## CITY AND COUNTY OF SAN FRANCISCO BOARD OF SUPERVISORS

#### BUDGET AND LEGISLATIVE ANALYST

1390 Market Street, Suite 1150, San Francisco, CA 94102 (415) 552-9292 FAX (415) 252-0461

June 16, 2014

| то:          | 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 2014-2015 to Fiscal Year 2015-2016 Budget.  Page |
|              | <u>1 050</u>  |
| Descriptions | for Departmental Budget Hearing, June 18, 2014 Meeting, 10:05 a.m.  |
| ADM          | City Administrator  |

#### **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15** 

#### **Budget Changes**

The Department's proposed \$307,233,422 budget for FY 2014-15 is \$12,674,021 or 4.3% more than the original FY 2013-14 budget of \$294,559,401.

#### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 751.02 FTEs, which are 34.78 FTEs more than the 716.24 FTEs in the original FY 2013-14 budget. This represents a 4.9% increase in FTEs from the original FY 2013-14 budget.

#### Revenue Changes

The Department's revenues of \$256,382,995 in FY 2014-15, are \$12,984,952 or 5.3% more than FY 2013-14 revenues of \$243,398,043. General Fund support of \$50,850,427 in FY 2014-15 is \$310,931 or 0.6% less than FY 2013-14 General Fund support of \$51,161,358.

**YEAR TWO: FY 2015-16** 

#### **Budget Changes**

The Department's proposed \$308,075,092 budget for FY 2015-16 is \$841,670 or 0.3% more than the Mayor's proposed FY 2014-15 budget of \$307,233,422.

#### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 758.25 FTEs, which are 7.23 FTEs more than the 751.02 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 1.0% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

#### Revenue Changes

The Department's revenues of \$255,176,539 in FY 2015-16, are \$1,206,456 or 0.5% less than FY 2014-15 estimated revenues of \$256,382,995. General Fund support of \$52,898,553 in FY 2015-16 is \$2,048,126 or 4.0% more than FY 2014-15 General Fund support of \$50,850,427.

**DEPARTMENT:** ADM – GSA CITY ADMINISTRATOR

#### RECOMMENDATIONS

**YEAR ONE: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$284,506 in FY 2014-15. Of the \$284,506 in recommended reductions, \$228,615 are ongoing savings and \$55,891 are one-time savings. These reductions would still allow an increase of \$12,389,515 or 4.2% in the Department's FY 2014-15 budget.

**YEAR TWO: FY 2015-16** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$274,893 in FY 2015-16, all of which are ongoing savings. These reductions would still allow an increase of \$566,777 or 0.2% in the Department's FY 2015-16 budget.

