \$27,291,836. General Fund support of \$14,595,734 in FY 2012-13 is \$4,160,855 or 22.2% less than FY 2011-12 General Fund support of \$18,756,589.

These changes reflect an anticipated reduction federal grant funds and a reduction in General Fund revenues for capital projects.

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

# **COMMENTS**:

# FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$201,461 in FY 2012-13. Of the \$201,461 in recommended reductions, \$99,461 are ongoing savings and \$102,000 are one-time savings. These reductions would still allow an increase of \$13,336,654 or 41.0% in the Department's FY 2012-13 budget.

The Budget and Legislative Analyst's policy recommendation totals \$1,000,000 in FY 2012-13. If the Board of Supervisors approves the policy recommendation, the recommended reductions to the proposed budget total \$1,201,461 in FY 2012-13. These reductions would still allow an increase of \$12,336,654 of 37.9% in the Departments FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$122 to the General Fund.

Together, these recommendations will result in \$1,194,652 savings to the City's General Fund in FY 2012-13.

# FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$105,874 in FY 2013-14, all of which are ongoing savings.

Recommendations of the Budget and Legislative Analyst For Amendment of Budget Items in the FV 2012-13 and FY 2013-14 Fixed Two-Year Budget

**ECN - Economic and Workforce Development** 

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The Department has requested six new Economic Development Specialists, and two Community Development Specialists, Downward substitute one Senior Community Development Specialists, and three new Community Development Specialists, and three new Community Development Specialists, Downward substitute one Senior Community Development Specialists, Downward substitute one Senior Community Development Specialists, Downward substitute one Senior Community Development Specialists and three new Community Development Specialists.           Development Specialists and three new Community Development Specialists.         Senior Community Development Specialists.         One Si 117, 827)         S417, 377         X         Co.652)         (100)         (574, 057)         (574,	The Dep the May Senior C Develop Develop	0000000	Total Savings	\$12,076					To	tal Savings	\$16,091	1	1	
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$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	would st	till allo	w the Department t	o hire two new Se	nior Community									
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	Develop	oment 2	Specialists and three	e new Community	Development Sp	ecialis		Sngoing :	savings.					
Image: Notation of the state of t		(1.00)	) (\$72,827)	(\$117,827)	\$45,000	х		(0.62) (	(1.00)	(\$74,057)	(\$119,057)	\$45,000	Х	
Total Savings         Total Savings           Total Savings         S62.377         Total Savings           FY 2011-12, and is increasing Economic Development salary surplus in this fund in FY 2012-13. An increase in Attrition Savings of \$100,000 will allow for sufficient funding for saffing in FY 2012-13.         Total Savings           FY 2011-12, and is increasing Economic Development salaries by \$1,218,662         or 73.1% in FY 2012-13.           Allow for sufficient funding for saffing in FY 2012-13.         Domoing Savings.           Allow for sufficient funding for saffing in FY 2012-13.         On 0.00           BL1 - Workforce Training         S51,014         x           0.00         1.00         0.00         \$137,904         x         0.00         \$140,358         \$56,461         \$56,461         \$56,461         \$56,461         \$56,664         \$55	Mandatory Fringe Benefits		(\$28,123)	(\$45,500)	\$17,377	Х				(\$31,077)	(\$49,961)	\$18,884	Х	
The Department is projected to have \$158,842 in salary surplus in this fund in FY 2011-12, and is increasing Economic Development salaries by \$1,218,862 or 73.1% in FY 2012-13. An increase in Attrition Savings of \$100,000 will allow for sufficient funding for staffing in FY 2012-13. Concrease in Attrition Savings of \$100,000 will allow for sufficient funding for staffing in FY 2012-13. Concrease in Attrition Savings of \$100,000 will allow for sufficient funding for staffing in FY 2012-13. Concrease in Attrition Savings.           Mathematical Same Support in Attrition Savings of \$100,000 will allow for sufficient funding for staffing in FY 2012-13. Concrease in Attrition Savings.           Into 0.00         S137.904         S140.358           One of 0.00         S140.358           S137.904         S140.358           One of 0.00         S140.358           One 0.00         S140.358           S137.904         S140.358           S137.904         S140.358           S1.00         One 0.00			Total Savings	\$62,377					To	tal Savings	\$63,884			
FY 2011-12, and is increasing Economic Development salaries by \$1,218,862         or 73.1% in FY 2012-13. An increase in Attrition Savings of \$100,000 will allow for sufficient funding for staffing in FY 2012-13.       Ongoing savings.         BL1 - Workforce Training       0.00       \$137,904       x       1.00       0.00       \$140,358         0.100       0.00       \$137,904       x       1.00       0.00       \$140,358         0.100       1.00       0.00       \$137,904       x       1.00       0.00       \$140,358         0.00       1.00       \$51,014       x       0.00       1.00       \$140,358       \$26,461         0.00       1.00       \$55,568       \$51,014       x       0.00       \$56,461       \$56         0.00       1.00       \$55,354       \$51,304       x       0.00       \$56,461       \$50         0.00       1.00       \$55,354       \$53,564       x       0.00       \$56,6624       \$50         0.00       0.50       \$50       \$52,354       \$55,554       \$56,6624       \$50       \$56,069       \$56         1.50       1.00       0.50       \$55,354       \$52,3683       \$52,0669       \$56       \$56       \$56       \$56       \$56       \$5	The Dep	partme	nt is projected to ha	ve \$158,842 in sal	lary surplus in this	s fund	in							
or 73.1% in FY 2012-13. An increase in Attrition Savings of \$100,000 will allow for sufficient funding for staffing in FY 2012-13.       Ongoing savings.         BL1 - Workforce Training         ID0 0.00 \$137,904       \$	FY 2011	1-12, a	nd is increasing Eco	momic Developme	ent salaries by \$1.	,218,8	62							
allow for sufficient funding for staffing in FY 2012-13.       Ongoing savings.         BL1 - Workforce Training       Ongoing savings.         I.00       0.100       \$\$\$137,904       \$\$\$\$1,014       \$	or 73.1%	% in F	Y 2012-13. An incre	ase in Attrition Sa	tvings of \$100,00	0 will								
<b>BL1 - Workforce Training</b> 1.00         0.00         \$\$137,904         \$\$0         \$\$137,904         \$\$140,358         \$\$           1.00         0.00         \$\$137,904         \$\$0         \$\$137,904         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$         \$\$56,461         \$\$ <td< td=""><td>allow fo</td><td>or suffi</td><td>cient funding for sta</td><td>ffing in FY 2012-</td><td>13.</td><td></td><td>Ŭ</td><td>Ongoing :</td><td>savings.</td><td></td><td></td><td></td><td></td><td></td></td<>	allow fo	or suffi	cient funding for sta	ffing in FY 2012-	13.		Ŭ	Ongoing :	savings.					
1.00         0.00         \$\$137,904         \$\$0         \$\$137,904         \$\$1,014         \$\$1,00         0.00         \$\$140,358         \$\$         \$\$51,014         \$\$         \$\$51,014         \$\$         \$\$54,61         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,461         \$\$         \$\$56,624         \$\$55,354         \$\$	BL1 - W	Vorkfe	orce Training											
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$			•	\$0	\$137,904	Х			0.00	\$140,358	\$0	\$140,358	Х	
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	_		\$51,014	\$0	\$51,014					\$56,461	\$0	\$56,461	Х	
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$		1.00		\$128,568	(\$128,568)			0.00	1.00	\$0	\$130,856	(\$130,856)	Х	
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	_			\$49,204	(\$49,204)	Х				\$0	\$54,314	(\$54,314)	Х	
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$		0.00		\$0	\$59,564	х			0.00	\$60,624	\$0	\$60,624	х	
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	Mandatory Fringe Benefits		\$23,683	\$0	\$23,683	Х				\$26,069	\$0	\$26,069	Х	
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$		0.50		\$55,354	(\$55,354)				0.50	\$0	\$56,339	(\$56,339)	x	
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	Mandatory Fringe Benefits		\$0	\$20,962	(\$20,962)	х				\$0	\$23,229	(\$23,229)	х	
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$		1.00		\$119,128	\$59,564			1.50	1.00	\$181,872	\$121,248	\$60,624		
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	Mandatory Fringe Benefits		\$71,049	\$47,366	\$23,683					\$78,207	\$52,138	\$26,069		
$\begin{array}{ c c c c c c c c c c c c c c c c c c c$		020							020	Ċ.		(UCC / 24)		
Total Savings     \$11,146     \$20,962]     (\$20,962)     \$0       Downward substitutions for ich levels actually being performed     Oncoing servings		00.0		400,00¢	(\$05,504)				0C.U	\$0 \$	\$20,339	(426,339)		
Total Savings Oncoing eavings	Mandatory Fringe Benefits		\$0	\$20,962	(\$20,962)					\$0	\$23,229	(\$23,229)		
			Total Savings	\$11,146					To	tal Savings	\$11,649			
	Downw	ard sub	ostitutions for job le	vels actually being	g performed.		<u> </u>	Ongoing savings	savings					

Budget and Finance Committee, June 25, 2012

1T = One Time

				FY 2012-13			╞			FY 2013-14			
	F	FTE	Amount	ount				FTE	Am	Amount			
<b>Object Title</b>	From	$T_0$	From	$T_0$	Savings	$\mathbf{GF}$	1T F	From To	From	$T_0$	Savings	$\mathbf{GF}$	$\mathbf{1T}$
Community Based Organization Services			\$5,257,582	\$5,155,582	\$102,000	x	×						
	Depart has pro	ment has pposed a \$	historically under 31,179,187 increas	Department has historically underspent this budget line item, and the Mayor has proposed a \$1,179,187 increase in FY 2012-13. According to the	ine item, and the According to the	Mayor	5.						
	Depart	ment, vac	Department, vacancies have contributed to	ibuted to the Depa	the Department's inability to	to							
	Acknor Acknor EV 201	wledging	exnaust its Community Based Organization Acknowledging the Department's efforts to EV 2013 12 and time reduction of \$100.0		Services allocation. fill vacancies in the first q	uarter	of						
	for its	Communi	ty Based Organize	for its Community Based Organization Services work	k.		и D						
				FY 2012-13						FY 2013-14			
			Total Ro One Time	Total Recommended Reductions	luctions Total				Total R One Time	Total Recommended Reductions	uctions Totol		
	Genera	General Fund	\$102,000	92,530	\$194,530	_	9	General Fund		<b>S98,749</b>	\$98,749		
	Non-General Fund Total	al Fund Total	\$0 <b>\$102,000</b>	\$6,931 <b>\$99,461</b>	\$6,931 \$201,461		Don-G	Non-General Fund Total	d \$0	\$7,125 <b>\$105,874</b>	\$7,125 \$105,874		
	Polic	y Recon	<b>Policy Recommendations</b>										
	BK5 -	Economi	<b>BK5 - Economic Development</b>										
Community Based Organization Services			\$2,000,000	\$1,000,000	\$1,000,000	x	x		\$2,000,000	\$2,000,000	0\$	x	
	The Sn 12-004	9). Of the	The Small Business Revolving Loan Fund J 12-0049). Of the \$1,000,000 supplemental	an Fund received	a \$1,000,000 sup; ition, \$500,000 w.	olemer as plac	ntal apl ced on	propriation, Budget and	The Small Business Revolving Loan Fund received a \$1,000,000 supplemental appropriation, as approved by the Board of Supervisors on March 27, 2012 (File 12-0049). Of the \$1,000,000 supplemental appropriation, \$500,000 was placed on Budget and Finance Committee reserve, pending an update on the program.	Board of Superviso: reserve, pending a	rs on March 27, 7 n update on the J	2012 (J prograi	File m.
	as of the subseq	une 13, 2 uent year	oll, none of the p s. Because these fi	unds have not beer	nental appropriation of the D	lon na lepartn	u been nent pr	expended. r	As of june 15, 2012, hole of the \$1,000,000 suppremental appropriation had been expended. As a continuing project, these funds have not been expended, the Department provided a budget that increases the program budget from \$2,000,000 per year \$2,	be program budget	from \$2,000,000	) per y	ear
	c,2\$ of Revolv	00,000 p∈ ing Loan	Fund in FY 2012.	on of \$1,000,000 II -13 (\$1,000,000 m	n the Department odified budget ap	s FY 2 propri	ation p	5 budget wor Jus \$1,000,0	to \$2,500,000 per year. A reduction of \$1,000,000 in the Department's FY 2012-13 budget would still allow \$2,000,000 of funding for the Small Business Revolving Loan Fund in FY 2012-13 (\$1,000,000 modified budget appropriation plus \$1,000,000 continuing funds). Furthermore, the Budget and Legislative	00,000 of funding f( s). Furthermore, the	or the Small Busi Budget and Leg	ness gislativ	, ve
	Analyst reco program. Re Supervisors	t recomm m. Reduc: isors.	Analyst recommends placing the FY 2012- program. Reducing the department's FY 20 Supervisors.	FY 2012-13 and F t's FY 2012-13 bu	Y 2013-14 approp dget and placing t	ination the FY	ns on E <sup>-</sup> 2012-	Sudget and F 13 and 2013	Analyst recommends placing the FY 2012-13 and FY 2013-14 appropriations on Budget and Finance Committee reserve, pending the anticipated update on the program. Reducing the department's FY 2012-13 budget and placing the FY 2012-13 and 2013-14 funds on reserve are policy matters for the Board of Supervisors.	reserve, pending the e are policy matter	e anticipated upd s for the Board o	ate on f	the
	I			FY 2012-13						FY 2013-14			
			Total P	<b>Total Policy Recommendations</b>	lations				Total I	<b>Total Policy Recommendations</b>	lations		
		L	One-Time	Ongoing	Total				<b>One-Time</b>	Ongoing	Total	r	
	Genera	General Fund	\$1,000,000	\$0 \$0	\$1,000,000		0 . No. 1	General Fund	d \$0	\$0 \$0	\$0		
	Non-General Fund Total	al Fund Total	\$1 000 000		\$1 000 000	-	2-110N	Non-General Fund Total			04		
		TOTAL	νυνγυννίτφ	Þ	νυνγυνυ			TUK		<b>&gt;</b>	24	_	

Recommendations of the Budget and Legislative Analyst

For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Fixed Two-Year Budget

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

**ECN - Economic and Workforce Development** 

		General		Date of Last		
		Fund	Year of	Recorded	Original	Unexpended
Vendor Name	Subobject Title	Savings	Appropriation	Transaction	Amount	Balance
	COMMUNITY BASED					
	ORGANIZATION					
SAN FRANCISCO PARKS ALLIANCE	SERVICES	No	2010	6/8/2011	50,000.00	336.17
	COMMUNITY BASED					
	ORGANIZATION					
SF BAY AREA LABOR FOUNDATION	SERVICES	Yes	2011	6/22/2011	40,000.00	122.28
			Total A	<b>Total Amount Return to Fund Balance</b>	Fund Balance	458.45
					<b>General Fund</b>	122.28
				Non	Non-General Fund	336.17

Note: The above encurnbrance blanaces are from budget years prior to FY 2011-12. 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 2012-13

# Budget Changes

The department's proposed \$50,207,106 budget for FY 2012-13 is \$2,304,499 or 4.8 % more than the original FY 2011-12 budget of \$47,902,607.

### Personnel Changes

The number of operating full-time equivalent positions (FTE) budgeted for FY 2012-13 are 264.09 FTEs, which are 21.33 FTEs more than the 242.76 FTEs in the original FY 2011-12 budget. This represents a 8.8% increase in FTEs from the original FY 2011-12 budget.

### Revenue Changes

The Department's revenues of \$50,207,106 in FY 2012-13, are \$2,304,499 or 4.8% more than FY 2011-12 revenues of \$47,902,607. There is no General Fund support for the department.

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

### **Budget Changes**

The department's proposed \$52,190,006 budget for FY 2013-14 is \$1,982,900 or 3.9% more than the original FY 2012-13 budget of \$50,207,106.

# Personnel Changes

The number of full-time equivalent operating positions (FTE) budgeted for FY 2013-14 are 271.67 FTEs, which are 7.58 FTEs more than the 264.09 FTEs in the original FY 2012-13 budget. This represents 2.9% increase in FTEs from the original FY 2012-13 budget.

#### Revenue Changes

The Department's revenues of \$52,190,006 in FY 2013-14, are \$1,982,900 or 3.9% more than FY 2012-13 revenues of \$50,207,106. There is no General Fund support for the department.

#### **DEPARTMENT:**

#### **DBI – DEPARTMENT OF BUILDING INSPECTION**

#### RECOMMENDATIONS

# **YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,130,126 in FY 2012-13. Of the \$1,130,126 in recommended reductions, \$851,316 are onetime savings and \$278,810 are ongoing savings. These reductions would still allow an increase of \$1,174,373 or 2.5% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances, for an additional one-time savings of \$12,725.

Together, these recommendations will result in \$1,142,851 savings in FY 2012-13.

The recommended salary savings (from Attrition Savings and related Mandatory Fringe Benefits) total \$851,316 in FY 2012-13. None of these savings are in the City's General Fund. The Budget and Legislative Analyst recommends that the Board of Supervisors place these savings on Budget and Finance Committee reserve, to be released if the Department's actual staffing needs exceed projections.

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

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$488,810 in FY 2013-14. All of the \$488,810 in recommended savings are ongoing. These reductions would still allow an increase of \$1,494,090 or 3.0% in the Department's FY 2013-14 budget.

#### **DEPARTMENT: DBI – DEPARTMENT OF BUILDING INSPECTION**

#### **SUMMARY OF PROGRAM EXPENDITURES:**

	FY 2011- 2012	FY 2012- 2013	Increase/ Decrease from FY 2011-	FY 2013- 2014	Increase/ Decrease from FY 2012-
Program	Budget	Proposed	2012	Proposed	2013
DEPARTMENT OF BUILDING INSP	ECTION				
ADMINISTRATION/SUPPORT SERVICES	14,998,293	12,805,193	(2,193,100)	12,574,589	(230,604)
HOUSING INSPECTION/CODE ENFORCEMENT SVCS	7,672,711	8,448,348	775,637	8,912,212	463,864
INSPECTION SERVICES	15,045,486	16,774,160	1,728,674	17,853,911	1,079,751
PLAN REVIEW SERVICES	10,186,117	12,179,405	1,993,288	12,849,294	669,889
DEPARTMENT OF BUILDING INSPECTION	47,902,607	50,207,106	2,304,499	52,190,006	1,982,900

#### FY 2012-13

The Department's proposed FY 2012-13 budget has increased by \$2,304,499 largely due to:

- Continued recovery of construction activities following the unprecedented collapse in FY 2007-08, resulting in substantial new permit and plan checking requests. While the volume of permits has rebounded to a small extent, the number of large valuation issued permits (and more complex) projects has substantially increased. DBI is projecting growth in their permit workload of 5.0%.
- Personnel cost increases with the addition of 27 new operating and project-based positions. The Department's budget for FY 2012-13 also increases temporary and overtime, especially for the Plan Review and Building Inspection divisions, to allow for adequate staffing as it works to fill vacancies in positions added in FY 2011-12.
- The Department continues major projects to update the integration of technology in work functions with the ongoing effort to scan and digitize historical building records and newly submitted plans.
- The Department is restarting its vehicle replacement program on a 10-year cycle.
- The Department faces increasing work order expenses in FY 2012-13 related to legal costs, fuel, and vehicle maintenance fees.
- In order to keep inspectors current on changing codes, the Department is budgeting for a more robust program of training and development.

#### FY 2013-14

The Department's proposed FY 2013-14 budget has increased by \$1,982,900 largely due to the continued recovery in the building industry, which leads DBI to project continued growth in their permit workload of 4.0%. The increase in the FY 2013-14 budget is due to the annualization of FTEs that were added in FY 2012-13, increased benefit costs and salary increases for permanent employees per the negotiated agreements with the Unions. The Department also has decreased

#### **DEPARTMENT: DBI – DEPARTMENT OF BUILDING INSPECTION**

temporary salaries from their FY 2012-13 levels, reflecting gradual resolution of the hiring backlog and filling of vacancies.

#### **SUMMARY OF DEPARTMENT POSITION CHANGES:**

#### FY 2012-13

The number of full-time equivalent operating positions (FTE) budgeted for FY 2012-13 are 264.09 FTEs, which are 21.33 FTEs more than the 242.76 FTEs in the original FY 2011-12 budget. This represents an 8.8% increase in FTEs from the original FY 2011-12 budget.

DBI will add 27 total positions (including project-based) in FY 2012-13 to accommodate the increase in workload from a construction industry that continues to recover, including:

- Four building inspectors, two plumbing inspectors and two electrical inspectors to alleviate field inspection workload from new projects and assist in code enforcement.
- Six clerks and one supervisor to continue records conversion and digitization which will result in less turnaround time for records requests.
- Six engineers and one clerk for plan review, and one engineer and one building inspector to assist with technical code related over-the-counter and phone inquires which allow customers to understand the requirements for permit approval
- One new personnel position to assist with hiring and two positions for technical information technology network management.

These positions amount to a net addition of 21.33 operating FTE after accounting for other adjustments for project-based positions. The Department is not deleting any positions in FY 2012-13.

DBI NEW POSITIONS (Change over prior year)	Δ FY12-13	Δ FY13-14
ADMINISTRATION/SUPPORT SERVICES		
1042 IS Engineer-Journey	1	-
1043 IS Engineer-Senior	1	-
1244 Senior Personnel Analyst	1	-
1408 Principal Clerk	6	-
1410 Chief Clerk	1	-
HOUSING INSPECTION/CODE ENFORCEMENT		
6331 Building Inspector	2	1
PLAN REVIEW SERVICES		
1410 Chief Clerk	1	-
5207 Associate Engineer	3	1
5241 Engineer	4	1
6331 Building Inspector	1	-
INSPECTION SERVICES		
6242 Plumbing Inspector	2	1
6248 Electrical Inspector	2	1
6331 Building Inspector	2	1
Grand Total	27	6

BUDGET AND LEGISLATIVE ANALYST

#### **DEPARTMENT: DBI – DEPARTMENT OF BUILDING INSPECTION**

#### FY 2013-14

The number of full-time equivalent operating positions (FTE) budgeted for FY 2013-14 are 271.67 FTEs, which are 7.58 FTEs more than the 264.09 FTEs in the original FY 2012-13 budget. This represents a 2.87% increase in FTEs from the original FY 2012-13 budget.

DBI's budget for FY 2013-14 annualizes all 27 positions added in FY2012-13 and adds 6 new positions, including:

• One new building inspector, one new electrical inspector and one new plumbing inspector for field inspections, and one new inspector for building code enforcement.

Two new engineers for technical code related over-the-counter and phone inquires which allow customers to understand the requirements for permit approval. These positions amount to a net addition of 7.58 FTE after accounting for other adjustments for project-based positions.

### **DEPARTMENT REVENUES:**

### FY 2012-13

The Department's revenues of \$50,207,106 in FY 2012-13 are \$2,304,499 or 4.8% more than FY 2011-12 revenues of \$47,902,607. The Department receives no general fund support.

