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

### **BUDGET AND LEGISLATIVE ANALYST**

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June 12, 2014

**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 2014-2015 to Fiscal Year 2015-2016 Budget.

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### **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15** 

### **Budget Changes**

The Department's proposed \$76,039,962 budget for FY 2014-15 is \$3,035,098 or 4.2% more than the original FY 2013-14 budget of \$73,004,864.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 309.85 FTEs, which are 1.71 FTEs more than the 308.14 FTEs in the original FY 2013-14 budget. This represents a 0.6% increase in FTEs from the original FY 2013-14 budget.

### Revenue Changes

The Department's revenues of \$65,012,163 in FY 2014-15, are \$660,722 or 1.0% more than FY 2013-14 revenues of \$ \$64,351,441. General Fund support of \$11,027,799 in FY 2014-15 is \$2,374,376 or 27.4% more than FY 2013-14 General Fund support of \$8,653,423.

**YEAR TWO: FY 2015-16** 

### **Budget Changes**

The Department's proposed \$76,749,935 budget for FY 2015-16 is \$709,973 or 0.9% more than the Mayor's proposed FY 2014-15 budget of \$76,039,962.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 309.94 FTEs, which are 0.09 FTEs more than the 309.85 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 0.03% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

### Revenue Changes

The Department's revenues of \$65,043,859 in FY 2015-16, are \$31,696 or 0.05% more than FY 2014-15 revenues of \$65,012,163. General Fund support of \$11,706,076 in FY 2015-16 is \$678,277 or 6.2% more than FY 2014-15 General Fund support of \$11,027,799.

**DEPARTMENT:** CAT – CITY ATTORNEY

### RECOMMENDATIONS

**YEAR ONE: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$253,374 in FY 2014-15. Of the \$253,374 in recommended reductions, \$91,536 are ongoing savings and \$161,838 are one-time savings. These reductions would still allow an increase of \$2,781,724 or 3.8% in the Department's FY 2014-15 budget. These recommendations will result in \$253,374 savings to the City's General Fund in FY 2014-15.

**YEAR TWO: FY 2015-16** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$92,640 in FY 2015-16. Of the \$92,640 in recommended reductions, \$92,640 are ongoing savings. These reductions would still allow an increase of \$617,333 or 0.8% in the Department's FY 2015-16 budget.

**DEPARTMENT:** CAT – CITY ATTORNEY

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

Program	FY 2013- 2014 Budget	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013-2014	FY 2015- 2016 Proposed	Increase/ Decrease from FY 2014- 2015
CITY ATTORNEY					
CLAIMS	\$6,305,851	\$6,531,960	\$226,109	\$6,606,452	\$74,492
LEGAL SERVICE	\$61,697,299	\$66,773,002	\$5,075,703	\$67,408,483	\$635,481
LEGAL SERVICE-PAYING					
DEPTS	\$5,001,714	\$2,735,000	-\$2,266,714	\$2,735,000	\$0
CITY ATTORNEY	\$73,004,864	\$76,039,962	\$3,035,098	\$76,749,935	\$709,973

### FY 2014-15

The Department's proposed FY 2014-15 budget has increased by \$3,035,098 largely due to mandated salary and fringe benefit increases.

### FY 2015-16

The Department's proposed FY 2015-16 budget has increased by \$709,973 largely due to salary increases with reduced fringe benefit costs.

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

### FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 309.85 FTEs, which are 1.71 FTEs more than the 308.14 FTEs in the original FY 2013-14 budget. This represents a 0.6% increase in FTEs from the original FY 2013-14 budget.

The Department is not requesting any new positions in FY 2014-2015. Changes in FTE totals are due to annualization of new positions approved in the FY 2013-14 budget and other adjustments.

### FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 309.94 FTEs, which are 0.09 FTEs more than the 309.85 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 0.03% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

**DEPARTMENT:** CAT – CITY ATTORNEY

### **DEPARTMENT REVENUES:**

### FY 2014-15

The Department's revenues of \$65,012,163 in FY 2014-15, are \$660,722 or 1.0% more than FY 2013-14 revenues of \$64,351,441. General Fund support of \$11,027,799 in FY 2014-15 is \$2,374,376 or 27.4% more than FY 2013-14 General Fund support of \$8,653,423. Specific changes in the Department's FY 2014-15 revenues include:

The Department is increasing General Fund support and Department Work Order recoveries to supplement salary and benefit increases.

### FY 2015-16

The Department's revenues of \$65,012,163 in FY 2014-15, are \$660,722 or 1.0% more than FY 2013-14 revenues of \$64,351,441. General Fund support of \$11,027,799 in FY 2014-15 is \$2,374,376 or 27.4% more than FY 2013-14 General Fund support of \$8,653,423:

The Department does not expect revenue to change by a significant amount in FY 2015-2016.

### **RECOMMENDATIONS:**

### FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$253,374 in FY 2014-15. Of the \$253,374 in recommended reductions, \$91,536 are ongoing savings and \$161,838 are one-time savings. These reductions would still allow an increase of \$2,781,724 or 3.8% in the Department's FY 2014-15 budget. These recommendations will result in \$253,374 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 \$92,640 in FY 2015-16. Of the \$92,640 in recommended reductions, \$92,640 are ongoing savings. These reductions would still allow an increase of \$617,333 or 0.8% in the Department's FY 2015-16 budget.

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

### CAT - City Attorney

			FY 2014	014-15						FY ?	FY 2015-16		
	FTE		Amount	ıt				FTE		Amount	ıt		
Object Title	From To		From	То	Savings	GF	1T	From	То	From	То	Savings	GF 1T
	FC2 - Legal Service	ce											
Air Travel			\$14,042	\$7,000	\$7,042	×				\$14,042	\$7,000	\$7,042	×
	Budgeted amount reduced to reflect historic exceeded \$6,356 in the past three years.	nt reduc in the	sed to reflect hist past three years.	oric	al expenditure, which has not:	+		Ongoing savings.	vings.				
Materials and Supplies			\$140,000	\$135,000	\$5,000	×				\$140,000	\$135,000	\$5,000	×
	Department has not provided sufficient justi materials and supplies budget for this unit.	not pro pplies b	wided sufficient j udget for this un	Ξ.	ification for an increase in the		0	Ongoing savings.	vings.				
Legal Secretary I	42.50 41.50	20	\$3,310,521 \$	\$3,232,626.39	\$77,895	×		42.50	41.50	\$3,416,224	\$3,335,842	\$80,382	×
Mandatory Fringe Benefits			\$1,555,459	\$1,518,860	\$36,599	×				\$1,496,689	\$1,461,473	\$35,216	×
		Tota	Total Savings	\$114,494					70	Total Savings	\$115,598		
	Delete one vacant Legal Secretary I position 2012. The Department has projected salary	nt Legal tment h	Secretary I posit	ion that has bee ary savings in FY	that has been vacant since October savings in FY 2013-14 up to \$183,600.	ctober 183,60		Ongoing savings.	vings.				
Vehicle Purchase	3.00 2.00	00	\$75,849	\$50,566	\$22,283	×	×						
	Reduce requested replacement vehicles by 1, from 3 to 2. The Department met its requirement under the Healthy Air and Clean Transportation Ordinance (HACTO) to reduce vehicles by 15% in part by turning in 1 vehicle to the Department of Administrative Services Central Shops. The vehicles returned to Central Shops do not represent a permanent reduction in the City's vehicle fleet because these vehicles can be re-allocated to other City departments, or can be used as credit for future replacement vehicles by the Department. With this recommended reduction the Department will continue to have 12 vehicles.	der tepla der the l es by 15 ervices i perman e-alloca ent vehi	cement vehicles Healthy Air and C % in part by turn Central Shops. Th ent reduction in- ited to other City icles by the Depa nt will continue t	by 1, from 3 to 2 Lean Transporta ing in 1 vehicle 1 ne vehicles retur the City's vehicle 'departments, o rtment. With thi	The Departmer tion Ordinance ( tion Ordinance ( io the Departmer ned to Central SI if fleet because the can be used as a recommended les.	nt met HACTC nt of nops d nese credit	its ())						
Expenditure Recovery			(\$220,000)	(\$185,000)	(\$35,000)	×				(\$220,000)	(\$185,000)	(\$32,000)	×
	Offsets reduction in City Attorney work order with the Health Service System.	וו ר City	Attorney work c	order with the He	ealth Service Syst	tem.							

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

CAT - City Attorney

			FY ;	FY 2014-15						Ĺ	FY 2015-16			
	FTE	ш	Amount	unt				314	ш	Amount	unt			
Object Title	From	To	From	To	Savings	GF	11	From	To	From	To	Savings	GF	1T
Attrition Savings	(18.59)	(19.25)	(\$2,805,106)	(\$5,904,696)	\$99,590	×	×							
Mandatory Fringe Benefits			(\$1,041,172)	(\$1,078,137)	\$36,965	×	×							
			Total Savings	\$136,555										
	Increase Att FY 2013-14.	ttrition Sav I.	ncrease Attrition Savings to offset vacant positions and projected salary surplus in =Y 2013-14.	ant positions and ${\sf F}$	orojected salary s	urplu	ni sr							
				FY 2014-15							FY 2015-16			
			Total Rec	<b>Total Recommended Reductions</b>	ctions					Total Re	<b>Total Recommended Reductions</b>	uctions		
			One-Time	Ongoing	Total					One-Time	Ongoing	Total		
	Gene	General Fund	\$161,838	\$91,536	\$253,374			Gener	General Fund	0\$	\$92,640	\$92,640		
	Non-General Fund	ral Fund	\$0	\$0	\$0		Ž	Non-General Fund	al Fund	\$0	\$0	\$0		
		Total	\$161,838	\$91,536	\$253,374				Total	0\$	\$92,640	\$92,640		
														٦

### **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15** 

### **Budget Changes**

The Department's proposed \$51,960,612 budget for FY 2014-15 is \$7,979,715 or 18.1% more than the original FY 2013-14 budget of \$43,980,897.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 220.2 FTEs, which are 16.1 FTEs more than the 204.1 FTEs in the original FY 2013-14 budget. This represents a 7.9% increase in FTEs from the original FY 2013-14 budget.

### Revenue Changes

The Department's revenues of \$39,542,655 in FY 2014-15, are \$8,746,504 or 28.4% more than FY 2013-14 revenues of \$30,796,151. General Fund support of \$12,417,957 in FY 2014-15 is \$766,789 or 5.8% less than FY 2013-14 General Fund support of \$13,184,746.

**YEAR TWO: FY 2015-16** 

### **Budget Changes**

The department's proposed \$55,781,082 budget for FY 2015-16 is \$3,820,470 or 7.4% more than the Mayor's proposed FY 2014-15 budget of \$51,960,612.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 245.1 FTEs, which are 24.9 FTEs more than the 220.2 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 11.3% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

### **Revenue Changes**

The Department's revenues of \$43,254,792 in FY 2015-16, are \$3,712,137 or 9.4% more than FY 2014-15 estimated revenues of \$39,542,655. General Fund support of \$12,526,290 in FY 2015-16 is \$108,333 or 0.9% more than FY 2014-15 General Fund support of \$12,417,957.

DEPARTMENT: CON – CONTROLLER

### RECOMMENDATIONS

**YEAR ONE: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$347,707 in FY 2014-15. Of the \$347,707 in recommended reductions, \$347,707 are ongoing savings. These reductions would still allow an increase of \$7,632,008 or 17.4% in the Department's FY 2014-15 budget. These recommendations will result in \$347,707 savings to the City's General Fund in FY 2014-15.

**YEAR TWO: FY 2015-16** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,106,976 in FY 2015-16. Of the \$1,106,976 in recommended reductions, \$1,106,976 are ongoing savings. These reductions would still allow an increase of \$2,713,494 or 5.2% in the Department's FY 2015-16 budget. These recommendations will result in \$1,106,976 savings to the City's General Fund in FY 2015-16.

**DEPARTMENT:** CON – CONTROLLER

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

			Increase/		Increase/
	FY 2013-2014	FY 2014-2015	Decrease from	FY 2015-2016	Decrease from
Program	Budget	Proposed	FY 2013-2014	Proposed	FY 2014-2015
CONTROLLER					
ACCOUNTING	8,093,614	8,670,738	577,124	8,824,164	153,426
CITY SERVICES AUDITOR	13,671,802	13,133,275	(538,527)	13,399,139	265,864
ECONOMIC ANALYSIS	404,727	493,151	88,424	497,328	4,177
FINANCIAL SYSTEMS	2,300,000	8,580,798	6,280,798	11,515,627	2,934,829
MANAGEMENT, BUDGET	4,943,746	5,237,043	293,297	5,341,074	104,031
PAYROLL AND	13,874,980	15,070,579	1,195,599	15,417,969	347,390
PUBLIC FINANCE	692,028	775,028	83,000	785,781	10,753
CONTROLLER	43,980,897	51,960,612	7,979,715	55,781,082	3,820,470

### FY 2014-15

The Department's proposed FY 2014-15 budget has increased by \$7,979,715 largely due to:

- Beginning the implementation of a new city-wide financial information system. Work in FY 2014-2015 will include contracting with a software vendor, developing system specifications, and a phased hiring plan.
- Upgrade of the PeopleSoft human resources and payroll system (eMerge) to increase online accessibility for City Employees.
- Increased local government reporting including SFOpenBook and the Government Barometer.

### FY 2015-16

The Department's proposed FY 2015-16 budget has increased by \$3,820,470 largely due to:

• Continued investments in the new city-wide financial information system. Work in FY 2015-2016 will include software licensing and consulting support, leasing and operating expenses, and continued hiring to fully staff the project.

### **Financial System Replacement Project**

The City's five-year Information and Communication Technology (ICT) Plan, adopted by the Board of Supervisors in April 2013, includes \$72.2 million for replacement of the City's financial system over the five-year period from FY 2013-14 through FY 2017-18. The Mayor's proposed budget includes \$8,225,798 in FY 2014-15 and \$11,515,627 in FY 2015-16, totaling \$19,741,425, to partially fund replacement of the financial system.

The FY 2014-15 budget includes 21 new positions and the FY 2015-16 budget includes 12 new positions, totaling 33 new positions allocated to the financial system replacement projects.

DEPARTMENT: CON – CONTROLLER

Additionally, the proposed budget includes substitution or reassignment of 6.47 existing positions, for 39.47 total positions allocated to the financial system replacement project. The Budget and Legislative Analyst recommends reducing 5 of the requested 33 new positions, and designating 23 as limited-tenure positions, which will terminate at the conclusion of the project in FY 2017-18.

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

### FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 220.2 FTEs, which are 16.1 FTEs more than the 204.1 FTEs in the original FY 2013-14 budget. This represents a 7.9% increase in FTEs from the original FY 2013-14 budget.

A majority of the department's new positions are for the implementation and support of the new city-wide financial system. In addition, the department is adding limited-term staff for support of the Peoplesoft system upgrade.

### FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 245.1 FTEs, which are 24.9 FTEs more than the 220.2 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 11.3% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

The increase in FTE in 2015-16 is due to a number of new positions to fully staff the financial system replacement project, as well as a number of staff hired in FY 2014-2015 becoming full time.

### **INTERIM EXCEPTIONS**

The Department has requested no interim exceptions. However, due to a clerical error the Department was included on the Mayor's list of interim exceptions. This error has been corrected.