**DEPARTMENT:** ADM – GSA CITY ADMINISTRATOR

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

|                                      |             |             | Increase/    |                                       | Increase/     |
|--------------------------------------|-------------|-------------|--------------|---------------------------------------|---------------|
|                                      |             |             |              |                                       | Decrease from |
| Program                              | Budget      | Proposed    | FY 2013-2014 | Proposed                              | FY 2014-2015  |
| GSA - CITY ADMINISTRATOR             |             |             |              |                                       |               |
| 311 CALL CENTER                      | 11,431,075  | 12,273,735  | 842,660      | , , , , , , , , , , , , , , , , , , , | ` ' '         |
| ANIMAL WELFARE                       | 5,640,092   | 5,637,590   | (2,502)      |                                       | , ,           |
| CAPITAL ASSET PLANNING               | 750,000     | 750,000     | 0            | 750,000                               | 0             |
| CITY ADMINISTRATOR - ADMINISTRATION  | 10,594,928  | 11,371,068  | 776,140      | 11,765,535                            | 394,467       |
| COMMITTEE ON INFO TECHNOLOGY         | 0           | 650,741     | 650,741      | 650,741                               | 0             |
| COMMUNITY AMBASSADOR PROGRAM         | 580,753     | 717,778     | 137,025      | 721,350                               | 3,572         |
| COMMUNITY REDEVELOPMENT              | 728,678     | 754,386     | 25,708       | 761,420                               | 7,034         |
| CONTRACT MONITORING                  | 4,662,030   | 3,876,193   | (785,837)    | 3,876,352                             | 159           |
| COUNTY CLERK SERVICES                | 1,848,125   | 1,840,646   | (7,479)      | 1,858,497                             | 17,851        |
| DISABILITY ACCESS                    | 7,937,835   | 6,097,711   | (1,840,124)  | 4,283,659                             | (1,814,052)   |
| EARTHQUAKE SAFETY PROGRAM            | 590,000     | 808,787     | 218,787      | 811,126                               | 2,339         |
| ENTERTAINMENT COMMISSION             | 851,356     | 780,809     | (70,547)     | 788,771                               | 7,962         |
| FACILITIES MGMT & OPERATIONS         | 45,788,116  | 54,034,622  | 8,246,506    | 53,430,153                            | (604,469)     |
| FLEET MANAGEMENT                     | 874,017     | 1,250,971   | 376,954      | 934,446                               | (316,525)     |
| GRANTS FOR THE ARTS                  | 12,787,639  | 12,979,350  | 191,711      | 12,979,350                            | 0             |
| IMMIGRANT AND LANGUAGE SERVICES      | 2,109,655   | 2,279,980   | 170,325      | 2,194,775                             | (85,205)      |
| JUSTIS PROJECT - CITY ADM OFFICE     | 3,397,792   | 3,417,383   | 19,591       | 3,435,528                             | 18,145        |
| LIVING WAGE/LIVING HEALTH (MCO/HCAO) | 3,688,705   | 3,737,326   | 48,621       | 3,739,787                             | 2,461         |
| MEDICAL EXAMINER                     | 11,222,621  | 7,810,395   | (3,412,226)  | 8,629,566                             | 819,171       |
| MOSCONE EXPANSION PROJECT            | 3,400,000   | 0           | (3,400,000)  | 0                                     | 0             |
| NEIGHBORHOOD BEAUTIFICATION          | 1,840,000   | 2,005,000   | 165,000      | 2,000,000                             | (5,000)       |
| PROCUREMENT SERVICES                 | 5,366,628   | 5,991,636   | 625,008      | 5,888,010                             | (103,626)     |
| PUBLICITY AND ADVERTISING            | 0           | 0           | 0            | 0                                     | 0             |
| REAL ESTATE SERVICES                 | 27,414,519  | 32,405,580  | 4,991,061    | 33,769,413                            | 1,363,833     |
| REPRODUCTION SERVICES                | 6,853,219   | 6,822,436   | (30,783)     | 6,445,117                             | (377,319)     |
| RISK MANAGEMENT / GENERAL            | 18,305,849  | 19,183,177  | 877,328      | 21,610,333                            | 2,427,156     |
| TOURISM EVENTS                       | 73,595,485  | 78,570,880  | 4,975,395    | 76,497,720                            | (2,073,160)   |
| TREASURE ISLAND                      | 1,924,948   | 1,966,362   | 41,414       | 2,022,065                             | 55,703        |
| VEHICLE & EQUIPMENT MAIN & FUELING   | 30,375,336  | 29,218,880  | (1,156,456)  | 29,374,365                            | 155,485       |
| GSA - CITY ADMINISTRATOR             | 294,559,401 | 307,233,422 | 12,674,021   | 308,075,092                           | 841,670       |

#### FY 2014-15

The Department's proposed FY 2014-15 budget has increased by \$12,674,021 largely due to:

 Increases in City Administrator's responsibilities with other departments which reportedly require the hiring of additional staff to accommodate requests from the Department of Public Works and the Department of Building Inspection of the human resource staff within the City Administrator's Office;

#### **DEPARTMENT:** ADM – GSA CITY ADMINISTRATOR

- One-time funds for capital projects, including a new elevator at 25 Van Ness and improvements to City Hall;
- The growing community demands of Animal Care and Control requiring additional equipment and staff;
- The transfer of the roles and responsibilities of the City's Committee On Information Technology from the Department of Technology to the City Administrator;
- Improvements to the 311 Call Center to address reported shortcomings; and
- One-time increases to meet project schedule needs for the Earthquake Safety Program.

#### FY 2015-16

The Department's proposed FY 2015-16 budget has increased by \$841,670 largely due to:

• The annualization of new positions included in the FY 2014-15 budget.

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

#### FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 751.02 FTEs, which are 34.78 FTEs more than the 716.24 FTEs in the original FY 2013-14 budget. This represents a 4.9% increase in FTEs from the original FY 2013-14 budget.

Increase in City Administrator's responsibilities for work being done by Department of Public Works, including providing human resource assistance to the Department of Public Works, subsidized by a work order with the Department of Building Inspection and the Department of Public Works.

#### FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 758.25 FTEs, which are 7.23 FTEs more than the 751.02 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 1.0% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

The positions increased in FY 2015-16 largely because of the annualization of the new positions in the FY 2014-15 budget.

#### **INTERIM EXCEPTIONS**

The Department has requested approval of two new positions, a Manager III and a Senior Purchaser, as interim exceptions. The Budget and Legislative Analyst recommends approval of the positions as interim exceptions.