Specific changes in the Department's FY 2012-13 revenues include:

- An increase in revenue from fees related to the recovery of construction activity in the city. In current FY 2011-12, revenue from Charges for Services is well-above budget; the Department forecasts an increase to the account that funds work in future years that was paid for in FY 2011-12 and an increase to fund balance; and
- Increases in revenue from apartment license fees, 1 and 2 family apartment rental unit fees hotel license fees and hotel conversion fees.

#### FY 2013-14

The Department's revenues of \$52,190,006 in FY 2013-14 are \$1,982,900 or 3.9% more than FY 2012-13 revenues of \$50,207,106. The Department receives no general fund support.

<u>The Department's revenues for FY 2013-14 reflect the trends in FY2012-13.</u> This includes strong increases in revenue from fees for plan checking, building permits, and plumbing permits. However, the Department notes that their revenue projection methodology takes a reasonable approach, including the current rapid increase in building activity but recognizing that some of these increases are part of a backlog built up during the recession.

#### **DEPARTMENT: DBI – DEPARTMENT OF BUILDING INSPECTION**

#### **COMMENTS:**

#### FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,130,126 in FY 2012-13. Of the \$1,130,126 in recommended reductions, \$851,316 are onetime savings and \$278,810 are ongoing savings. These reductions would still allow an increase of \$1,174,373 or 2.5% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances, for an additional one-time savings of \$12,725.

Together, these recommendations will result in \$1,142,851 savings in FY 2012-13.

The recommended salary savings (from Attrition Savings and related Mandatory Fringe Benefits) total \$851,316 in FY 2012-13. None of these savings are in the City's General Fund. The Budget and Legislative Analyst recommends that the Board of Supervisors place these savings on Budget and Finance Committee reserve, to be released if the Department's actual staffing needs exceed projections.

#### FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$488,810 in FY 2013-14. All of the \$488,810 in recommended savings are ongoing. These reductions would still allow an increase of \$1,494,090 or 3.0% in the Department's FY 2013-14 budget.

	<b>DBI - Building Inspection</b>	0U											
					FY 2012-13					F	FY 2013-14		
		FTE	E)	Amount	unt			FTE	E	Amount			
Subobject	Subobject Object Title	From	$T_0$	From	$T_0$	Savings	GF 1T	From	$T_0$	From	$T_0$	Savings	GF 1T
		BAN - A	dministr	<b>BAN - Administration/Support Services</b>	Services								
9993M	Attrition Savings	(0.85) (	(2.12)	(\$73,854)	(\$184,562)	\$110,708	х						
9993M	Mandatory Fringe Benefits			(\$30,422)	(\$72,346)	\$41,924	х						
			$T_{\ell}$	Total Savings	\$152,632								
		0931 Mai	nager III	has been vacant	0931 Manager III has been vacant since 2009. It is currently being filled with an	rrently being fille	d with an						
		1824 posi	ition. Bu	dget analyst reco.	1824 position. Budget analyst recommends increasing attrition by the amount of	t attrition by the a	nmount of	6.					
		the 1824	position	the 1824 position currently acting as	as Finance Services Manager.	s Manager.							
02200	Training			\$45,500	\$35,500	\$10,000				\$45,500	\$35,500	\$10,000	
		Reduce tr	aining ba	ased on historica	Reduce training based on historical expenditures. This reduction still leaves an	s reduction still le	saves an	Ongoing	Ongoing reduction.	-			
		increase over current use.	over curr	ent use.									
03500	Other Current Expenses									\$510,000	\$300,000	\$210,000	
								Reduce	other curr	ant expenses budg	Reduce other current expenses budget for IT based on historical expenditures.	historical expen	ditures.
04000	Materials and Supplies			\$315,000	\$215,000	\$100,000				\$315,000	\$215,000	\$100,000	
		Reduce n	naterials a	Reduce materials and supplies based		on historical expenditures. This reduction	eduction		Ongoing reduction.				
		still leave	s an incr	still leaves an increase over current use.	use.								
		BHS - He	ousing Iı	BHS - Housing Inspection & Code Enforcement	de Enforcement								
9993	Attrition Savings			(\$290,105)	(\$440,105)	\$150,000	Х						
	Mandatory Fringe Benefits			(\$113,497) Total Savinas	(\$172,181) \$208.684	\$58,684	×						
				01111 DUVING 3	4200,004								
		The Depa	urtment h	as a projected sal	The Department has a projected salary surplus of \$1.7 million in FY 2011-12.	<sup>7</sup> million in FY 20	011-12.						
		The Depa	artment h	ias requested 2 ne	The Department has requested 2 new Inspector positions in Housing Inspection	In Housing Ir	Ispection						
		and Code Departme	e Entorce ent ackno	ment to address 1 wledges delays i	and Code Enforcement to address increased site inspection workload. The Department acknowledges delays in hiring due to delays in Citywide position	sction workload.	l he osition						
		testing. M Departme	ve recom mt's FY 2	umend increasing 2011-12 salary su	testing. We recommend increasing attrition savings to account for the Department's FY 2011-12 salary surplus and the time it will take in FY 2012-13	account for the it will take in FY	2012-13						
		to test, in	terview,	to test, interview, and hire new Inspector positions.	pector positions.								

	<b>DBI - Building Inspection</b>	uc											
				FY	Y 2012-13						FY 2013-14		
		FI	H	Amount				_	E		Amount		
Subobject	Object Title	From	$T_0$	From	$T_0$	Savings	GF 1T	From	To	From	$T_0$	Savings	GF 1T
		BIS - Ir	spection	BIS - Inspection Services									
9993	Attrition Savings			(\$390,796)	(\$565,796)	\$175,000	х						
9993	Attrition Savings			(\$224,109)	(\$399,109)	\$175,000	x						
	Mandatory Fringe Benefits			(\$245,962)	(\$385,962)	\$140,000	х						
				Total Savings	\$490,000								
		The Der	artment	The Denartment has a projected salary sumplie of \$1.7 million in FY 2011-12	arv surphis of \$1.7	million in FY 20	11-12						
		The Der	bartment	The Denartment has requested 6 new Inspector nositions in Inspection Services	w Inspector positio	ans in Inspection S	Vervices						
		to addre	ss increa	to address increased site inspection workload. The Department acknowledges	workload. The Det	partment acknowl	ledges						
		delays ii	n hiring d	delays in hiring due to delays in Citywide position testing. We recommend	ywide position test	ting. We recomme	snd						
		increasi	ng attritic	increasing attrition savings to account for the Department's FY 2011-12 salary	int for the Departm	ient's FY 2011-12	salary						
		surplus Inspecto	surplus and the time Inspector positions.	surplus and the time it will take in FY 2012-13 to test, interview, and hire new Inspector positions.	<sup>-</sup> Y 2012-13 to test,	, interview, and h	ire new						
01101	Overtime			\$120,626	\$70,626	\$50,000				\$120,626	\$70,626	\$50,000	
		Reduce	overtime	Reduce overtime based on historical expenditures. Department is requesting	l expenditures. De	expenditures. Department is requesting	sting ding is	Ongoing	Ongoing reduction.	·			
		on budget.	et.		111-12, out project	TOUS INDUCATE SPOT	er Simu						
01101	Overtime			\$200,000	\$175,000	\$25,000	╞		╞	\$200,000	\$175,000	\$25,000	
		Reduce	overtime	Reduce overtime based on historical		expenditures. Department is requesting	sting	Ongoin£	Ongoing reduction.				
		\$57,747	r increase	\$57,747 increase relative to FY 2011	1-12, but projectic	-12, but projections indicate spending is	ling is						
02200	Training		ngunu r	573.607	\$53,607	\$20.000	┢			\$73.607	\$53.607	\$20.000	
	D	Reduce	training t	Reduce training based on historical expenditures. This reduction still leaves an	expenditures. This	s reduction still lea	aves an	Ongoing	Ongoing reduction.				
		increase	over cur	increase over current use in order to	meet new state requirement.	quirement.		, )					
02200	Training			\$37,720	\$22,720	\$15,000				\$37,720	\$22,720	\$15,000	
		Reduce	training l	Reduce training based on historical expenditures. This reduction still leaves an	expenditures. This	s reduction still le	aves an	Ongoing	Ongoing reduction.				
		increase	increase over current use.	rent use.									
02200	Training		H	\$22,887	\$12,887	\$10,000				\$22,887	\$12,887	\$10,000	
		Reduce increase	Reduce training based on increase over current use.	Reduce training based on historical expenditures. This reduction still leaves an increase over current use.	expenditures. This	s reduction still le	aves an	Ongoin	Ongoing reduction.	·			
02200	Training		F	\$30,000	\$1,190	\$28,810	╞		╞	\$30,000	\$1,190	\$28,810	
		Reduce	training l	Reduce training based on historical expenditures and quote provided by	expenditures and e	quote provided by	'	Ongoing	Ongoing reduction.				
		Department.	lent.										
													Γ

Recommendations of the Budget and Legislative Analyst For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget Budget and Finance Committee, June 25, 2012

Subobject TitleFTEAmountFTEAmountMountISubobject TitleFromToFromToFromToSavingsGFIForFromToSavingsGFTFromToSavingsGFIBPS - Plan Review ServicesS77.361S57.361S20.000NS77.361S57.361S27.361S77.						FY 2012-13					H	FY 2013-14		
ject Title       From       To       From       To       Roings       GF       IT       From       To       Roings       Savings         BPS - Plan Review Services       BPS - Plan Review Services       \$57,361       \$20,000       \$77,361       \$57,361       \$20,000       \$77,361       \$57,361       \$20,000			F	ΓE	Am	ount				ELE	Amor	unt		
BPS - Plan Review Services     \$57,361     \$20,000     \$77,361     \$57,361       Training     \$77,361     \$57,361     \$57,361     \$57,361       Reduce training based on historical expenditures. This reduction still leaves an increase over current use in order to meet new state requirement.     Ongoing reduction.	Subobject	Object Title	From	$T_0$		$T_0$	Savings	GF 1	T Fron	1 To	From	$T_0$	GF 1T	r -
Training     \$77,361     \$57,361     \$20,000     \$77,361     \$57,361       Reduce training based on historical expenditures. This reduction still leaves an increase over current use in order to meet new state requirement.     Ongoing reduction.     \$57,361			BPS - I	Plan Re	sview Services									
Reduce training based on historical expenditures. This reduction still leaves an Ongoing reduction. increase over current use in order to meet new state requirement.		Training			\$77,361	\$57,361	\$20,000	$\left  \right $			\$77,361	\$57,361		
increase over current use in order to meet new state requirement.			Reduce	trainin	g based on historic:	al expenditures. Thi	s reduction still le	aves an	Ongoi	ing reduction	.uc			
			increase	e over c	urrent use in order	to meet new state re	squirement.							

		Total	\$0	\$488,810	\$488,810
FY 2013-14	mmended Reductions	Ongoing T	80	\$488,810	\$488,810
Η	Total Recom	One-Time	80	\$0	0\$
			General Fund	Non-General Fund*	Total
	ctions	Total	\$0	\$1,130,126	\$1,130,126
FY 2012-13	ommended Redu	Ongoing	\$0	\$278,810	\$278,810
	Total Rec	<b>One-Time</b>	80	\$851,316	\$851,316
				Non-General Fund*	1

\* The recommended salary savings (from Attrition Savings and related Mandatory Fringe Benefits) total \$851,316 in FY 2012-13. None of these savings are in the City's General Fund. The Budget and Legislative Analyst recommends that the Board of Supervisors place these savings on Budget and Finance Committee reserve, to be released if the Department's actual staffing needs exceed projections.

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

**DBI - Building Inspection** 

						I
		General		Date of Last		
		Fund	Year of	Recorded	Original	Unexpended
Vendor Name	Subobject Title	Savings	Appropriation	Transaction	Amount	Balance
[DPW]	SR-DPW-ENGINEERING	No	FY 2008-09	10/16/2008	10,000.00	10,000.00
<b>B M I IMAGING SYSTEMS</b>	OTHER PROFESSIONAL SE	No	FY 2009-10	12/15/2009	300,000.00	2,637.44
STAPLES INC & SUBSIDIARIES	OFFICE SUPPLIES-CITYWII	No	FY 2010-11	1/21/2011	500.00	86.16
CITY STAMP & SIGN COMPANY	OTHER OFFICE SUPPLIES	$N_0$	FY 2011-12	2/8/2011	150.00	1.00
CITY STAMP & SIGN COMPANY	OTHER OFFICE SUPPLIES	No	FY 2011-12	3/10/2011	200.00	0.14
					1	I
					-	I
						I
			Total A	<b>Total Amount Return to Fund Balance</b>	Fund Balance	12,724.74
					<b>General Fund</b>	I

Note: The above encumbrance blanaces are from budget years prior to FY 2011-12. 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.

12,724.74

**Non-General Fund** 

# **BUDGET REVIEW EXECUTIVE SUMMARY**

# YEAR ONE: FY 2012-13

#### Budget Changes

The department's proposed \$21,886,424 budget for FY 2012-13 is \$1,180,117 or 5.7 % more than the original FY 2011-12 budget of \$20,706,307.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 147.83 FTEs, which are 1.16 FTEs more than the 146.67 FTEs in the original FY 2011-12 budget. This represents a 0.8% increase in FTEs from the original FY 2011-12 budget.

The Department has requested approval of 5 positions as an interim exception, four of which are filled limited term positions. The Budget and Legislative Analyst recommends approval of 4 positions as an interim exception and disapproval of 1 position.

### Revenue Changes

The Department's revenues of \$5,484,611 in FY 2012-13, are \$2,414,611 or 78.7% more than FY 2011-12 revenues of \$3,070,000. General Fund support of \$16,401,813 in FY 2012-13 is \$1,234,494 or 7.0% less than FY 2011-12 General Fund support of \$17,636,307.

# YEAR TWO: FY 2013-14

# **Budget Changes**

The department's proposed \$21,049,081 budget for FY 2013-14 is \$837,343 or 3.8% less than the original FY 2012-13 budget of \$21,886,424.

# Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 147.83 FTEs, which is the same as the 147.83 FTEs in the original FY 2012-13 budget.

#### **Revenue Changes**

The Department's revenues of \$3,929,000 in FY 2013-14, are \$1,555,611 or 28.4% less than FY 2012-13 revenues of \$5,484,611. General Fund support of \$17,120,081 in FY 2013-14 is \$718,268 or 4.4% more than FY 2012-13 General Fund support of \$16,401,813.

#### **DEPARTMENT:**

#### ASR – ASSESSOR-RECORDER

#### RECOMMENDATIONS

# YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$698,220 in FY 2012-13. Of the \$698,220 in recommended reductions, \$108,865 are ongoing savings and \$589,355 are one-time savings. These reductions would still allow an increase of \$481,897 or 2.3% in the Department's FY 2012-13 budget.

### YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$108,865 in FY 2013-14. Of the \$108,865 in recommended reductions, \$108,865 are ongoing savings.

#### **DEPARTMENT:**

#### **ASR – ASSESSOR-RECORDER**

#### **SUMMARY OF PROGRAM EXPENDITURES:**

	FY 2011-2012	FY 2012-2013	Increase/ Decrease from	FY 2013-2014	Increase/ Decrease from
Program	Budget	Proposed	FY 2011-2012	Proposed	FY 2012-2013
ASSESSOR / RECORDER					
PERSONAL PROPERTY	2,867,656	3,053,631	185,975	3,185,942	132,311
REAL PROPERTY	7,324,618	7,876,476	551,858	8,228,412	351,936
RECORDER	1,565,000	3,389,611	1,824,611	1,834,000	(1,555,611)
TECHNICAL SERVICES	7,009,303	6,515,062	(494,241)	6,706,937	191,875
TRANSFER TAX	1,939,730	1,051,644	(888,086)	1,093,790	42,146
ASSESSOR / RECORDER	20,706,307	21,886,424	1,180,117	21,049,081	(837,343)

#### <u>FY 2012-13</u>

The Department's proposed FY 2012-13 budget has increased by \$1,180,117 largely due to:

• The Department's investment in COIT-approved technology projects which will be funded from County Record Modernization special fund balances accumulated from prior years. These projects include (a) the development of a paperless process for bulk recording and all recorded documents at the Department window, (b) implementation of new imaging technology and redaction of Social Security numbers on historical documents, and (c) the development of an upgraded system software and hardware for the Clerk-Recorder Imaging Information System with a bridge to the Department reporting system currently in place.

#### <u>FY 2013-14</u>

The Department's proposed FY 2013-14 budget has decreased by \$837,343 largely due to:

• The completion of the Department's one-year investment in technology projects described above.

#### **SUMMARY OF DEPARTMENT POSITION CHANGES:**

#### FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 147.83 FTEs, which are 1.16 FTEs more than the 146.67 FTEs in the original FY 2011-12 budget. This represents a 0.8% increase in FTEs from the original FY 2011-12 budget.

#### FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 147.83 FTEs, which are the same FTEs as the 147.83 FTEs in the original FY 2012-13 budget. This represents a 0% change in FTEs from the original FY 2012-13 budget.

There are no proposed changes to the Department's positions and therefore there is no change in the FTE count in FY 2013-14 from FY 2012-13.

#### **DEPARTMENT:**

#### ASR – ASSESSOR-RECORDER

#### **INTERIM EXCEPTIONS**

The Department has requested approval of 5 positions as interim exceptions. The Budget and Legislative Analyst recommends approval of 4 positions as interim exceptions and disapproval of 1 position.

- 4 positions are existing limited-tenure positions within the Department which were set to expire in FY 2012-13. The Department has proposed these 4 existing positions, which are currently filled, as new permanent positions in FY 2012-13. Therefore, the interim requests for these 4 positions should be approved.
- One position is also a currently existing limited-tenure position within the Department which was set to expire in FY 2012-13. However, due to the fact that the position is currently vacant and no potential candidate has been interviewed or selected to date, the interim exception request for this position should not be allowed and the FTE for the vacant position should be reduced to allow for an August 1, 2012 hiring date instead of a July 1, 2012 hiring date.

#### **DEPARTMENT REVENUES:**

#### FY 2012-13

The Department's revenues of \$5,484,611 in FY 2012-13, are \$2,414,611 or 78.7% more than FY 2011-12 revenues of \$3,070,000. General Fund support of \$16,401,813 in FY 2012-13 is \$1,234,494 or 7.0% less than FY 2011-12 General Fund support of \$17,636,307.

Specific changes in the Department's FY 2012-13 revenues include:

• County Record Modernization special fund balances accumulated from prior years are included in the FY 2012-13 budget to fund the Department's one-year investment in COIT-approved technology projects described above.

#### FY 2013-14

The Department's revenues of \$3,929,000 in FY 2013-14, are \$1,555,611 or 28.4% less than FY 2012-13 revenues of \$5,484,611. General Fund support of \$17,120,081 in FY 2013-14 is \$718,268 or 4.4% more than FY 2012-13 General Fund support of \$16,401,813.

Specific changes in the Department's FY 2013-14 revenues include:

• The County Record Modernization special fund balances accumulated from prior years, which are reflected in the FY 2012-13 budget, will have been expended by FY 2013-14 and are partially made up by General Fund monies in FY 2013-14.

# **COMMENTS**:

# FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$698,220 in FY 2012-13. Of the \$698,220 in recommended reductions, \$108,865 are ongoing savings and \$589,355 are one-time savings. These reductions would still allow an increase of \$481,897 or 2.3% in the Department's FY 2012-13 budget.

#### **DEPARTMENT:**

#### ASR – ASSESSOR-RECORDER

# FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$108,865 in FY 2013-14. Of the \$108,865 in recommended reductions, \$108,865 are ongoing savings.

**ASR - Assessor Recorder** 

For	Amendm	Recommendations of the Budget and Legislative Analyst For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget	tions of the Bu tems in the FY	dget a 2012-1	nd Lo L3 an	egislative nd FY 201	Analyst 3-14 Tw	: o-Year Budget			
	Ŧ	FY 2012-13						FY	FY 2013-14		
	Amount	unt				FTE		Amount	lt		
From	m	$T_0$	Savings GF 1T From To	GF 1	[ ]	From T	0	From	$T_0$	Savings	GF
der					-						
Ś	\$30,000	\$10,000	\$20,000					\$30,000	\$10,000	\$20,000	
d on histo	rical expe	ed on historical expenditures from FY 2009-10 through FY 2011-	2009-10 through	i FY 20	11-						
					C	<b>Dngoing savings</b>	vings				
roperty											
4		010					~~ ~			()     	ŀ

Object Title         Town		Ľ	Ω.L		CT-7107 T J		╞		1.LA	Amon	FY 2013-14	-	L
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Network in the second rest of a dynamic interval of the second second rest of a dynamic interval of the second se	Outer Curteric Expenses	-	-		000°01¢	0000 10 10 1	1001			nnn'nc¢	000°01¢	\$20,000	
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$		Keduct 12.	ion das	ea on mistorical exp	enditures from F Y	nguoru ur - 2002	FT 201	1	ng savings				
scale         3.64         2.66         53.000         \$21.356         \$54.433         x         3.66         23.000         \$21.366.87         \$56.433         x           Reduct         Intel Xonings         \$87.805         \$87.805         \$87.805         \$56.433         x         Intel Xonings         \$87.805         \$56.433         x         Intel Xonings         \$87.805         \$56.433         \$56.443		EDJ -	Real P <sub>1</sub>	roperty									
Benefits         Iool Surges         SS7,506         S17,506         S17,506         S17,506         S17,506         S17,506         S6,4131           Reduce Temporus Surges         Tool Surges         SS7,061         S17,506         S17,	Temporary Salaries	3.65	2.66		\$218,568	\$81,432	x	3.65		\$300,000	\$218,568		
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	Mandatory Fringe Benefits			\$23,700	\$17,267	\$6,433	x			\$23,700	\$17,266.87		
Reduce Temponry Sqlarics, which is offset by the hiring of permanent portions in FY 2012.13.         Stor.23         Stor.23         Stor.24         Stor.25				Total Savings	\$87,865				L	Total Savings	\$87,865		
Benefic         Organisation structures when its onset by the mining operation in the former point of the section of the sec		-	E		. 1 - 17 - 17 - <del>3</del> 3 1								
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$		Reduct	temp(	orary Salaries, whic. 7 2012-13	n is offset by the m	iring or permanen	1	Onacii	andines ne				
Benefits         S41.549         S38,086.58         S.3.462         X         X         X           Reduce new Limited Terme position for intrast date based on the Budget and Limited Terme position for intrast and an conditate has been interviewed or selected to date. Reducen in FTE vill allow for August interded Gasproval of the Department's interim Exception request. Position is currently vare and ano conditate has been interviewed or selected to date. Reducen in FTE vill allow for August i. 2012 hite date.         S31.53.259)         S36.6610         X	Princinal Real Pronerty Annraiser	1 00	0.97	1 2012-13. \$109 122	\$100.029	\$9,094	-						
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	Mandatory Fringe Benefits			r 	\$38,086.58	\$3,462	+						
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$				Total Savings	\$12,556								
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$		Reduce	new L	imited Tenure posit	ion for hiring start	date based on the	Budget						
$ \begin{array}{  c                                  $		and Le	gislativ	e Analyst's recomm	ended disapproval	of the Department	ťs						
$ \begin{array}{  c                                  $		Interim	Except	tion request. Positio	is currently vaca	nt and no candidat	te has						
$ \begin{array}{                                    $		been in	terview	ved or selected to da	te. Reduction in F1	E will allow for <i>i</i>	August						
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	4	1, 2015	<u>thire di</u>	ate instead of July1,	2012 hire date.		-			_		_	╞
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	Attrition Savings	(0.81)	(1.74	) (\$319,704)	(\$686, 314)	\$366,610							_
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	Mandatory Fringe Benefits			(\$133,259)	(\$286,069)	\$152,810							_
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$				Total Savings	\$519,420								
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$		Real P <sub>1</sub>	roperty e in attr	has 7 FTE vacancie ition savings will st	s it plans to fill in l fill allow for full-st	FY 2012-13. A on affing of the unit:	ne-time as						
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$		schedu	led.			0							
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$		FDK -	Person	al Property									
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	Attrition Savings	(1.32)	(1.60)	) (\$193,240)		\$40,413							_
$ \begin{array}{  c c c c c c c c c c c c c c c c c c $	Mandatory Fringe Benefits					\$16,966							
$ \begin{array}{ llllllllllllllllllllllllllllllllllll$			:	Total Savings	\$57,379		;						
$ \begin{array}{  c c c c c c c c c c c c c c c c c c $		Increas	e attriti	on savings to adjust	t for the Senior Per	sonal Property Au	iditor						
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$		FDL -	Techni	cal Services									
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	Training Costs Paid to Employees			\$2,000	\$1,500	\$500	×			\$2,000	\$1,500		_
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	•	Reduct	ion bas	ed on historical exp	enditures from FY	2009-10 through .	FY 201	۰.					
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$		12.					╞		ng savings		-		╞
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	Training Costs Paid to Vendors	-		\$2,000	\$1,500	\$500	×			\$2,000	\$1,500		_
		Keduct 12.	ion bas	ed on historical exp	enditures from FY	2009-10 through	FY 201	1	ng savings				
One-Time				Total Da	FY 2012-13					Total Doo	FY 2013-14		
General Fund         \$589,355         \$88,865         \$678,220         General Fund         \$0         \$88,865         \$20,000					Commented Acut	ucuous Total				One-Time	Ongoing Neu	Tatal	
Non-General Fund         \$589,355         \$108,865         \$698,220         Non-General Fund         \$0         \$20,000           Total         \$589,355         \$108,865         \$698,220         Total         \$0         \$108,865		Genera	լ Բոոժ	5	\$88 865	\$678 2.20		Gener	Fund le		0.11801118 \$88.865	1 Utal \$88 865	
Total \$589,355 \$108,865 \$698,220 Total \$0 \$108,865	No	n-Gener:	al Func		\$20,000	\$20,000	No	m-Gener	al Fund	\$0 \$	\$20,000	\$20,000	
			Tota		\$108,865	\$698,220			Total	\$0	\$108,865	\$108,865	

Budget and Finance Committee, June 25, 2012

# TTX- TREASURER/TAX COLLECTOR

# **BUDGET REVIEW EXECUTIVE SUMMARY**

# YEAR ONE: FY 2012-13

#### Budget Changes

The Department's proposed \$29,681,678 budget for FY 2012-13 is \$1,135,254 or 4.0% more than the original FY 2011-12 budget of \$28,546,424.

#### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 203.82 FTEs, which are 4.22 FTEs less than the 208.04 FTEs in the original FY 2011-12 budget. This represents a 2.0% decrease in FTEs from the original FY 2011-12 budget.

#### Revenue Changes

The Department's revenues of \$15,215,791 in FY 2012-13, are \$437,674 or 3.0% more than FY 2011-12 revenues of \$\$14,778,117. General Fund support of \$14,465,887 in FY 2012-13 is \$697,580 or 5.1% more than FY 2011-12 General Fund support of \$13,768,307.

### YEAR TWO: FY 2013-14

# Budget Changes

The Department's proposed \$27,022,277 budget for FY 2013-14 is \$2,659,401 or 9% less than the original FY 2012-13 budget of \$29,681,678.

#### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 182.31 FTEs, which are 21.51 FTEs less than the 203.82 FTEs in the original FY 2012-13 budget. This represents a 10.6% decrease in FTEs from the original FY 2012-13 budget.

#### Revenue Changes

The Department's revenues of \$14,104,646 in FY 2013-14, are \$1,111,145 or 7.3% less than FY 2012-13 revenues of \$15,215,791. General Fund support of \$12,917,631 in FY 2013-14 is \$1,548,256 or 10.7% less than FY 2012-13 General Fund support of \$14,465,887.

#### **DEPARTMENT:**

#### TTX – TREASURER/TAX COLLECTOR

#### RECOMMENDATIONS

#### **YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$238,637 in FY 2012-13, which are one-time savings. These reductions would still allow an increase of \$896,617 or 3.1% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$25,124 to the General Fund.

Together, these recommendations will result in \$263,762 savings to the City's General Fund in FY 2012-13.

# YEAR TWO: FY 2013-14

The Budget and Legislative Analyst does not have recommended reductions to the FY 2013-14 budget.

#### **DEPARTMENT:**

#### TTX – TREASURER/TAX COLLECTOR

#### **SUMMARY OF PROGRAM EXPENDITURES:**

			Increase/		Increase/
	FY 2011- 2012	FY 2012- 2013	Decrease from FY 2011-	FY 2013- 2014	Decrease from FY 2012-
Program	Budget	Proposed	2012	Proposed	2013
TREASURER/TAX COLLECTOR					
BUSINESS TAX	6,502,366	6,262,027	(240,339)	5,151,035	(1,110,992)
DELINQUENT REVENUE	8,736,301	9,004,848	268,547	7,553,165	(1,451,683)
INVESTMENT	1,981,380	2,338,400	357,020	2,452,538	114,138
LEGAL SERVICE	209,583	441,801	232,218	460,059	18,258
MANAGEMENT	4,959,869	5,352,917	393,048	5,413,989	61,072
PROPERTY TAX/LICENSING	2,280,186	2,181,600	(98,586)	1,946,662	(234,938)
TAXPAYER ASSISTANCE	1,167,976	1,409,882	241,906	1,472,145	62,263
TRANSFER TAX	0	0	0	0	0
TREASURY	2,708,763	2,690,203	(18,560)	2,572,984	(117,219)
TREASURER/TAX COLLECTOR	28,546,424	29,681,678	1,135,254	27,022,577	(2,659,101)

#### FY 2012-13

The Department's proposed FY 2012-13 budget has increased by \$1.1 million, largely due to increases in salary and fringe benefit costs.

#### FY 2013-14

The Department's proposed FY 2013-14 budget has decreased by \$2.7 million largely due to the reduction of \$1.45 million in the work order between the Treasurer/Tax Collector's Office and the Superior Court. Under the work order reduction, the Superior Court will no longer pay the Treasurer/Tax Collector's Office a commission for delinquent traffic fine revenues collected by the Treasurer/Tax Collector's Office for the Superior Court, but rather, the Superior Court will reimburse the Treasurer/Tax Collector for actual collection costs, resulting in a reduction in reimbursements. Also, the Superior Court has reduced the number of delinquent traffic fines referred to the Treasurer/Tax Collector's Office for collection.

The proposed FY 2013-14 budget also reduces General Fund support by \$1.55 million. Overall, the Treasurer/Tax Collector's Office has reduced staff through position deletions and increases in attrition savings as new technology is implemented and routine processes are streamlined.

# SUMMARY OF DEPARTMENT POSITION CHANGES:

#### FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 203.82 FTEs, which are 4.22 FTEs less than the 208.04 FTEs in the original FY 2011-12 budget. This represents a 2.0% decrease in FTEs from the original FY 2011-12 budget.

The Treasurer/Tax Collector's Office is proposing (1) one new Junior Management Assistant Position, funded jointly by grant funds and work order recoveries, and (2) one new Accountant III and one new Principal Administrative Analyst in the Investment division. The Treasurer/Tax Collector's Office is also deleting one position in the Legal Assistance division and three positions in the Business Tax division in FY 2012-13, offset by other adjustments.

#### **DEPARTMENT:**

# TTX – TREASURER/TAX COLLECTOR

# FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 182.31 FTEs, which are 21.51 FTEs less than the 203.82 FTEs in the original FY 2012-13 budget. This represents a 10.6% decrease in FTEs from the original FY 2012-13 budget.

The Treasurer/Tax Collector's Office is deleting positions in the Delinquent Revenue division, largely due to reductions in the work order between the Treasurer/Tax Collector's Office and the Superior Court, and increasing attrition savings, offset by other adjustments.

#### **DEPARTMENT REVENUES:**

#### FY 2012-13

The Department's revenues of \$15,215,791 in FY 2012-13, are \$437,674 or 3.0% more than FY 2011-12 revenues of \$\$14,778,117. General Fund support of \$14,465,887 in FY 2012-13 is \$697,580 or 5.1% more than FY 2011-12 General Fund support of \$13,768,307.

Changes in the Department's FY 2012-13 revenues include increased reimbursements from City departments and other agencies for handling, depositing, and investing funds for the City; and increases in revenues as a result of the Treasurer/Tax Collector's Office efforts to enforce payment of Business Tax and Unsecure Personal Property Tax accounts; offset by the reduction in the work order with the Superior Court.

#### FY 2013-14

The Department's revenues of \$14,104,646 in FY 2013-14, are \$1,111,145 or 7.3% less than FY 2012-13 revenues of \$15,215,791. General Fund support of \$12,917,631 in FY 2013-14 is \$1,548,256 or 10.7% less than FY 2012-13 General Fund support of \$14,465,887.

The Treasurer/Tax Collector's Office FY 2013-14 revenue reductions are due to the ongoing reduction in the Treasurer/Tax Collector's Office work order with the Superior Court.

#### **OTHER ISSUES**

The Treasurer/Tax Collector's Office has implemented new technology to streamline tax filing and collection and other procedures. This new technology includes:

- 1. The Treasury Workstation to manage approximately 400 bank accounts and automate bank account management;
- 2. Online tax statements and payments for hotel, payroll and business registration taxes;
- 3. The new cash management system, allowing automated posting of payment receipts to the City's general ledger system (FAMIS) and more accurate reporting of payment receipts; and
- 4. Standardized Citywide permit renewal invoices that consolidates Fire, Police, Entertainment, and Health permit renewals into one invoice, which was implemented in February 2012.

#### Budget Savings Incentive Reserve

#### **DEPARTMENT:**

# TTX – TREASURER/TAX COLLECTOR

The Mayor has allocated \$1,000,000 in Budget Savings Incentive Reserve funds in FY 2012-13 to pay for the Business Tax System Replacement Project. This project will implement a new off-the-shelf system to facilitate taxpayers use of the Business Tax System and improve collection of delinquent Business Tax accounts. Phase one of the Business Tax System Replacement Project has a budget of \$2,400,000, with expected implementation in FY 2011-12 through FY 2013-14. The Treasurer-Tax Collector's Office has encumbered \$1,400,000 in FY 2011-12 for a contract with XTECH for system consulting and software licenses for the Business Tax System. The additional \$1,000,000 in Budget Savings Incentive Reserve funds will complete funding for phase one of the Business Tax System Replacement Project.

# **COMMENTS**:

# FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$238,637 in FY 2012-13, which are one-time savings. These reductions would still allow an increase of \$896,617 or 3.1% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$25,124 to the General Fund.

Together, these recommendations will result in \$263,762 savings to the City's General Fund in FY 2012-13.

# FY 2013-14

The Budget and Legislative Analyst does not have recommended reductions to the FY 2013-14 budget.

For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Fixed Two-Year Budget Recommendations of the Budget and Legislative Analyst

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				FY 2012-13						FY 2013-14		
	Ţ	FTE	Ame	Amount			FJ	FTE	Amount	ount		
Object Title	From	$T_0$	From	$T_0$	Savings	GF 1T	From	$T_0$	From	$T_0$	Savings	GF 1T
	FCS - ]	Delinque	FCS - Delinquent Revenue									
Investigator	2.00	0.00	\$168,530	0\$	\$168,530	х х						
Fringe Benefits			\$70,107	\$0	\$70,107	х х						
				\$238,637								
	The De	partment	has 11 Investigat	The Department has 11 Investigator positions, of which 2 have been vacant	tich 2 have been v	/acant						
	since J <sub>1</sub>	uly 2010.	The Department	since July 2010. The Department will continue to have 9 Investigator positions The Department's FY 2013-14 budget does not contain these two positions.	tve 9 Investigator	positions	The Dej	partment'	's FY 2013-14 bud	dget does not cont	ain these two pos	itions.
	in the I	Delinquer	in the Delinquent Revenue Division.	on.								
	FCM -	FCM - Investment	ent									
Accountant III	1.00	0.92	\$91,962	\$84,605	\$7,357	ХХ						
Fringe Benefits			\$37,530	\$34,528	\$3,002	х х						
Revenue Reducton					(\$10,359)	х х						
				80								
	The De	partment	has requested on	The Department has requested one new Accountant III position in the	III position in the							
	Investu	nent Divi:	sion, which the D	Investment Division, which the Department has budgeted as 1.0 FTE with a	geted as 1.0 FTE	with a						
	hire da	te of July	1, 2012. This rec	hire date of July 1, 2012. This recommendation would reduce the position to	Id reduce the posi	ition to						
	$0.92 F_{1}$	<b>FE with a</b>	hire date of Aug	0.92 FTE with a hire date of August 1, 2012. This position is reimbursed by	osition is reimbur	sed by						
	Pooled	Interest;	Pooled Interest; therefore, the reduction	uction in salaries a	in salaries and fringe benefit cost is	cost is						
	offset t	y reduce.	offset by reduced reimbursements.									
			Total R.	F Y 2012-13 Total Recommended Reductions	luctions				Total Re	F Y 2013-14 Total Recommended Reductions	luctions	
			One-Time	Ongoing	Total				One-Time	Ongoing	Total	
	Genera	General Fund	\$238,637	\$0	\$238,637		Genera	General Fund	\$0	\$0	\$0	
Z	<b>Non-General Fund</b>	al Fund	\$0	\$0	\$0	N0]	<b>Non-General Fund</b>	l Fund	\$0	\$0	\$0	
		Total	\$238,637	80	\$238,637			Total	0\$	0\$	0\$	

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

# **TTX - Treasurer Tax Collector**

		General		Date of Last		
		Fund	Year of	Recorded	Original	Unexpended
Vendor Name	Subobject Title	Savings	Appropriation	Transaction	Amount	Balance
STAPLES INC & SUBSIDIARIES	OFFICE SUPPLIES-CITYWIDE CONTRAC	yes	12/9/2009	9/29/2010	1,000	268
STAPLES INC & SUBSIDIARIES	OFFICE SUPPLIES-CITYWIDE CONTRAC	yes	12/9/2009	9/29/2010	2,200	37
TQS SYSTEMS INC	OFFICE EQUIP MAINT	yes	7/12/2010	11/23/2010	500	290
CENVEO	PRINTING	yes	11/15/2010	1/19/2011	1,888	533
TQS SYSTEMS INC	OFFICE EQUIP MAINT	yes	7/12/2010	2/18/2011	200	67
TQS SYSTEMS INC	OFFICE EQUIP MAINT	yes	7/12/2010	3/21/2011	500	128
GIVE SOMETHING BACK LLC	OTHER OFFICE SUPPLIES	yes	7/1/2010	5/19/2011	2,000	164
GIVE SOMETHING BACK LLC	OTHER OFFICE SUPPLIES	yes	7/1/2010	5/19/2011	1,000	529
GIVE SOMETHING BACK LLC	OTHER OFFICE SUPPLIES	yes	7/1/2010	6/1/2011	3,500	62
TQS SYSTEMS INC	OFFICE EQUIP MAINT	yes	7/12/2010	6/3/2011	400	277
STAPLES INC & SUBSIDIARIES	OFFICE SUPPLIES-CITYWIDE CONTRAC	yes	7/11/2011	7/11/2011	1,000	1,000
STAPLES INC & SUBSIDIARIES	OFFICE SUPPLIES-CITYWIDE CONTRAC	yes	7/11/2011	7/11/2011	1,500	1,500
STAPLES INC & SUBSIDIARIES	OFFICE SUPPLIES-CITYWIDE CONTRAC	yes	7/11/2011	7/11/2011	1,000	1,000
DPHPH PUBLIC HEALTH	GF-CHS-TOXICS WASTE & HAZARD MAT SVC	yes	8/12/2011	8/12/2011	4,000	4,000
TIS TELECOMMUNICATION & INFORMATION S/ IS-TIS-ISD SERVICES	SVIS-TIS-ISD SERVICES	yes	8/26/2010	5/26/2011	19,183	4,769
DPW DEPARTMENT OF PUBLIC WORKS	SR-DPW-BUILDING REPAIR	yes	8/26/2010	8/26/2010	10,500	10,500
					50,371	25,124

Note: The above encurnbrance blanaces are from budget years prior to FY 2011-12. 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.

25,124 25,124 -

> General Fund Non-General Fund

**Total Amount Return to Fund Balance** 

# CON-CONTROLLER

# **BUDGET REVIEW EXECUTIVE SUMMARY**

# YEAR ONE: FY 2012-13

# Budget Changes

The department's proposed \$38,854,732 budget for FY 2012-13 is \$729,106 or 1.9% more than the original FY 2011-12 budget of \$38,125,626.

# Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 198.61 FTEs, which are 2.07 FTEs less than the 200.68 FTEs in the original FY 2011-12 budget. This represents 1.0% decrease in FTEs from the original FY 2011-12 budget.

# Revenue Changes

The Department's revenues of \$27,556,879 in FY 2012-13, are \$259,710 or .9% less than FY 2011-12 revenues of \$27,816,589. General Fund support of \$11,297,853 in FY 2012-13 is \$988,816 or 9.6% more than FY 2011-12 General Fund support of \$10,309,037.

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

# **Budget Changes**

The department's proposed \$40,079,630 budget for FY 2013-14 is \$1,224,898 or 3.2% more than the original FY 2012-13 budget of \$38,854,732.

# Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 197.61 FTEs, which is 1.00 FTE less than the 198.61 FTEs in the original FY 2012-13 budget. This represents .5% decrease in FTEs from the original FY 2012-13 budget.

# Revenue Changes

The Department's revenues of \$28,612,509 in FY 2013-14, are \$1,055,630 or 3.8% more than FY 2012-13 revenues of \$27,556,879. General Fund support of \$11,467,121 in FY 2013-14 is \$169,268 or 1.5% more than FY 2012-13 General Fund support of \$11,297,853.

#### **DEPARTMENT:**

#### CON – CONTROLLER

#### RECOMMENDATIONS

# **YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$178,926 in FY 2012-13. Of the \$178,926 in recommended reductions, \$9,878 are ongoing savings and \$169,048 are one-time savings. These reductions would still allow an increase of \$550,180 or 1.4% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$87,931 to the General Fund.

Together, these recommendations will result in \$266,857 savings to the City's General Fund in FY 2012-13.

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

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$9,878 in FY 2013-14. Of the \$9,878 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$1,215,020 or 3.1% in the Department's FY 2013-14 budget.

These recommendations will result in \$9,878 savings to the City's General Fund in FY 2013-14.

#### **DEPARTMENT:**

#### CON – CONTROLLER

#### **SUMMARY OF PROGRAM EXPENDITURES:**

	FY 2011- 2012	FY 2012- 2013	Increase/ Decrease from FY 2011-	FY 2013- 2014	Increase/ Decrease from FY 2012-
Program	Budget	Proposed	2012	Proposed	2013
CONTROLLER					
ACCOUNTING OPERATIONS AND	7,121,553	7,471,238	349,685	7,764,072	292,834
SYSTEMS					
CITY SERVICES AUDITOR	12,144,435	12,363,860	219,425	13,205,825	841,965
ECONOMIC ANALYSIS	418,467	442,997	24,530	458,733	15,736
MANAGEMENT, BUDGET AND ANALYSIS	4,216,269	5,058,625	842,356	4,738,963	(319,662)
PAYROLL AND PERSONNEL SERVICES	13,704,221	12,962,964	-741,257	13,334,215	371,251
PUBLIC FINANCE	520,681	555,048	34,367	577,822	22,774
CONTROLLER	38,125,626	38,854,732	729,106	40,079,630	1,224,898

# FY 2012-13

The Department's proposed FY 2012-13 budget has increased by \$729,106 largely due to salary and fringe benefit increases, and the Department's new Disaster Recovery project.

- The Department's new Disaster Recovery initiative will establish an offsite location to maintain and protect the City's core financial systems in order to ensure continuity of operations in the event of an emergency. This project is being developed in collaboration with the Department of Technology. COIT has approved \$500,000 for this project.
- The Department will continue to support the implementation of the eMerge initiative, which transitioned from the Department of Human Resources in December 2009. Project eMerge will integrate recruitment, position management, benefits administration and payroll functions citywide.

#### FY 2013-14

The Department's proposed FY 2013-14 budget has increased by \$1,224,898 largely due to salary and fringe benefit costs.

- Funding for the Accounting Operations and Systems division will increase to support a project to replace the City's financial accounting system (FAMIS).
- Payroll and Personnel Services funding will increase, primarily due to increased salary and fringe benefit costs related to ongoing implementation needs of the eMerge initiative.

#### **DEPARTMENT:**

#### CON – CONTROLLER

#### **SUMMARY OF DEPARTMENT POSITION CHANGES:**

#### <u>FY 2012-13</u>

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 198.61 FTEs, which are 2.07 FTEs less than the 200.68 FTEs in the original FY 2011-12 budget. This represents 1.0% decrease in FTEs from the original FY 2011-12 budget.

While the FTEs will decrease in FY 2012-13, the Department has requested 5 new positions (4.08 FTEs), offset by other reductions, including one filled position temporarily exchanged from a vacant position.

#### FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 197.61 FTEs, which is 1.00 FTE less than the 198.61 FTEs in the original FY 2012-13 budget. This represents .5% decrease in FTEs from the original FY 2012-13 budget.

#### **DEPARTMENT REVENUES:**

#### FY 2012-13

The Department's revenues of \$27,556,879 in FY 2012-13, are \$259,710 or .9% less than FY 2011-12 revenues of \$27,816,589. General Fund support of \$11,297,853 in FY 2012-13 is \$988,816 or 9.6% more than FY 2011-12 General Fund support of \$10,309,037.

Specific changes in the Department's FY 2012-13 revenues include

- Increases in revenue recovery from City, offset by
- Decreases in fund balance, due the use of attrition savings by the City Services Auditor Division as a result of an increased number of vacancies and slower than expected hiring.

#### FY 2013-14

The Department's revenues of \$28,612,509 in FY 2013-14, are \$1,055,630 or 3.8% more than FY 2012-13 revenues of \$27,556,879. General Fund support of \$11,467,121 in FY 2013-14 is \$169,268 or 1.5% more than FY 2012-13 General Fund support of \$11,297,853.