### **DEPARTMENT REVENUES:**

### FY 2014-15

The Department's revenues of \$39,542,655 in FY 2014-15, are \$8,746,504 or 28.4% more than FY 2013-14 revenues of \$30,796,151. General Fund support of \$12,417,957 in FY 2014-15 is \$766,789 or 5.8% less than FY 2013-14 General Fund support of \$13,184,746.

Specific changes in the Department's FY 2014-15 revenues include:

 Reduced General Fund support due to greater expenditure recovery from City departments.

DEPARTMENT: CON - CONTROLLER

### FY 2015-16

The Department's revenues of \$43,254,792 in FY 2015-16, are \$3,712,137 or 9.4% more than FY 2014-15 estimated revenues of \$39,542,655. General Fund support of \$12,526,290 in FY 2015-16 is \$108,333 or 0.9% more than FY 2014-15 General Fund support of \$12,417,957.

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

• The Department does not expect major changes to FY 2015-2016 revenue other than moderate increases in expenditure recovery from City departments

### **RECOMMENDATIONS:**

### FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$347,707 in FY 2014-15. Of the \$347,707 in recommended reductions, \$347,707 are ongoing savings. These reductions would still allow an increase of \$7,632,008 or 17.4% in the Department's FY 2014-15 budget. These recommendations will result in \$347,707 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 \$1,106,976 in FY 2015-16. Of the \$1,106,976 in recommended reductions, \$1,106,976 are ongoing savings. These reductions would still allow an increase of \$2,713,494 or 5.2% in the Department's FY 2015-16 budget. These recommendations will result in \$1,106,976 savings to the City's General Fund in FY 2015-16.

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

CON - Controller

			FY	FY 2014-15						Ŀ	FY 2015-16		
	F	FTE	Amount	unt				FTE		Amount	ınt		
Object Title	From	То	From	То	Savings	GF	1T F	From	To	From	То	Savings	GF 1T
	FFM - Eco	FFM - Economic Analysis	alysis										
Software Licensing			20,000	40,000	10,000	×				50,000	40,000	10,000	×
	Current-y allow suff	ear expenicient func	Current-year expenditures are not expected allow sufficient funding for expected licensir	ected to exceed \$37,50 censing cost increases.	to exceed \$37,500. \$40,000 would Ig cost increases.	would	0	Ongoing savings	savings				
Professional & Specialized Services			\$50,000	\$25,000	\$25,000	×				\$50,000	\$40,000	\$10,000	×
	The Depa funding is funding fc	rtment dic intended or unforese	The Department did not provide sufficient justifcation or specific projects tha funding is intended for. This reduction would would still allow for \$25,000 in funding for unforeseen potential projects.	ient justifcation o would would still cts.	ıstifcation or specific projects that this 3 would still allow for \$25,000 in	s that 1 ) in		Ongoing savings	savings				
	Management	nent											
Accountant III	2.00	1.00	193,502	96,751	96,751	×		2.00	1.00	199,680	99,840	99,840	×
Mandatory Fringe Benefits			85,073	42,537	42,537	×				81,238	40,619	40,619	×
			Total Savings	139,288					To	Total Savings	140,459		
	Position h evidence	nas been va of upcomi	Position has been vacant since July 2011 and Department has not provided evidence of upcoming increase in workload to justify retaining the vacancy.	11 and Departmei cload to justify ret	d Department has not provided to justify retaining the vacancy.	bed .y.	0	Ongoing savings	savings				
	Payroll/Personnel	ersonnel											
Payroll Supervisor	2.00	1.00	192,174	96,087	96,087	×		1.00	0.00	198,310	99,155	99,155	×
Mandatory Fringe Benefits			42,188	21,094	21,094	×				80,866	40,433	40,433	×
			Total Savings	117,181					To	Total Savings	139,588		
	Position h evidence	nas been va of upcomi	Position has been vacant since November 2010 and Department has not provided evidence of upcoming increase in workload to justify retaining the vacancy.	ber 2010 and Dep doad to justify ret	310 and Department has not proto justify retaining the vacancy.	provid cy.		Ongoing savings	savings				
	Financial	Systems R	Financial Systems Replacement Project	t			Н		•	•	•	•	
IS Business Analyst - Senior	0.08	0.00	8,847	0	8,847	×		1.00	00:00	114,119	0	114,119	×
Mandatory Fringe Benefits			3,701	0	3,701	×				44,032	0	44,032	×
			Total Savings	12,548					To	Total Savings	158,151		
	The Depa Financial ! recomme Business /	rtment ha System Re Inds deletii Analyst po	The Department has requested 10 new 1053 IS Business Analyst positions for the Financial System Replacement Project. The Budget and Legislative Analyst recommends deletion of two of the 10 new positions, resulting in eight 1053 IS Business Analyst positions for the Financial System Replacement Project.	v 1053 IS Business . The Budget and I I new positions, re ncial System Repli	IS Business Analyst positions for th Budget and Legislative Analyst positions, resulting in eight 1053 IS System Replacement Project.	s for th t 053 IS		Ongoing savings	savings				

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

CON - Controller

			<u>α</u>	FY 2014-15							FY 2015-16			
	FTE	щ	Amc	Amount				FTE		Amount	nnt			
Object Title	From	To	From	To	Savings	GF	1T	From	To	From	То	Savings	GF	1T
IS Business Analyst - Senior	0.08	0.00	8,847	0	8,847	×		1.00	0.00	114,119	0	114,119	×	
Mandatory Fringe Benefits			3,701	0	3,701	×				44,032	0	44,032	×	
			Total Savings	12,548						Total Savings	158,151			
	The Depar Financial S recommer Business A	tment ha system Re nds deleti Analyst po	The Department has requested 10 new 1053 IS Business Analyst positions for th Financial System Replacement Project. The Budget and Legislative Analyst recommends deletion of two of the 10 new positions, resulting in eight 1053 IS Business Analyst positions for the Financial System Replacement Project.	w 1053 IS Busines: t. The Budget and O new positions, r. ancial System Rep	IS Business Analyst positions for the udget and Legislative Analyst oositions, resulting in eight 1053 IS ystem Replacement Project.	is for t st 1053 IS	<u> </u>	Ingoing	Ongoing savings					
Programmer Analyst - Principal								0.73	0.00	806'28	0	806'28	×	
Mandatory Fringe Benefits										33,201	0	33,201	×	
									-	Total Savings	121,109			
							<u> </u>	he Depa or the Fi nalyst r 064 Pro	artment inancial ecomm gramm	The Department has requested six new 1064 Pr for the Financial System Replacement Project. <sup>*</sup> Analyst recommends deletion of one of the six 1064 Programmer Analyst - Principal positions.	The Department has requested six new 1064 Programmer Analyst positons for the Financial System Replacement Project. The Budget and Legislative Analyst recommends deletion of one of the six new positions, resulting in five 1064 Programmer Analyst - Principal positions.	nmer Analyst pos udget and Legisla oositions, resultin	sitons tive ig in fi	ve
1654 Accountant III	0.08	0.00	7,740	0	7,740	×		1.00	0.00	99,840	0	99,840	×	
Mandatory Fringe Benefits			3,403	0	3,403	×				40,619	0	40,619	×	
			Total Savings	11,143					1	Total Savings	140,459			
	The Depar Financial S	tment ha system Re	The Department has requested three new Accountant III positions for the Financial System Replacement Project. The Budget and Legislative Analyst	new Accountant I t. The Budget and	Il positions for th Legislative Analy	st e								
	recomme Accountar	nds deleti nt III posit	recommends deletion of one of the three new positions, resulting in two Accountant III positions and one Accountant IV position for the Financial System	rree new positions untant IV position	s, resulting in two I for the Financial	Systei		Ongoing						
	Replacement Project.	ent Projec	;;											
Manager V								0.77	0.00	124,357	0	124,357	×	
Mandatory Fringe Benefits										44,702	0	44,702	×	
										Total Savings	169,059			
							<u> </u>	he Depa	artment	has requested thi	The Department has requested three Manager V positions in addition to a Manager VII for the Einancial System Peolacement Project The Budget and	itions in addition	to a	_
								egislativ	e Analy	st recommends d	Legislative Analyst recommends deletion of one of the three Manager V	re three Manager		
							<u>σ</u> 4	ositions or the F	, resulti inancial	positions, resulting in two Manage V positions for the Financial System Replacement Project.	positions, resulting in two Manage V positions and one Manager VII position for the Financial System Replacement Project.	ne Manager VII po	ositior	_
Financial System  Replacement Project			6,601,756	6,581,756	20,000	×				6,297,927	6,237,927	000'09	×	
3	Reduce budget for ren reduction in positions.	ıdget for ı in positio	Reduce budget for rent, equipment and office supplies based on recommended reduction in positions.	nd office supplies	based on recomn	nende		educe k	oudget f ended r	Reduce budget for rent, equipment ar recommended reduction in positions.	Reduce budget for rent, equipment and office supplies based on recommended reduction in positions.	es based on		

GF = General Fund 1T = One Time

ne Time

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

CON - Controller

				FY 2014-15						FY 2	FY 2015-16			
	т.	FTE	An	Amount			H	FTE		Amount				
Object Title	From	To	From	То	Savings	GF	1T F	From To	o From		То	Savings	GF	1T
Manager III							1.	1.00 A 1.00 L	١٦					
IS Engineer - Journey							1.	1.00 A   1.00 L	] T					
IS Engineer - Principal							1.	1.00 A   1.00 L	] T					
IS Business Analyst							1.	1.00 A   1.00 L	7.					
IS Business Analyst - Senior	1.00 A	1.00 L					⊗.	8.00 A 8.00 L	ור					
IS Business Analyst - Principal 1.00 A	1.00 A	1.00 L					3.	3.00 A 3.00 L	،٦					
IS Programmer Analyst - Principal							5.	5.00 A 5.00 L	יר					
IT Operations Support Administrator IV	1.00 A	1.00 L					1.	1.00 A 1.00 L	ור					
Principal Administrative Analyst							1.0	1.00 A 1.00 L	יר					
Management Assistant	1.00 A	1.00 L					1.	1.00 A 1.00 L	] T					
	Designate	e 4 positio	ns created in FY 🕻	Designate 4 positions created in FY 2014-15 and 19 positions created in FY 2015-	itions created in F	Y 2015		signate 4	positions create	ed in FY 20	14-15 and 19 p	Designate 4 positions created in FY 2014-15 and 19 positions created in FY	in FY	
	16, totali	ng 23 posi	16, totaling 23 positions, as L or limited tenur	ted tenure, with a t	e, with a termination date of June	f June		15-16, tot	aling 23 position	ins, as Lor	limited tenure	2015-16, totaling 23 positions, as L or limited tenure, with a termination date	ion da	ate
	30, 2018.						of	of June 30, 2018.	2018.					

FY 2014-15	ol Docommonded Doductions
	10+0

One-Time         Ongoing         Total           General Fund         0         347,707         347           Non-General Fund         0         0         347,707         347		lotal Rec	iotai kecommended keductions	ctions
0 347,707 0 0 0 0 347,707	'	One-Time	Ongoing	Total
0 0 0 347,707	General Fund	0	347,707	347,707
0 347,707	<b>Non-General Fund</b>	0	0	0
	Total	0	347,707	347,707

	Total Rec One-Time	FY 2015-16  Total Recommended Reductions ime Ongoing To	tions Total
Non-General Fund	0	1,100,970 0	0 0
Total	0	1,106,976	1,106,976

### **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15** 

### **Budget Changes**

The Department's proposed \$933,075,713 budget for FY 2014-15 is \$96,235,944 or 11.5% more than the original FY 2013-14 budget of \$836,839,769.

### Personnel Changes

There are no full-time equivalent (FTE) positions budgeted for FY 2014-15.

### Revenue Changes

The Department's revenues of \$267,591,009 in FY 2014-15 are \$10,773,983 or 4.2% more than FY 2013-14 revenues of \$256,817,026. General Fund support totaling \$665,484,704 in FY 2014-15 is \$85,461,961 or 14.7% more than FY 2013-14 General Fund support of \$580,022,743.

**YEAR TWO: FY 2015-16** 

### **Budget Changes**

The Department's proposed \$894,476,107 budget for FY 2015-16 is \$38,599,606 or 4.1% less than the Mayor's proposed FY 2014-15 budget of \$933,075,713.

### Personnel Changes

There are no full-time equivalent (FTE) positions budgeted for FY 2015-16.

### Revenue Changes

The Department's revenues of \$237,048,584 in FY 2015-16, are \$30,542,425 or 11.4% less than FY 2014-15 estimated revenues of \$267,591,009. General Fund support of \$657,427,523 in FY 2015-16 is \$8,057,181 or 1.2% less than FY 2014-15 General Fund support of \$665,484,704.

DEPARTMENT: GEN – GENERAL CITY RESPONSIBILITIES

### RECOMMENDATIONS

**YEAR ONE: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$275,000 in FY 2014-15. Of the \$275,000 in recommended reductions, \$275,000 are ongoing savings. These reductions would still allow an increase of \$95,960,944 or 11.5% 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 \$275,000 in FY 2015-16. Of the \$275,000 in recommended reductions, \$275,000 are ongoing savings.

DEPARTMENT: GEN – GENERAL CITY RESPONSIBILITIES

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

			Increase/		Increase/
	FY 2013-2014	FY 2014-2015	Decrease from	FY 2015-2016	Decrease from
Program	Budget	Proposed	FY 2013-2014	Proposed	FY 2014-2015
GENERAL CITY RESPONSIBILITIES					
GENERAL CITY RESPONSIBILITIES	819,308,133	910,195,970	90,887,837	866,240,155	(43,955,815)
INDIGENT DEFENSE/GRAND JURY	750,000	750,000	0	750,000	0
RETIREE HEALTH CARE - PROP B	16,781,636	22,129,743	5,348,107	27,485,952	5,356,209
GENERAL CITY RESPONSIBILITIES	836,839,769	933,075,713	96,235,944	894,476,107	(38,599,606)

### FY 2014-15

The Department's proposed FY 2014-15 budget has increased by \$96,235,944 largely due to debt service; reserves for litigation and retiree health care expenditures; replacement of the City's financial management system; cost of living adjustments for non-profit organizations; new City department salary and fringe benefit costs as a result of new Memoranda of Understanding (MOUs) with the City's labor unions; and increased transfers to other funds to meet mandated baseline requirements.

### FY 2015-16

The Department's proposed FY 2015-16 budget has decreased by \$38,599,606.

### **DEPARTMENT REVENUES:**

### FY 2014-15

The Department's revenues of \$267,591,009 in FY 2014-15 are \$10,773,983 or 4.2% more than FY 2013-14 revenues of \$256,817,026. General Fund support totaling \$665,484,704 in FY 2014-15 is \$85,461,961 or 14.7% more than FY 2013-14 General Fund support of \$580,022,743.

### FY 2015-16

The Department's revenues of \$237,048,584 in FY 2015-16, are \$30,542,425 or 11.4% less than FY 2014-15 estimated revenues of \$267,591,009. General Fund support of \$657,427,523 in FY 2015-16 is \$8,057,181 or 1.2% less than FY 2014-15 General Fund support of \$665,484,704.

DEPARTMENT: GEN – GENERAL CITY RESPONSIBILITIES

### Item 7 - File 14-0624

The proposed ordinance would adopt the Neighborhood Beautification and Graffiti Clean-Up Fund Tax designation ceiling for tax year 2014.