DEPARTMENT: ADM – GSA CITY ADMINISTRATOR

#### **DEPARTMENT REVENUES:**

#### FY 2014-15

The Department's revenues of \$256,382,995 in FY 2014-15, are \$12,984,952 or 5.3% more than FY 2013-14 revenues of \$243,398,995. General Fund support of \$50,850,427 in FY 2014-15 is \$310,931 or 0.6% less than FY 2013-14 General Fund support of \$51,161,358. Specific changes in the Department's FY 2014-15 revenues include:

A total of \$10,462,546, or 80.6% percent of the \$12,984,952 increase in the revenues in the FY 2014-15 budget from the FY 2013-14 budget is attributable to an increase in work orders with other departments. These increases in work orders are reportedly due to the increases in services provided by the City Administrator's Office to other departments.

#### FY 2015-16

The Department's revenues of \$255,176,539 in FY 2015-16, are \$1,206,456 or 0.5% less than FY 2014-15 estimated revenues of \$256,382,995. General Fund support of \$52,898,553 in FY 2015-16 is \$2,048,126 or 4.0% more than FY 2014-15 General Fund support of \$50,850,427.

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

Continued increases in work orders with other departments for which the City Administrator's Office provides services, primarily human resource services.

**DEPARTMENT:** ADM – GSA CITY ADMINISTRATOR

#### **Fee Legislation**

#### Item 11 - File 14-0592

Projected revenues for FY 2014-15 are based on the proposed fee adjustments for the County Clerk as follows:

|          |   | F  | Y 2013-14      |    | F              | <b>Y</b> 2 | 2014-15   |                |    | F              | Y 2 | 015-16    |                |
|----------|---|----|----------------|----|----------------|------------|-----------|----------------|----|----------------|-----|-----------|----------------|
|          |   | ]  | Projected      | ]  | Projected      | (          | Change    | % Cost         | ]  | Projected      | C   | hange     | % Cost         |
| File No. | Fee Description   | ]  | Revenue        | ]  | Revenue        | fr         | om PY     | Recovery       | ]  | Revenue        | fr  | om PY     | Recovery       |
| 14-0590  | SF City ID Card (age 14+) (7)                                     | \$ | 37,500         | \$ | 37,500         | \$         | -         | <100%          | \$ | 37,500         | \$  | -         | <100%          |
|          | SF City ID Card (age 13 and Under,                                |    |                |    |                |            |           |                |    |                |     |           |                |
|          | age 62+) (7)  | \$ | 2,125          | \$ | 2,125          | \$         | -         | <100%          | \$ | 2,125          | \$  | -         | <100%          |
|          | Public marriage license   | \$ | 700,538        | \$ | 637,875        | _          | (62,663)  | <100%          | \$ | 637,780        | \$  | (95)      | <100%          |
|          | Statutory Surcharge (2)   | \$ | 451,960        | \$ | 405,000        | _          | (46,960)  | <100%          | \$ | 392,480        |     | (12,520)  |                |
|          | Confidential marriage license                                     | \$ | 102,424        | \$ | 94,500         | \$         | (7,924)   | <100%          | \$ | 94,250         | \$  |           | <100%          |
|          | Statutory Surcharge (2)   | \$ | 69,384         | \$ | 63,000         | \$         | (6,384)   | <100%          | \$ | 60,900         | \$  | (2,100)   |                |
|          | Domestic Partnership Filing                                       | \$ | 27,500         | \$ | 28,050         | \$         | 550       | <100%          | \$ | 28,600         | \$  | 550       | <100%          |
|          | Filing of Amendment to Declaration of                             |    |                |    |                |            |           |                |    |                |     |           |                |
|          | Domestic Partnership (not in fee                                  | •  |                | φ. |                | d.         |           | .1000/         | Φ. |                | φ.  |           | :1000/         |
|          | schedule)   | \$ | 0.500          | \$ | 0.500          | \$         | -         | <100%          | \$ | - 0.005        | \$  | - 405     | <100%          |
|          | Duplicate copy of marriage license  Amendment to marriage license | \$ | 8,500<br>1,375 | \$ | 8,500<br>1,375 | \$         | -         | <100%<br><100% | \$ | 8,925          | \$  | 425<br>55 | <100%<br><100% |
|          | Souvenir marriage certificate                                     | \$ | 2,040          | \$ | 1,800          | \$         | (240)     | <100%          | \$ | 1,430<br>2,100 | \$  | 300       | <100%          |
|          | Performance of marriage/domestic                                  | Ф  | 2,040          | Ф  | 1,000          | Э          | (240)     | <100%          | Þ  | 2,100          | Ф   | 300       | <100%          |
|          | partnership ceremony in City Hall -                               |    |                |    |                |            |           |                |    |                |     |           |                |
|          | regular business hours  | \$ | 654,752        | \$ | 580,260        | \$         | (74,492)  | <100%          | \$ | 580,650        | \$  | 390       | <100%          |
|          | Performance of marriage/domestic                                  | Ψ  | 054,752        | Ψ  | 300,200        | Ψ          | (14,472)  | <10070         | Ψ  | 300,030        | Ψ   | 370       | <10070         |
|          | partnership ceremony in City Hall -                               |    |                |    |                |            |           |                |    |                |     |           |                |
|          | weekends or holidays (4)  | \$ | 4,960          | \$ | 5,080          | \$         | 120       | <100%          | \$ | 5,240          | \$  | 160       | <100%          |
|          | Issuance of authority to perform                                  |    | ,              | Ė  | - , ,          | Ė          |           |                |    |                | Ė   |           |                |
|          | ceremony and oath   | \$ | 47,740         | \$ | 44,450         | \$         | (3,290)   | <100%          | \$ | 45,850         | \$  | 1,400     | <100%          |
|          | Filing fictitious business name                                   |    |                |    |                |            |           |                |    | -              |     |           |                |
|          | statement   | \$ | 328,900        | \$ | 333,700        | \$         | 4,800     | <100%          | \$ | 347,900        | \$  | 14,200    | <100%          |
|          | Additional name or registrant on same                             |    |                |    |                |            |           |                |    |                |     |           |                |
|          | statement   | \$ | 17,578         | \$ | 17,600         | \$         | 22        | <100%          | \$ | 19,200         | \$  | 1,600     | <100%          |
|          | Filing affidavit of publication                                   | \$ | 31,780         | \$ | 36,000         | \$         | 4,220     | <100%          | \$ | 36,000         | \$  | -         | <100%          |