Specific changes in the Department's FY 2012-13 revenues include:

- Increases in revenue recovery from City, and
- Increases in fund balance.

#### **DEPARTMENT:**

#### CON – CONTROLLER

# **COMMENTS**:

# FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$178,926 in FY 2012-13. Of the \$178,926 in recommended reductions, \$9,878 are ongoing savings and \$169,048 are one-time savings. These reductions would still allow an increase of \$550,180 or 1.4% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$87,931 to the General Fund.

Together, these recommendations will result in \$266,857 savings to the City's General Fund in FY 2012-13.

# FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$9,878 in FY 2013-14. Of the \$9,878 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$1,215,020 or 3.1% in the Department's FY 2013-14 budget.

These recommendations will result in \$9,878 savings to the City's General Fund in FY 2013-14.

Recommendations of the Budget and Legislative Analyst For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget

**CON - Controller's Office** 

	~~						ŀ						
			H	FY 2012-13		ľ			FY	FY 2013-14			
	Ŧ	FTE	Amount				-	E	Amount				
Object Title	From	$T_0$	From	$T_0$	Savings	GF	1T F	From To	From	To	Savings	GF	1T
	FDC - ]	Payroll	<b>FDC - Payroll and Personnel</b>										
Equipment			\$126,565	\$124,597	\$1,968	х	х						
Equipment			\$100,000	\$92,534	\$7,466	x x							
			Total Savings	\$9,434									
	Reduce	to refle	Reduce to reflect actual quotes from vendors.	m vendors.									
	FEB - I	FEB - Management	ment										
Attrition Savings	(2.26)	(2.49)	(\$242,917)	(\$267,639)	\$24,722	х	х						
Mandatory Fringe Benefits			(\$93,334)	(\$102,833)	\$9,499	х	х						
			Total Savings	\$34,220									
	Increase	e attritio	Increase attrition savings to reflect actual hire date of one 1649 Accountant.	actual hire date o	of one 1649 Accou	intant.							
	This po	sition he	This position has been vacant since August 2011	e August 2011.									
	FDG -	Account	FDG - Accounting Operations and Systems	nd Systems									
Attrition Savings	(4.79)	(5.27)	(\$467,046)	(\$513,848)	\$46,802	Х	Х						
Mandatory Fringe Benefits			(\$185,525)	(\$204,116)	\$18,591	х	х						
			Total Savings	\$65,393									
	Increase	e attritio	Increase attrition savings to reflect actual hire date of three vacant positions	actual hire date o	of three vacant pos	itions							
	1652 A	ccountai	1652 Accountant II positions: two vacant since March 2012 and one vacant	vacant since Mar	ch 2012 and one v	vacant							
	SILICE IN	SILICE INOVELLIDET 201	r 2011.						-				
Systems Consulting Services			\$85,000	\$25,000	\$60,000	х	x						
			Total Savings	\$60,000									
	Reduce	to refle	Reduce to reflect historical expenditures and actual programmatic needs. The	itures and actual	programmatic nee	ds. Tł	Je						
	Departr	nent wil	Department will not require funding for these services, which will support the	g for these servic	es, which will sup	port th	le						
	disaster	recover	disaster recovery project, until FY 2013-	2013-14.									
	FFG - ]	<b>FFG - Public Finance</b>	linance										
Other Professional Services			\$29,878	\$20,000	\$9,878	Х	┢		\$29,878	\$20,000	\$9,878	x	
			Total Savings	\$9,878					Total Savings	\$9,878			
	Reduce	to refle	Reduce to reflect historical expenditures	itures.			0	Ongoing reduction	on.				
				FY 2012-13					Ι	FY 2013-14			
			Total Re	<b>Total Recommended Reductions</b>	luctions				Total Reco	<b>Total Recommended Reductions</b>	uctions		
			One-Time	Ongoing	Total				One-Time	Ongoing	Total		

\$9,878

\$9,878

0\$ 0\$

General Fund Non-General Fund Total

\$178,926 \$0 \$178,926

\$9,878

\$169,048 \$0 **\$169,048** 

General Fund Non-General Fund Total

\$0 **\$9,878** 

\$0,878

\$0 **\$9,878**  Recommendations of the Budget and Legislative Analyst For Reduction and Close-out of Past-year Encumbrances from City Budget

**CON - Controller** 

		General		Date of Last		
		Fund	Year of	Recorded	Original	Unexpended
Vendor Name	Subobject Title	Savings	Appropriation	Transaction	Amount	Balance
MACIAS GINI & O'CONNELL LLP	AUDITING & ACCOUNTIN	Yes		12/13/2010	75,000.00	50,000.00
	IS-TIS-ISD SERVICES	Yes		8/3/2010	101,887.00	37,931.76
					-	ı
					-	
					-	
					1	
					-	
					-	ı
			Total A	<b>Total Amount Return to Fund Balance</b>	Fund Balance	87,931.76
					General Fund	87,931.76

Note: The above encurnbrance blanaces are from budget years prior to FY 2011-12. 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.

**Non-General Fund** 

# GEN – GENERAL CITY RESPONSIBILITY

# **BUDGET REVIEW EXECUTIVE SUMMARY**

# YEAR ONE: FY 2012-13

#### Budget Changes

The Department's proposed \$615,176,026 budget for FY 2012-13 is \$40,022,627 or 7.0% more than the original FY 2011-12 budget of \$575,153,399.

# Revenue Changes

The Department's revenues of \$196,285,280 in FY 2012-13, are \$21,453,639 or 9.9% less than FY 2011-12 revenues of \$217,738,919. General Fund support of \$418,890,746 in FY 2012-13 is \$61,476,266 or 17.2% more than FY 2011-12 General Fund support of \$357,414,480.

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

# Budget Changes

The Department's proposed \$579,731,396 budget for FY 2013-14 is \$35,444,630 or 5.8% less than the original FY 2012-13 budget of \$615,176,026.

# Revenue Changes

The Department's revenues of \$192,183,046 in FY 2013-14, are \$4,102,234 or 2.1% less than FY 2012-13 revenues of \$196,285,280. General Fund support of \$387,548,350 in FY 2013-14 is \$31,342,396 or 7.5% less than FY 2012-13 General Fund support of \$418,890,746.

#### RECOMMENDATIONS

# YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$106,153 in FY 2012-13, which are ongoing savings. These reductions would still allow an increase of \$39,916,414 or 6.9% in the Department's FY 2012-13 budget.

These recommendations will result in \$106,153 savings to the City's General Fund in FY 2012-13.

# YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$106,153 in FY 2013-14, which are ongoing savings.

These recommendations will result in \$106,153 savings to the City's General Fund in FY 2013-14.

#### **DEPARTMENT:**

#### **GEN – GENERAL CITY RESPONSIBILITY**

#### **SUMMARY OF PROGRAM EXPENDITURES:**

			Increase/		Increase/
	FY 2011-2012	FY 2012-2013	Decrease from	FY 2013-2014	Decrease from
Program	Budget	Proposed	FY 2011-2012	Proposed	FY 2012-2013
GENERAL CITY RESPONSIBILITY					
GENERAL CITY RESPONSIBILITIES	568,358,399	601,078,626	32,720,227	565,362,596	(35,716,030)
GENERAL FUND UNALLOCATED	0	0	0	0	0
INDIGENT DEFENSE/GRAND JURY	250,000	750,000	500,000	750,000	0
NON PROGRAM	0	3,177,400	3,177,400	3,088,800	(88,600)
RETIREE HEALTH CARE - PROP B	6,545,000	10,170,000	3,625,000	10,530,000	360,000
GENERAL CITY RESPONSIBILITY	575,153,399	615,176,026	40,022,627	579,731,396	(35,444,630)

The General City Responsibility budget is comprised of general expenditures and revenue transfers that are not the responsibility of other City departments, including General Fund supported debt service, reserves, and General Fund contributions to subsidized enterprise funds, such as San Francisco General Hospital and Laguna Honda Hospital.

#### <u>FY 2012-13</u>

Major changes to the General City Responsibility budget in FY 2012-13 include:

- \$17,800,000 to the Budget Stabilization Reserve, which equals 75% of estimated Real Property Transfer Tax revenues in FY 2012-13 exceeding the 5-year average, as required by the Administrative Code. FY 2012-13 is the first year that funds have been allocated to the Budget Stabilization Reserve.
- \$9,894,000 to the General Reserve, which will equal \$32,200,000 in FY 2012-13, including the carry forward of unexpended FY 2011-12 General Reserve funds of approximately \$22,306,000. The total General Reserve will equal 1% of General Fund revenues of \$3,212,775,000 in FY 2012-13.
- \$4,496,200 to pay for a 1% cost of living adjustment (COLA) for community based organizations.

The FY 2012-13 budget also includes (a) \$700,000 for the Film Rebate Program, and (b) \$3,000,000 for HOPE SF.

#### FY 2013-14

Major changes to the General City Responsibility budget in FY 2013-14 include:

- \$7,280,000 to the Budget Stabilization Reserve, which equals 75% of estimated Real Property Transfer Tax revenues in FY 2013-14 exceeding the 5-year average, as required by the Administrative Code.
- \$9,300,000 to the General Reserve to increase the General Reserve amount from \$32,200,00 in FY 2012-13 to \$41,500,000, which will equal 1.25% of estimated FY 2013-14 General Fund revenues of \$3,325,500,000 in FY 2013-14.
- \$4,496,200 to pay for a 1% cost of living adjustment (COLA) for community based organizations.

#### **DEPARTMENT:**

#### **GEN – GENERAL CITY RESPONSIBILITY**

The FY 2013-14 budget also includes (a) \$700,000 for the Film Rebate Program for total Film Rebate Program funding over two years of \$1,400,000; and (b) \$3,000,000 for HOPE SF.

#### **DEPARTMENT REVENUES:**

#### FY 2012-13

The Department's revenues of \$196,285,280 in FY 2012-13, are \$21,453,639 or 9.9% less than FY 2011-12 revenues of \$217,738,919. General Fund support of \$418,890,746 in FY 2012-13 is \$61,476,266 or 17.2% more than FY 2011-12 General Fund support of \$357,414,480.

# FY 2013-14

The Department's revenues of \$192,183,046 in FY 2013-14, are \$4,102,234 or 2.1% less than FY 2012-13 revenues of \$196,285,280. General Fund support of \$387,548,350 in FY 2013-14 is \$31,342,396 or 7.5% less than FY 2012-13 General Fund support of \$418,890,746.

# FILE 11-0274 ACCESS LINE TAX

The San Francisco voters approved Proposition O in November 2008, establishing the Access Line Tax for telephone communication services. Currently, the monthly tax rate is set at \$2.86 per access line, \$21.48 per trunk line, and \$386.63 per high capacity line. Business and Tax Code Section 782 allows the Controller to adjust the rate annually by the Consumer Price Index (CPI), which according to the Controller is 2.93% as of December 31, 2011. Based on the CPI adjustment, the Controller recommends increasing the FY 2012-13 Access Line Tax to \$2.94 per access line, \$22.11 per trunk line, and \$397.96 per high capacity line.

As shown in the table below, the Controller estimates that the proposed increase in the Access Line Tax will result in increased revenues to the City of \$1,300,000 in FY 2012-13 and FY 2013-14.

FY 2011-12

File No.	Fee Description	Projected Revenue	Projected Revenue	Change from PY	Projected Revenue	Change from PY
11-	Access Line					
0274	Tax	\$41,700,000	\$43,000,000	\$1,300,000	\$44,300,000	\$1,300,000
Totals		\$41,700,000	\$43,000,000	\$1,300,000	\$44,300,000	\$1,300,000

FY 2012-13

<u>Recommendation</u>: Approval of the proposed tax resolution is a policy matter for the Board of Supervisors. However, the Budget and Legislative Analyst notes that the proposed General City Responsibility budget is balanced based on the assumption that the tax legislation shown above will be approved.

# **COMMENTS**:

# FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$106,153 in FY 2012-13, which are ongoing savings. These reductions would still allow an increase of \$39,916,414 or 6.9% in the Department's FY 2012-13 budget.

FY 2013-14

#### **DEPARTMENT:**

#### **GEN – GENERAL CITY RESPONSIBILITY**

These recommendations will result in \$106,153 savings to the City's General Fund in FY 2012-13.

# FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$106,153 in FY 2013-14, which are ongoing savings.

These recommendations will result in \$106,153 savings to the City's General Fund in FY 2013-14.

**GEN - General City Responsibility** 

have dans the man of the		<i>C</i>										
	FCO-I	FCO - Business Tax	ľax									
Object Title	From	$T_0$	From	$T_0$	Savings	GF 1T	f From	To	From	$T_0$	Savings	GF 1T
	FCO-I	FCO - Business Tax	lax									
Other Current Expenses			\$5,606,153	\$5,500,000	\$106,153	x			\$5,606,153	\$5,500,000	\$106,153	x
	The Auc this Res recoveri \$4.9 mil funds to	dit Reserv erve is als tes and oth llion. Red	The Audit Reserve is intended to pay claims from prior years' audits. However, this Reserve is also used to meet shortfalls in internal service funds, work order recoveries and other uses. Audit Reserve Fund expenditures in FY 2011-12 are Ongoing Reductions \$4.9 million. Reducing the Audit Reserve to \$5,500,000 would retain sufficient funds to meet expected claims in FY 2012-13 and FY 2013-14.	y claims from pric ortfalls in internal serve Fund expen sserve to \$5,500,0 7 2012-13 and FY	or years' audits. F service funds, wi ditures in FY 20 00 would retain 5 2013-14.	Howevel ork ordε 11-12 at sufficier	ar ar Dugoii	ng Reduc	tions			
				FY 2012-13						FY 2013-14		
			Total Rec	Total Recommended Reductions	ctions				Total Re	Total Recommended Reductions	ctions	
		ļ	One-Time	Ongoing	Total				<b>One-Time</b>	Ongoing	Total	
	General Fund	l Fund	\$0	\$106,153	\$106,153		Gener	<b>General Fund</b>	\$0	\$106,153	\$106,153	
Ž	<b>Non-General Fund</b>	d Fund	\$0	\$0	\$0	ž	<b>Non-General Fund</b>	al Fund	\$0	\$0	\$0	
		Total	0\$	\$106,153	\$106,153			Total	0\$	\$106,153	\$106,153	
		1										1

# CAT-CITY ATTORNEY

# **BUDGET REVIEW EXECUTIVE SUMMARY**

# YEAR ONE: FY 2012-13

#### Budget Changes

The Department's proposed \$67,842,320 budget for FY 2012-13 is \$2,852,454 or 4.4% more than the original FY 2011-12 budget of \$ 64,989,866.

# Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 304.16 FTEs, which are 4.87 FTEs more than the 299.29 FTEs in the original FY 2011-12 budget. This represents a 1.6% change in FTEs from the original FY 2011-12 budget.

The Department has requested approval of 5 positions as interim exceptions. The Budget and Legislative Analyst recommends approval of 3 Redevelopment Agency positions and disapproval of 2 positions as interim exceptions.

#### Revenue Changes

The Department's revenues of \$61,305,736 in FY 2012-13, are \$1,545,047 or 2.6% more than FY 2011-12 revenues of \$59,760,689. General Fund support of \$6,536,584 in FY 2012-13 is \$1,307,407 or 25% more than FY 2011-12 General Fund support of \$5,229,177.

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

#### **Budget Changes**

The Department's proposed \$70,926,609 budget for FY 2013-14 is \$3,084,289 or 4.6% more than the original FY 2012-13 budget of \$67,842,320.

#### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 304.16 FTEs, which is the same number of FTEs in the proposed FY 2012-13 budget.

#### Revenue Changes

The Department's revenues of \$61,083,153 in FY 2013-14, are \$222,583 or 0.4% less than FY 2012-13 revenues of \$61,305,736. General Fund support of \$9,843,456 in FY 2013-14 is \$3,306,872 or 51% more than the FY 2012-13 General Fund support of \$6,536,584.

#### **DEPARTMENT:**

#### CAT – CITY ATTORNEY

#### RECOMMENDATIONS

#### YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$185,213 in FY 2012-13. Of the \$185,213 in recommended reductions \$107,800 are ongoing reductions and \$77,413 are one time savings. These reductions would still allow an increase of \$2,667,241 or 4.1% in the Department's FY 2012-13 budget.

The Budget and Legislative Analyst also recommends additional one-time General Fund revenues of \$35,523 that are anticipated to be received by the City Attorney's Office and can be credited to the City's General Fund.

Together, these recommendations would result in a total savings of \$220,736.

The Budget and Legislative Analyst also includes a Policy Recommendation that would result in a total savings of \$269,873.

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

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$107,800 in FY 2013-14. All of the \$107,800 are ongoing savings. These reductions would still allow an increase of \$2,976,489 or 4.4% in the Department's FY 2013-14 budget.

The Budget and Legislative Analyst also includes a Policy Recommendation totaling a savings of \$351,065.

#### **DEPARTMENT:**

#### CAT – CITY ATTORNEY

#### **SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2011- 2012 Budget	FY 2012- 2013 Proposed	Increase/ Decrease from FY 2011- 2012	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013
0	Duugei	TToposeu	2012	TToposeu	2013
CITY ATTORNEY					
CLAIMS	\$5,796,693	\$6,060,764	\$264,071	\$6,342,941	\$282,177
LEGAL SERVICES	56,458,173	59,046,556	2,588,383	61,848,668	2,802,112
AFFIRMATIVE LITIGATION	2,735,000	2,735,000	0	2,735,000	0
CITY ATTORNEY	64,989,866	67,842,320	2,852,454	70,926,609	3,084,289

#### FY 2012-13

The Department's proposed FY 2012-13 budget has increased by \$2,852,454 largely due to:

- Increases of \$2,588,383 in Legal Services resulting from increases in mandated salaries, related fringe benefit costs, and services of other departments, as well as the addition of 5 new positions, including 3 from the Redevelopment Agency, and 2 for a new dedicated Consumer Protection Unit at a cost \$902,712.
- Increases of \$264,071 in Claims primarily resulting from increases in mandated salaries and related fringe benefit costs.

#### FY 2013-14

The Department's proposed FY 2013-14 budget has increased by \$3,084,289 largely due to:

- Increases in salaries and mandatory fringe benefits.
- The ongoing cost for the addition in FY 2012-13 of 5 new positions, including 3 from the Redevelopment Agency, and 2 for a new dedicated Consumer Protection Unit.

#### **SUMMARY OF DEPARTMENT POSITION CHANGES:**

#### FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 304.16 FTEs, which are 4.87 FTEs more than the 299.29 FTEs in the original FY 2011-12 budget. This represents a 1.6% increase in FTEs from the original FY 2011-12 budget.

- The increase is associated with 5 new positions totaling \$902,712, of which \$666,900 is salaries and \$235,812 is associated with fringe benefit costs. The 5 new positions include two new 8177 Attorneys and one 8169 Legislative Assistant (Paralegal) to address increased case and development project workload from the Redevelopment Agency. Additionally, the City Attorney is requesting one new 8177 Attorney and one new 8169 Legislative Assistant (Paralegal) in Legal Services for a new dedicated Consumer Protection Unit.
- The Department has requested approval of these 5 new positions as interim exceptions. The Budget and Legislative Analyst recommends approval of the 3 Redevelopment Agency transferred positions as interim exceptions.

#### **DEPARTMENT:**

# CAT – CITY ATTORNEY

# FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 304.16 FTEs, which is the same as the 304.16 FTEs in the proposed FY 2012-13 budget.

#### **DEPARTMENT REVENUES:**

#### FY 2012-13

The Department's revenues of \$61,305,736 in FY 2012-13, are \$1,545,047 or 2.6% more than FY 2011-12 revenues of \$59,760,689. General Fund support of \$6,536,584 in FY 2012-13 is \$1,307,407 or 25% more than FY 2011-12 General Fund support of \$5,229,177.

Specific changes in the Department's FY 2012-13 revenues include:

- Recoveries from City departments that are provided City Attorney services are the largest source of funds for the City Attorney, which are expected to increase \$2,308,469, or 4.0% from the original FY 2011-2012 budget of \$57,160,689 to the proposed budget of \$59,469,158.
- The largest increases in expected recoveries are from (a) Administrative Service, for \$984,145 to account for non-housing responsibilities transferred from the Redevelopment Agency, (b) Mayor's Office for \$400,000 for affordable housing responsibilities transferred from the Redevelopment Agency and (c) Recreation and Park Department for \$400,000 for ongoing litigation matters. Also due to a large increase in the number of lawsuits which the Department of City Planning is facing, and expects in the near term, the City Attorney has increased its expected recoveries from the Department of City Planning by \$500,000.
- A decrease of \$1,025,000 in settlement revenue and \$1,575,000 in consumer protection fines is anticipated for FY 2012-2013, which is proposed to be offset by \$1,836,578 of new consumer protection fines, or a net decrease of \$763,422 in revenues.
- General Fund support is proposed to increase by \$1,307,407 or 25% in FY 2012-13 due to above noted decrease of \$1,025,000 settlement revenue, which was previously used in lieu of General Fund support in FY 2011-12.

#### FY 2013-14

The Department's revenues of \$61,083,153 in FY 2013-14, are \$222,583 or 0.4% less than FY 2012-13 revenues of \$61,305,736. General Fund support of \$9,843,456 in FY 2013-14 is \$3,306,872 or 51% more than FY 2012-13 General Fund support of \$6,536,584.

Specific changes in the Department's FY 2013-14 revenues include:

- Revenues from recoveries are expected to decrease by \$222,583 or 0.4%, from FY 2012-2013 budget of \$59,469,158 to the proposed FY 2013-2014 budget of \$59,246,575.
- General Fund support is proposed to increase by \$3,306,872 or 51% more than FY 2012-13 General Fund support of \$6,536,584 because the City Attorney's Office is projecting that General Fund departments such as Police, Fire, Public Works, the Mayor's Office

#### **DEPARTMENT:**

#### CAT – CITY ATTORNEY

and the Board of Supervisors require significantly more City Attorney services in FY 2013-14.

#### **OTHER ISSUES**

- The existing FY 2011-12 Affirmative Litigation Program provides 12 FTE staff and \$2,735,000 for the City Attorney to investigate and file public interest cases. Recent Affirmative Litigation cases include unfair business practices against Tower Car Wash, National Arbitration Forum and Money Mart.
- The City Attorney's Office is proposing to pilot a new dedicated Consumer Protection Unit, which would work closely with the existing Affirmative Litigation Program and collaborate with various City departments, including but not limited to the Office of Labor Standards Enforcement (OLSE), Department of Public Health (DPH) and the Police Department, to investigate and enforce consumer protection laws such as unfair business practices. The proposed FY 2012-13 budget includes the addition of 1 new Attorney and 1 new Legislative Assistant (Paralegal) for this new Program. The Program will be funded from penalties received from prior cases that pursuant to State law are restricted to use by the City Attorney to enforce Consumer Protection Laws. As a result of the City Attorney's growing dependence on General Fund support, the creation of this new Program within the City Attorney's Office requiring additional staff and funding is a policy consideration for the Board of Supervisors.