The Business and Tax Regulations Code established the Neighborhood Beautification and Graffiti Clean-Up Fund (Fund), also known as the Community Challenge Grant Program. San Francisco business taxpayers who are subject to the City's payroll or gross receipts tax may elect to designate a portion of their tax liability to the Fund. Under the Business and Tax Regulations Code, the Controller must calculate each year the maximum percentage of tax liability that San Francisco taxpayers can designate to the Fund.

The proposed ordinance would set the tax year 2014 maximum percentage of tax liability that can be designated to the Fund at 3 percent. The Controller estimates that the 3 percent limit would result in 2014 contributions to the Fund of approximately \$1.5 million.

Recommendation: Approve the proposed ordinance.

### Item 8 - File 14-0625

The proposed resolution would concur with the Controller's establishment of the Consumer Price Index for 2014 and adjust the Access Line Tax by the same rate.

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 \$3.01 per access line, \$22.60 per trunk line, and \$406.79 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 2.58% as of December 31, 2013. Based on the CPI adjustment, the Controller recommends increasing the FY 2014-15 Access Line Tax to \$3.09 per access line, leaving the \$22.60 per trunk line the same, and increasing the \$417.29 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 \$847,000 in FY 2014-15.

FY 201	3-14	FY 2014-15

			Projected	Projected	
File	No.	Fee Description	Revenue	Revenue	Increase
14-06	525	Access Line Tax	\$42,203,000	\$43,050,000	\$847,000

### **Totals**

Recommendation: Approve the proposed resolution.

DEPARTMENT: GEN – GENERAL CITY RESPONSIBILITIES

### **RECOMMENDATIONS:**

### FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$275,000 in FY 2014-15. Of the \$275,000 in recommended reductions, \$275,000 are ongoing savings. These reductions would still allow an increase of \$95,960,944 or 11.5% in the Department's FY 2014-15 budget.

### FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$275,000 in FY 2015-16. Of the \$275,000 in recommended reductions, \$275,000 are ongoing savings.

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

GEN- General City Responsibility

			FY	FY 2014-15						FY 2015-16	16			
	FTE		Amount	unt				FTE	٧	Amount				
Object Title	From	To	From	To	Savings	GF	11	From To	From	To	•	Savings	GF	1T
	FCZ - Gene	ral City Re	FCZ - General City Responsibilities											
Judgments and Claims			\$3,100,000	\$2,950,000	\$150,000	×			\$3,100,000		\$2,950,000	\$150,000	×	
	Reduce to for claims	reflect hist incurred by	Reduce to reflect historical expenditures for claims incurred by City departments.	Reduce to reflect historical expenditures. The Judgments and Claims account pays for claims incurred by City departments.	and Claims acco	unt pa	lys C	Ongoing Reductions	tions					
Court Fees			\$750,000	\$625,000	\$125,000	×			\$750,000		\$625,000	\$125,000	×	
	Reduce to reflect and/or District Al for this purpose.	reflect hist trict Attorr rpose.	orical expenditure ley's costs for app	Reduce to reflect historical expenditures. This fund is used to pay Public Defender and/or District Attorney's costs for appeals. The reduction provides sufficent funds Ongoing Reductions for this purpose.	d to pay Public D n provides suffic	efend ent fur	er nds C	ngoing Reduc	tions					

FY 2014-15 Total Recommended Reductions

	One-Time	Ongoing	Total
<b>General Fund</b>	0\$	\$275,000	\$275,000
Non-General Fund	\$0	\$0	\$0
Total	0\$	\$275,000	\$275,000
1			

			<b>General Fund</b>	Non-General Fund	Total
	Total Rec	One-Time	0\$	\$0	\$0
FY 2015-16	<b>Total Recommended Reductions</b>	Ongoing	\$275,000	\$0	\$275,000
	tions	Total	\$275,000	\$0	\$275,000

### **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 \$874,568 in FY 2014-15. Of the \$874,568 in recommended reductions, \$841,989 are ongoing savings and \$32,579 are one-time savings. These reductions would still allow an increase of \$11,799,453 or 4.0% in the Department's FY 2014-15 budget. These recommendations will result in \$874,568 savings to the City's General Fund in FY 2014-15.

**YEAR TWO: FY 2015-16** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$795,443 in FY 2015-16, all of which are ongoing savings. These reductions would still allow an increase of \$46,227 or 0.02% in the Department's FY 2015-16 budget. These recommendations will result in \$795,443 savings to the City's General Fund in FY 2015-16.

**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 3growing 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 does not recommend approval of the positions as interim exceptions.

The interim exceptions are not recommended for approval for the following reasons:

• The Department is not anticipated to fill the proposed Manager III position until August 2014.

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

• The proposed Senior Purchaser position is duplicative of proposed staff in the Department of Public Health budget, and therefore, it is recommended that this position not be approved.

### **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:

		]	FY 2013-14		F	<b>Y</b> 2	2014-15			I	Y 2	015-16	
			Projected	]	Projected	(	Change	% Cost	]	Projected	C	hange	% Cost
File No.	Fee Description		Revenue	]	Revenue	fı	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)	<100%
	Confidential marriage license	\$	102,424	\$	94,500	\$	(7,924)	<100%	\$	94,250	\$	(250)	<100%
	Statutory Surcharge (2)	\$	69,384	\$	63,000	\$	(6,384)		\$	60,900	\$	(2,100)	<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			١.							١.		
	schedule)	\$	-	\$		\$	-	<100%	\$		\$	-	<100%
	Duplicate copy of marriage license	\$	8,500	\$	8,500	\$	-	<100%	\$	8,925	\$	425	<100%
	Amendment to marriage license	\$	1,375	\$	1,375	\$	- (2.10)	<100%	\$	1,430	\$	55	<100%
	Souvenir marriage certificate	\$	2,040	\$	1,800	\$	(240)	<100%	\$	2,100	\$	300	<100%
	Performance of marriage/domestic												
	partnership ceremony in City Hall -	Φ.	654.750	φ.	500.260	d.	(74.402)	1000/	e.	500.650	Φ.	200	.1000/
	regular business hours	\$	654,752	\$	580,260	\$	(74,492)	<100%	\$	580,650	\$	390	<100%
	Performance of marriage/domestic												
	partnership ceremony in City Hall -	φ.	4.060	\$	£ 000	\$	120	<100%	\$	5 240	¢.	160	<100%
	weekends or holidays (4) Issuance of authority to perform	\$	4,960	Э	5,080	ф	120	<100%	Þ	5,240	\$	160	<100%
	ceremony and oath	\$	47,740	\$	44,450	\$	(3,290)	<100%	\$	45,850	\$	1,400	<100%
	Filing fictitious business name	Э	47,740	Э	44,450	ф	(3,290)	<100%	Э	45,850	Э	1,400	<100%
	statement	\$	328,900	\$	333,700	\$	4,800	<100%	\$	347,900	\$	14,200	<100%
	Additional name or registrant on same	Ф	328,900	φ	333,700	φ	4,000	<10070	φ	347,700	φ	14,200	C10070
	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	\$	1,000	<100%
	Withdrawing partner or abandoning	Ψ	31,700	Ψ	30,000	Ψ	7,220	<10070	Ψ	30,000	Ψ		<10070
	fictitious business statement	\$	12,580	\$	12,350	\$	(230)	<100%	\$	12,675	\$	325	<100%
	Administration of oath and filing	Ψ	12,500	Ψ	12,550	Ψ	(230)	<10070	Ψ	12,073	Ψ	323	<10070
	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		- ,	Ė	- ,	Ė				- ,-	Ė		
	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	\$	19,764	\$	19,500	\$	(264)	<100%	\$	19,500	\$	-	<100%
	Search of County Clerk's files	\$	45	\$	50	\$	5	<100%	\$	50	\$	-	<100%
	Copies of records on file - per page,												
	pages 1 through 3	\$	30	\$	30	\$	-	<100%	\$	30	\$	-	<100%
	Copies of records on file - each												
	additional page (will collect once it												
	reaches .15 no penny collecting)	\$	-	\$	1	\$	1	<100%	\$	1	\$	-	<100%
	Certifying/endorsing documents or												
	copies of documents	\$	1,700	\$	1,700	\$	-	<100%	\$	1,700	\$	-	<100%
	Fictitious business name index records												
	- one day	\$	9,000	\$	9,000	\$	-	<100%	\$	9,000	\$	-	<100%
	Fictitious business name index records			١.		١.			١.		١.		
	- one week	\$	1,872	\$	1,872	\$	-	<100%	\$	1,872	\$	-	<100%
	Fictitious business name index records	_	20-	_	***	_		1005	_		_		1005
	- 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,	•	2.50	_	0.550			1000	6	2.000	_	100	1000
m	administrative fee (6)	\$	3,705	\$	3,770	\$	65	<100%	\$	3,900	\$		<100%
Totals	Ī	\$	2,591,597	\$	2,400,777	\$1	(190,821)		\$	2,406,897	\$	6,120	L

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 \$874,568 in FY 2014-15. Of the \$874,568 in recommended reductions, \$841,989 are ongoing savings and \$32,579 are one-time savings. These reductions would still allow an increase of \$11,799,453 or 4.0% in the Department's FY 2014-15 budget. These recommendations will result in \$874,568 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 \$795,443 in FY 2015-16, all of which are ongoing savings. These reductions would still allow an increase of \$46,227 or 0.2% in the Department's FY 2015-16 budget. These recommendations will result in \$795,443 savings to the City's General Fund in FY 2015-16.

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

ADM - City Administrator

			FY	FY 2014-15							FY 2015-16		
	FTE	E	Amount	unt				FTE		Amount	ınt		
Object Title	From	To	From	To	Savings	GF	1T	From To	0	From	To	Savings GF	1T
	BA8 - Eart	nquake Sa	BA8 - Earthquake Safety Program										
Junior Management Assistant	0.77	0.77	0\$	0\$	0\$	×		1.00 1.	1.00	0\$	0\$	× 0\$	
			Total Savings	\$0					Tota	Total Savings	0\$		
	The new, c	off-budget	The new, off-budget position will support the work of the Earthquake Safety Implementation Program The recommendation is to move the position from "O"	ort the work of the Earthquake Safety	ne Earthquake Sa	fety from "							
	status to "o	OL" to de	status to "OL" to denote the limited tenure of the position as determined by the	nure of the positi	on as determine	d by th							
	temporary	nature of	temporary nature of the program.	9									
	FAC - CITY	Administi	FAC - City Administrator - Administration					ļ.	F	-	-	<b>-</b>	-
Senior Personnel Analyst	1.00	0.00	\$105,090	\$0	\$105,090	×		1.00 0.	0.00	\$108,446	\$0	\$108,446 x	
Mandatory Fringe Benefits			\$42,436	\$0	\$42,436	×				\$41,485	\$0	\$41,485 x	
			Total Savings	\$147,526					Tota	Total Savings	\$149,931		
	; ; ; ;	+	700 77 6 4000000	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	20:1:000	2 2 0 2							
	been vacar	ornent nas ot since N	nne Department nas a vacant 1244 Senior Personner Analyst position, which in been vacant since November 2012. There is not a demonstrated need for this	ing Personner Analyst position, which has ere is not a demonstrated need for this	aryst position, w nstrated need fo	r this	£						
	vacant pos	ition give	vacant position given that the Department has not filled it in the past two fiscal	nent has not filled	it in the past tw	o fisca							
	years. Inis	year, the	years. This year, the Department is also requesting a new 1244 Senior Personnel Analyst position and two unwand substitutions to a 1944 in the same division	o requesting a new 1244 Senior Personi	w 1244 Senior Po	ersonn		on a serious of the s	i i				
Senior Personnel Analyst	0.77	0.77	\$105,090	\$105,090	0\$	×	,	0.77 0.	0.77	\$108,446	\$108,446	× 0\$	
Mandatory Fringe Benefits			\$42,436	\$42,436	0\$	×				\$41,485	\$41,485	× 0\$	
			Total Savings	\$0					Tota	Total Savings	0\$		
	The new p	osition wi	The new position will support the Department through multiple new projects in	artment through	multiple new pro	jects i		he new po	sition wi	Il support the	Department throu	The new position will support the Department through multiple new projects	jects
	the next th	ree years	the next three years. It is recommended that the position be made a limited-term	ed that the positic	،n be made a lim	ited-te		າ the next 1	three yea	ars. It is recom	mended that the p	in the next three years. It is recommended that the position be made a	
	position, set to expire at t	et to expir	position, set to expire at the close of FY	Y 2016-17, when the projects are expected	the projects are	expect		mited-tern	n positio	limited-term position, set to expire at tl	e at the close of FY	limited-term position, set to expire at the close of FY 16-17, when the projects	ojects
	ดา ลแเดา ดา	ne collib	leted.				ס	anadxa a i	น เบ เบเ	idilion ad ot al	ered.		

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

### **ADM - City Administrator**

			FY 2	FY 2014-15	•				<b>L</b>	FY 2015-16		
	4	FTE	Amount	nt			Ŧ	FTE	Amount	ınt		
Object Title	From	To	From	То	Savings	GF 1T	From	To	From	То	Savings GF	1T
Personnel Analyst	0.77	0.77	\$69,304	\$69,304	× 0\$		1.00	1.00	\$92,880	\$92,880	× 0\$	
Mandatory Fringe Benefits			\$30,418	\$30,418	× 0\$				\$37,680	\$37,680	× 0\$	
			Total Savings	\$0					Total Savings	\$0		
	The new p	oosition w	The new position will support the Department through multiple new projects in	rtment through m	nultiple new projec	ts in	The ne	n positio	will support the D	Department throug	The new position will support the Department through multiple new projects	jects
	the next t	hree year	the next three years. It is recommended that the position be made a limited-term	d that the position	n be made a limitec	-term	in the n	ext three	years. It is recomr	mended that the p	in the next three years. It is recommended that the position be made a	
	position, s	set to exp	position, set to expire at the close of FY	16-17, when the	16-17, when the projects are expected to	ed to	limited	term pos	ition, set to expire	at the close of FY	limited-term position, set to expire at the close of FY 16-17, when the projects	ojects
	be completed.	eted.					are exp	ected to	are expected to be completed.			
<b>Public Relations Assistant</b>	0.77	0.00	\$46,298	0\$	\$46,298 x	,	1.00	0.00	\$62,047	0\$	\$62,047 ×	
Mandatory Fringe Benefits			\$23,979	0\$	x 623,979 x				\$30,122	0\$	\$30,122 x	
			Total Savings	\$70,277					Total Savings	\$92,169		
	Disapprov	e one ne	Disapprove one new Public Relations Assistant position. The new position will be	sistant position.T	he new position w	II be						
	dedicated	to mana	dedicated to managing public relations for both the Department of Public Works	for both the Depa	artment of Public M	orks,						
	and the Ci	ity Admin	and the City Administrator's Office. ADM is reportedly taking on some public	A is reportedly ta	king on some publi	u						
	relations	responsib	relations responsibilities for DPW, and ADM is requesting a 1310 Public Relations	ADM is requesting	g a 1310 Public Rela	tions						
	Assistant 1	to aid in t	Assistant to aid in that work. While the position is partially covered with a DPW	position is partial	ly covered with a D	Μ. γ.		2				
Attrition Savings	(1 42)	(2.70)	(1.42) (2.70) (415) (42) (42) (42) (42)	(\$287 428)	4136.267 x		(1 42)	(1 42) (2 70)	(\$155 992)	(\$796 605)	\$140.613 ×	
Mandatory Fringe Renefits	(=: :=)			(\$122,123)	4	: ×	(= : = )		(\$61 108)	(\$116 191)	-	
Mandaroly Lings Delicitis			(0.1.2(1.0.4)	(,),,,,,,,	4				(501,100)	(+(-+(-+++)	4	
			Total Savings	\$194,150				•	Total Savings	\$195,696		
	An increas	se in attri	An increase in attrition savings to accurately reflect current staffing levels in the	ately reflect curre	ent staffing levels in	the						
	Departme	ent and to	Department and to adjust for salary savings.	ings.			Ongoin	Ongoing savings				
Training Officer	0.00	1.00	0\$	\$90,775	x (\$20,775)	,	0.00	1.00	0\$	\$93,674	x (\$93,674)	
Mandatory Fringe Benefits			0\$	\$40,703	(\$40,703) x				\$0	\$38,907.00	x (\$38,907)	
Senior Personnel Analyst	1.00	0.00	\$	\$0	\$105,090 x	,	1.00	0.00	\$108,445	\$0	\$108,445 x	
Mandatory Fringe Benefits			\$43,622	\$0	\$43,622	×			\$41,485	\$0	\$41,485 x	
			Total Savings	\$17,234				•	Total Savings	\$17,349		
	Disapprov	ve of the u	Disapprove of the upward substitution to a Senior Personnel Analyst and restore	to a Senior Persor	nnel Analyst and re	store						
	the Traini	ng Officer	the Training Officer position. The Department is requesting a new 1244 Senior	tment is requesti	ng a new 1244 Sen	ior						
	Personnel division. T	l Analyst a 'he Depar	Personnel Analyst and an additional upward substitution to a 1,244 in the same division. The Department has not justified the upward substitution for another	ward substitution ed the upward su	to a 1244 in tne sa ibstitution for anotl	me ner						
	1244.						Ongoin	Ongoing savings				