|          | Withdrawing partner or abandoning                                 |    |                |    |                |            |           |                |    |                |     |           |                |
|          | fictitious business statement                                     | \$ | 12,580         | \$ | 12,350         | \$         | (230)     | <100%          | \$ | 12,675         | \$  | 325       | <100%          |
|          | Administration of oath and filing                                 |    |                |    |                |            |           |                |    |                |     |           |                |
|          | notary public bond (5)  | \$ | 47,730         | \$ | 49,400         | \$         | 1,670     | <100%          | \$ | 50,700         | \$  | 1,300     | <100%          |
|          | Surrender of notary journal                                       | \$ | 3,300          | \$ | 3,300          | \$         | -         | <100%          | \$ | 3,520          | \$  | 220       | <100%          |
|          | Filing, revoking, cancelling or                                   |    |                | ١. |                |            |           |                |    |                | ١.  |           |                |
|          | withdrawing power of attorney                                     | \$ | 33             | \$ | 34             | \$         | 1         | <100%          | \$ | 35             | \$  | 1         | <100%          |
|          | Additional name   | \$ | 9              | \$ | 9              | \$         |           | <100%          | \$ | 9              | \$  | -         | <100%          |
|          | Process server identification card                                | \$ | 60             | \$ | 65             | \$         | 5         | <100%          | \$ | 65             | \$  | -         | <100%          |
|          | Authentication of public official/notary public                   | •  | 10.764         | ¢  | 10.500         | ¢          | (264)     | <100%          | •  | 10.500         | \$  | _         | <100%          |
|          | Search of County Clerk's files                                    | \$ | 19,764<br>45   | \$ | 19,500<br>50   | \$         | (264)     | <100%          | \$ | 19,500<br>50   | \$  |           | <100%          |
|          | Copies of records on file - per page,                             | φ  | 40             | φ  | 30             | Ф          |           | <10070         | Ф  | 50             | φ   |           | C10070         |
|          | pages 1 through 3   | \$ | 30             | \$ | 30             | \$         | _         | <100%          | \$ | 30             | \$  | _         | <100%          |
|          | Copies of records on file - each                                  | Ψ  | 30             | Ψ  | 30             | Ψ          |           | V10070         | Ψ  | 50             | Ψ   |           | <10070         |
|          | additional page (will collect once it                             |    |                |    |                |            |           |                |    |                |     |           |                |
|          | reaches .15 no penny collecting)                                  | \$ |                | \$ | 1              | \$         | 1         | <100%          | \$ | 1              | \$  | _         | <100%          |
|          | Certifying/endorsing documents or                                 | -  |                | 7  |                | -          |           |                | -  |                | _   |           | 1200,0         |
|          | copies of documents   | \$ | 1,700          | \$ | 1,700          | \$         | -         | <100%          | \$ | 1,700          | \$  | -         | <100%          |
|          | Fictitious business name index records                            |    |                | Ė  |                | Ė          |           |                |    |                |     |           |                |
|          | - one day   | \$ | 9,000          | \$ | 9,000          | \$         | -         | <100%          | \$ | 9,000          | \$  | -         | <100%          |
|          | Fictitious business name index records                            |    |                |    |                |            |           |                |    |                |     |           |                |
|          | - one week  | \$ | 1,872          | \$ | 1,872          | \$         | -         | <100%          | \$ | 1,872          | \$  | -         | <100%          |
|          | Fictitious business name index records                            |    |                | _  |                |            |           |                |    |                | _   |           |                |
|          | - one month   | \$ | 600            | \$ | 600            | \$         | -         | <100%          | \$ | 624            | \$  | 24        | <100%          |
|          | Diskette  | \$ | 2              | \$ | 2              | \$         | -         | <100%          | \$ | 2              | \$  | -         | <100%          |
|          | New client fee  | \$ | 95             | \$ | 95             | \$         | -         | <100%          | \$ | 100            | \$  | 5         | <100%          |
|          | Delivery handling fee   | \$ | 2,016          | \$ | 2,184          | \$         | 168       | <100%          | \$ | 2,184          | \$  | -         | <100%          |
|          | Environmental impact report,                                      |    |                |    |                |            |           |                |    |                |     |           |                |
|          | administrative fee (6)  | \$ | 3,705          | \$ | 3,770          | \$         | 65        | <100%          | \$ | 3,900          | \$  | 130       | <100%          |
| Totals   | i l   | \$ | 2,591,597      | \$ | 2,400,777      | 180        | (190,821) | l              | \$ | 2,406,897      | \$  | 6,120     |                |