# <u>COMMENTS</u>:

# FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$185,213 in FY 2012-13. Of the \$185,213 in recommended reductions \$107,800 are ongoing reductions and \$77,413 are one time savings. These reductions would still allow an increase of \$2,667,241 or 4.1% in the Department's FY 2012-13 budget.

The Budget and Legislative Analyst also recommends additional one-time General Fund revenues of \$35,523 that are anticipated to be received by the City Attorney's Office and can be credited to the City's General Fund.

Together, these recommendations would result in a total savings of \$220,736.

The Budget and Legislative Analyst also includes a Policy Recommendation that would result in a total savings of \$269,873.

# FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$107,800 in FY 2013-14. All of the \$107,800 are ongoing savings. These reductions would still allow an increase of \$2,976,489 or 4.4% in the Department's FY 2013-14 budget.

The Budget and Legislative Analyst also includes a Policy Recommendation totaling a savings of \$351,065

Recommendations of the Budget and Legislative Analyst For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Fixed Two-Year Budget

			F	FY 2012-13						FY 2013-14		
	FTE	Έ	Amount	ount				FTE	An	Amount		
Object Title	From	$T_0$	From	$T_0$	Savings	GF	1T From	om To	From	$T_0$	Savings	GF 1T
	FC2-Leg	FC2-Legal Services	ses									
Attorney (Civil/Criminal)		2.77	\$517,764	\$478,069	\$39,695	x	x					
Mandatory Fringe Benefits			\$170,906	\$157,803	\$13,103	х	x					
			Total Savings	\$52,798								
	One of th interim e investiga	le propose xception te and en	One of the proposed new 8177 Attorney posit interim exception as the position is to staff a 1 investigate and enforce public nuisance and n	One of the proposed new 8177 Attorney positions should not be filled as an interim exception as the position is to staff a new Consumer Protection Unit to investigate and enforce public nuisance and misconduct violations and would	ions should not be filled as an new Consumer Protection Unit to nisconduct violations and would	s an Unit tc <i>w</i> ould						
	add to the was not i	e City Att ncluded i	add to the City Attorney's existing Affirmativ was not included in the Department's request	add to the City Attorney's existing Affirmative Littigation Program. This position was not included in the Department's request to the Mayor's Office. The other	e Litigation Program. This positi to the Mayor's Office. The other	positi other	uc					
	two of th workload	e requeste l associate	ed three new Attor ed with the transit	two of the requested three new Attorney positions are due to the increased workload associated with the transition of the former Redevelopment Agency to	tue to the increas tedevelopment A	ed gency	to					
	the City . filled as e	Attorney's of July 1.	s Office and are be 2012. which the F	the City Attorney's Office and are being requested as interim exceptions, to be filled as of July 1. 2012, which the Budget and Legislative Analyst is	nterim exceptions tive Analyst is	, to be						
	recommending.	nding.	×	)	<b>`</b>							
Legislative Assistant	2.00	1.77	\$149,136	\$131,985	\$17,151	х	х					
Mandatory Fringe Benefits			\$64,906	\$57,442	\$7,464	х	х					
			Total Savings	\$24,615								
	One of the not be fill not be fill not be fill Protection violation. Litigation the Mayc (Paralega transition and is be which the the value of the the the value of the the value of the the value of th	the propose led as an n Unit to s, which v r Program or's Office or's Office of the fo to of the fo to f the fo to f the fo to f the fo to for the for the for the for the for the for the for the for the for the for the for the for the for the for the for the for the for the for the for the	ed new 8169 Legis interim exception investigate and er would add to the C This position wa ar is due to the in ormer Redevelopm ted as an interim e and Legislative A.	One of the proposed new 8169 Legislative Assistant (Paralegal) positions should not be filled as an interim exception as this position is to staff a new Consumer Protection Unit to investigate and enforce public nuisance and misconduct violations, which would add to the City Attorney's existing Affirmative Litigation Program. This position was not included in the Department's request to the Mayor's Office. The other requested new 8169 Legislative Assistant (Paralegal) positions is due to the increased workload associated with the transition of the former Redevelopment Agency to the City Attorney's Office and is being requeted as an interim exception, to be filled as of July 1, 2012, which the Budget and Legislative Analyst is recommending.	aralegal) position to staff a new Co nce and miscond ting Affirmative a Department's r islative Assistant associated with th City Attorney's O led as of July 1, 2 ding.	ns shou nsume uct equest e ffice (012,	to to					

Recommendations of the Budget and Legislative Analyst For Amendment of Budget Items in the FV 2012-13 and FY 2013-14 Fixed Two-Year Budget

**CAT-City Attorney** 

CAT-CILY AUDULES													
			F	FY 2012-13						FY	FY 2013-14		
	F	FTE	Amount	unt				FTE		Amount	int		
<b>Object Title</b>	From	$\mathbf{T}_{0}$	From	$T_0$	Savings	GF 1	1T Fr	From	$T_0$	From	$T_0$	Savings GF	$\mathbf{F}$ 1T
Materials and Supplies Budget Only	get Only		\$132,441	\$124,641	\$7,800	Х				\$132,441	\$124,641	\$7,800 x	
			Total Savings	\$7,800				,		Total Savings	\$7,800		
	The dep: supplies.	artment h	The department has historically expended less supplies.		than budgeted on materials and	als and		Ongoing savings	vings				
Professional & Specialized Services			\$220,568	\$195,568	\$25,000	×				\$220,568	\$195,568	\$25,000 x	
	The dep: Speciali	The department has h Specialized Services.	The department has historically expended less Specialized Services.		than budgeted for Professional &	ional d		Ongoing savings	vings				
Litigation Expenses			\$5,567,623	\$5,492,623	\$75,000	x				\$5,567,623	\$5,492,623	\$75,000 x	
_	The depa Speciali:	The department has h Specialized Services.	The department has historically expended less Specialized Services.		than budgeted for Professional &	ional d		Ongoing savings	vings				
Expend Recovery for SVCS to AAO Funds.	to AAO	Funds.	(\$1,568,818)	(\$1,525,000)	(\$43,818)	x				(\$1,568,818)	(\$1,525,000)	(\$43,818) x	П
			Total Savings	(\$43,818)						Total Savings	(\$43,818)		
	To reflec	t a corre	To reflect a corresponding decrease in the Retirement System's work order	in the Retirement	System's work ord	ler							
	budget v	vith the C	budget with the City Attorney because these funds have historically never been	se these funds hav	ve historically neve	er been							
	-	q.				ŀ	ÖüÖ		avings				
Attrition Savings (Salaries)	(18.37)	(18.60)	\$	(\$2,665,823)	\$32,561	х	(18	(18.37) (	(18.59)	(\$2,678,175)	(\$2,709,941)	\$31,766 x	
Attrition Savings (Benefits)			(\$910,392)	(\$921, 649)	\$11,257	Х				(\$1,016,048)	(\$1,028,100)	\$12,052 x	
			Total Savings	\$43,818						Total Savings	\$43,818		
	To adjust Attorney.	t for the	To adjust for the decrease in Retirement System's work order with the City Attorney.	nent System's wor	k order with the C	ity	Ons	Ongoing Savings	avings				
									þ				]

FromFromAmountToSavingsGF1TObject TitleFromToToSavingsGF1TConsumer Protection Fines $$1,836,578$ $$1,872,101$ $$35,523$ $x$ $x$ Consumer Protection Fines $$1,836,578$ $$1,872,101$ $$35,523$ $x$ $x$ Total Savings $$51,835,523$ $$535,523$ $x$ $x$ The proposed FY 2012-13 budget includes anticipated revenues from consumer protection fines. Based on ongoing negotiations and more current estimates, the City Attorney's Office anticipates recovering \$35,523 more than is currently included in the FY 2012-13 budget. The Department anticipates receipt of these funds in the first quarter of FY 2012-13. The proposed recommendation would therefore offset an additional \$35,523 of General Fund revenues currently budgeted in the City Attorney's budget.	To								
nes			Ŧ	FTE	Amount	unt		_	1
nes		Savings GF 1	1T From	To	From	$T_0$	Savings	GF 1T	H
nes									
	\$1,872,101	\$35.523 x x					\$0		
The proposed FY 2012-13 budget includes anticipy protection fines. Based on ongoing negotiations an City Attorney's Office anticipates recovering \$35,5 included in the FY 2012-13 budget. The Departme funds in the first quarter of FY 2012-13. The propo therefore offset an additional \$35,523 of General F budgeted in the City Attorney's budget.					Total Savings	\$0			
	includes anticipated revenu- ig negotiations and more cur- recovering \$35,523 more th- it. The Department anticipat 12-13. The proposed recom- 523 of General Fund revenu- dget.	es from consume rrent estimates, th an is currently ces receipt of thes mendation would tes currently	o						
FY 2012-13	FY 2012-13					FY 2013-14			
Total Recommended 1	<b>Total Recommended Reductions</b>				Total Re	<b>Total Recommended Reductions</b>	uctions		
One-Time Ongoing		Total			<b>One-Time</b>	Ongoing	Total		
General Fund \$112,936 \$107,80	\$107,800	\$220,736	Gene	<b>General Fund</b>	0\$	\$107,800	\$107,800		
Non-General Fund \$0 \$	\$0	<b>80</b>	Non-Gene	<b>Non-General Fund</b>	\$0	\$0	\$0		
Total \$112,936 \$107,80	\$107,800	\$220,736		Total	0\$	\$107,800	\$107,800		

Recommendations of the Budget and Legislative Analyst For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Fixed Two-Year Budget

			H	FY 2012-13					F	FY 2013-14		
	H	FTE	Amo	Amount				FTE	Amount	unt		
Object Title	From	$T_0$	From	$T_0$	Savings	GF 1T	T From	n To	From	$T_0$	Savings	GF 1T
	Policy	Recon	<b>Policy Recommendations</b>									
	FC2-Le	<b>FC2-Legal Services</b>	ices									
Attorney (Civil/Criminal)		2.00	\$478,069	\$345,176	\$132,893	х	3.00	0 2.00	\$526,977	\$351,318	\$175,659	x
Mandatory Fringe Benefits			\$157,803	\$113,937	\$43,866	х			\$191,112	\$127,408	\$63,704	x
			Total Savings	\$176,759					Total Savings	\$239,363		
	One nev decisior initiate a public n	w 8177 A 1 for the 1 a new de	One new 8177 Attorney position, reduced above to 0.77 FTEs, is a policy decision for the Board of Supervisors because this position is being requested to initiate a new dedicated Consumer Protection Unit to investigate and enforce public nuisance and misconduct violations and would add to the City Attorney's	sduced above to 0.7 rs because this posi Protection Unit to i lations and would a	77 FTEs, is a polic- ition is being requences investigate and enf add to the City Att	y ested to force torney's	0 7					
	existing Departn City Att	t Affirma nent's req orney's C	existing Affirmative Litigation Program. This position was not included in the Department's request to the Mayor's Office. The General Fund budget for the City Attorney's Office is increasing by \$1,307,407 in FY 2012-13 and is	stram. This position Office. The Gener by \$1,307,407 in F	position was not included in the he General Fund budget for the 407 in FY 2012-13 and is	in the r the						
	increasi growing program	ng by an g depende is and ad	increasing by an additional \$3,306,872 in FY 2013-14. Given the Department's growing dependence on the City's General Fund, the decision to create new programs and add new positions to the Department's budget is a policy	872 in FY 2013-14. Jeneral Fund, the di the Department's bu	. Given the Depart ecision to create n udget is a policy	tment's ew						
Legislative Assistant	1.77	1.00	\$149,136	\$84,257.63	\$64,878	×	2.00	2.00 1.00	\$151,790	\$75,895	\$75,895	x
Mandatory Fringe Benefits			\$64,906	\$36,670.06	\$28,236	x			\$71,613	\$35,807	\$35,807	x
			Total Savings	\$93,114					Total Savings	\$111,702		
	One nev FTE, is being re investig add to tl was not Fund bu 2012-13 Departn create n	w 8169 L a policy squested ate and e he City A included idget for dget for ent's gro ew progr	One new 8169 Legislative Assistant (Paralegal) position, reduced above to 0.77 FTE, is a policy decision for the Board of Supervisors because this position is being requested to initiate a new dedicated Consumer Protection Unit to investigate and enforce public nuisance and misconduct violations and would add to the City Attorney's existing Affirmative Litigation Program. This position was not included in the Department's request to the Mayor's Office. The General Fund budget for the City Attorney's Office is increasing by \$1,307,407 in FY 2012-13 and is increasing by an additional \$3,306,872 in FY 2013-14. Given the Department's growing dependence on the City's General Fund, the decision to create new programs and add new positions to the Department's budget is a	t (Paralegal) positic ard of Supervisors dicated Consumer unce and misconduc Affirmative Litigati 's request to the Ma Office is increasing litional \$3,306,872 on the City's Genera ositions to the Dep	<ol> <li>position, reduced above to ervisors because this position nsumer Protection Unit to isconduct violations and wou Litigation Program. This pos o the Mayor's Office. The Ge ncreasing by \$1,307,407 in F 306,872 in FY 2013-14. Give 's General Fund, the decision the Department's budget is a</li> </ol>	to 0.77 ion is vould positio Generic Generic iven th iiven th s a s a	्र सन्न भ्र					
	policy c	considera	policy consideration for the Board of Supervisors. FV 2012-13	of Supervisors. FV 2012-13			Ongoi	Ongoing savings		FV 2013-14		
			Total P One-Time	Total Policy Recommendations ime Ongoing T	lations Total				Total Po One-Time	Total Policy Recommendations Time Onsoins T	ations Total	
	General Fund Non-General Fund	General Fund General Fund		\$269,873 \$0 \$0	\$269,873 \$0	E	Gei Non-Gei	General Fund Non-General Fund		\$351,065 \$0	\$351,065 \$0	
OGF = General Fund		Total	80	\$269,873	\$269,873			Total		\$351,065	\$351,065	
<b>(</b> Gr = General Fund 1T - Oso Timo										Budge	Rudget and Finance C	Budget and Finance Committee June 25, 2012

Budget and Finance Committee, June 25, 2012

1T = One Time

# ADM – CITY ADMINISTRATOR'S OFFICE

# **BUDGET REVIEW EXECUTIVE SUMMARY**

# YEAR ONE: FY 2012-13

# Budget Changes

The department's proposed \$409,004,927 budget for FY 2012-13 is \$157,505,709 or 62.6% more than the original FY 2011-12 budget of \$251,499,218.

# Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 722.60 FTEs, which are 85.13 FTEs more than the 637.47 FTEs in the original FY 2011-12 budget. This represents a 13.4% increase in FTEs from the original FY 2011-12 budget.

# Revenue Changes

The Department's revenues of \$365,324,234 in FY 2012-13 are \$160,379,637 or 78.3% more than FY 2011-12 revenues of \$204,944,597. General Fund support of \$43,680,693 in FY 2012-13 is \$2,873,928 or 6.2% less than FY 2011-12 General Fund support of \$46,554,621.

# Interim Exceptions

The Department has requested approval of 10 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 10 positions as interim exceptions, which includes (a) 8 custodian positions for the opening of the new PUC building at 550 Golden Gate Avenue in July 2012; and (b) 2 new positions, one of which transferred from the former Redevelopment Agency and one of which the Department filled on a temporary requisition in FY 2011-12.

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

# Budget Changes

The department's proposed \$399,858,875 budget for FY 2013-14 is \$9,146,052 or 2.2 % less than the original FY 2012-13 budget of \$409,004,927.

# Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 725.67 FTEs, which are 3.07 FTEs more than the 722.60 FTEs in the original FY 2012-13 budget. This represents 0.4% increase in FTEs from the original FY 2012-13 budget.

# **Revenue Changes**

The Department's revenues of \$355,313,395 in FY 2013-14, are \$10,010,839 or 2.7% less than FY 2012-13 revenues of \$365,324,234. General Fund support of \$44,545,480 in FY 2013-14 is \$864,787 or 2.0% more than FY 2012-13 General Fund support of \$43,680,693.

#### **DEPARTMENT:**

#### **ADM – CITY ADMINISTRATOR'S OFFICE**

#### RECOMMENDATIONS

#### **YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$409,080 in FY 2012-13, of which \$209,923 are one-time and \$199,157 are ongoing. These reductions would still allow an increase of \$157,096,629 or 62.5% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$31,138 to the General Fund.

Together, these recommendations result in \$440,218 savings to the General Fund.

The Budget and Legislative Analyst includes a Policy Recommendation that would result in a total savings of \$85,321.

The Budget and Legislative Analyst also includes a Reserve Recommendation of \$251,082.

#### YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$323,286 in FY 2012-13, which are ongoing savings.

These recommendations result in \$323,286 savings to the General Fund.

The Budget and Legislative Analyst includes a Policy Recommendation that would result in a total savings of \$115,354.

The Budget and Legislative Analyst also includes a Reserve Recommendation of \$393,181.

#### **DEPARTMENT:**

#### **ADM – CITY ADMINISTRATOR'S OFFICE**

**<u>NOTE</u>**: The Community Redevelopment Program in the City Administrator's Office, which consists of programs previously provided by the former San Francisco Redevelopment Agency, will be presented separately, as will a review of the Treasure Island Development Agency projects.

#### **SUMMARY OF PROGRAM EXPENDITURES:**

			Increase/		Increase/
	FY 2011-2012	FY 2012-2013	Decrease from	FY 2013-2014	Decrease from
Program	Budget	Proposed	FY 2011-2012	Proposed	FY 2012-2013
GENERAL SERVICES AGENCY - CITY ADMIN					
311 CALL CENTER	10,443,003	10,879,996	436,993	11,260,369	380,373
ANIMAL WELFARE	4,087,673	5,330,922	1,243,249	5,031,345	(299,577)
CAPITAL ASSET PLANNING	750,000	750,000	0	750,000	0
CITY ADMINISTRATOR - ADMINISTRATION	8,452,889	9,490,766	1,037,877	9,933,648	442,882
COMMUNITY AMBASSADOR PROGRAM	0	496,385	496,385	712,040	215,655
COMMUNITY REDEVELOPMENT	0	141,180,844	141,180,844	128,415,792	(12,765,052)
CONTRACT MONITORING	0	4,476,177	4,476,177	4,662,030	185,853
COUNTY CLERK SERVICES	1,892,621	1,894,985	2,364	1,951,157	56,172
DISABILITY ACCESS	9,017,747	8,424,249	(593,498)	5,894,609	(2,529,640)
EARTHQUAKE SAFETY PROGRAM	0	440,000	440,000	590,000	150,000
ENTERTAINMENT COMMISSION	761,882	765,464	3,582	789,347	23,883
FACILITIES MGMT & OPERATIONS	40,033,686	40,499,230	465,544	42,648,710	2,149,480
FLEET MANAGEMENT	1,007,507	991,055	(16,452)	991,325	270
GRANTS FOR THE ARTS	11,855,054	11,888,347	33,293	11,919,728	31,381
IMMIGRANT AND LANGUAGE SERVICES	1,071,324	1,458,581	387,257	1,522,514	63,933
JUSTIS PROJECT - CITY ADM OFFICE	3,143,302	3,481,495	338,193	3,404,956	(76,539)
LIVING WAGE / LIVING HEALTH (MCO/HCAO)	2,964,561	3,187,163	222,602	3,307,843	120,680
MEDICAL EXAMINER	12,493,163	6,191,525	(6,301,638)	6,408,216	216,691
MOSCONE EXPANSION PROJECT	0	1,700,000	1,700,000	0	(1,700,000)
NEIGHBORHOOD BEAUTIFICATION	835,000	1,865,000	1,030,000	1,865,000	0
PROCUREMENT SERVICES	4,698,228	5,106,654	408,426	5,264,107	157,453
REAL ESTATE SERVICES	23,312,151	26,874,789	3,562,638	27,666,662	791,873
REPRODUCTION SERVICES	5,470,996	6,025,989	554,993	6,081,205	55,216
RISK MANAGEMENT / GENERAL	12,518,041	14,325,471	1,807,430	14,361,932	36,461
TOURISM EVENTS	70,820,558	73,465,907	2,645,349	76,386,075	2,920,168
TREASURE ISLAND	1,579,439	1,758,079	178,640	1,871,150	113,071
VEHICLE & EQUIPMENT MAIN & FUELING	24,290,393	26,055,854	1,765,461	26,169,115	113,261
GENERAL SERVICES AGENCY - CITY ADMIN	251,499,218	409,004,927	157,505,709	399,858,875	(9,146,052)

#### FY 2012-13

The Department's proposed FY 2012-13 budget has increased by \$157,505,709 largely due to:

- Fleet Management is focusing on minimizing the costs and environmental impacts of operating City vehicles by continuing to reduce the City's fleet size based on right-sizing analyses.
- The Earthquake Safety Implementation Program (ESIP), a 30-year program which resulted from the Community Action Plan for Seismic Safety (CAPSS), began in FY 2011-12 to implement CAPSS recommendations to minimize the impacts of earthquakes through information and education, and through voluntary and mandatory strengthening of San

#### **DEPARTMENT:**

#### ADM – CITY ADMINISTRATOR'S OFFICE

Francisco's most vulnerable building stock. The Department is proposing one new manager position for this program in FY 2012-13 and three additional positions in FY 2013-14 for this program.

- The Treasure Island Development Authority (TIDA) will be executing the Economic Development Conveyance Memorandum of Understanding with the U.S. Navy for the initial transfer of properties from the Navy to TIDA as well as completing the expansion of the Treasure Island Marina and work on the Treasure Island/Yerba Buena Island Development Project.
- As a part of the City's consolidation and streamlining of contract monitoring across City departments, the Equal Benefits, Surety Bonds, and Local Business Enterprise Divisions of the Human Rights Commission (HRC) will transition to the City Administration Office, increasing the administrative staff and demands of the Administrator's Office.
- The Community Ambassadors Program, which began as a pilot program in Districts 6 and 10, provides ambassadors to the selected communities, and those ambassadors serve as community liaisons and are a public safety presence in crime trouble spots to ameliorate community tensions. This program will transition to a permanent program within City Administration in FY 2012-13.

# FY 2013-14

The Department's proposed FY 2013-14 budget has decreased by \$9,146,052 largely due to reductions in the Community Redevelopment Program.

The Department proposes to update the City fleet will be updated in FY 2013-14, replacing 117 older vehicles to comply with the Healthy Air and Clean Transportation Ordinance (HACTO).