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

ADM - City Administrator

			ì	77.45			ŀ			V 2015 16		Ī
			L. L.	FY 2014-15		ŀ	_		•	FY 2U15-16		
	FTE	ш	Amount	nut				FE	Amount	ınt		
Object Title	From	To	From	То	Savings	GF 1	1T From	To	From	То	Savings GF	1T
	AME - County Clerk Services	nty Clerk	Services									
Materials and Supplies Budget Only			000′06\$	\$50,000	\$40,000	×			000'06\$	\$50,000	\$40,000 ×	
	The reduct	ion reflec	The reduction reflects historical underspending for the line item.	pending for the lir	ne item.		Ongoi	Ongoing savings	•			
	FFO - 311 Call Center	Call Cente	<u>.</u>									
Materials and Supplies Budget Only			\$82,000	\$32,000	\$50,000	×			\$82,000	\$32,000	× 000'05\$	
	The reduct	ion reflect	The reduction reflects historical underspending for the line item.	pending for the lir	ne item.		Ongoi	Ongoing savings	10			
	FFH - Facili	ties Mana	FFH - Facilities Management and Operations	ations								
Materials and Supplies Budget Only			\$75,000	0\$	\$75,000	×			\$75,000	0\$	\$75,000 ×	
	The reduct	ion reflect	The reduction reflects historical underspending for the line item.	spending for the lir	ne item.		Ongoi	Ongoing savings				
	FCC - Procurement Services	rement S	ervices									
Manager III	1.00	0.83	\$135,180	\$112,199	\$22,981	^ ×	×					
Mandatory Fringe Benefits			\$56,461	\$46,863	\$6,298	×	×					
			Total Savings	\$32,579					Total Savings	\$0		
	The Depart	tment is n	The Department is not anticipated to fill	ll the position unt	the position until mid-August 2014. Our	14. Our						
	recommen	dation rei	recommendation reflects reflects a mid-August 2014 start date.	i-August 2014 stai	rt date.							
Senior Purchaser	1.00	0.00	\$103,072	0\$	\$103,072	×	0.50	0.00	\$53,182	0\$	\$53,182 x	
Mandatory Fringe Benefits			\$44,475	\$0	\$44,475	×			\$21,217	\$0	\$21,217 x	
			Total Savings	\$147,547					Total Savings	\$74,399		
	Disapprove	e one new	Disapprove one new requested Senior Purchaser position. This proposed position	Purchaser positior	1.This proposed p	osition						
	is to aid wi	th the pur	is to aid with the purchasing of equipment, furniture, and fixtures in San Francisco	ent, furniture, and	d fixtures in San F	rancisc	0					
	General Ho	ospital, sch	General Hospital, scheduled to open in	December 2015.	December 2015. The Department of Public	of Publ	į.					
	Health is a	lso propos	Health is also proposing hiring two staff in this budget cycle to manage purchasing	f in this budget cy	cle to manage pu	rchasin	БO					
	for the hos	pital. It is	for the hospital. It is recommended that the City rely on the two purchasers within	it the City rely on i	the two purchase	rs with	.i.					
	DPH for pu	ırchasing ı	DPH for purchasing related to the hospital, and that those two purchasers	ital, and that thos	e two purchasers							
	coordiante	with the	coordiante with the proposed limited-term Manager III in ADM, who will oversee	erm Manager III ir	n ADM, who will c	oversee						
	the purcha	ses for Pr	the purchases for Procurement.				Ongoi	Ongoing savings				

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

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			FY 20	2014-15					FY	FY 2015-16		
	F	FTE	Amonn	unt			_	FTE	Amount	ıt		
Object Title	From	To	From	То	Savings	GF 1T	From F	To	From	То	Savings	GF 1T
Materials and Supplies Budget Only			\$33,650	\$3,650	\$30,000	×			\$33,650	\$3,650	\$30,000	×
	The reduc	tion reflec	The reduction reflects historical underspending for the line item.	spending for the li	ine item.							
Attrition Savings	(1.44)	(2.00)	(\$143,837)	(\$199,774)	\$55,937	×	(1.44)	(2.00)	(\$148,429)	(\$206,151)	\$57,722	×
Mandatory Fringe Benefits			(\$62,531)	(\$86,849)	\$24,318	×			(\$59,597)	(\$82,774)	\$23,177	×
			Total Savings	\$80,255					Total Savings	\$80,899		
	An increas	se in attrit	An increase in attrition savings to accurately reflect current staffing levels in the	rately reflect curre	ent staffing levels i	n the						
	Departme	ent and to	Department and to adjust for salary savin	vings.			Ongoir	Ongoing savings				
	ASG - Me	ASG - Medical Examiner	niner									
Expend Recovery for Services to AAO Funds	O Funds		(\$25,000)	(\$15,000)	(\$10,000)	×			(\$25,000)	(\$15,000)	(\$10,000)	×
	The work	order with	The work order with the Public Defender for services with the Medical Examiner's	er for services wit	th the Medical Exa	miner's						
	Office is b	eing redu	Office is being reduced by $\$10,000$ in accordance with historical spending levels	ccordance with hi	istorical spending l	evels						
	against th	against that work order.	rder.				Ongoir	Ongoing reduction.	on.			

Tot	\$874,568	\$841,989	\$32,579	Total
Non-General Fun	\$0	\$0	\$0	Non-General Fund
General Fun	\$874,568	\$841,989	\$32,579	<b>General Fund</b>
	Total	Ongoing	One-Time	
55.9				200000000000000000000000000000000000000

,			
	One-Time	Ongoing	Total
Seneral Fund	0\$	\$795,443	\$795,443
<b>Seneral Fund</b>	\$0	\$0	\$0
Total	0\$	\$795,443	\$795,443

### **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15** 

### **Budget Changes**

The Department's proposed \$94,243,287 budget for FY 2014-15 is \$11,496,341 or 13.9% more than the original FY 2013-14 budget of \$82,746,946.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 213.61 FTEs, which are 2.03 FTEs less than the 215.64 FTEs in the original FY 2013-14 budget. This represents a 0.9% decrease in FTEs from the original FY 2013-14 budget.

### **Revenue Changes**

The Department's revenues of \$91,920,779 in FY 2014-15, are \$11,059,615 or 13.7% more than FY 2013-14 revenues of \$80,861,464. General Fund support of \$2,322,508 in FY 2014-15 is \$437,026 or 23.2% more than FY 2013-14 General Fund support of \$1,885,482.

**YEAR TWO: FY 2015-16** 

### **Budget Changes**

The Department's proposed \$88,865,778 budget for FY 2015-16 is \$5,377,509 or 5.7% less than the Mayor's proposed FY 2014-15 budget of \$94,243,287.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 215.95 FTEs, which are 2.34 FTEs more than the 213.61 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 1.1% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

### Revenue Changes

The Department's revenues of \$86,181,612 in FY 2015-16 are \$5,739,167 or 6.2% less than FY 2014-15 estimated revenues of \$91,920,779. General Fund support of \$2,684,166 in FY 2015-16 is \$361,658 or 15.6% more than FY 2014-15 General Fund support of \$2,322,508.

**DEPARTMENT:** TIS – DEPARTMENT OF TECHNOLOGY

### RECOMMENDATIONS

**YEAR ONE: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$2,056,649 in FY 2014-15. Of the \$2,056,649 in recommended reductions, \$1,731,537 are ongoing savings and \$325,112 are one-time savings. These reductions would still allow an increase of \$9,439,692 or 11.4% in the Department's FY 2014-15 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$324,495 to the General Fund.

Together, these recommendations will result in \$2,381,144 savings to the City's General Fund in FY 2014-15.

**YEAR TWO: FY 2015-16** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$2,136,855 in FY 2015-16. Of the \$2,136,855 in recommended reductions, \$1,903,042 are ongoing savings and \$233,813 are one-time savings.

**DEPARTMENT:** TIS – DEPARTMENT OF TECHNOLOGY

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

	FY 2013- 2014	FY 2014- 2015	Increase/ Decrease from FY	FY2015- 2016	Increase/ Decrease from FY
Program	Budget	Proposed	2013-14	Proposed	2014-15
General Services Agency - Technology					
Administration	26,405,965	29,166,079	2,760,114	29,316,485	150,406
Governance & Outreach	9,142,520	9,313,574	171,054	9,578,524	264,950
Operations	32,965,658	43,355,392	10,389,734	36,741,835	(6,613,557)
Technology	3,122,064	2,439,375	(682,689)	2,678,838	239,463
Technology Services: Public Safety	11,110,739	9,968,867	(1,141,872)	10,550,096	581,229
General Services Agency - Technology	82,746,946	94,243,287	11,496,341	88,865,778	(5,377,509)

### FY 2014-15

The Department's proposed FY 2014-15 budget has increased by \$11,496,341 largely due to the initiation or continuation of the following projects:

- The WAN Fix the Network Project, which will simplify the City's information technology network, improve overall network security, and redesign the network to support identity based security;
- The Identity and Access Management Project, which will integrate the Oracle Identity and Access system with the City Active Directory for central authentication and will provide application-based secure access;
- The Authentication Project, which will provide a secure single source of authentication for City employees and contractors;
- The IT Asset Management Project, which will build the City's asset management capability;
- The Breach Response Monitoring, Enterprise Malware, and Security Operations Project, which will optimize the security level of the City's network environments from IT breach incidents ranging from virus attacks, attacks from hackers, and other attacks;
- The Radio Security Enhancement Project, which will upgrade the City-owned radio facilities, chiefly used for crisis communication; and,
- The Business License Portal Project, which will improve the City's business permit and licensing process in order to streamline and simplify business interactions with the City.

### **DEPARTMENT:** TIS – DEPARTMENT OF TECHNOLOGY

### FY 2015-16

The Department's proposed FY 2015-16 budget has decreased by \$5,377,509 largely due to the completion and termination of the following projects in FY 2014-15 (which are described above):

- The Identity and Access Management Project;
- The Authentication Project; and,
- The IT Asset Management Project

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

### FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 213.61 FTEs, which are 2.03 FTEs less than the 215.64 FTEs in the original FY 2013-14 budget. This represents a 0.9% decrease in FTEs from the original FY 2013-14 budget.

This reduction reflects a transfer of function of 3.0 FTE for the Committee on Information Technology (COIT) to the General Services Agency – City Administrator's Office.

### FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 215.95 FTEs, which are 2.34 FTEs more than the 213.61 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 1.1% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

### **INTERIM EXCEPTIONS**

The Department has requested approval of the following 4.00 FTEs on July 1, 2013 as interim exceptions in order to ensure timely implementation of the Online Business License Portal:

- 1052 IS Business Analyst (1.00 FTE)
- 1053 IS Business Analyst-Senior (1.00 FTE)
- 0923 Manager II (1.00 FTE)
- 1053 IS Business Analyst Senior (1.00 FTE)

The Budget and Legislative Analyst recommends approval of these 4.00 FTEs as interim exceptions.

**DEPARTMENT:** TIS – DEPARTMENT OF TECHNOLOGY

### **DEPARTMENT REVENUES:**

### FY 2014-15

The Department's revenues of \$91,920,779 in FY 2014-15, are \$11,059,615 or 13.7% more than FY 2013-14 revenues of \$80,861,464. General Fund support of \$2,322,508 in FY 2014-15 is \$437,026 or 23.2% more than FY 2013-14 General Fund support of \$1,885,482.

Changes in the Department's FY 2014-15 revenues are a result of increases in expenditure recovery from other City departments; increased use of fund balances; and, increased revenue from licenses and fines.

### FY 2015-16

The Department's revenues of \$86,181,612 in FY 2015-16 are \$5,739,167 or 6.2% less than FY 2014-15 estimated revenues of \$91,920,779. General Fund support of \$2,684,166 in FY 2015-16 is \$361,658 or 15.6% more than FY 2014-15 General Fund support of \$2,322,508.

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

### **RECOMMENDATIONS:**

### FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$2,056,649 in FY 2014-15. Of the \$2,056,649 in recommended reductions, \$1,731,537 are ongoing savings and \$325,112 are one-time savings. These reductions would still allow an increase of \$9,439,692 or 11.4% in the Department's FY 2014-15 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$324,495 to the General Fund.

Together, these recommendations will result in \$2,381,144 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 \$2,136,855 in FY 2015-16. Of the \$2,136,855 in recommended reductions, \$1,903,042 are ongoing savings and \$233,813 are one-time savings.