**DEPARTMENT:** ADM – GSA CITY ADMINISTRATOR

<u>Recommendation</u>: Approval of the proposed fee adjustments is a policy matter for the Board of Supervisors. However, the Budget and Legislative Analyst notes that the proposed City Administrator's budget is balanced based on the assumption that the proposed fee adjustments for the County Clerk shown above in the table will be approved.

#### **RECOMMENDATIONS:**

#### FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$284,506 in FY 2014-15. Of the \$284,506 in recommended reductions, \$228,615 are ongoing savings and \$55,891 are one-time savings. These reductions would still allow an increase of \$12,389,515 or 4.2% in the Department's FY 2014-15 budget. These recommendations will result in \$284,506 savings to the City's General Fund in FY 2014-15.

#### FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$274,893 in FY 2015-16, all of which are ongoing savings. These reductions would still allow an increase of \$566,777 or 0.2% in the Department's FY 2015-16 budget.

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

# **ADM - City Administrator**

| FTE     Amount       From     To       BA8 - Earthquake Safety Program     \$0       0.77     0.77     \$0       Total Savings       The new, off-budget position will support the will miplementation Program. The recommendation status to "OL" to denote the limited tenure of the temporary nature of the program.       FAC - City Administrator - Administration       0.77     \$105,090     \$10       0.77     \$42,436     \$4       Total Savings | From         To         From         To         Savings         GF         1T           BA8 - Earthquake Safety Program         \$0         \$0         \$0         x                   <  | From To Tota  1.00 1.00 Tota  Ongoing adjustment  0.77 0.77 Tota  The new position will in the next three yea limited-term position are expected to com 1.00 1.00 | FTE         Amount         To         Savings         G           1.00         \$0   | \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$   | FTE         Amount To         Savings         GF 1T           From         To         From         To         So         SO         X         To           1.00         1.00         \$0         \$0         x  |
|--|--|---|--|--|---|
| Safety Program         T.           \$0         \$0           Total Savings         \$0           et position will support the vogram. The recommendation enote the limited tenure of ithe program.         \$1           of the program.         \$105,090         \$1           trator - Administration         \$1         \$1           \$242,436         \$2         \$2           Total Savings         \$2         \$2                                | \$0   \$avings   GF   1T   \$0   \$0   \$   \$   \$   \$0   \$0   \$   \$   \$   \$0   \$0   | From To  1.00 1.0  Ongoing adju  0.77 0.7  The new posi in the next th limited-term are expected 1.00 1.0   | From   \$0   | \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$   | \$0 x   \$0 x   \$0   \$0   \$0   \$0   \$0   \$  |
| \$afety Program \$0 \$ Total Savings et position will support the vogram. The recommendation of the program.  trator - Administration \$105,090 \$1 \$42,436 \$\$ \$Total Savings  | \$0   x   \$0   x   \$0   x   \$0   \$0   \$0  | 1.00 1.0  Ongoing adju  0.77 0.7  The new posi in the next th limited-term are expected 1.00 1.0  | 100   \$0   \$0  | \$0<br>\$0<br>\$108,446<br>\$41,485<br>\$0<br>\$20<br>\$20<br>\$37,680<br>\$37,680<br>\$37,680   | \$0 x   \$0 |
| Total Savings  et position will support the vogram. The recommendatio enote the limited tenure of ithe program.  trator - Administration  \$105,090 \$1 \$42,436 \$\$  Total Savings   | \$0  | 1.00 1.0  Ongoing adju  0.77 0.7  The new posin the next th limited-term are expected 1.00 1.00   | 20 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0   | \$0<br>\$0<br>\$108,446<br>\$41,485<br>\$0<br>Separtment throug<br>mended that the p<br>et at the close of FY<br>eted.<br>\$92,880<br>\$37,680 | \$0 x   |
| et position will support the vogram. The recommendation enote the limited tenure of the program.  trator - Administration  \$105,090 \$1 \$42,436 \$\$  Total Savings  | work of the Earthquake Safety  no is to move the position from "O"  the position as determined by the  105,090 \$0 x    \$42,436 \$0 x    through multiple new projects in he position be made a limited-term  | Ongoing adju  0.77 0.7  The new posin the next the limited-term are expected 1.00 1.00  | Total Savings  | \$0<br>\$108,446<br>\$41,485<br>\$0<br>\$0<br>Department throug<br>mended that the p<br>et at the close of FY<br>eted.<br>\$92,880<br>\$37,680 | \$0 x   |
| et position will support the v ogram. The recommendatio enote the limited tenure of 1 of the program.  trator - Administration  \$105,090 \$1 \$42,436 \$\$  Total Savings   | work of the Earthquake Safety in is to move the position from "O" the position as determined by the  105,090 \$42,436 \$50  through multiple new projects in the position be made a limited-term   | Ongoing adju  0.77 0.7  The new posin the next the limited-term are expected  1.00 1.00   | \$108,446   \$41,485   \$41,485   \$41,485   \$41,000   \$41  | \$108,446<br>\$41,485<br>\$0<br>\$0<br>Department throug<br>mended that the p<br>et at the close of FY<br>eted.<br>\$92,880<br>\$37,680        | \$0 x   |
| ogram. The recommendation enote the limited tenure of the program.  trator - Administration  \$105,090 \$1 \$42,436 \$\$  Total Savings  | the position as determined by the bosition as determined by the by 2,436 \$0 x             | The new posin the next the limited-term are expected 1.00 1.00  | \$108,446   \$41,485   \$41,485   \$41,485   \$41,000   \$41,0  | \$108,446<br>\$41,485<br>\$0<br>Separtment throug<br>mended that the p<br>e at the close of FY<br>eted.<br>\$92,880<br>\$37,680                | \$0 x   |
| of the program.  trator - Administration  \$105,090 \$1  \$42,436 \$\$  Total Savings  | the position as determined by the 105,090 \$0 x   \$42,436 \$0 x   \$50 x   through multiple new projects in the position be made a limited-term   | 0.77 0.7 The new posin in the next the limited-term are expected 1.00 1.00  | \$108,446  | \$108,446<br>\$41,485<br>\$0<br>\$0<br>Department throug<br>mended that the p<br>et at the close of FY<br>eted.<br>\$92,880<br>\$37,680        | \$0 x   |