# **SUMMARY OF DEPARTMENT POSITION CHANGES:**

#### FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 722.60 FTEs, which are 85.13 FTEs more than the 637.47 FTEs in the original FY 2011-12 budget. This represents 13.4% increase in FTEs from the original FY 2011-12 budget. The FY 2012-13 budget includes 35 positions transferred from the former San Francisco Redevelopment Agency to the Community Development Program; 30 positions transferred from the Human Rights Commission to the new Contract Monitoring unit; increases in temporary salaries; reductions in attrition savings to allow for the hire of vacant positions; and 20 new positions, as follows:

- Seven new positions in the City Administrator's Office, including (a) one new Manager III, who had previously worked for the San Francisco Redevelopment Agency to assist with Human Resources ; (b) one new Manager I to support the City Administrator in implementing various new initiatives; (c) one new Community Development Specialist to aid in initiatives formerly covered by the state's redevelopment agencies; and (d) four new Public Service Aides and 26 new temporary positions in the Community Ambassadors Program;
- One new purchased dedicated to the Human Services Agency (HSA) to meet the high volume of purchasing requests generated by HSA;

#### **DEPARTMENT:**

# ADM – CITY ADMINISTRATOR'S OFFICE

- One Senior IS Business Analyst to serve as the technical lead on the City's Capital Planning Program (CPP), a \$24.7 billion city-wide ten-year capital plan;
- Two new Principal Administrative Analyst positions in the Office of Civic Engagement and Immigrant Affairs, to work with the Community Ambassadors Program, and (a) one of which would provide analysis and program support for programs engaging the Asian American, Native Hawaiian and Pacific Islander communities; and (b) one of which would focus on programs for low-income, vulnerable, and at-risk communities;
- Eight new Custodians to provide custodial services at the new Public Utilities Commission building at 550 Golden Gate Avenue;
- One Senior Administrative Analyst to provide analysis and support for the initial transfer of Treasure Island from the Navy to the City;

# FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 725.67 FTEs, which are 3.07 FTEs more than the 722.60 FTEs in the original FY 2012-13 budget. This represents 0.42% increase in FTEs from the original FY 2012-13 budget. Position increases in FY 2013-14 are due to annualization of new positions in FY 2012-13 and other adjustments.

#### **INTERIM EXCEPTIONS**

The Department has requested approval of 10 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 10 positions as an interim exception.

- 8 custodian positions for the opening of the new PUC building at 550 Golden Gate Avenue in July 2012.
- 2 new positions, one of which transferred from the former Redevelopment Agency and one of which the Department filled on a temporary requisition in FY 2011-12.

#### FEE LEGISLATION

The proposed ordinance would revise increase fees charged to City administered or City funded construction projects from fixed fees based on the valuation of the project to fixed fees plus hourly rates for plan review and site inspection for the Office on Disability for compliance with Federal disability access laws. Current revenues only generate approximately 50% of the actual costs. Projected revenues for FY 2012-13 are based on the proposed fee ordinance as follows:

File No.	Fee Description	FY 2011-12 Original Revenue	Change in FY 2012-13	Annualized Revenue Thereafter	% Cost Recovery
12-0606	Compliance with Disability Access Laws	\$113,000	\$230,000	\$230,000	100%

#### **DEPARTMENT:**

#### ADM – CITY ADMINISTRATOR'S OFFICE

<u>Recommendation</u>: Approval of the proposed fee increases is a policy matter for the Board of Supervisors. However, the Budget and Legislative Analyst notes that the proposed Administrative Services budget is balanced based on

#### **DEPARTMENT REVENUES:**

#### FY 2012-13

The Department's revenues of \$365,324,234 in FY 2012-13 are \$160,379,637 or 73.8% more than FY 2011-12 revenues of \$204,944,597. General Fund support of \$43,680,693 in FY 2012-13 is \$2,873,928 or 6.2% less than FY 2011-12 General Fund support of \$46,554,621.

As a result of the transfer of the former Redevelopment Agency to the City as the successor agency, tax increment revenues that would have accrued to the Redevelopment Agency to support existing obligations of the Redevelopment Agency prior to its dissolution are now included in the City Administrator's budget.

Other major changes to the Department's FY 2012-13 revenues include:

- Expected increases in revenues from the Moscone Convention Center upon completion of improvements in June 2012; and
- Transfer of fund balances from the Convention Facilities Fund, Real Estate Special Revenue Fund, and Neighborhood Beautification Fund to fund Moscone Convention Center, Earthquake Safety Implementation Program, and other projects.

#### FY 2013-14

The Department's revenues of \$355,313,395 in FY 2013-14, are \$10,010,839 or 2.7% less than FY 2012-13 revenues of \$365,324,234. General Fund support of \$44,545,480 in FY 2013-14 is \$864,787 or 2.0% more than FY 2012-13 General Fund support of \$43,680,693.

#### **COMMENTS**:

# FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$409,080 in FY 2012-13, of which \$209,923 are one-time and \$199,157 are ongoing. These reductions would still allow an increase of \$157,096,629 or 62.5% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$31,138 to the General Fund.

Together, these recommendations result in \$440,218 savings to the General Fund.

The Budget and Legislative Analyst includes a Policy Recommendation that would result in a total savings of \$85,321.

The Budget and Legislative Analyst also includes a Reserve Recommendation of \$251,082.

#### **DEPARTMENT:**

# ADM – CITY ADMINISTRATOR'S OFFICE

# FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$323,286 in FY 2012-13, which are ongoing savings.

These recommendations result in \$323,286 savings to the General Fund.

The Budget and Legislative Analyst includes a Policy Recommendation that would result in a total savings of \$115,354.

The Budget and Legislative Analyst also includes a Reserve Recommendation of \$393,181.

ADM - City Administrator's Office

# FY 2013-14 Recommendations of the Budget and Legislative Analyst For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget FY 2012-13

				F Y 2012-15			╞		_	-	F X 2013-14		
Object Title	From	To To	From			Savings GF	$\mathbf{1T}$	From To	From	m	To To	Savings G	GF 1T
	ACA - Com	munity Aml	ACA - Community Ambassadors Program	gram									
Principal Administrative Analyst	0.77	0.00	\$85,245	5	80	\$85,245 x		1.00 0.00		\$112.678	\$0	\$112.678	x
Mandatory Fringe Benefits			\$41,924	4	\$0	_				\$46,458	\$0		x
			Total Savings	\$12:	\$127,169				Total Savings	ings	\$159,136		
	The Departn Office of Civ FY 2011-12 which would proposed org an existing 1 we recomme position, wh	The Department is requesting two 1 Office of Civic Engagement and In FY 2011-12 on a temporary requisi which would support the new Com proposed organization chart for the an existing 1823 Senior Administr we recommend deletion of the prop position, which would duplicate th	sting two new ent and Immig ary requisition new Commun art for the Con Administrative of the proposed plicate the role	Principal Admin rant Affairs, one and for which w ity Ambassadors munity Ambass Analyst position 1 new 1824 Princ c of the 1823 Ser	uistrative / e of which /e recomm s Program sador Prog n as the pr cipal Adm nior Admi	The Department is requesting two new Principal Administrative Analyst positions in the Office of Civic Engagement and Immigrant Affairs, one of which the Department hired in FY 2011-12 on a temporary requisition and for which we recommend approval, and one of which would support the new Community Ambassadors Program. The Department's proposed organization chart for the Community Ambassador Program in FY 2012-13 shows an existing 1823 Senior Administrative Analyst position as the program manager. Therefore, we recommend deletion of the proposed new 1823 Senior Administrative Analyst position, which would duplicate the role of the 1823 Senior Administrative Analyst		Ongoing savings.	iigs				
Temporary - Miscellaneous									\$42	\$428,434	\$308,937		x
Mandatory Fringe Benefits									\$	\$33,846	\$24,406	\$9,440	x
									Total Savings	ings	\$128,937		
							<u> </u>	ased on the rogram pro ilaries of \$' rovide com	Based on the organizational chart and work p Program provided by the Department of Adm salaries of \$308,937 should be sufficient to p provide community outreach in FY 2013-14.	al chart and Department Id be suffici ach in FY 2(	l work plan for the of Administrative ent to pay for tem 313-14.	Based on the organizational chart and work plan for the Community Ambassadors Program provided by the Department of Administrative Services, temporary salaries of \$308,937 should be sufficient to pay for temporary staff and interns to provide community outreach in FY 2013-14.	adors is to
	FAC - City	Administra	FAC - City Administrator - Administration							-			
Attrition Savings			(\$130,369)		(\$196,068)	\$65,699 x	x						
Mandatory Fringe Benefits			(\$51,174)		(\$76,963)	\$25,789 x	x						
			Total Savings	\$9	\$91,488								
	The Department Board of Superv Department's Ge million,or 9.4%.	The Department hired four position Board of Supervisors approved the Department's General Fund budget million,or 9.4%.	ur positions in proved the new nd budget for s	FY 2011-12 on positions in the alaries has incre	temporary FY 2012- sased in F	The Department hired four positions in FY 2011-12 on temporary requisitions before the Board of Supervisors approved the new positions in the FY 2012-13 budget. The Department's General Fund budget for salaries has increased in FY 2012-13 by \$2.5 million,or 9.4%.	he						
	The Departn is an increas	nent has bud, e of \$300,00	geted \$1.7 mill 0 or 19.7% mo	ion in salaries in re than FY 2011	n this prog	The Department has budgeted \$1.7 million in salaries in this program in FY 2012-13, which is an increase of \$300,000 or 19.7% more than FY 2011-12 salaries of \$1.4 million. The	which re						
	recommende new position	ed reduction Is hired in the	in attrition sav	recommended reduction in attrition savings adjusts for the increased new positions hired in the prior fiscal year on temporary requisitions.	the increa v requisitio	recommended reduction in attrition savings adjusts for the increased salary budget due to new positions hired in the prior fiscal year on temporary requisitions.	e to						
Manager III	1.00	0.00	\$128,569	6	\$0	\$128,569 x		1.00 0.00		\$130,857	\$0	\$130,857	x
Mandatory Fringe Benefits			\$49,201		\$0	\$49,201 x			ŝ	\$54,315	\$0		х
Manager II	0.00	0.77	\$		\$119,128	(\$119,128) x		0.00 1.00	0	\$0	\$121,248		x
Mandatory Fringe Benefits			\$0		\$47,369	(\$47,369) x		_		\$0	\$52,141	(\$52,141)	x
			Total Savings	\$1.	\$11,273				Total Savings	ings	\$11,783		
	The Departn Agency to as recommend to aid the ex	nent is propo sist with per approval of t isting human	The Department is proposing the transfe Agency to assist with personnel and hun recommend approval of the position but to aid the existing human resource staff.	sr of a Manager nan resource fur as a downward	III positio nctions in substituti	The Department is proposing the transfer of a Manager III position from the Redevelopment Agency to assist with personnel and human resource functions in the Department. We recommend approval of the position but as a downward substitution to a Manager II position to aid the existing human resource staff.		Ongoing savings.	ings.				
6													
56													

			1 2 2	001010							
			FY	F Y 2012-13					F X 2013-14		
	F	FTE	Amoun	t			FTE	Ċ	Amount		
Object Title	From	$T_0$	From	$T_0$	Savings	GF 1T	From To	From	$T_0$	Savings	GF 11
Attrition Savings	0.00	1.29	(\$143,641)	(\$228,641)	\$85,000	х х					
Mandatory Fringe Benefits			(\$56,502)	(\$89,937)	\$33,435	хх					
		L	Total Savings	\$118,435							
	The Department Board of Superv Department's Gé million,or 9.4%	nent hired fou pervisors appr 's General Fun 4%.	r positions in FY 2 oved the new posi d budget for salari	The Department hired four positions in FY 2011-12 on temporary requisitions before the Board of Supervisors approved the new positions in the FY 2012-13 budget. The Department's General Fund budget for salaries has increased in FY 2012-13 by \$2.5 million,or 9.4%.	y requisitions befor 2-13 budget. The 2Y 2012-13 by \$2.5	e the					
	The Departn is an increas recommende new positior	nent has budg ie of \$400,000 2d reduction ir 1s hired in the	eted \$5.3 million i or 8.7% more tha a tutrition savings prior fiscal year or	The Department has budgeted \$5.3 million in salaries in this program in FY 2012-13, which is an increase of \$400,000 or 8.7% more than FY 2011-12 salaries of \$4.9 million. The recommended reduction in attrition savings adjusts for the increased salary budget due to new positions hired in the prior fiscal year on temporary requisitions.	igram in FY 2012-1 es of \$4.9 million. 7 ased salary budget d ions.	3, which The ue to					
	BA8 - Earth	BA8 - Earthquake Safety Program	v Program								
Programmatic Budget	1.00	0.77	\$440,000	\$379,285	\$60,715	х	1.00 1.00	\$590,000	\$566,570	\$23,430	х
	The Departn Program, wh plan or budg position inst appropriate of the the pr	The Department has proposed a n Program, which is a new General plan or budget for the this new pr position instead of a Manager IV appropriate level for the program of the the program scope.	ssed a new Manag General Fund proj new program in F ager IV position, w rogram manager bi	The Department has proposed a new Manager IV position for the Earthquake Safety Program, which is a new General Fund project. The Department does not have a detailed plan or budget for the this new program in FY 2012-13. We recommend a Manager II position instead of a Manager IV position, with a hire date of October 1, 2012, which is the appropriate level for the program manager based on the Department's preliminary description of the the program scope.	e Earthquake Safety does not have a det mmend a Manager tober 1, 2012, whic ent's preliminary de	led is the rription	Funding for th noted below.	e Manager II sala we recommend th 33,181, pending su	Funding for the Manager II salary and fringe benefit in FY 2013-14 is \$173,389. As noted below, we recommend that the Budget and Finance Committee reserve the balance of \$393,181, pending submission of a program plan and budget detail.	FY 2013-14 is \$17 ce Committee rese plan and budget d	3,389. A rve the etail.
	Funding for \$128,203. A the balance	the proposed is noted below of \$251,082, p	new Manager II sa , we recommend t bending submission	Funding for the proposed new Manager II salary and fringe benefits in FY 2012-13 is \$128,203. As noted below, we recommend that the Budget and Finance Committee reserve the balance of \$251,082, pending submission of a program plan and budget detail.	fits in FY 2012-13 Finance Committee and budget detail.	is reserve					
	BK6 - Trea	<b>BK6 - Treasure Island</b>									
Senior Administrative Analyst	0.77A		\$73,654	\$73,654	\$0	F					
		1	Total Savings	\$0							
	The Department is requ Navy to the City. We re transition is completed.	The Department is requesting a new yor to the City. We recommend transition is completed.	ting a new position mmend this as a li	The Department is requesting a new position to support the transition of TIDA from the Navy to the City. We recommend this as a limited-tenure position to be terminated when the transition is completed.	sition of TIDA from n to be terminated v	the when the					

# Recommendations of the Budget and Legislative Analyst For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget

Total \$323,286 \$0 \$323,286

> \$323,286 \$0 **\$323,286**

0**\$** 0\$

Total

FY 2013-14 Total Recommended Reductions me Ongoing To

**One-Time** 

General Fund

Non-General Fund

\$409,080 \$0 \$409,080

\$199,157 \$0 **\$199,157** 

\$209,923 \$0 **\$209,923** 

Total

Total

FY 2012-13 Total Recommended Reductions ime Ongoing To

**One-Time** 

General Fund Non-General Fund

ADM - City Autimitistiatul s Office											
	FTF	╞	FY 201 Amount	FY 2012-13 Amount		+	FTE	Am	FY 2013-14 Amount		
Object Title	From To	0	From	To	Savings GF	GF 1T From	m To	From	To	Savings	GF 1T
	Policy Recommendations	nendation	IS								
	FAC - City Administrator - Administration	nistrator -	Administratic	U							
Community Development Specialist	0.77	0.00	\$59,710		\$59,710 x	1.00	00.0 00	\$78,548	\$0	\$78,548	х
Mandatory Fringe Benefits			\$25,611	\$0	\$25,611 x			\$36,806	\$0	\$36,806	х
		Tota	Total Savings	\$85,321			I	Total Savings	\$115,354		
	The Department is support the Mid-Mi Redevelopment Ag or how the potentia Furthermore this ro and Workforce Dev policy matter.	. requesting larket and ? gency. The al responsil ble is dupli, velopment	g one new Com 3rd Street proje Department hs bilities of the p cated by a new budget. We co	munity Developme ects previously fund is not sufficiently di osition cannot be u position proposed: nsider approval of t	The Department is requesting one new Community Development Specialist position to support the Mid-Market and 3rd Street projects previously funded by the San Francisco Redevelopment Agency. The Department has not sufficiently defined the role of this position or how the potential responsibilities of the position cannot be undertaken by existing staff. Furthermore this role is duplicated by a new position proposed in the Office of Economic and Workforce Development budget. We consider approval of the proposed position to be a policy matter.	c	Ongoing reduction.	.u			
			E	FY 2012-13				Let C	FY 2013-14		
			10tal J One-Time	1 otal Folicy Recommendations de Ongoing	2		L	10tal One-Time	1 otal Folicy Recommendations le Ongoing	<u> </u>	_
	General Fund Non-General Fund	Fund	\$0 \$0	\$85,321		Gen Non-Gen	General Fund Non-General Fund	\$0 \$0	\$115,354 \$0	\$115,354 \$0	
	L	Total	80	\$85,321	\$85,321		Total	80	\$115,354	\$115,354	
	Reserve Recommendation	mendati	on								
	<b>BA8 - Earthquake Safety Program</b>	e Safety Pi	rogram								
Programmatic Budget			\$379,285	\$379,285*				\$566,570	\$566,570*		
	The Department de in FY 2012-13. As benefits in FY 2012 Finance Committee and budget detail.	loes not ha i noted abo 2-13 is \$12 e reserve th	ve a detailed pl ve, funding for 28,203. As not re balance of \$	an or budget for the the proposed new 1 ad below, we recom 251,082, pending st	The Department does not have a detailed plan or budget for the Earthquake Safety program in FY 2012-13. As noted above, funding for the proposed new Manager II salary and fringe benefits in FY 2012-13 is \$128,203. As noted below, we recommend that the Budget and Finance Committee reserve the balance of \$251,082, pending submission of a program plan and budget detail.		noted above, 173,389. We nce of \$393,	funding for the <i>N</i> recommend that 181, pending sub	As noted above, funding for the Manager II salary and fringe benefit in FY 2013-14 is \$173,389. We recommend that the Budget and Finance Committee reserve the balance of \$393,181, pending submission of a program plan and budget detail.	fringe benefit in F ce Committee res plan and budget d	r 2013-14 srve the etail.
				FY 2012-13					FY 2013-14		
	General Fund		Total F One-Time \$0	Total Reserve Recommendation           ne         Ongoing         1           \$0         \$251,082         1	ndation Total \$251,082	Gen	General Fund	Total One-Time \$0	Total Reserve Recommendation ne Ongoing 1 \$0 \$393,181	dation Total \$393,181	
	Non-General Fund Total	Fund Total	80 80	\$0 \$251.082		Non-Gen	Non-General Fund Total	0 <b>S</b>	\$0 \$393.181	\$393.181	
				- 4 +			]			<	

Recommendations of the Budget and Legislative Analyst For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget

ADM - City Administrator's Office

Budget and Finance Committee, June 25, 2012

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

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		General		Date of Last		
		Fund	Year of	Recorded	Original	Unexpended
Vendor Name	Subobject Title	Savings	Appropriation	Transaction	Amount	Balance
XTECH	MANAGEMENT CONSULTING SERVICES	Yes	1/18/2008	12/4/2008	89,625.00	29,885.00
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE PROGRAM	Yes	10/14/2009	12/23/2010	3,500.00	1,253.00
					1	
					ı	1
					I	1
			Total A	Total Amount Return to Fund Balance	Fund Balance	31,138.00 31 138.00
						00.001,10

Note: The above encumbrance blanaces are from budget years prior to FY 2011-12. 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.

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**Non-General Fund** 

# **BUDGET REVIEW EXECUTIVE SUMMARY**

# YEAR ONE: FY 2012-13

# Budget Changes

The department's proposed \$75,914,891 budget for FY 2012-13 is \$1,731,443 or 2.3% more than the original FY 2011-12 budget of \$74,183,448.

# Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 199.42 FTEs, which are 3.19 FTEs more than the 196.23 FTEs in the original FY 2011-12 budget. This represents a 1.6% increase in FTEs from the original FY 2011-12 budget.

# Revenue Changes

The Department's revenues of \$74,307,300 in FY 2012-13, are \$1,562,978 or 2.1% more than FY 2011-12 revenues of \$74,307,300. General Fund support of \$1,607,591 in FY 2012-13 is \$168,465 or 11.7% more than FY 2011-12 General Fund support of \$1,439,126.

# YEAR TWO: FY 2013-14

#### Budget Changes

The department's proposed \$73,070,818 budget for FY 2013-14 is \$2,844,073 or 3.7% less than the original FY 2012-13 budget of \$75,914,891.

#### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 206.33 FTEs, which are 6.91 FTEs more than the 199.42 FTEs in the original FY 2012-13 budget. This represents 3.5% increase in FTEs from the original FY 2012-13 budget.

# Revenue Changes

The Department's revenues of \$71,422,863 in FY 2013-14, are \$2,884,437 or 3.9% less than FY 2012-13 revenues of \$74,307,300. General Fund support of \$1,647,955 in FY 2012-13 is \$40,364 or 2.5% more than FY 2012-13 General Fund support of \$1,607,591.

#### **DEPARTMENT:**

#### TIS – DEPARTMENT OF TECHNOLOGY

#### RECOMMENDATIONS

# YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$280,021 in FY 2012-13. Of the \$280,021 in recommended reductions, \$260,790 are ongoing savings and \$19,231 are one-time savings. The General Fund savings from these recommendations is \$204,799.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$579,812 to the General Fund.

These recommendations will result in \$784,611 savings to the City's General Fund in FY 2012-13.

# YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$961,330 in FY 2013-14. Of the \$961,330 in recommended reductions, \$953,029 are ongoing savings and \$8,301 are one-time savings. The General Fund savings from these recommendations is \$708,047.

#### **DEPARTMENT:**

# TIS – DEPARTMENT OF TECHNOLOGY

#### **SUMMARY OF PROGRAM EXPENDITURES:**

			Increase/		Increase/
	FY 2011-2012	FY 2012-2013	Decrease from	FY 2013-2014	Decrease from
Program	Budget	Proposed	FY 2011-2012	Proposed	FY 2012-2013
GENERAL SERVICES AGENCY - TECHNOLOGY					
ADMINISTRATION	25,574,713	23,541,789	-2,032,924	23,873,975	332,186
GOVERNANCE AND OUTREACH	7,547,473	9,117,365	1,569,892	8,580,582	(536,783)
OPERATIONS	30,611,314	31,583,200	971,886	28,808,128	(2,775,072)
REPRODUCTION SERVICES	0	0	0	0	0
TECHNOLOGY	1,806,574	2,601,035	794,461	2,664,080	63,045
TECHNOLOGY SERVICES: PUBLIC SAFETY	8,643,374	9,071,502	428,128	9,144,053	72,551
GENERAL SERVICES AGENCY - TECHNOLOGY	74,183,448	75,914,891	1,731,443	73,070,818	(2,844,073)

# FY 2012-13

The Department's proposed FY 2012-13 budget has increased by is \$1,731,443 largely due to:

- Increased salary and mandatory fringe benefit expenditures, including new positions in FY 2012-13, annualization of positions that were new in FY 2011-12, and mandatory salary increases.
- A one-time increase in Committee on Information Technology (COIT) projects, including data center consolidation and ongoing work converting City workers' email system from Lotus Notes to Microsoft Outlook.
- Enhancements to the City's Disaster Recovery and Mobile Services projects and equipment upgrades for SFGovTV and other TIS efforts.
- These increases are partially offset by reductions in telephone costs due to reduced usage.