### Budget and Finance Committee, June 16, 2014

## Recommendations of the Budget and Legislative Analyst

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

TIS - General Services Agency- Technology	ency- Te	schnol	ogy									
				FY 2014-15					FY	FY 2015-16		
	FTE	E	Am	Amount				FTE	Amount	unt		
Object Title	From	To	From	To	Savings	GF 1	1T Fro	From To	From	To	Savings	GF 1T
	вто - те	chnolog	BTO - Technology Services - Public Safety	lic Safety			Н					
7368 Senior Communications Systems Technician	0.77	00.0	\$99,140	0\$	\$99,140		1	1.00 0.00	\$132,864	0\$	\$132,864	
Mandatory Fringe Benefits			\$39,143	0\$	\$39,143				\$48,119	0\$	\$48,119	
			Total Savings	\$138,283					Total Savings	\$180,983		
	Delete 0	.77 FTE	Delete 0.77 FTE 7368 Senior Commun	nmunications Syste	ications Systems Technician, which was	ich wa	SI					
	new in F Commur	Y 2013- nication	new in FY 2013-14. The Department I Communications Systems Technician		ias stated the 0.77 FTE Senior is a low priority position and will not be	not b		Ongoing savings.	ý			
	filled. Th	e Depai	์ rtment has not ธเ		rated the need to			)				
	maintair	the va	maintain the vacant position.									
0931 Manager III	1.00	0.00	\$135,180	0\$	\$135,180		1	1.00 0.00	\$139,496	\$0	\$139,496	
Mandatory Fringe Benefits			\$56,461	0\$	\$56,461				\$53,495	0\$	\$53,495	
			Total Savings	\$191,641					Total Savings	\$192,991		
	Delete 1	.0 FTE 0	931 Manager III	Delete 1.0 FTE 0931 Manager III which has been vacant since February, 2009	ant since Februar	, 200	9.					
	The Dep	artmeni	t has not provide	The Department has not provided sufficient justification to maintain the	ation to maintain t	he	Ö	Ongoing savings	S			
	vacant position	osition.										
7308 Cable Splicer	7.00	6.00	\$722,803	\$619,545	\$103,258		7	7.00 6.00		\$639,327	\$106,554	
Mandatory Fringe Benefits			\$326,862	\$280,167	\$46,695				\$313,409	\$268,636	\$44,773	
			Total Savings	\$149,953					Total Savings	\$151,327		
	Delete 1	.00 FTE	7308 Cable Splic	Delete 1.00 FTE 7308 Cable Splicer that has been vacant since June, 2012. The	icant since June, 20	312. TI	əı					
	Departm	ent has	s not provided sur	Department has not provided sufficient justification to keep this vacant	to keep this vaca	nt	Č					
	position	. This de	eletion would still	position. This deletion would still provide the Department with 11 Cable	tment with 11 Cal	ole	<u></u>	Ongoing savings	n			
	Splicers.											
Attrition Savings	(3.17)	(4.60)	(\$331,692)	(\$481,692)	\$150,000		(3	(3.17) (4.60)	(\$342,283)	(\$496,310)	\$154,027	
Mandatory Fringe Benefits			(\$144,977)	(\$210,217)	\$65,240				(\$138,682)	(\$201,089)	\$62,407	
			Total Savings	\$215,240					Total Savings	\$216,434		
	Increase salary su	the De <sub>l</sub> Irplus of	partment's Attriti f aproximately \$3	Increase the Department's Attrition Savings. The Department has a projected salary surplus of aproximately \$3.5 million in FY2013-14.	partment has a pr 3-14.	ojecte		Ongoing savings	s			
	•											
37							-					

## Recommendations of the Budget and Legislative Analyst

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

**TIS - General Services Agency- Technology** 

9, 7, 7, 7, 7, 7, 7, 7, 7, 7, 7, 7, 7, 7,	· (2)		201	EV 2014 1E					\ <u></u>	EV 201E 16		
	Œ	FTE	An	Amount				FTE	Amount	unt		$\vdash$
Object Title	From	To	From	То	Savings	GF 1T	T From	υ To	From	То	Savings	GF 1T
	BAK - O	BAK - Operations	SL									
1044 IS Engineer-Principal	1.54	0.64	\$217,339	\$90,323	\$127,016		×					
Mandatory Fringe Benefits			\$83,063	\$34,520	\$48,543	Ŷ	×					
			Total Savings	\$175,559								
	Reduce	allocatio	on of new 1.54 F	Reduce allocation of new 1.54 FTE 1044 IS Engineer - Principal to 0.64 FTE	Principal to 0.6	t FTE						
	1044 IS	Enginee	r- Principal posit	1044 IS Engineer- Principal positions to reflect anticipated start date of	ipated start date	of						
	March, Enginee	2015. Tł r - Princ	March, 2015. The Department has s Engineer - Principal in March, 2015.	March, 2015. The Department has stated that it will hire the 0.64 FTE  1044 IS Engineer - Principal in March, 2015.	l hire the 0.64 FTE	1044	S					
1022 IS Administrator II	1.00	0.00	\$83,675	0\$	\$83,675		1.00	0.00	\$89,234	0\$	\$89,234	
Mandatory Fringe Benefits			\$37,634	0\$	\$37,634				\$37,677	0\$	\$37,677	
			Total Savings	\$121,309					Total Savings	\$126,911		
	Delete 1	O FTE 1	.022 IS Administ	Delete 1.0 FTE 1022 IS Administrator position, which has been vacant since	h has been vacant	since						
	Septem	ber, 201	.0. The Departm	September, 2010. The Department has not provided sufficient justification to	d sufficient justific	ation t		Ongoing savings				
	maintai	n the va	cant position. Th	maintain the vacant position. The Department will still have 9.0 FTE 1022 IS	still have 9.0 FTE 1	.022 IS	) 10 10 10 10 10 10 10 10 10 10 10 10 10	111g 3dV111g3				
+ 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Adminis	trator II	Administrator II positions.	Ş	\$100.042	F	,		¢110 2E4	Ç	¢110.0E4	-
Mandaton, Eringo Donofito	3	9.0	\$100,843 \$45,100	O	\$100,045 \$4E 100		-		40,011¢	ος - Ç	+C2,011¢	
			יייייייייייייייייייייייייייייייייייייי	77.0 7.7 7	001,040				7.7C,2+¢	700 0177	110,244	
			Total Savings	\$151,952					Total Savings	\$153,231		
	Delete 1	0 FTE 1	1041 IS Engineer	Delete 1.0 FTE 1041 IS Engineer - Assistant position, which has been vacant	, which has been v	/acant						
	since Ju	ne, 2012	2. The Departme	since June, 2012. The Department has not provided sufficient justification to	l sufficient justifica	ation tc		Ongoing savings.				
	maintai	n the va	maintain the vacant position.	,								
027 Professional & Specialized Services Budget			\$155,000	0\$	\$155,000				\$155,000	\$0	\$155,000	
	Reduce	027 Pro	Reduce 027 Professional & Specialized		Services Budget to reflect actual needs	al need	S					
	and hist	orical e	kpenditures. The	and historical expenditures. The Department has not provided	ot provided		0	opuives bui				
	docume	ntation	justifying these	documentation justifying these costs associated with the Citywide Technology	th the Citywide Te	chnolo		Ougoing savings.				
	Consolidation project	ation p	roject.		•			-		•	•	ļ
029 DP/WP Equipment Maintenance			\$383,730	\$183,730	\$200,000				\$391,730	\$191,730	\$200,000	
	Reduce	029 DP/	WP Equipment	Reduce 029 DP/WP Equipment Maintenance to reflect historical expenditures	lect historical expe	enditur		se 029 DP/ Isi	Reduce 029 DP/WP Equipment Maintenance to reflect historical	Maintenance t	o reflect histor	ical .
	and act	al need	ls. The Departme	and actual needs. The Department has not provided documentation justifying	d documentation j	justifyir		nditures an nentation	expenditures and actual needs. The Department has not provided documentation justifying the costs associated with the DP/WP	Ine Departme osts associated	nt nas not pro with the DP/M	vided /P
88	the cost	s associ	the costs associated with the DP/WP E	)/WP Equipment Maintenance.	aintenance.		Eauip	Equipment Maintenance	tenance.			

Budget and Finance Committee, June 16, 2014

### Recommendations of the Budget and Legislative Analyst

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

	ŀ					5			G 5 5 7	,			
115 - General Services Agency- Technology	ency- 16	ecuno	ogy				•						
				FY 2014-15						FY 2	FY 2015-16		
	FTE	E	Am	Amount				FTE		Amount	unt		
Object Title	From	To	From	То	Savings	GF	1T Fro	From To		From	То	Savings	GF 1T
021 Other Current Expenses - Budget			\$1,535,205	\$1,353,205	\$182,000				\$2,12	\$2,121,720	\$1,821,720	\$300,000	
	Reduce (	035 Oth	Reduce 035 Other Current Expenses	nses - Budget to reflect historical	lect historical		Red	uce 035	Other Curre	ent Expe	nses - Budget	Reduce 035 Other Current Expenses - Budget to reflect historical	rical
	expendi	tures ar	nd actual needs.	expenditures and actual needs. The Department has not provided	s not provided		exb	enditure	s and actua	al needs.	The Departme	expenditures and actual needs. The Department has not provided	vided
	docume	ntation	justifying the co	documentation justifying the costs. This reduction would still allow an	vould still allow ar	_	ор	umentat	ion justifyir	ng the co	sts for the Dat	documentation justifying the costs for the Data Center Monitoring	toring
	increase	of \$3,2	.09,889 in FY201	increase of \$3,209,889 in FY2014-15 for Other Current Expenses.	ent Expenses.		Pro	Project.					
029 Maintenance Services - Equipment Budget			\$43,349	\$0	\$43,349				\$4:	\$43,349	\$0	\$43,349	
	Delete t	he alloc	ation for \$43,349	Delete the allocation for \$43,349 for 029 Maintenance Services - Equpment	nce Services - Equi	pment		ı	o.	o.		•	
	Budget t	o reflec	t historical expe	Budget to reflect historical expenditures and actual needs. The Department	needs. The Depar	tment		Ongoing savings.	ings.				
	has not	provide	d documentation	has not provided documentation justifying the costs.	S.								
040 Materials & Supplies - Budget			\$50,000	0\$	\$50,000				\$20	\$50,000	0\$	\$50,000	
	Reduce (	040 Ma	terials & Supplie	Reduce 040 Materials & Supplies to reflect actual needs and historical	eeds and historica	_							
	expendi \$932,95	tures. T 5 for ma	expenditures. The Department has a G \$932,955 for materials and supplies fro	expenditures. The Department has a General Fund carry forward balance o \$932,955 for materials and supplies from FY 2013-14 and has not provided	ieneral Fund carry forward balance of om FY 2013-14 and has not provided	ince of vided		Ongoing savings.	ings.				
	sufficien	t justifi	sufficient justification for continued funding	ued funding.		•					•		
06R Capital Renewal Projects			\$50,000	\$0	\$50,000	×	×						
	Delete t	he alloc	ation for \$50,000	Delete the allocation for \$50,000 for 06R Capital Renewal Projects, which has	newal Projects, wl	hich h	SE						
	not beer FY 2014-	ı justifie -15 and	not been justified. This reduction wou FY 2014-15 and \$450,000 in FY 2015-1	not been justified. This reduction would still allow an increase of \$275,000 in FY 2014-15 and \$450,000 in FY 2015-16 for capital renewal projects.	ld still allow an increase of \$275 6 for capital renewal projects.	5,000 i							
	BK4 - Gc	vernan	BK4 - Governance and Outreach										
005 Temporary Salaries	0.32	00'0	\$27,627	0\$	\$27,627				\$5.	\$27,627	0\$	\$27,627	
			\$2,183	0\$	\$2,183				Ş	\$2,189	0\$	\$2,189	
			Total Savings	\$29,810					Total S	Total Savings	\$29,816		
	Delete 0 Media Ir	.32 FTE Itern po	Delete 0.32 FTE, budgeted for \$27,627 Media Intern position. The Departmen inetification for the calany amount for t		in Temporary Salaries for a Social t has not provided sufficient he 0 32 ETE Social Media Intern	cial	Ong	Ongoing savings.	ings.				
	Justilicai		uie saiai y aiiiou	וורוטו נוופ 0.32 דור,	סטכומו ואובמומ ווונבו	<u>.</u>	-						

### Budget and Finance Committee, June 16, 2014

## Recommendations of the Budget and Legislative Analyst

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

TIS - General Services Agency- Technology	ency- T	echnol	ogy									
				FY 2014-15					FY	FY 2015-16		
	H	FTE	An	Amount				FTE	Amo	Amount		
Object Title	From	То	From	То	Savings	GF	1T From	ر To	From	То	Savings GF	1T
Attrition Savings	(0.04)	(0.60)	(\$3,348)	(\$53,348)	\$50,000		x (0.87)	(0.87)	(\$69,974)	(\$69,974)	0\$	
Mandatory Fringe Benefits			(\$1,605)	(\$23,970)	\$22,365		×		(\$32,036)	(\$32,036)	\$0	
			Total Savings	\$72,365					Total Savings	\$0		
	Increase projecte account	Increase Attrition Savir projected salary surplu account in FY 2013-14.	Increase Attrition Savings to offset vac projected salary surplus in FY 2013-14 account in FY 2013-14.	Increase Attrition Savings to offset vacant positions. The Department has a projected salary surplus in FY 2013-14 of \$217,039 in its General Fund account in FY 2013-14.	ant positions. The Department l of \$217,039 in its General Fund	. has a	One-i	One-time savings.	ý			
060 Equipment Purchase - Budget			\$54,376		\$27,188	×	×					
	Delete one p Department Ford Escape	one purc nent has ape 4x4	Delete one purchase of a Ford Escape Department has not provided sufficiel Ford Escape 4x4. The Department cur 57,000 miles.		4x4 (Equip No. T11528R). The tijustification for the purchase rently has 16 trucks which only	of a n	ew ge					
060 Equipment Purchase - Budget					0\$				\$43,500	0\$	\$43,500 x	×
							Delet Depa purch truck	e one purc rtment has lase of a ne s which onl	Delete one purchase of a F150 Pickup (E Department has not provided sufficient purchase of a new F150 Pickup. The Der trucks which only average 57,000 miles.	Delete one purchase of a F150 Pickup (Equip No. T11601R). Department has not provided sufficient justification for the purchase of a new F150 Pickup. The Department currently trucks which only average 57,000 miles.	Delete one purchase of a F150 Pickup (Equip No. T11601R). The Department has not provided sufficient justification for the purchase of a new F150 Pickup. The Department currently has 16 trucks which only average 57,000 miles.	91
060 Equipment Purchase - Budget					0\$				\$163,125	0\$	\$163,125 x	×
							Delet Depa purch	e three pur rtment has lase of thre	Delete three purchases of Ford E250 Vans (Er Department has not provided sufficient justif purchase of three new Ford E250 Vans. The I has 30 vans which only average 42,000 miles	Delete three purchases of Ford E250 Vans (Equip No. T1160) Department has not provided sufficient justification for the purchase of three new Ford E250 Vans. The Department cuhas 30 vans which only average 42.000 miles.	Delete three purchases of Ford E250 Vans (Equip No. T11602R). The Department has not provided sufficient justification for the purchase of three new Ford E250 Vans. The Department currently has 30 vans which only average 42.000 miles.	The tly
060 Equipment Purchase - Budget					0\$				\$27,188	0\$	\$27,188 x	×
						-	Delet Depa purch	e one purc rtment has ase of a ne ucks which	Delete one purchase of a Ford Escape 4x4 ( Department has not provided sufficient jus purchase of a new Ford Escape 4x4. The De 16 trucks which only average 57,000 miles.	Delete one purchase of a Ford Escape 4x4 (Equip No. TI1603 Department has not provided sufficient justification for the purchase of a new Ford Escape 4x4. The Department currer 16 trucks which only average 57,000 miles.	3R)	. The
10												

### Recommendations of the Budget and Legislative Analyst

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

TIS - General Services Agency- Technology

				EV 2014-1E					C \ 2	EV 2015_16		
				CT-+TO7 1.1		ŀ			711	01-010		
	FTE	ш	Am	Amount				FE	Amount	nut		
Object Title	From	To	From	To	Savings	GF 1	1T From	n To	From	То	Savings	GF 1T
	BIU - Administration	ministra	ation									
022 Training - Budget			\$224,343	\$174,343	\$50,000				\$224,343	\$174,343	\$50,000	
	Reduce (	J22 Trai	ining - Budget to	Reduce 022 Training - Budget to reflect actual needs and historical	s and historical							
	expendit	ures. T	he Department h	expenditures. The Department has not provided documentation justifying the Ongoing savings.	cumentation justif	ying t	he Ongo	ing savings				
	costs ass	ociated	costs associated with their Training budget.	ing budget.								
021 Air Travel - Employees			\$23,052	\$15,052	\$8,000				\$23,052	\$15,052	\$8,000	
	Reduce (	321 Air	Travel - Employe	Reduce 021 Air Travel - Employees to reflect actual needs and historical	needs and historic	a						
	expendit	ures. T	he Department h	expenditures. The Department has not provided documentation justifying the Ongoing savings.	cumentation justif	ying t	he Ongo	ing savings				
	costs ass	ociated	costs associated with the Air Travel -	ivel - Employees.								
040 Materials & Supplies Budget			\$45,000	0\$	\$45,000				\$45,000	0\$	\$45,000	
	Reduce (	340 Mat	terials & Supplies	Reduce 040 Materials & Supplies to reflect actual needs and historical	eeds and historical							
	expendit	ures. T	expenditures. The Department has a		General Fund carry forward balance of	nce of		יייים אמויינט אמו				
	\$932,95	5 for ma	aterials and supp	\$932,955 for materials and supplies from FY 2013-14 and has not provided	4 and has not prov	/ided	ာရှိ   	Oligoliig saviiigs.				
	sufficien	t justific	sufficient justification for continued funding.	ued funding.								