| \$   | 105,090 \$0 x   \$42,436 \$0 x   \$0   \$ x   \$0   \$0  | 0.77 0.7 The new posin the next the limited-term are expected 1.00 1.00   | \$108,446  | \$108,446<br>\$41,485<br>\$0<br>Separtment throug<br>mended that the p<br>is at the close of FY<br>sted.<br>\$92,880<br>\$37,680               | \$0 x   |
| φ.   | \$42,436 \$0 x   x   x   x   x   x   x   x   x   x   | The new posing the next the limited-term are expected 1.00 1.00   | \$108,446 \$41,485 \$7 \$410,485 \$70tal Savings \$41,000 \$4 | \$108,446<br>\$41,485<br>\$0<br>\$0<br>Department throug<br>mended that the p<br>et at the close of FY<br>eted.<br>\$92,880<br>\$37,680        | \$0 x   x   50   x   50   x   50   x   50   x   50   x   50   50  |
| \$105,090 \$<br>\$42,436<br>Total Savings  | \$42,436 \$0 x   \$42,436 \$0 x   \$50 x  | The new posin the next the limited-term are expected 1.00 1.0   | \$41,485   \$41,48  | \$108,446 \$41,485 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0   | \$0 x   |
| 36   | \$42,436 \$0 x   x   \$0 x | The new pos in the next th limited-term are expected 1.00 1.0   | \$41,485  Total Savings ition will support the Enree years. It is recoming position, set to expire at to come to be comple \$92,880 \$37,680  Total Savings  | \$41,485   \$0  Department throug mended that the p at the close of FY eted. \$92,880   \$337,680   \$60                                       | \$0 x   x   30   x   3   |
| Total Savings  | through multiple new projects in he position be made a limited-term  | The new posin the next th limited-term are expected   | rotal Savings ition will support the E hree years. It is recomr position, set to expire I to come to be comple \$32,880 \$33,680  Total Savings  | \$0 Department througe mended that the p at the close of FY sted. \$92,880   \$337,680   \$50  | sh multiple new projects osition be made a 16-17, when the project \$0 x \$   |
|  | through multiple new projects in<br>he position be made a limited-term   | The new posin the next the limited-term are expected 1.00 1.0   | ition will support the Dare years. It is recomre position, set to expire to comple to come to be comple \$92,880 \$37,680 \$70tal Savings  | Department throug mended that the p at the close of FY sted. \$92,880 \$37,680 \$60 \$60 \$60 \$60 \$60 \$60 \$60 \$60 \$60 \$6                | sh multiple new projects osition be made a 16-17, when the project \$0 x \$   |
| will support the Department  | he position be made a limited-term   | in the next the limited-term are expected 1.00 1.00   | hree years. It is recomr<br>position, set to expire<br>I to come to be comple<br>\$92,880<br>\$37,680  | ### ##################################   | osition be made a 16-17, when the project \$0 x   \$0 x   |
| rs. It is recommended that th  | Lotopara and atopiana odt and an   | limited-term<br>are expected<br>1.00 1.0  | position, set to expire 1 to come to be comple 0 \$92,880 \$37,680  Total Savings  | s at the close of FY sted. \$92,880 \$37,680 \$0   | 16-17, when the project<br>\$0 x<br>\$0 x   |
| he close of FY   | 2016-17, when the projects are expected  | are expected<br>1.00 1.0  | 1 to come to be comple<br>30 \$92,880<br>\$37,680<br>Total Savings   |  | $\square$   |
|  |  |   | Total Sc   | \$92,880   |   |
| \$69,304   | \$69,304 × \$0 ×   | l   | \$37,680<br>Total Savings  | \$37,680   |   |
| 18   | \$30,418 \$0 x   |   | Total Savings  | 0\$  |   |
| Total Savings  | 0\$  |   |  | )  |   |
| will support the Department  | The new position will support the Department through multiple new projects in  | The new pos   | ition will support the D   | Department throug  | The new position will support the Department through multiple new projects  |
| rs. It is recommended that th  | the next three years. It is recommended that the position be made a limited-term   | in the next th  | in the next three years. It is recommended that the position be made a   | mended that the p  | osition be made a   |
| oire at the close of FY 16-17,   | position, set to expire at the close of FY 16-17, when the projects are expected to  | limited-term  | position, set to expire  | at the close of FY   | limited-term position, set to expire at the close of FY 16-17, when the projects  |
|  |  | are expected  | are expected to be completed.  |  |   |
| 0.00 \$46,298  | \$0 \$46,298 x   | 1.00 0.00   | \$62,047   | \$0  | \$62,047 ×  |
| \$23,979   | \$0 × \$23,979 ×   |   | \$30,122   | 0\$  | \$30,122 x  |
| Total Savings \$   | \$70,277   |   | Total Savings  | \$92,169   |   |
| w Public Relations Assistant   | Disapprove one new Public Relations Assistant position. The new position will be   | Ongoing savings   | ings   |  |   |
| iging public relations for botl  | dedicated to managing public relations for both the Department of Public Works   |   |  |  |   |
| istrator's Office. ADM is rep  | and the City Administrator's Office. ADM is reportedly taking on some public   |   |  |  |   |
| oilities for DPW, and ADM is   | relations responsibilities for DPW, and ADM is requesting a 1310 Public Relations  |   |  |  |   |
| that work. While the position  | Assistant to aid in that work. While the position is partially covered with a DPW  |   |  |  |   |
| w Public Relations Assistant   | work order, the new Public Relations Assistant position has not been justified.  |   |  |  |   |
| (\$3,667,433)  | (\$3,632,294) (\$35,139) x   |   | (\$3,828,789)  | (\$3,782,704)  | (\$46,085) x  |
| Total Savings (\$  | 35,139)  |   | Total Savings  | (\$46,085)   |   |
| he work order between the  | Department of Public Works and   | Ongoing redu  | uction   |  |   |
| ator's Office to account for the sistant not the   | he elimination of the proposed   |   |  |  |   |
|  |  |   |  |  |   |
| Total  | Total Savings (\$ An adjustment to the work order between the the City Administrator's Office to account for t Public Relations Assistant position.  | (\$35,139) etween the Department of P ccount for the elimination of   | pı   | Tota   | Total Savings  Id Ongoing reduction   |