#### <u>FY 2013-14</u>

The Department's proposed FY 2013-14 budget has decreased by \$2,844,073 largely due to:

- Reduced funding for data center consolidation and email conversion.
- These reductions are offset, somewhat, by increased salary expenditures for the annualization of positions that were new in FY 2012-13, and increases in salaries and mandatory fringe benefits.

#### **SUMMARY OF DEPARTMENT POSITION CHANGES:**

#### FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 199.42 FTEs, which are 3.19 FTEs more than the 196.23 FTEs in the original FY 2011-12 budget. This represents a 1.6% increase in FTEs from the original FY 2011-12 budget.

The proposed budget includes new positions working on the Disaster Recovery Project and SFGovTV, adjusting select positions from part-time to full-time, and positions reassigned from the Controller's Office.

#### **DEPARTMENT:**

# TIS – DEPARTMENT OF TECHNOLOGY

# FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 206.33 FTEs, which are 6.91 FTEs more than the 199.42 FTEs in the original FY 2012-13 budget. This represents 3.5% increase in FTEs from the original FY 2012-13 budget.

This increase reflects the annualization of positions that were new in FY 2012-13, and the reassignment of positions from an off-budget position in FY 2012-13 to on-budget in FY 2013-14.

#### **DEPARTMENT REVENUES:**

# FY 2012-13

The Department's revenues of \$74,307,300 in FY 2012-13, are \$1,562,978 or 2.1% more than FY 2011-12 revenues of \$74,307,300. General Fund support of \$1,607,591 in FY 2012-13 is \$168,465 or 11.7% more than FY 2011-12 General Fund support of \$1,439,126.

Specific changes in the Department's FY 2012-13 revenues include:

- Increases in expenditure recovery from other City departments.
- Reduced use of fund balance.
- Increased revenue from licenses and fines.

#### FY 2013-14

The Department's revenues of \$71,422,863 in FY 2013-14, are \$2,884,437 or 3.9% less than FY 2012-13 revenues of \$74,307,300. General Fund support of \$1,647,955 in FY 2012-13 is \$40,364 or 2.5% more than FY 2012-13 General Fund support of \$1,607,591.

These changes reflect continued reductions in the Department's use of fund balance, as well as a reduction in anticipated expenditure recoveries from other City departments.

#### **DEPARTMENT:**

#### TIS – DEPARTMENT OF TECHNOLOGY

# **COMMENTS**:

# FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$280,021 in FY 2012-13. Of the \$280,021 in recommended reductions, \$260,790 are ongoing savings and \$19,231 are one-time savings. The General Fund savings from these recommendations is \$204,799.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$579,812 to the General Fund.

These recommendations will result in \$784,611 savings to the City's General Fund in FY 2012-13.

# FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$961,330 in FY 2013-14. Of the \$961,330 in recommended reductions, \$953,029 are ongoing savings and \$8,301 are one-time savings. The General Fund savings from these recommendations is \$708,047.

# **TIS - Department of Technology**

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			LI	F X 2012-13		ŀ				F X 2013-14			
	FTE		Amount					FTE	Amount				
Object Title	From To		From	$T_0$	Savings	GF 1	1T From	m To	From	$T_0$	Savings	GF	1T
	<b>BAK - Operations</b>	ations											
Communications Line						┢		-					
Worker Supervisor II							0.00	00 (0.50)		(\$55,651)	\$55,651	х	
Mandatory Fringe Benefits									\$0	(\$24,036)	\$24,036	х	
Electrical Line Worker							0.00	00 (2.00)	() \$0	(\$179,734)	\$179,734	Х	
Mandatory Fringe Benefits									80	(\$84,448)	\$84,448	х	
Electrician							0.00	00 (0.30)	) \$0	(\$27,889)	\$27,889	х	
Mandatory Fringe Benefits									\$0	(\$12,944)	\$12,944	х	
Communications Systems													
Technician							0.00	00 (0.50)	) \$0	(\$53,402)	\$53,402	х	
Mandatory Fringe Benefits									80	(\$22,355)	\$22,355	х	
Elecitrical Line Helper							0.00	00 (2.00)	) \$0	(\$152,954)	\$152,954	х	
Mandatory Fringe Benefits									80	(\$76,452)	\$76,452	х	
One Day Adjustment									80	(\$1,829)	\$1,829	Х	
Mandatory Fringe Benefits									80	(\$545)	\$545	х	
									Total Savings	\$692,239			
							The (5.3 term	Departme FTE) that positions	The Department's FY 2013-14 budget includes several limited term positions (5.3 FTE) that were to end prior to the start of the fiscal year. These limited term positions and the related salary and fringe costs are proposed to be deleted	dget includes sever the start of the fis ry and fringe costs	al limited term [ cal year. These ] are proposed to l	oositio limite be del	ons ed leted
							for F	rY2013-1	for FY2013-14 as originally planned.	ed.			
Other Current Expenses		\$:	\$500,000	\$250,000	\$250,000	Х	$\vdash$		\$500,000	\$250,000	\$250,000	х	
	Reduce based on historic spending	1 on historic	: spending				Ong(	Ongoing savings	gs				
	BK4 - Governance and Outreach	nance and	Outreach										
Medie Buedwetien Technisien			161	¢£110	¢ C 01 C			╞					L
Mandatory Fringe Benefits	06.0 00.1		\$29.936	\$26.943	\$2.993	x x	<						
)		Total Savings	vings	\$9,009									
	Department has requested 1.0 FTE new Me would allow the Department to increase two Technicians from 0.5 FTE each to 1.0 FTE requested an interim exception. A one-time the Department to increase the hours for the time to part-time on or after August 1, 2012	as requeste the Departn rom 0.5 FT interim exc nt to increa ime on or af	d 1.0 FTE n nent to incre E each to 1. eption. A or se the hours ter August	ew Media Produ ase two existing 0 FTE each. The the time reduction for these two ex 1, 2012.	Department has requested 1.0 FTE new Media Production Technician, which would allow the Department to increase two existing Media Production Technicians from 0.5 FTE each to 1.0 FTE each. The Department has not requested an interim exception. A one-time reduction of 0.10 FTE will allow the Department to increase the hours for these two existing positions from full-time to part-time on or after August 1, 2012.	ı, which on not il allow 'rom ful							

Recommendations of the Budget and Legislative Analyst For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget

**TIS - Department of Technology** 

NOTE: The 6I TIF AAP fund is an interdepartmental recovery fund, consisting of approximately 74% General Fund and 26% non-General Fund

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

**TIS - Department of Technology** 

Boundary in manning and a second						
		General		Date of Last		
		Fund	Year of	Recorded	Original	Unexpended
Vendor Name	Subobject Title	Savings	Appropriation	Transaction	Amount	Balance
	DATA PROCESSING					
XTECH	EQUIPMENT	No	\$2,008	2/26/2009	35,297.63	19,570.54
	SYSTEMS CONSULTING					
XTECH	SERVICES	Yes	\$2,009	4/2/2009	11,520.00	6,600.00
	SYSTEMS CONSULTING					
SYMPHONY SERVICES CORP	SERVICES	Yes	\$2,009	9/15/2009	8,000.00	8,000.00
	SYSTEMS CONSULTING					
EN POINTE TECHNOLOGIES SALES INC	SERVICES	Yes	\$2,009	11/6/2009	32,855.00	32,855.00
	SYSTEMS CONSULTING					
XTECH	SERVICES	Yes	\$2,010	4/26/2010	40,000.00	8,000.00
	DP/WP EQUIPMENT					
XTECH	MAINT	Yes	\$2,010	4/30/2010	3,893.25	3,893.25
	COMMUNICATION					
MALTBY ELECTRIC SUPPLY CO INC	SUPPLIES	Yes	\$2,010	7/19/2010	1,000.00	726.25
	COMMUNICATION					
MALTBY ELECTRIC SUPPLY CO INC	SUPPLIES	Yes	\$2,010	12/20/2010	1,910.00	1,564.92
	GF-RENT PAID TO REAL					
REAL ESTATE	ESTATE	Yes	\$2,010	1/28/2011	859,878.00	15,006.00
<b>REMOTE SATELLITE SYSTEMS INTL</b>	COMMUNICATION	Yes	\$2,011	3/1/2011	65.70	65.70
	TRAINING COSTS PAID TO					
CA INC	VENDORS	Yes	\$2,011	3/1/2011	2,900.00	2,900.00
			Total A	<b>Total Amount Return to Fund Balance</b>	Fund Balance	99,181.66
					<b>General Fund</b>	58,912.23

Note: The above encumbrance blanaces are from budget years prior to FY 2011-12. 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.

40,269.43

**Non-General Fund** 

# **BUDGET REVIEW EXECUTIVE SUMMARY**

# YEAR ONE: FY 2012-13

# **Budget Changes**

The department's proposed \$146,545,862 budget for FY 2012-13 is \$17,578,114 or 13.6% more than the original FY 2011-12 budget of \$128,967,748.

# Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 804.13 FTEs, which are 20.89 FTEs more than the 783.24 FTEs in the original FY 2011-12 budget. This represents a 2.7% change in FTEs from the original FY 2011-12 budget.

# Revenue Changes

The Department's revenues of \$118,143,921 in FY 2012-13, are \$12,909,899 or 12.3% more than FY 2011-12 revenues of \$105,234,022. General Fund support of \$28,401,941 in FY 2012-13 is \$4,668,215 or 19.7% more than FY 2012-13 General Fund support of \$23,733,726.

# YEAR TWO: FY 2013-14

#### **Budget Changes**

The department's proposed \$141,080,690 budget for FY 2013-14 is \$5,465,172 or 3.7% less than the proposed FY 2012-13 budget of \$146,545,862.

#### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 804.58 FTEs, which are .45 FTEs more than the 804.13 FTEs in the proposed FY 2012-13 budget. This represents .06% change in FTEs from the original FY 2012-13 budget.

# Revenue Changes

The Department's revenues of \$122,888,500 in FY 2013-14, are \$4,744,579 or 4.0% more than FY 2012-13 revenues of \$118,143,921. General Fund support of \$18,192,190 in FY 2012-13 is \$10,209,751 or 35.9% less than FY 2012-13 General Fund support of \$28,401,941.

#### **DEPARTMENT:**

#### **DPW – DEPARTMENT OF PUBLIC WORKS**

#### RECOMMENDATIONS

#### YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$222,413 in FY 2012-13. All of the \$222,413 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$17,355,701 or 13.5% in the Department's FY 2012-13 budget.

These recommendations will result in a slightly larger General Fund savings of \$254,783 in FY 2012-13.

# YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$248,034 in FY 2013-14. All the recommended reductions are ongoing savings.

These recommendations will result in a slightly larger General Fund savings of \$281,997 in FY 2013-14.

#### **DEPARTMENT:**

#### **DPW – DEPARTMENT OF PUBLIC WORKS**

#### **SUMMARY OF PROGRAM EXPENDITURES:**

			Increase/		Increase/
	FY 2011-	FY 2012-	Decrease	FY 2013-	Decrease
	2012	2013	from	2014	from
Program	Budget	Proposed	FY 2011- 2012	Proposed	FY 2012- 2013
GENERAL SERVICES AGENCY - PUB	LIC WORKS				
ARCHITECTURE	471,617	414,630	) (56,987)	415,741	1,111
BUILDING REPAIR AND	17,960,448	18,120,423	3 159,975	18,824,370	703,947
MAINTENANCE					
CITY CAPITAL PROJECTS	26,289,510	37,454,377	11,164,867	29,735,698	(7,718,679)
CONSTRUCTION MANAGEMENT	278,274	217,264	k (61,010)	217,926	662
SERVICES					
ENGINEERING	712,475	883,494	171,019	881,068	(2,426)
GENERAL ADMINISTRATION	0	(	) 0	0	0
STREET AND SEWER REPAIR	14,588,464	16,794,524	2,206,060	17,187,400	392,876
STREET ENVIRONMENTAL SERVICES	38,216,141	39,873,881	1,657,740	40,032,524	158,643
STREET USE MANAGEMENT	14,149,931	16,154,611	2,004,680	16,600,241	445,630
URBAN FORESTRY	16,300,888	16,632,658	3 331,770	17,185,722	553,064
GENERAL SERVICES AGENCY -	128,967,748	146,545,862	2 17,578,114	141,080,690	(5,465,172)
PUBLIC WORKS					

#### FY 2012-13

The Department's proposed FY 2012-13 budget has increased by \$17,578,114 largely due to:

- Capital projects, including bond-funded improvements to fire stations and systems, streetscape improvements, street resurfacing, and curb ramps. The passage of the street resurfacing bond in November 2011 will allow DPW to increase street repairs for 3 years while the City pursues a permanent source of funding for street repairs.
- Rising personnel costs, including increased salary costs in administration and temporary and overtime pay for workers in the Bureau of Street and Sewer Repair.
- Investment in workforce programs for street cleaning and urban forestry, including the Jobs Now and Community Corridors Apprenticeship programs, which partner with local agencies to provide employment for low-income San Francisco residents.

# FY 2013-14

The Department's proposed FY 2013-14 budget has decreased by \$5,465,172 largely due to:

- Decreased spending on major capital projects. This decrease in funding for new projects is accompanied by increased spending on debt service costs associated with recent capital projects.
- Decreased funding for the Community Corridors Apprenticeship program.

#### **DEPARTMENT:**

#### **DPW – DEPARTMENT OF PUBLIC WORKS**

#### **SUMMARY OF DEPARTMENT POSITION CHANGES:**

#### FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 804.13 FTEs, which are 20.89 FTEs more than the 783.24 FTEs in the original FY 2011-12 budget. This represents a 2.7% increase in FTEs from the original FY 2011-12 budget.

The FY 2012-13 budget includes 45 new non-operating (off-budget) positions, principally within the bureaus of Infrastructure Design and Construction (formerly Engineering) and the Bureau of Building Design and Construction (formerly Architecture), for capital projects.

The FY 2012-13 budget also includes 20.89 new FTEs, including (a) two new street inspector positions, (b) one manager and one supervisor for street repair, (c) one administrative analyst, (d) adjustments to attrition savings to allow hiring of vacant positions, and (e) increases in temporary salaries to allow for hiring of project-based positions that are not permanent. The new positions in the FY 2012-13 budget are offset by position deletions and other adjustments.

The Department is also realigning functions in several bureaus, notably centralizing information technology functions and transferring positions from the Bureau of Project Controls Services (formerly the Bureau of Construction Management Services) into the Bureaus of Building Design and Construction and Infrastructure Design and Construction.

#### FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 804.58 FTEs, which are 0.45 FTEs more than the 804.13 FTEs in the original FY 2012-13 budget. This represents a .06% increase in FTEs from the original FY 2012-13 budget.

# **DEPARTMENT REVENUES:**

# <u>FY 2012-13</u>

The Department's revenues of \$118,143,921 in FY 2012-13, are \$12,909,899 or 12.3% more (less) than FY 2011-12 revenues of \$105,234,022. General Fund support of \$28,401,941 in FY 2012-13 is 4,668,215 or 19.7% more than FY 2011-12 General Fund support of \$23,733,726.

Specific changes in the Department's FY 2012-13 revenues include:

- A large increase in funding for capital projects from voter-approved bonds, including the new Proposition B street repair initiative.
- Increase in the city's share of state gas tax revenues.
- An increase in General Fund support.
- Fee revenues are projected to increase in FY 2012-13 by \$469,524, due in part to increased right-of-way assessments and other construction activities.

# FY 2013-14

The Department's revenues of \$122,888,500 in FY 2013-14, are \$4,744,579 or 4.0% more than FY 2012-13 revenues of \$118,143,921. General Fund support of \$18,192,190 in FY 2013-14 is \$10,209,751 or 35.9% less than FY 2012-13 General Fund support of \$28,401,941.

#### **DEPARTMENT:**

#### **DPW – DEPARTMENT OF PUBLIC WORKS**

Specific changes in the Department's FY 2013-14 revenues include:

- Continued funding for capital projects from voter-approved bonds, including the new Proposition B street repair initiative, and anticipated reimbursement related to the 4<sup>th</sup> Street bridge retrofit, totaling \$10,000,000, as part of a legal settlement.
- Increased recoveries for work performed for other city departments.
- A modest increase in the city's share of state gas tax revenues.
- Modest increases in fee revenues from construction activities such as right-of-way assessments.

# **COMMENTS**:

#### FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$222,413 in FY 2012-13. All of the \$222,413 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$17,355,701 or 13.5% in the Department's FY 2012-13 budget.

These recommendations will result in a slightly larger General Fund savings of \$254,783 in FY 2012-13.

#### FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$248,034 in FY 2013-14. All the recommended reductions are ongoing savings.

These recommendations will result in a slightly larger General Fund savings of \$281,997 in FY 2013-14.

Recommendations of the Budget and Legislative Analyst For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget

# DPW - General Services Agency - Department of Public Works

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			H	FY 2012-13					F.I.	FY 2013-14		
	F	FTE	Amount	ount			Ξ.	FTE	Amount	nt		
<b>Object Title</b>	From	$T_0$	From	$T_0$	Savings	GF 1T	F From	$T_0$	From	To	Savings	GF 1T
	BA1 - U	<b>BA1 - Urban Forestry</b>	estry									
Other Current Expenses			\$10,880	\$5,880	\$5,000	х			\$10,880	\$5,880	\$5,000	Х
	Based of	Based on projected need.	d need.				Ongoin	Ongoing reduction.				
SFGH Medical Service			\$24,400	\$19,400	\$5,000	Х			\$24,400	\$19,400	\$5,000	Х
	Departn	ent is pro	jecting significant	Department is projecting significantly lower levels of Workers' Compensation	Workers' Compe	nsation	Ongoin	Ongoing reduction.				
	unan wei	unan were ouugeteu.			011 004	_			10000			
Workers' Compensation			\$792,413	\$700,000	\$92,413	Х			\$818,034	\$700,000	\$118,034	х
	Departm than wei	Department is projee than were budgeted.	ojecting significant ed.	Department is projecting significantly lower levels of Workers' Compensation than were budgeted.	Workers' Compe	nsation	Ongoin	Ongoing reduction.				
	BA2 - S	treet and	BA2 - Street and Sewer Repair									
Asphalt Finisher	3.00	2.65	\$189,623	\$167,632	\$21,991	x	3.00	2.65	\$192,997	\$170,481	\$22,516	Х
Mandatory Fringe Benefits			\$89,501	\$79,122	\$10,379	х			\$98,118	\$86,671	\$11,447	х
			Total Savings	\$32,370				$T_{\ell}$	Total Savings	\$33,963		
	Based or	Based on projected need.	d need.				Ongoin	Ongoing reduction.				
Temporary Salaries			\$1,154,346	\$1,124,346	(\$30,000)				\$1,154,346	\$1,185,346	(\$31,000)	
Mandatory Fringe Benefits			\$91,193	\$88,823	(\$2, 370)				\$91,193	\$94,156	(\$2,963)	
			Total Savings	(\$32,370)				$T\epsilon$	Total Savings	(\$33,963)		
	Based or	Based on projected need.	d need.				Ongoin	Ongoing reduction.				
	BAR - I	uilding ]	<b>BAR - Building Repair and Maintenance</b>	tenance								
Stationary Engineer	5.00	4.00	\$376,090	\$300,872	\$75,218	x	5.00	4.00	\$382,782	\$306,226	\$76,556	Х
Mandatory Fringe Benefits			\$168,958	\$135,166	\$33,792	х			\$185,894	\$148,715	\$37,179	х
			Total Savings	\$109,010				$T_{\ell}$	Total Savings	\$113,735		
	Position	has been	Position has been vacant since 6/12/2010.	/2010.			Ongoin	Ongoing reduction.				
Attrition Savings			(\$212,484)	(\$136,715)	(\$75,769)	Х			(\$216,197)	(\$139,103)	(\$77,094)	Х
Mandatory Fringe Benefits			(\$93, 221)	(\$59,980)	(\$33,241)	Х			(\$102,752)	(\$66, 111)	(\$36,641)	Х
			Total Savings	(\$109,010)				Tc	Total Savings	(\$113,735)		
	Reduce	attrition t	o partially offset e	Reduce attrition to partially offset elimination of vacant position.	nt position.		Ongoin	Ongoing reduction in attrition.	in attrition.			