		FY 2014-15				FY 2015-16	
	Total Re	<b>Total Recommended Reductions</b>	ctions		Total Rec	<b>Total Recommended Reductions</b>	ductions
1	One-Time	Ongoing	Total	!	One-Time Ongoing	Ongoing	Total
General Fund	\$77,188	\$1,212,076	\$1,289,264	General Fund \$233,813 \$1,332,129 <b>\$1,565,9</b> 4	\$233,813	\$1,332,129	\$1,565,94
Non-General Fund	\$247,924	\$519,461	\$767,385	Non-General Fund	\$0	\$570,913	\$570,91
Total	\$325,112	\$1,731,537	\$2,056,649	Total	\$233,813	Total \$233,813 \$1,903,042 \$2,136,85	\$2,136,85

\$1,565,942 \$570,913 \$2,136,855

Dept	Subfund	Vendor No	Vendor Name	Year	Remaining Balance
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	543
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	2,713
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	718
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	1,020
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	5,368
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP	11714	MALTBY ELECTRIC SUPPLY CO INC	13	453
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP	70480	DAY WIRELESS SYSTEMS	13	185
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP	58893	EN POINTE TECHNOLOGIES SALES INC	12	0.01
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP	50451	ADVANTEL INC	10	9,759
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP	50451	ADVANTEL INC	11	9,795
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP	67883	COMPUTERLAND SILICON VALLEY	12	8,469
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP	78020	CORNERSTONE TECHNOLOGY PARTNERS JV	12	331
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP	64607	ХТЕСН	12	2,778
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP	51737	PICTOMETRY INTERNATIONAL CORP	13	72
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP		NO VENDOR	11	1
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP		NO VENDOR	11	0.33
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	6ITIFAAP		NO VENDOR	13	280,671
TIS GENERAL SERVICES AGENCY - TECHNOLOGY	61TIFACP	64607	ХТЕСН	12	1,620
			TOTAL		\$324,495

Note: The above encumbered fund balance are from budget years prior to FY 2013-14. The Department has indicated that these funds are no longer needed and therefore can be returned to the General Fund if applicable.

### **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15** 

### **Budget Changes**

The department's proposed \$13,497,300 budget for FY 2014-15 is \$606,823 or 4.7% more than the original FY 2013-14 budget of \$12,890,477.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 74.31 FTEs, which are .18 FTEs less than the 74.49 FTEs in the original FY 2013-14 budget. This represents a .24% decrease in FTEs from the original FY 2013-14 budget.

### Revenue Changes

The Department's revenues of \$13,497,300 in FY 2014-15, are \$606,823 or 4.7% more than FY 2013-14 revenues of \$12,890,477. General Fund support of \$12,953,142 in FY 2014-15 is \$698,282 or 5.7% more than FY 2013-14 General Fund support of \$12,254,860.

**YEAR TWO: FY 2015-16** 

### **Budget Changes**

The department's proposed \$13,473,425 budget for FY 2015-16 is \$23,875 or .18% less than the Mayor's proposed FY 2014-15 budget of \$13,497,300.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 74.35 FTEs, which are .04 FTEs more than the 74.31 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a .05% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

### **Revenue Changes**

The Department's revenues of \$13,473,425 in FY 2015-16, are \$23,875 or .18% less than FY 2014-15 estimated revenues of \$13,497,300. General Fund support of \$12,929,267 in FY 2015-16 is \$23,875 or .18% less than FY 2014-15 General Fund support of \$12,953,142.

DEPARTMENT: BOS – BOARD OF SUPERVISORS

### RECOMMENDATIONS

**YEAR ONE: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$57,104 in FY 2014-15, all of which are ongoing savings. These reductions would still allow an increase of \$549,719 or 4.3% in the Department's FY 2014-15 budget. These recommendations will result in \$57,104 savings to the City's General Fund in FY 2014-15.

**YEAR TWO: FY 2015-16** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$50,057 in FY 2015-16, all of which are ongoing savings. These recommendations will result in \$50,057 savings to the City's General Fund in FY 2015-16.

DEPARTMENT: BOS – BOARD OF SUPERVISORS

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

			Increase/		Increase/
	FY 2013- 2014	FY 2014- 2015	Decrease from	FY 2015- 2016	Decrease from
	2014	2013	FY 2013-	2010	FY 2014-
Program	Budget	Proposed	2014	Proposed	2015
BOARD OF SUPERVISORS					
LEGISLATIVE ANALYSIS	2,000,000	2,000,000	0	2,000,000	0
BOARD OF SUPERVISORS	6,649,711	7,014,046	364,335	7,120,157	106,111
CHILDREN'S BASELINE	266,905	275,558	8,653	278,563	3,005
CLERK OF THE BOARD	3,973,861	4,207,696	233,835	4,074,705	(132,991)
LOCAL AGENCY FORMATION	0	0	0	0	0
BOARD OF SUPERVISORS	12,890,477	13,497,300	606,823	13,473,425	(23,875)

### FY 2014-15

The Department's proposed FY 2014-15 budget has increased by \$606,823 largely due to:

- Higher Citywide salary and fringe benefit costs, including increased costs from position upgrades, step adjustments and additional temporary salaries and premium pay.
- Increased annual membership fee for the California State Association of Counties (CSAC), new one-time file server equipment and increased financial support to eliminate the backlog at the Assessment Appeals Board.
- All funds for the Local Agency Formation Committee (LAFCO) are off-budget, due to available carry forward of funds from FY 2013-14.

### FY 2015-16

The Department's proposed FY 2015-16 budget would decrease by \$23,875 largely due to:

- General increase in salary and related fringe benefit costs.
- More than offset by a reduction of one-time data processing equipment expense in FY 2014-15 and completion of the backlog support project for the Assessment Appeals Board.

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

### FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 74.31 FTEs, which are .18 FTEs less than the 74.49 FTEs in the original FY 2013-14 budget. This represents a .24% decrease in FTEs from the original FY 2013-14 budget.

 The overall change in the positions is primarily due to an increase in temporary salaries, which is more than offset by an increase in attrition savings.

### DEPARTMENT: BOS – BOARD OF SUPERVISORS

 There continues to be 2.50 FTE off-budget positions for the Local Agency Formation Committee (LAFCO) and 1.0 FTE off-budget position for the Assessment Appeals Board (AAB) project to address their backlog.

The following table shows the various position substitutions proposed in the FY 2014-15 budget.

Current Class and Position	FY 2014- 15 Annual Salary	Proposed Class and Position	FY 2014- 15 Annual Salary	Difference
1022 IS Administrator II	\$86,473	1093 IT Operations Support	\$86,473	\$0
1023 IS Administrator III	105,090	1053 IS Sr. Business Analyst	110,588	5,498
1426 Senior Clerk Typist	60,871	1406 Senior Clerk	55,347	(5,524)
1652 Accountant II	79,993	1654 Accountant III	96,751	16,758
8116 Legislative Calendar Clerk	67,112	8118 Legislation Clerk	80,763	13,651
Total				\$30,383

### FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 74.35 FTEs, which are .04 FTEs more than the 74.31 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a .05% increase in FTEs from the Mayor's proposed FY 2014-15 budget, due to a slight adjustment in the attrition savings calculation. In addition, there continue to be 2.50 FTE off-budget positions for LAFCO and 1.0 FTE off-budget position for AAB.

### **DEPARTMENT REVENUES:**

### FY 2014-15

The Department's revenues of \$13,497,300 in FY 2014-15, are \$606,823 or 4.7% more than FY 2013-14 revenues of \$12,890,477. The Department's non-General Fund revenues and recoveries of \$544,158 in FY 2014-15 are \$91,459 or 14.4% less than FY 2013-14 revenues of \$635,617, due primarily to a reduction in hearing fees. General Fund support of \$12,953,142 in FY 2014-15 is 698,282 or 5.7% more than FY 2013-14 General Fund support of \$12,254,860.

### FY 2015-16

The Department's revenues of \$13,473,425 in FY 2015-16 are \$23,875 or .18% less than FY 2014-15 revenues of \$13,497,300. The Department's non-General Fund revenues and recoveries of \$544,158 in FY 2015-16 are the same as projected for FY 2014-15 revenues. General Fund support of \$12,929,267 in FY 2015-16 is \$23,875 or .18% less than FY 2014-15 General Fund support of \$12,953,142.

DEPARTMENT: BOS – BOARD OF SUPERVISORS

### **RECOMMENDATIONS:**

### FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$57,104 in FY 2014-15, all of which would be ongoing savings. These reductions would still allow an increase of \$549,719 or 4.3% in the Department's FY 2014-15 budget. These recommendations will result in \$57,104 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 \$50,057 in FY 2015-16, all of which are ongoing savings. These recommendations will result in \$50,057 savings to the City's General Fund in FY 2015-16.

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

**BOS -Board of Supervisors** 

			FY ?	FY 2014-15					FY	FY 2015-16		
	FTE	<u> </u>	Amount	ınt				FTE	Amount	nt		
Object Title	From	To	From	To	Savings	GF 1	1T Fro	From To	From	To	Savings GF	: 1T
	FAE - Cleri	FAE - Clerk of the Board	ard									
Attrition Savings	(1.23)	(1.38)	(\$115,690)	(\$129,862)	\$14,172	×	(1.	(1.23) (1.38)	(\$119,384)	(\$133,942)	\$14,558 x	
Mandatory Fringe Benefits			(\$51,080)	(\$57,347)	\$6,267	×			(\$48,743)	(\$54,689)	\$5,946 x	
		<u>.</u>	Total Savings	\$20,439				1	Total Savings	\$20,504		
	Increase a	ttrition sav	ncrease attrition savings to reflect the salary	salary and related	and related fringe benefit savings	avings						
	associatec	l with fillinε	associated with filling the 0952 Deputy Director II position with a lower 0922	Director II positic	on with a lower 0	922						
	Manager						Ong	Ongoing savings.				
Step Adjustments			(\$109,919)	(\$138,545)	\$28,626	×			(\$113,429)	(\$136,663)	\$23,234 ×	
Mandatory Fringe Benefits			(\$30,864)	(\$38,903)	\$8,039	×			(\$30,785)	(\$37,104)	\$6,319 x	
		-	Total Savings	\$36,665				1	Total Savings	\$29,553		
	Increase s	tep adjustn	ncrease step adjustments to reflect the savin	savings associat	igs associated with the newly	۸						
	appointed	10952 Depu	appointed 0952 Deputy Director II position effective July 1, 2014, who will be paid	ion effective July	, 1, 2014, who wi	ll be pai	ъ					
	at the first	step, and	at the first step, and replace a retiring employee, who was budgeted at the top	mployee, who w	as budgeted at ti	ne top						
	step.						Ong	Ongoing savings.				

Total **Total Recommended Reductions** FY 2014-15 Ongoing One-Time

\$ \$57,104

S S S

\$57,104

Total

**General Fund** Non-General Fund

**Total Recommended Reductions** 

General Fund         \$0         \$50,057           Non-General Fund         \$0         \$0	One-Time Ongoing Total	)57 \$0	00 03	General Fund Non-General Fund
	4 \$0 \$50,057 \$50,0 4 \$0 \$0	\$50.057 \$50.057	0\$	Total

FY 2015-16

### **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15** 

### **Budget Changes**

The department's proposed \$86,816,341 budget for FY 2014-15 is \$34,726,679 or 66.7% more than the original FY 2013-14 budget of \$52,089,662.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 50.69 FTEs, which are 1.24 FTEs more than the 49.45 FTEs in the original FY 2013-14 budget. This represents a 2.5% increase in FTEs from the original FY 2013-14 budget.

### Revenue Changes

The Department's revenues of \$86,816,341 in FY 2014-15 are 34,726,679 or 66.7% more than FY 2013-14 revenues of \$52,089,662. General Fund support and allocations totaling \$32,674,099 in FY 2014-15 is \$1,939,258 or 6.3% more than FY 2013-14 General Fund support and allocation of \$30,734,841.

**YEAR TWO: FY 2015-16** 

### **Budget Changes**

The department's proposed \$85,818,616 budget for FY 2015-16 is \$997,725 or 1.1% less than the Mayor's proposed FY 2014-15 budget of \$86,816,341.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 51.42 FTEs, which are .73 FTEs more than the 50.69 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 1.4% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

### Revenue Changes

The Department's revenues of \$85,818,616 in FY 2015-16, are \$997,725 or 1.1% less than FY 2014-15 estimated revenues of \$86,816,341. General Fund support and allocations of \$33,933,584 in FY 2015-16 is \$1,259,485 or 3.9% more than FY 2014-15 General Fund support and allocation of \$32,674,099.

DEPARTMENT: MYR – MAYOR

### RECOMMENDATIONS

**YEAR ONE: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$77,079 in FY 2014-15, which would be one-time savings. These reductions would still allow an increase of \$34,649,600 or 66.5% in the Department's FY 2014-15 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$41,216 to the General Fund.

Together, these recommendations will result in \$118,295 savings to the City's General Fund in FY 2014-15.

The Budget and Legislative Analyst also includes a policy decision for the Board of Supervisors regarding issuance of an additional \$28.125 million of Certificates of Participation for affordable housing in FY 2014-15, which will result in ongoing General Fund debt service payments for 25 years. If the Board of Supervisors approves these funds, \$28.125 million should be placed on Controller's Reserve, pending future approval and sale of the COPs

**YEAR TWO: FY 2015-16** 

The Budget and Legislative Analyst also includes a policy decision for the Board of Supervisors regarding issuance of an additional \$28.125 million of Certificates of Participation for affordable housing in FY 2015-16, which will result in ongoing General Fund debt service payments for 25 years. If the Board of Supervisors approves these funds, \$28.125 million should be placed on Controller's Reserve, pending future approval and sale of the COPs.