GF = General Fund 1T = One Time

Budget and Finance Committee, June 18, 2014

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

ADM - City Administrator

|   |                            |              | FY   | FY 2014-15           |                     |        |         |                 | F             | FY 2015-16  |            |    |    |
|---|----------------------------|--------------|--|----------------------|---------------------|--------|---------|-----------------|---------------|-------------|------------|----|----|
|   | FTE                        | .Е           | Amount   | unt                  |                     |        |         | FTE             | Amount        | nt          |            |    |    |
| Object Title                              | From                       | To           | From   | То                   | Savings             | GF 1   | 1T From | m To            | From          | То          | Savings    | GF | 11 |
| Attrition Savings                         | (0.27)                     | (1.64)       | (\$28,636)   | (\$174,998)          | \$146,362           | ×      | (0.     | (0.46) (2.05)   | (\$50,734)    | (\$226,097) | \$175,363  | ×  |    |
| Mandatory Fringe Benefits                 |                            |              | (\$12,153)   | (\$74,268)           | \$62,115            | ×      |         |                 | (\$19,802)    | (\$88,248)  | \$68,446   | ×  |    |
|   |                            |              | Total Savings  | \$208,477            |                     |        |         |                 | Total Savings | \$243,809   |            |    |    |
|   | An increas                 | e in attriti | An increase in attrition savings to accurately reflect current staffing levels in the              | rately reflect curre | ent staffing levels | in the | Ong     | Ongoing savings | şs            |             |            |    |    |
|   | Departme                   | nt and to    | Department and to adjust for salary savii  | vings.               |                     |        |         |                 |               |             |            |    |    |
|   | FCC - Procurement Services | urement 5    | services   |                      |                     |        |         |                 |               |             |            |    |    |
| Attrition Savings                         | (1.44)                     | (1.83)       | (\$143,837)  | (\$182,793)          | \$38,956            | ×      | ×       |                 |               |             |            |    |    |
| Mandatory Fringe Benefits                 |                            |              | (\$62,531)   | (\$79,466)           | \$16,935            | ×      | ×       |                 |               |             |            |    |    |
|   |                            |              | Total Savings  | \$55,891             |                     |        |         |                 | Total Savings | 0\$         |            |    |    |
|   | The Depar                  | tment doe    | The Department does not anticipate to fill two positions until September 1, 2014.                  | fill two positions   | until September 1   | , 2014 | _:      |                 |               |             |            |    |    |
|   | Our recom                  | nmendatio    | Our recommendation reflects reflects a September 1, 2014 start date.                               | a September 1, 20    | 14 start date.      |        |         |                 |               |             |            |    |    |
|   | ASG - Medical Examiner     | lical Exam   | iner   |                      |                     |        |         |                 |               |             |            |    |    |
| Expend Recovery for Services to AAO Funds | 2 Funds                    |              | (\$25,000)   | (\$10,000)           | (\$15,000)          | ×      |         |                 | (\$25,000)    | (\$10,000)  | (\$15,000) | ×  |    |
|   | The work (                 | order with   | The work order with the Public Defender for services with the Medical Examiner's Ongoing reduction | ler for services wit | h the Medical Exa   | miner' | guO s   | oing reduc      | tion          |             |            |    |    |
|   | Office is be               | eing reduc   | Office is being reduced by $\$10,000$ in accordance with historical spending levels                | ccordance with his   | storical spending   | evels  |         |                 |               |             |            |    |    |
|   | against that work order.   | at work or   | der.   |                      |                     |        |         |                 |               |             |            |    |    |
|   |                            |              | i  |                      | 1-4-1               |        |         |                 | i             |             |            |    |    |

| One-Time Ongoing 1            |                  |          |           |           |
|-------------------------------|------------------|----------|-----------|-----------|
|                               |                  | One-Time | Ongoing   | Total     |
| \$55,891 \$228,615            | General Fund     | \$55,891 | \$228,615 | \$284,506 |
| Non-General Fund \$0 \$0      | Non-General Fund | \$0      | \$0       | \$0       |
| Total \$55,891 \$228,615 \$28 | Total            | \$55,891 | \$228,615 | \$284,506 |

| •                       | One-Time | Ongoing   | Total     |
|-------------------------|----------|-----------|-----------|
| <b>General Fund</b>     | 0\$      | \$274,893 | \$274,893 |
| <b>Non-General Fund</b> | \$0      | \$0       | \$0       |
| Total                   | 0\$      | \$274,893 | \$274,893 |