Recommendations of the Budget and Legislative Analyst For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget

DPW - General Services Agency - Department of Public Works

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FromToFromToSavingsGFIBA7. Street Environmental Services $$7,217,332$ $$7,217,332$ $$7,217,332$ $$5,348.607$ $$5144.755$ $$x$ 125.50120.50 $$7,517,332$ $$53,332.363.362$ $$53,488.607$ $$5144.755$ $$x$ Total Surget $$5444.250$ $$5444.250$ $$5144.250$ $$520.692$ $$x$ The Department has 22.077975 $$$108,667$ $$($300.692)$ $$x$ 2012-13. $$$830.975$ $$$330.975$ $$$330.692$ $$x$ Saves. $$$530.510$ $$$353.510$ $$$353.600$ $$x$ Saves. $$$380.975$ $$$305.510$ $$$355.600$ $$x$ Saves. $$$380.975$ $$$305.510$ $$$355.000$ $$x$ Saves. $$$380.510$ $$$$305.510$ $$$$355.000$ $$x$ Saves. $$$$$380.510$ $$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$		ГЛ	ų	I	1 2012-15		┢		L'T'T		I J Amou	2015-14			
BAZ. Street Environmental Services         125.50       \$7.517.332       \$7.217.837       \$299,495       x         Total Savids: 362       \$3.488.607       \$5144.250       \$144.755       x         The Department has 22.0FFE vacant General Labor positions, of which 6.0       \$7.444.250       \$5.444.250         FTEs have been vacant since 2007. A reduction of 5.0 FTEs General Laborers will still allow the Department to increase its General Laborers affing in FY 2012-13.       \$799,975       \$1.098.667       \$(\$300.692)       x         Zotal Savings       \$530,975       \$51.088.667       \$(\$300.692)       x       x         Reduce attrition to partially offset climination of vacant position.       \$50.975       \$524.533       \$(\$143.558)       x       x         Based on historical spending and on information provided by department on current spending for these contracts.       \$530.510       \$575.000       \$75.000       x       x         Based on bistorical spending and on information provided by department on current spending for these contracts.       \$550.000       \$45.000       x       x         Based on bistorical spending and Traffic based on projected need.       BAW - City Capital Projects       \$55.000       \$45.000       x       x	bject Title	From	To		Ľ			-	1	.0					1 <b>T</b>
125.50 $87,517,332$ $87,217,332$ $87,317,332$ $87,342,550$ $83,438,607$ $$5144,755$ $x$ Total Survise         Total Survise $$3442,250$ $$51,432,555$ $x$ The Department has 2.0. FTB vacant General Labor positions, of which $6.0$ FTEs have been vacant since $2007$ . A reduction of $5.0$ FTEs General Laborers taffing in FY         2012-13. $$579,975$ $$51,038,667$ $($3143,558)$ $x$ 2012-13. $$599,975$ $$51,038,667$ $($330,692)$ $x$ Total Survises $$580,975$ $$51,038,667$ $($3143,558)$ $x$ State climination of vacant position.         State State State climination of vacant po		BAZ - Si	treet En	<b>wironmental Serv</b>	rices										
Image: Total Society of the second	eneral Laborer	125.50	120.50	\$7,517,332	\$7,217,837	\$299,495	х	12	25.50 120		\$7,651,099	\$7,346,274	\$304,825	х	
Total Savings       \$444,250         The Department has 22.0 FTE vacant General Laborers satifing in FY         FTEs have been vacant since 2007. A reduction of 5.0 FTEs General Laborers valid allow the Department to increase its General Laborer statifing in FY         2012-13.       \$797,975       \$1.098,667       (\$300,692)       x         2012-13.       \$797,975       \$1.098,667       (\$300,692)       x         2012-13.       \$797,975       \$51.098,667       (\$3143,558)       x       x         Structure to increase its General Laborer statifing in FY         2012-13.       \$701,975       \$1.098,667       (\$300,692)       x       x         Section       \$730,070       \$530,510       \$75,000       x       x       x         Sections       \$75,000       \$75,000       \$75,000       x       x       x         Based on historical spending and on information provided by department on current spending for these contracts.       \$75,000       x       x       x         Based on historical spending and Contracts.       \$5000       \$57,000       x       x       x         Based on bistorical spending and Contracts.       \$5000       \$57,000       x       x       x         BAW - City Capital Projects	landatory Fringe Benefits			\$3,633,362	\$3,488,607	\$144,755	х				\$3,978,494	\$3,819,988	\$158,506	Х	
The Department has 22.0 FTE vacant General Laborers will still allow the Department to increase its General Laborer staffing in FY will still allow the Department to increase its General Laborer staffing in FY 2012-13.         An eduction of 5.0 FTEs General Laborer staffing in FY 2012-13.         Based on historical spanding of the department to increase its General Laborer staffing in FY 2012-13.         Strong S				Total Savings	\$444,250					Tota	l Savings	\$463,331			
FTEs have been vacant since 2007. A reduction of 5.0 FTEs General Laborers staffing in FY 2012-13.         Yail still allow the Department to increase its General Laborer staffing in FY 2012-13.         Sign 97.975       \$1.098,667       (\$300,692)       x         Reduce attrition to partially offset elimination of vacant position.         Srves.       \$380,510       \$305,510       \$75,000       x         Srves.       \$380,510       \$305,510       \$75,000       x         Based on historical spending and on information provided by department on current spending for these contracts.       \$305,510       \$75,000       x         Based on historical spending and no information provided by department on current spending for these contracts.       \$305,510       \$45,000       x         Baw - City Capital Projects       BAW - City Capital Projects       \$55,000       \$45,000       x		The Dep:	artment	has 22.0 FTE vac:	ant General Labor	positions, of which	ch 6.0	Õ	ngoing redi	action.					
will still allow the Department to increase its General Laborer staffing in FY       2012-13.     \$797/975     \$1098/667     (\$3300.692)     x       2012-13.     \$5797/975     \$1098/667     (\$3300.692)     x       Reduce attrition to partially offset elimination of vacant position.     \$380,975     \$524,533     (\$143,558)     x       Sect.s.     \$380,510     \$3305,510     \$75,000     x     x       Based on historical spending and on information provided by department on current spending for these contracts.     \$55,000     \$45,000     x       Baw - City Capital Projects     BAW - City Capital Projects     \$5000     \$55,000     \$55,000		FTEs hav	ve been	vacant since 2007.	A reduction of 5.(	0 FTEs General L	aborers								
2012-13.       \$797,975       \$1,098,667       (\$300,692)       x         Total Savings       \$524,533       (\$143,558)       x         Reduce attrition to partially offset elimination of vacant position.       \$380,510       \$75,000       x         Srvcs.       \$380,510       \$335,510       \$75,000       x       x         Based on historical spending and on information provided by department on current spending for these contracts.       \$305,510       \$75,000       x       x         Based on historical spending and Traffic based on projected need.       BAW - City Capital Projects       1       1		will still	allow th	he Department to it	ncrease its General	Laborer staffing	in FY								
8797.975       \$1.098.667 $($300.692)$ x         Total Savings $5380.975$ $5524.533$ $($143.558)$ x         Total Savings $($444.250)$ $$5143.558$ x       x         Reduce attrition to partially offset elimination of vacant position. $$375,000$ x       x         Srvcs.       \$380,510       \$305,510       \$375,000       x       x         Based on historical spending and on information provided by department on current spending for these contracts.       \$550,000       \$45,000       x       x         Bawed or these contracts.       \$550,000       \$55,000       \$45,000       x       x         Bawed or historical spending for these contracts.       \$55,000       \$45,000       x       x         BAW - City Capital Projects       \$55,000       \$55,000       \$45,000       x       x         BAW - City Capital Projects       \$55,000       \$55,000       \$45,000       x       x		2012-13.													
Image: A state of the structure of the str	ttrition Savings			\$797,975	\$1,098,667	(\$300,692)	х				\$618,687	\$924,564	(\$305,877)	Х	
Total Savings     (\$444,250)       Reduce attrition to partially offset elimination of vacant position.       Based on historical spending and on information provided by department on current spending for these contracts.       Based on historical spending and on information provided by department on current spending for these contracts.       Based on historical spending and On information provided by department on current spending for these contracts.       Based on historical spending and On information provided by department on current spending for these contracts.       Based on projected need.       BAW - City Capital Projects	andatory Fringe Benefits			\$380,975	\$524,533	(\$143,558)	Х				\$318,477	\$475,931	(\$157,454)	Х	
Reduce attrition to partially offset elimination of vacant position.         cialized Srves.       \$330,510       \$375,000       x         Based on historical spending and on information provided by department on current spending for these contracts.       \$350,000       \$45,000       x         Reduce workorder with MTA Parking and Traffic based on projected need.       BAW - City Capital Projects       1       1				Total Savings	(\$444,250)					Tota.	l Savings	(\$463,331)			
cialized Srvcs. 3380,510 \$305,510 \$75,000 x Based on historical spending and on information provided by department on current spending for these contracts. 55,000 \$45,000 x Reduce workorder with MTA Parking and Traffic based on projected need. BAW - City Capital Projects		Reduce <i>i</i>	attrition	to partially offset $\epsilon$	elimination of vace	ant position.		Ő	ngoing redi	uction in	attrition.				
Based on historical spending and on information provided by department on current spending for these contracts.         current spending for these contracts.         Reduce workorder with MTA Parking and Traffic based on projected need.         BAW - City Capital Projects	ofessional & Specialized Sr	vcs.		\$380,510	\$305,510	\$75,000	x		_		\$380,510	\$305,510	\$75,000	x	
Reduce workorder with MTA Parking and Traffic based on projected need.       BAW - City Capital Projects		Based on current sj	historic pending	cal spending and or for these contracts	n information prov 3.	vided by departme	ant on	Ó	ngoing red	action.					
Baw - City Capital Projects     asylonol asylonol asylonol asylonol x       Baw - City Capital Projects	т. т			\$£0.000		\$ 15 000					\$\$0,000	φ <i>Ε</i> 000	\$ 1 F 000		
Reduce workorder with MTA Parking and Traffic based on projected need.         BAW - City Capital Projects	rking and 1 raiiic			nnnince	000,04	000,64¢	×				000,004	000,0¢	000,04¢	x	
BAW - City Capital Projects		Reduce v	vorkord	er with MTA Parki	ing and Traffic bas	sed on projected n	need.	Ō	ngoing redu	action.					
		BAW - (	<b>Jity Ca</b>	pital Projects											
	ds, Structures &										¢1 000 000		ć		
Place \$1,000,000 of General Fund one-time capital funding for the Law Libra on Budget and Finance Committee Reserve pending the provision of details regarding where and how these funds would be specifically expended. The La Library is currently located in the War Memorial building. Due to the closure, the War Memorial for seismic renovations, the Law Library will need to relocate by FY 2013-14. Any new lease for the Law Library would be subject approval by the Board of Supervisors. Based on information provided by the Real Estate Division, the proposed \$1,000,000 included in DWNs FY 2013-1. Capital budget is intended to fund relovation and renovation costs for the Law Library in FY 2013-14. Given that the specific location and amount of space required for the Law Library has not yet been determined, the amount that would be required for relocation and renovation costs cannot be specified at this time.	provements						╉		+	+	\$1,000,000	\$1,000,000	\$0	_	х
Place \$1,000,000 of General Fund one-time capital funding for the Law Librar on Budget and Finance Committee Reserve pending the provision of details regarding where and how these funds would be specifically expended. The La Library is currently located in the War Memorial building. Due to the closure- the War Memorial for seismic renovations, the Law Library will need to relocate by FY 2013-14. Any new lease for the Law Library would be subject approval by the Board of Supervisors. Based on information provided by the Real Estate Division, the proposed \$1,000,000 included in DPWs FY 2013-14. Capital budget is intended to fund relocation and amount of space required for the Law Library has not yet been determined, the amount that would be required for relocation and renovation costs cannot of space this time.										_					
								E E E E E E E E E E E E E E E E E E E	ace \$1,000 I Budget ar garding wh ibrary is cu e War Mer locate by F locate by the proval by t thrary in Fy quired for t quired for t ould be req is time.	,000 of G ad Finance tere and h norial for Y 2013-1 he Board Division, 1 he Law L he Law L ured for uired for	eneral Fund or e Committee R iow these funds cated in the W <sup>4</sup> seismic renov <sup>4</sup> 4. Any new let of Supervisors the proposed \$ ded to fund rel, i. Given that th jbrary has not relocation and	te-time capital fur eserve pending th s would be specifi wr Memorial build ttions, the Law Li use for the La	nding for the Law the provision of de cally expended. I brary will need to brary would be st ation provided b d in DPW's FY 2 d in DPW's FY 2 ation costs for the n and amount of s ned, the amount the cannot be specifi	Libra tails The La losure o ubject y the 013-1. 013-1. e Law space at	ary aw t to

DPW - General Services Agency - Department of Public Works

			H	FY 2012-13					FY	FY 2013-14		
	ΓΉ	FTE	Amount	unt				FTE	Amount	mt		
<b>Object Title</b>	From	$T_0$	From	$T_0$	Savings	GF 1'	1T From	1 To	From	$T_0$	Savings	GF 1T
	<b>BKJ - G</b>	reneral A	<b>BKJ - General Administration</b>									
Accountant II	5.00	4.00	\$380,380	\$304,304	\$76,076	-	5.00	4.00	\$387,149	\$309,719	\$77,430	
Mandatory Fringe Benefits			\$166,528	\$133,222	\$33,306				\$183,544	\$146,835	\$36,709	
			Total Savings	\$109,382					Total Savings	\$114,139		
	Departm	ient curre	antly has 3.0 FTE ≠	Department currently has 3.0 FTE Accountant II vacancies. Eliminate 1.0 FTE	ncies. Eliminate	1.0 FTE		Ongoing reduction.	on.			
-				¢						ć		
Communications Dispatcher	1.00	0.00	\$55,902	\$0	\$55,902		1.00	0.00	\$56,625	\$0	\$56,625	
Mandatory Fringe Benefits			\$27,490	\$0	\$27,490				\$30,260	\$0	\$30,260	
			Total Savings	\$83,392					Total Savings	\$86,885		
	Eliminat	te positio.	Eliminate position that has been vacant since	cant since April 2007.	07.		Ongoii	Ongoing reduction.	on.			
Attrition Savings			(\$260,604)	(\$121,690)	(\$138,914)				(\$243,771)	(\$102,489)	(\$141,282)	
Mandatory Fringe Benefits			(\$101,042)	(\$47,182)	(\$53,860)				(\$103,080)	(\$43,338)	(\$59,742)	
			Total Savings	(\$192,774)					Total Savings	(\$201,024)		
	Reduce	attrition t	o partially offset e	Reduce attrition to partially offset elimination of vacant position.	nt position.		Ongoii	ng reducti	Ongoing reduction in attrition.			

FY 2013-14	<b>Total Recommended Reductions</b>	One-Time Ongoing Total	\$0 \$281,997 <b>\$281,997</b>	\$0 (\$33,963) (\$33,963)	\$0 \$248,034 \$248,034
			General Fund	Non-General Fund*	Total
	ctions	Total	\$254,783	(\$32,370)	\$222,413
12-13	ended Reduct	lg	783	70)	,413
FY 2012	ommende	Ongoir	\$254,783	(\$32,370	\$222,41
FY 2012	<b>Total Recommende</b>	One-Time Ongoir	\$0 \$254;	\$0 (\$32,3	\$0 \$222

SGF = General Fund 1T = One Time

# ETH-ETHICS COMMISSION

# **BUDGET REVIEW EXECUTIVE SUMMARY**

# YEAR ONE: FY 2012-13

# **Budget Changes**

The Department's proposed \$4,196,629 budget for FY 2012-13 is \$4,152,715 or 49.7% less than the original FY 2011-12 budget of \$8,349,344.

# Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 is 17.20 FTEs, which is 0.12 FTEs less than the 17.32 FTEs in the original FY 2011-12 budget. This represents a 0.7% decrease in FTEs from the original FY 2011-12 budget.

# Revenue Changes

The Department's revenues of \$4,100,000 in FY 2012-13, are \$4,000,000 or 4,000% more than the FY 2011-12 revenues of \$100,000. General Fund support of \$96,629 in FY 2012-13 is \$8,152,715 or 98.8% less than the FY 2011-12 General Fund support of \$8,249,344.

# YEAR TWO: FY 2013-14

# Budget Changes

The Department's proposed \$4,307,186 budget for FY 2013-14 is \$110,557 or 2.6% more than the proposed FY 2012-13 budget of \$4,196,629.

# Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 is 17.20 FTEs, which is the same number of FTEs in the proposed FY 2012-13 budget.

#### Revenue Changes

The Department's revenues of \$100,000 in FY 2013-14, are \$4,000,000 or 97.6% less than FY 2012-13 revenues of \$4,100,000. General Fund support of \$4,207,186 in FY 2013-14 is \$4,110,557 or 4,254% more than the FY 2012-13 General Fund support of \$96,629.

#### **DEPARTMENT:**

# ETH – ETHICS COMMISSION

#### RECOMMENDATIONS

#### **YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$41,142 in FY 2012-13. All of the \$41,142 recommended reductions are ongoing savings.

# YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$45,454 in FY 2013-14. All of the \$45,454 recommended reductions are ongoing savings. These reductions would still allow an increase of \$65,103 or 1.6% in the Department's FY 2013-14 budget.

#### **DEPARTMENT:**

#### **ETH – ETHICS COMMISSION**

#### **SUMMARY OF PROGRAM EXPENDITURES:**

	FY 2011- 2012	FY 2012- 2013	Increase/ Decrease from FY 2011-	FY 2013- 2014	Increase/ Decrease from FY 2012-
Program	Budget	Proposed	2012	Proposed	2013
ETHICS COMMISSION					
ELECTION CAMPAIGN	\$6,091,332	\$1,899,308	(\$4,192,024)	\$1,908,804	\$9,496
FUND					
ETHICS COMMISSION	2,258,012	2,297,321	39,309	2,398,382	101,061
ETHICS COMMISSION	\$8,349,344	\$4,196,629	(\$4,152,715)	\$4,307,186	\$110,557

#### FY 2012-13

The Department's proposed FY 2012-13 budget has decreased by \$4,152,715 largely due to:

- Provision of additional public financing disbursements for Mayoral candidates in the November, 2011 election totaling approximately \$2,420,000 in FY 2011-12. Reduction of \$4,192,024 because in FY 2011-12 the Election Campaign Fund received \$6,091,332 from (a) required one-time repayment of \$4,209,095 from the General Fund due to prior year underfunding of the Election Campaign Fund, in addition to (b) \$1,882,237 annual FY 2011-12 deposit based on \$2.75 contribution per San Francisco resident.
- In FY 2012-13, the Elections Campaign Fund is projected to receive \$1,899,308 based on \$2.75 contribution per San Francisco resident. In FY 2012-13, the Election Campaign Fund is estimated to provide disbursements of approximately \$1,343,380 for qualified candidates for the Board of Supervisors in the November, 2012 election.
- Increases for mandated salary and benefit increases and to televise Ethics Commission meetings, through workorder with SFGTV.

#### FY 2013-14

The Department's proposed FY 2013-14 budget has increased by \$110,557 largely due to:

• Mandated increases for salaries and related fringe benefits.

#### **SUMMARY OF DEPARTMENT POSITION CHANGES:**

#### FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 17.20 FTEs, which are 0.12 FTEs less than the 17.32 FTEs in the original FY 2011-12 budget. This represents a 0.7% decrease in FTEs from the original FY 2011-12 budget.

• In FY 2012-13, three 1654 Accountant III positions (\$91,962 annual salary) and one 1823 Senior Administrative Analyst position (\$95,654 annual salary) will be Txed down to four 1822 Administrative Analyst positions (\$81,824 annual salary), for an annual savings of approximately \$59,000 in salary and fringe benefit costs in FY 2012-13.

#### **DEPARTMENT:**

#### **ETH – ETHICS COMMISSION**

# FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 17.20 FTEs, which is the same number of FTEs in the proposed FY 2012-13 budget.

#### **DEPARTMENT REVENUES:**

# FY 2012-13

The Department's revenues of \$4,100,000 in FY 2012-13, are \$4,000,000 or 4,000% more than the FY 2011-12 revenues of \$100,000. General Fund support of \$96,629 in FY 2012-13 is \$8,152,715 or 98.8% less than the FY 2011-12 General Fund support of \$8,249,344.

- In accordance with City Election Campaign and Governmental Conduct Code Section 1.138(b), the City must appropriate \$2.75 per resident each fiscal year for the City's Election Campaign Fund, with these funds dedicated 85% for public financing of Mayoral and Board of Supervisors candidates and 15% for the Ethics Commission to administer this program. They FY 2012-13 appropriation of revenues is calculated based on an updated 2010 Census population of 812,538 x \$2.75 x 85% = \$1,899,308
- As noted above, in FY 2011-12, in addition to the \$1,882,237 deposit based on \$2.75 contribution per San Francisco resident, a one-time \$4,209,095 was repaid by the General Fund to the Election Campaign Fund, for a total of \$6,091,332. The Election Campaign Fund is projected to have a remaining balance of approximately \$7,290,000 at the end of FY 2011-12.
- In FY 2012-13, \$4,000,000 of this Election Campaign Fund balance is proposed to be transferred to the City's General Fund, which is shown as a funding source for the Ethics Commission, such that a projected total of approximately \$4,240,000 would remain in the Election Campaign Fund in FY 2012-13.
- All other Ethics Commission revenues, including Lobbyist and Campaign Consultant Registration Fees, Campaign Disclosure and Other Fines are projected to stay at the same level for FY 2011-12 through FY 2013-14.

# FY 2013-14

The Department's revenues of \$100,000 in FY 2013-14, are \$4,000,000 or 97.6% less than FY 2012-13 revenues of \$4,100,000. General Fund support of \$4,207,186 in FY 2013-14 is \$4,110,557 or 4,254% more than the FY 2012-13 General Fund support of \$96,629.

Specific changes in the Department's FY 2013-14 revenues include:

• The transfer of \$4,000,000 from the Election Campaign Fund to the General Fund that is proposed in FY 2012-13 as a funding source for the Ethics Commission would not occur in FY 2013-14, such that the Ethics Commission will return to its former General Fund support.

#### **DEPARTMENT:**

#### ETH – ETHICS COMMISSION

# **OTHER ISSUES**

- In May, 2012, the Board of Supervisors approved various amendments to the Campaign Finance Reform Ordinance, including (a) increasing the number and amount of contributions to qualify for matching City funding, (b) changing filing deadlines and timing for distribution of funds to candidates, (c) increasing the total amount that candidates may receive, and (d) reducing the total Election Campaign Fund limit from \$13.5 million to \$7.0 million.
- On June 19, 2012, the Ethics Commission will begin evidentiary hearings on the City's official misconduct charges pending against Sheriff Ross Mirkarimi. The FY 2012-13 budget does not include any additional funding to support these hearings, although the FY 2011-12 budget will have approximately \$19,000 of surplus non personnel funds. As of the writing of this report, the Ethics Commission staff cannot estimate when the Ethics Commission will conclude these hearings and make a recommendation to the Board of Supervisors.
- In addition, the Department plans to propose legislation to the Board of Supervisors within the next two fiscal years to require electronic campaign finance and consultant filings in order to eliminate the current inefficient paper filings, and the staff's time to scan these paper filings onto the Ethics Commission's website.

# **COMMENTS**

#### FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$41,142 in FY 2012-13. All of the \$41,142 recommended reductions are ongoing savings.

#### FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$45,454 in FY 2013-14. All of the \$45,454 recommended reductions are ongoing savings. These reductions would still allow an increase of \$65,103 or 1.6% in the Department's FY 2013-14 budget.

For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget Recommendations of the Budget and Legislative Analyst

**ETH- Ethics Commission** 

			FV 2012-13					FV	FV 2013-14			Γ
	FTE	Amount	unt		╞	FTE	2	Amount	ut T			
Object Title	From To	From	To	Savings	GF 1T	From	To	From	To	Savings	GF 1	$\mathbf{1T}$
	FET - Ethics Commission	Commission										
Temporary Salaries	1.22	\$100,000	\$75,000	\$25,000	x	1.22		\$100,000	\$75,000	\$25,000	x	
Mandatory Fringe Benefits		\$7,900	\$5,925	\$1,975	x			\$7,900	\$1,975	\$5,925	x	
		Total Savings	\$26,975				Tot	Total Savings	\$30,925			
	Doduzo Tomo	Colonica bosod	in the second	1 not odineted to								
	for additional '	reduce Temporary Sataries based on actual instorical use, adjusted to provide for additional Temporary Salary funds, due to expected higher useage.	on actual mistorica inds, due to expecte	u use, aujusteu to ed higher useage.	provide	Ongoing savings.	savings.					
Attrition Savings	(2.02) (2.13)	) (\$176,086)	(\$186,086)	\$10,000	х	(2.02) (2.13)	(2.13)	(\$179,014)	(\$189,014)	\$10,000	х	
Mandatory Fringe Benefits		(\$73,380)	(\$77,547)	\$4,167	x			(\$81,082)	(\$85,611)	\$4,529	x	
		Total Savings	\$14,167				Tot	Total Savings	\$14,529			
	Increase Attrit	Increase Attrition Savings slightly based on actual historical use.	based on actual his	storical use.		Ongoing savings.	savings.					
		Total Re	Total Recommended Reductions	uctions				Total Reco	Total Recommended Reductions	ctions		
		<b>One-Time</b>	Ungoing	lotal				<b>One-Time</b>	Ungoing	Total	_	
	General Fund	\$0	\$41,142	\$41,142		General Fund	Fund	\$0	\$45,454	\$45,454		
Non	Non-General Fund	1 \$0	\$0	\$0	No	Non-General Fund	Fund	\$0	\$0	\$0		
	Total	1 \$0	\$41,142	\$41,142			Total	<b>0</b> \$	\$45,454	\$45,454		
							l	Í				