**DEPARTMENT:** MYR – MAYOR

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

			Increase/		Increase/
	FY 2013- 2014	FY 2014- 2015	Decrease from FY 2013-	FY 2015- 2016	Decrease from FY 2014-
Program	Budget	Proposed	2014	Proposed	2015
MAYOR		-		-	
AFFORDABLE HOUSING	31,456,143	62,298,045	30,841,902	60,784,190	(1,513,855)
CITY ADMINISTRATION	4,653,049	4,939,356	286,307	4,771,178	(168,178)
COMMUNITY INVESTMENT	4,480,514	4,817,159	336,645	4,847,360	30,201
CRIMINAL JUSTICE	8,095	8,095	0	8,094	(1)
HOMELESS SERVICES	9,629,687	12,232,146	2,602,459	13,160,365	928,219
NEIGHBORHOOD SERVICES	392,241	402,994	10,753	407,517	4,523
OFFICE OF STRATEGIC PARTNERSHIPS	0	581,115	581,115	300,000	(281,115)
PUBLIC POLICY & FINANCE	1,469,933	1,537,431	67,498	1,539,912	2,481
MAYOR	52,089,662	86,816,341	34,726,679	85,818,616	(997,725)

### FY 2014-15

The Department's proposed FY 2014-15 budget has increased by \$34,726,679 largely due to:

- Affordable Housing Program increase of \$30.8 million. In FY 2013-14 a new Housing Trust Fund was established with a \$20 million allocation, in response to San Francisco voters approving Proposition C in November 2012, to provide ongoing funding for affordable housing in San Francisco. In accordance with Proposition C, the Housing Trust Fund increases by \$2.8 million annually to \$22.8 million in FY 2014-15 to provide local financing for the construction, preservation and rehabilitation of affordable housing, including down payment loan assistance, housing stabilization programs, and acquisition, construction and development. In FY 2014-15 an additional \$25 million would be allocated to the Housing Trust Fund, through the issuance of \$28 million of General Fund Certificates of Participation, which includes financing and issuance costs, with General Fund issuance costs of approximately \$3.1 million in FY 2014-15.
- One-time capital cost of \$2,950,968 in the Affordable Housing Program covers expenditures from a partial repayment of a \$16 million loan that the former Redevelopment Agency borrowed from the City's Housing Fund to make the State required Educational Revenue Augmentation Fund (ERAF) payment in March 2010.
- Increase in City Administration and Public Policy and Finance due to increases in salaries and related fringe benefits and reduction in attrition savings.
- Increase in Community Investment to implement the City's new Ellis Act Housing Preference Program, including creation of one new Community Development Specialist Position.

**DEPARTMENT:** MYR – MAYOR

- Increase of \$2.6 million in Homeless Services for the Local Operating Subsidy Program (LOSP) to provide additional operating subsidies for supportive housing for previously homeless tenants.
- A new \$581,115 Office of Strategic Partnerships Program would be funded with \$431,115 from grants from the Nonprofit Finance Fund California Pay for Success Initiative and the Haas Fund and \$150,000 of City General Funds to explore private and philanthropic strategies to address City coordinated efforts and initiatives, such as longterm paths for individuals out of supportive housing, violence reduction strategies, and improving health outcomes for low-income mothers.

### FY 2015-16

The Department's proposed FY 2015-16 budget would decrease by \$997,725 largely due to:

- The Housing Trust Fund would increase by \$2.8 million for a total allocation of \$25.6 million in FY 2015-16, as mandated by Proposition C.
- Another \$25 million would be allocated to the Housing Trust Fund, through the issuance of a second \$28 million of General Fund COPs, resulting in General Fund debt service cost increase of approximately \$2.1 million in FY 2015-16.
- Reduction of Affordable Housing one-time FY 2014-15 capital expenditure of \$2,950,968 and completion of \$1.4 million in FY 2014-15 of acquisition costs for land for future affordable family rental housing development.
- Reduction in Administration primarily due to elimination of District Attorney work order position.
- Additional increases in Homeless Services for the LOSP to provide additional supportive housing services for previously homeless tenants.

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

### FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 50.69 FTEs, which are 1.24 FTEs more than the 49.45 FTEs in the original FY 2013-14 budget. This represents a 2.5% increase in FTEs from the original FY 2013-14 budget. However, as shown in the Table below, the Mayor's Office includes an additional 11 FTE off-budget, non-operating positions, which are primarily in the Mayor's Office of Housing and Community Development that are funded through outside grants.

**DEPARTMENT:** MYR – MAYOR

**Mayor's Budget and Off-Budget Positions** 

Mayor's Office	FY 2013-14	FY 2014-15	Change
Budget	49.45	50.69	1.24
Off-Budget	56.30	67.30	11.00
Total	105.75	117.99	12.24

The Mayor's Office is requesting the following new positions and adjustments to attrition savings in FY 2014-15 on and off the budget with both General Fund (GF) and grant funds:

Program	Classification and Title	FTE	Salary Amount
Community Investment	9772 Community Development Specialist (GF)	0.77	\$62,985
	0891 Mayoral Staff XI (GF)	3.00	Off-budget
Office of Strategic Partnerships	0903 Mayoral Staff XV (GF)	0.50	96,139
	0903 Mayoral Staff XV (Grant)	0.50	Off-budget
	890 Mayoral Staff X (Grant)	1.00	Off-budget
	902 Mayoral Staff XIV (Grant)	1.00	Off-budget
Affordable Housing	9774 Senior Community Develop Special I (GF)	2.00	Off-budget
	9775 Senior Community Develop Special II (GF)	3.00	Off-budget
Changes to Attrition Savings		.47	
Total		12.24	

### FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 51.42 FTEs, which are .73 FTEs more than the 50.69 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 1.4% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

The increase in FTEs is from annualization of the one new 9772 Community Development Specialist position added to the budget in FY 2014-15 for the new Ellis Act Housing Preference Program and reductions in Attrition Savings. The FY 2015-16 budget proposes no new changes to the off-budget positions.

DEPARTMENT: MYR-MAYOR

### **INTERIM EXCEPTIONS**

The Department has requested approval of 8 new FTE positions as interim exceptions, including

- 3.0 FTE 0891 Mayoral Staff XI positions,
- 3.0 FTE 9775 Senior Community Development Specialist IIs, and
- 2.0 FTE 9774 Senior Community Development Specialist Is.

Under the Community Investment Program, the 3.0 FTE 0891 Mayoral Staff XI positions would be used to immediately support the HOPE SF Housing program to replace and rebuild public housing units at (1) Hunters View, (2) Alice Griffith, (3) Sunnydale and (4) Potrero. All three positions would be off budget, 2.5 FTEs would be funded with General Fund revenues and 0.5 FTE would be supported with grants. The three positions include: (1) Operations Director, (2) Community Building Director, and (3) HOPE SF Innovation Center Director.

Under the Affordable Housing Program, the 3.0 FTE 9775 Senior Community Development Specialist IIs, and the 2.0 FTE 9774 Senior Community Development Specialist Is would work on the new Rental Assistance Demonstration Program, a Federal Housing and Urban Development program which will allow the San Francisco Housing Authority to leverage private developer financing to rehabilitate 3,400 public housing units within an expedited timeframe. These 5.0 FTE project-based positions are off budget and would be partially supported by General Fund and development impact fees.

The Budget and Legislative Analyst recommends approval of the eight positions as interim exceptions, in order to expedite the replacement, rebuild and rehabilitation of public housing in San Francisco.

### **DEPARTMENT REVENUES:**

### FY 2014-15

The Department's revenues of \$86,816,341 in FY 2014-15 are 34,726,679 or 66.7% more than FY 2013-14 revenues of \$52,089,662. General Fund support and allocations totaling \$32,674,099 in FY 2014-15 are \$1,939,258 or 6.3% more than FY 2013-14 General Fund support and allocation of \$30,734,841.

Significant changes in the Department's FY 2014-15 revenues include:

- \$28 million from new Certificates of Participation to provide approximately \$25 million of additional revenues for the Housing Trust Fund to develop more affordable housing.
- Increased General Fund recoveries from the Department of Public Health (\$1.4 million) and Human Services Agency (\$1.3 million) for the increased cost of the Local Operating Subsidy Program.
- \$2.8 million growth in General Fund for the Housing Trust Fund, as mandated by Proposition C approved in 2012.
- One-time grant of \$281,115 from California Pay for Success for the new Office of Strategic Partnerships.
- \$150,000 grant from Haas Fund for the new Office of Strategic Partnerships.

### **DEPARTMENT:** MYR – MAYOR

• \$2.2 million from Office of Community Investment to partially repay a loan from the City's Housing Asset Fund.

### FY 2015-16

The Department's revenues of \$85,818,616 in FY 2015-16, are \$997,725 or 1.1% less than FY 2014-15 estimated revenues of \$86,816,341. General Fund support and allocations of \$33,933,584 in FY 2015-16 is \$1,259,485 or 3.9% more than FY 2014-15 General Fund support and allocation of \$32,674,099.

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

- \$28 million from another issuance of Certificates of Participation to provide \$25 million of additional revenues for the Housing Trust Fund to develop more affordable housing.
- \$2.8 million growth in General Fund monies for the Housing Trust Fund, as mandated by Proposition C approved in 2012.
- Reduction of one-time \$2.9 million partial loan repayment revenue in FY 2014-15.
- Reduction of one-time grant funds of \$281,115 in FY 2014-15 from California Pay for Success for the new Office of Strategic Partnerships.

### **PROPOSED LEGISLATION**

**Item 5 - File 14-0591:** Ordinance amending the City's Administrative Code to eliminate the Mayor's Office of Housing and Community Development escrow account administration fee.

- Currently, Section 8.43 of the City's Administrative Code authorizes the Mayor's Office of Housing to charge a \$200 Escrow Account Administration Fee to each borrower to defray the cost of issuing, administering and processing documents related to certain housing transactions. The proposed ordinance would eliminate this \$200 fee. According to Mr. Benjamin McCloskey, Chief Financial Officer for the Mayor's Office of Housing and Community Development, this fee was never charged to borrowers because the City changed its processes for handling financing. As a result, this fee has never generated any revenue and the elimination of this fee would result in no fiscal impact.
- Recommendation: Approve the proposed ordinance.

**Item 10 - File 14-0632:** Resolution approving a waiver of the Payment in Lieu of Taxes (PILOT) for FY 2014-15 and FY 2015-16 from the San Francisco Housing Authority to the City and County of San Francisco.

The San Francisco Housing Authority is obligated to make a payment to the City in lieu
of paying real and personal property taxes and special assessments. However, the City
has historically agreed to exempt all public housing developments under the Housing
Authority from making such payments. The Budget and Legislative Analyst's audit report

**DEPARTMENT:** MYR – MAYOR

on June 3, 2013 on the Housing Authority recommended that the Housing Authority seek annual approval from the Board of Supervisors for a waiver of the PILOT.

• Recommendation: Approve the proposed resolution.

### **RECOMMENDATIONS:**

### FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$77,079 in FY 2014-15, which would be one-time savings. These reductions would still allow an increase of \$34,649,600 or 66.5% in the Department's FY 2014-15 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$41,216 to the General Fund.

Together, these recommendations will result in \$118,295 savings to the City's General Fund in FY 2014-15.

The Budget and Legislative Analyst also includes a policy decision for the Board of Supervisors regarding issuance of an additional \$28.125 million of Certificates of Participation for affordable housing in FY 2014-15, which will result in ongoing General Fund debt service payments for 25 years. If the Board of Supervisors approves these funds, \$28.125 million should be placed on Controller's Reserve, pending future approval and sale of the COPs.

### FY 2015-16

The Budget and Legislative Analyst also includes a policy decision for the Board of Supervisors regarding issuance of an additional \$28.125 million of Certificates of Participation for affordable housing in FY 2015-16, which will result in ongoing General Fund debt service payments for 25 years. If the Board of Supervisors approves these funds, \$28.125 million should be placed on Controller's Reserve, pending future approval and sale of the COPs.

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

MYR - Mayor

			FY.	FY 2014-15					i	FY 2015-16		
	FTE	(E	Amount	ınt			FTE	E	Amount	ount		
Object Title	From	$T_0$	From	To	Savings   GF   1T   From   To	GF 1T	From	$\mathbf{To}$	From	To	Savings   GF   1T	GF 1T
	FEA- City	FEA- City Administration	tration									
Attrition Savings	(1.40)	1.40) $(1.88)$	(\$156,104)	(\$209,625)	\$53,521 x x	х						
Mandatory Fringe Benefits			(\$68,656)	(\$92,214)	\$23,558 x x	х						
			Total Savings	\$77,079								
	Increase At fiscal year.	Attrition Sa	Increase Attrition Savings to reflect comparable amount as budgeted in current fiscal year.	parable amount	as budgeted in cu	rrent						
												,

FY 2014-15 Total Recommended Reductions
--

,	One-Time	Ongoing	Total	
General Fund	877,079	0\$	877,079	9
Non-General Fund	\$0	80	80	Non-G
Total	877,079	0\$	\$77,079	

	Total Rec	Total Recommended Reductions	ctions
•	One-11me	Ongoing	10tal
General Fund	0\$	0\$	0\$
Von-General Fund	80	80	<b>0</b> \$
Total	0\$	0\$	80

FY 2015-16

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

MYR - Mayor

5-16		To Savings GF 1T				to future Board of Supervisors	policy decision for the Board of Supervisors. If the Board of Supervisors approves the FY 2015-16 budget containing \$28.125 million of COPs proceeds for additional Affordable Housing, these funds be placed on Controller's reserve, pending the future approval by the Board for the issuance of the	e revenues to be expended.
FY 2015-16	FTE Amount	To From	ions			Because issuance of these COPs is subject to future Board of Supervisors approval, approval of \$56.25 in COPs proceeds for affordable housing is a	policy decision for the Board of Supervisors. If the Board of Supervisors approves the FY 2015-16 budget containing \$28.125 million of COPs proc for additional Affordable Housing, these funds be placed on Controller's reserve, pending the future approval by the Board for the issuance of the	COPs and the sale and availability of these revenues to be expended.
_	FJ	1T From	Policy Recommendations		lion ease 14-		рс	
		GF	, Rec		:0 milli o incre FY 201	.25 .25 Trust oalanc	al Fun n and	appro cision 14-15 dable re lability
		Savings	Policy		Proposition C, which established the Housing Trust Fund, provided for \$20 million to be deposited into the Fund in the first year (FY 2013-14), which was to increase to \$22.8 million in the second year (FY 2014-15). The Mayor's proposed FY 2014-15 budget includes \$22.8 million, as required by Propostion C.	In addition, the Mayor proposes to sell Certificates of Participation (COPs) in the amount of \$56.25 million to fund affordable housing projects. Of the \$56.25 million in COPs proceeds, \$50 million would be deposited to the Housing Trust Fund (\$25 million in FY 2014-15 and \$25 million in FY 2015-16), and the balance would consist of debt issuance, reserves and other financing costs.	Based on an assumed conservative interest rate of 6.5%, the City's General Fund would incur estimated annual debt service of approximately \$5.25 million and total debt service over 25 years of an estimated \$114 million.	Because issuance of these COPs is subject to future Board of Supervisors approval, approval of \$56.25 in COPs proceeds for affordable housing is a policy decision for the Board of Supervisors. If the Board of Supervisors approves the FY 2014-15 budget containing \$28.125 million of COPs proceeds for additional Affordable Housing, these funds be placed on Controller's reserve, pending the future approval by the Board for the issuance of the COPs and the sale and availability of these revenues to be expended.
FY 2014-15	Amount	To			Proposition C, which established the Housing Trust Fund, prov to be deposited into the Fund in the first year (FY 2013-14), wl to \$22.8 million in the second year (FY 2014-15). The Mayor's 15 budget includes \$22.8 million, as required by Propostion C.	In addition, the Mayor proposes to sell Certificates of Participation amount of \$56.25 million to fund affordable housing projects. Of t million in COPs proceeds, \$50 million would be deposited to the H Fund (\$25 million in FY 2014-15 and \$25 million in FY 2015-16), an would consist of debt issuance, reserves and other financing costs.	Based on an assumed conservative interest rate of 6.5%, the would incur estimated annual debt service of approximately \$ total debt service over 25 years of an estimated \$114 million.	ibject to future Bo s for affordable ho d of Supervisors al of COPs proceeds fi ontroller's reserve ce of the COPs and
	An	From		ousing	ch established the to the Fund in the the second year (I should in the second year (I should	ayor proposes to s million to fund aff iceeds, \$50 millior n FY 2014-15 and	ned conservative in sted annual debt s over 25 years of ar	Because issuance of these COPs is subject to futur approval of \$56.25 in COPs proceeds for affordab the Board of Supervisors. If the Board of Supervisor budget containing \$28.125 million of COPs proce Housing, these funds be placed on Controller's resapproval by the Board for the issuance of the COP these revenues to be expended.
		$T_0$		able H	C, whic ted int lion in	the Ma 56.25   Ps pro illion i	assum estima irvice c	rance c \$56.25 Super aining se fun the Bo
	FTE	From		FFC - Affordable Housing	Proposition (to be depositon) to be depositon) to \$22.8 mill	In addition, 1 amount of \$ million in CO Fund (\$25 m	Based on an would incur total debt se	Because issuapproval of the Board of budget contraction Housing, the approval by these revenutives.
		Object Title						

	Total Re	FY 2014-15 Total Recommended Reserves	erves
	One-Time	Ongoing	Tot
General Fund	\$28,125,000	80	\$28,12
Non-General Fund	80	\$0	
Total	\$28,125,000	0\$	\$28,12

\$28,125,000

		FY 2015-16	
	Total Po	<b>Total Policy Recommendations</b>	ations
	One-Time	Ongoing	Total
General Fund	\$28,125,000	80	\$28,125,000
Non-General Fund	80	80	80
Total	\$28,125,000	0\$	\$28,125,000

Budget and Finance Committee, June 16, 2014

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\$41,216		Total		
23,716	11	REBUILDING TOGETHER-SF	1GAGFAAP	MYR MAYOR
17,500	60	KOREAN AMERICAN COMMUNITY CENTER	1GAGFAAP	MYR MAYOR
Remaining Balance	Year	Vendor Name	Subfund	Dept

Note: The above encumbered fund balance are from budget years prior to FY 2013-14. The Department has indicated that these funds are no longer needed and therefore can be returned to the General Fund if applicable.

### **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15** 

### **Budget Changes**

The Department's proposed \$24,082,245 budget for FY 2014-15 is \$2,487,665 or 11.5% more than the original FY 2013-14 budget of \$21,594,580.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 148.87 FTEs, which are 3.21 FTEs less than the 152.08 FTEs in the original FY 2013-14 budget. This represents a 2.1% decrease in FTEs from the original FY 2013-14 budget.

### **Revenue Changes**

The Department's revenues of \$5,967,407 in FY2014-15 are \$279,808 or 4.9% more than FY 2013-14 revenues of \$5,687,599. General Fund support of \$18,114,838 in FY 2014-15 is \$2,207,857 or 13.9% more than FY 2013-14 General Fund support of \$15,906,981.

### **YEAR TWO: FY 2015-16**

### **Budget Changes**

The Department's proposed \$22,518,294 budget for FY 2015-16 is \$1,563,951 or 6.5% less than the FY 2014-15 budget of \$24,082,245.

### **Personnel Changes**

The number of FTEs budgeted for FY 2015-16 are 150.89 FTEs, which are 2.02 or 1.4% more than the 148.87 FTEs budgeted for FY 2014-15.

### **Revenue Changes**

The Department's revenues of \$6,067,313 in FY 2015-16 are \$99,906 or 1.7% more than FY 2014-15 revenues of \$5,967,407. General Fund support of \$16,450,981 in FY 2015-16 is \$1,663,857 or 9.2% less than FY 2014-15 General Fund support of \$18,114,838.

DEPARTMENT: ASR-ASSESSOR-RECORDER

### RECOMMENDATIONS

**YEAR ONE: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$225,077 in FY 2014-15. All of the \$225,077 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$2,262,588 or 10.5% in the Department's FY 2014-15 budget.

**YEAR TWO: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$190,162 in FY 2015-16. All of the \$190,162 in recommended reductions are ongoing savings.

DEPARTMENT: ASR-ASSESSOR-RECORDER

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

	FY 2013-		Increase/	FY2015-	Increase/
	2014	FY2014-2015	Decrease	2016	Decrease
			from FY		from FY
Program	Budget	Proposed	2013-2014	Proposed	2014-2015
Assessor/Recorder					
Personal Property	3,124,644	2,958,157	(166,487)	3,010,952	52,795
Real Property	8,097,010	7,258,952	(838,058)	7,494,373	235,421
Recorder	2,367,599	1,887,407	(480,192)	1,887,313	(94)
<b>Technical Services</b>	6,796,969	10,544,612	3,747,643	9,079,675	(1,464,937)
Transfer Tax	1,208,358	1,433,117	224,759	1,045,981	(387,136)
Assessor/Recorder	21,594,580	24,082,245	2,487,665	22,518,294	(1,563,951)

### FY 2014-15

The department's proposed FY 2014-15 budget has increased by \$2,487,665 from FY 2013-14 due to costs associated with retaining 13 positions for the Assessment Appeals backlog project through FY2014-15. Approximately \$1.49 million in costs for the Assessment Appeals backlog project were funded in FY2013-14 through prior year project savings. The increase for the Assessment Appeals Team was approved by the Board of Supervisors in the FY 2013-14 budget to reduce the City's backlog of outstanding appeals cases.

The department's budget also is increasing to expand its team of real property appraisers working on the backlog of commercial and residential new construction activity. The department proposes 4 new appraiser positions in FY 2014-15 and funding 6.75 existing positions through a work order with the Department of Building Inspections (DBI) to focus on new construction property reassessments.

The department's FY 2014-15 budget also includes a one-time, \$400,000 allocation, as recommended by the Committee on Information Technology (COIT), for a project to replace the City's Property Tax Assessment System.

### FY 2015-16

The department's proposed FY 2015-16 budget has decreased by \$1,563,951 from FY 2014-15 largely due to the removal of programmatic budget of \$1,493,354 that funded 13 limited term positions on the Assessment Appeals Team.

DEPARTMENT: ASR-ASSESSOR-RECORDER

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

### FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 148.87 FTEs, which are 3.21 FTEs less than the 152.08 FTEs in the original FY 2013-14 budget, largely due to a reduction in temporary salaries in the Recorder Division.

In FY 2014-15 the Assessor/Recorder's Office is requesting four new positions in its Real Property Division to address the backlog of commercial and residential property reassessments due to new construction activity.

### FY 2015-16

The number of FTEs budgeted for FY 2015-16 are 150.89 FTEs, which are 2.02 or 1.4% more than the 148.87 FTEs budgeted for FY 2014-15.

### **DEPARTMENT REVENUES:**

### FY 2014-15

The Department's revenues of \$5,967,407 in FY2014-15 are \$279,808 or 4.9% more than FY 2013-14 revenues of \$5,687,599. This increase is a combination of a net decrease in Recorder fee revenue offset by a \$1.1 million increase in work order recoveries.

General Fund support of \$18,114,838 in FY 2014-15 is \$2,207,857 or 13.9% more than FY 2013-14 General Fund support of \$15,906,981

### FY 2015-16

The Department's revenues of \$6,067,313 in FY 2015-16 are \$99,906 or 1.7% more than FY 2014-15 revenues of \$5,967,407. General Fund support of \$16,450,981 in FY 2015-16 is \$1,663,857 or 9.2% less than FY 2014-15 General Fund support of \$18,114,838.

### **RECOMMENDATIONS:**

### FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$225,077 in FY 2014-15. Of the \$225,077 in recommended reductions, \$225,077 are ongoing savings. These reductions would still allow an increase of \$2,262,588 or 10.5% in the Department's FY 2014-15 budget.

### FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$190,162 in FY 2015-16. All of the \$190,162 in recommended reductions are ongoing savings.

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

ASR - Assessor-Recorder															٦
				FY	FY 2014-15						FY	FY 2015-16			
	Ŀ	FTE		Amount	nt				Ħ	יט	Amount	nt			
Object Title	From	To	0	From	To	Savings	GF	1T	From	To	From	To	Savings	GF	11
	FDL - Technical Services	hnical	Services												
Attrition Savings				(\$351,876)	(\$398,000)	\$46,124	×				(\$363,111)	(\$398,111)	\$35,000	×	
Mandatory Fringe Benefits				(\$158,569)	(\$179,354)	\$20,785	×				(\$163,517)	(\$179,278)	\$15,761	×	
			Total	al Savings	\$66,909						Total Savings	\$50,761			
	Increase A	Attritio	on SavinĮ	gs to account for	Increase Attrition Savings to account for long term vacancies in this program.	ies in this progran	Ė	U	Ongoing Savings	avings					
	FDJ - Real Property	Prope	erty												
Attrition Savings				(\$335,725)	(\$445,000)	\$109,275	×				(\$346,445)	(\$445,000)	\$98,555	×	
Mandatory Fringe Benefits				(\$150,213)	(\$199,106)	\$48,893	×				(\$143,582)	(\$184,428)	\$40,846	×	
			Tot	Total Savings	\$158,168						Total Savings	\$139,401			
	Increase A	Attritic	วท Savin <sub>l</sub>	gs to account for	Increase Attrition Savings to account for long term vacancies in this program.	ies in this progran	Ė	U	Ongoing Savings	avings					
4261 Real Property Appraiser	1.54 A	1.54 L		\$92,530	\$92,530	\$0		1	1.54 A	1.54 L	\$176,824	\$176,824	0\$		
4265 Senior Real Property Appraiser	1.54 A	1.54 L		\$107,101	\$107,101	\$0		1	1.54 A	1.54 L	\$204,668	\$204,668	\$0		
			Tot	Total Savings	\$0						Total Savings	\$0			
	Designate two new positi positions in FY 2014-15 an new positions to process building inspection fees. Years, FY 2014-15 and FY	e two r in FY 2 tions t nspecti	new posi 2014-15 to proce: ion fees 15 and F	itions in the Wor and FY 2015-16. ss a backlog of re . These positions Y 2015-16, with	Designate two new positions in the Work Order Fund as two-year Limited Tenure positions in FY 2014-15 and FY 2015-16. The Assessor/Recorder has requested four new positions to process a backlog of residential property assessments, funded by building inspection fees. These positions should be limited tenure for two fiscal years, FY 2014-15 and FY 2015-16, with a termination date of June 30, 2016.	wo-year Limited Tr corder has request / assessments, fur 1 tenure for two fi: e of June 30, 2016	enure ted fot nded b scal scal	ur &							

FY 2014-15 Total Recommended Reductions One-Time Ongoing Total	<b>Seneral Fund</b> \$0 \$225,077 <b>\$225,077</b>	Fon-General Fund \$0 \$0 \$0	Fotal \$0 \$225.077 \$225.077
--	--	------------------------------	-------------------------------

FY 2015-16   Total Recommended Reduction   One-Time   Ongoing   Total Recommended Reduction   One-Time   Ongoing   Total Recommended Reduction   Total Recommended Recommended Reduction   Total Recommended Reduction   Total Recommended Recommended Reduction   Total Recommended Recommend
--

### **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15** 

### **Budget Changes**

The department's proposed \$17,014,725 budget for FY 2014-15 is \$318,580 or 1.9 % more than the original FY 2013-14 budget of \$16,696,145.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 49.45 FTEs, which are 2.72 FTEs less than the 52.17 FTEs in the original FY 2013-14 budget. This represents a 5.2% decrease in FTEs from the original FY 2013-14 budget.

### Revenue Changes

The Department's revenues of \$17,014,725 in FY 2014-15, are \$318,580 or 1.9% more than FY 2013-14 revenues of \$16,696,145. General Fund support of \$16,142,048 in FY 2014-15 is \$220,704 or 1.3% less than FY 2013-14 General Fund support of \$16,362,752.

**YEAR TWO: FY 2015-16** 

### **Budget Changes**

The department's proposed \$18,846,428 budget for FY 2015-16 is \$1,831,703 or 10.8% more than the Mayor's proposed FY 2014-15 budget of \$17,014,725.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 59.93 FTEs, which are 10.48 FTEs more than the 49.45 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 21.2% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

### Revenue Changes

The Department's revenues of \$18,846,428 in FY 2015-16, are \$1,831,703 or 10.8% more than FY 2014-15 estimated revenues of \$17,014,725. General Fund support of \$18,626,560 in FY 2015-16 is \$2,484,512 or 15.4% more than FY 2014-15 General Fund support of \$16,142,048.

DEPARTMENT: REG-ELECTIONS

### RECOMMENDATIONS

**YEAR ONE: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$668,071 in FY 2014-15. Of the \$668,071 in recommended reductions, \$255,561 are ongoing savings and \$412,510 are one-time savings. These recommendations will result in \$668,071 savings to the City's General Fund in FY 2014-15.

In addition the Budget and Legislative Analyst is recommending a Budget and Finance Committee reserve of \$2,500,000, pending approval of the actual cost to relocate and lease new warehouse space in FY 2014-15. This recommendation is consistent with a recommendation made and approved by the Budget and Finance Committee in June 2013.

**YEAR TWO: FY 2015-16** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$275,084 in FY 2015-16, all of which are ongoing savings. These reductions would still allow an increase of \$1,556,619 or 9.1% in the Department's FY 2015-16 budget. These recommendations will result in \$275,084 savings to the City's General Fund in FY 2015-16.

DEPARTMENT: REG-ELECTIONS

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

	FY 2013- 2014	FY 2014- 2015	Increase/ Decrease from	FY 2015- 2016	Increase/ Decrease from
Program	Budget	Proposed	FY 2013- 2014	Proposed	FY 2014- 2015
DEPARTMENT OF ELECTIONS	\$16,696,145	\$17,014,725	\$318,580	\$18,846,428	\$1,831,703
Department of Elections	\$16,696,145	\$17,014,725	\$318,580	\$18,846,428	\$1,831,703

### FY 2014-15

The Department's proposed FY 2014-15 budget would increase by \$318,580 largely due to:

- A one-time \$2,000,000 capital expenditure to relocate the Department's warehouse from Pier 48 when the existing lease expires in December of 2015. The Department has not yet identified a site for the new warehouse location.
- \$500,000 increase for anticipated facility rental increased costs and additional data processing equipment needs.
- Additional costs for temporary salaries, payments to poll workers, other professional services, printing and other current expenses to implement the new requirement to provide all forms, applications, program materials, assistance at the polls, via phone and in person in Tagalog, the third language (Chinese and Spanish currently) required under the City's Language Access Ordinance.
- These increases are partially offset by reduction from two elections in FY 2013-14 (November 5, 2013 Municipal Election and June 3, 2014 Consolidated Gubernatorial Primary Election) to one election in FY 2014-15 (November 4, 2014 Consolidated General Election), which results in overall decreases in all election-related costs, including temporary staffing, payments to poll workers, printing, postage, professional services, and Sheriff's security costs. However, the FY 2014-15 budget includes a relatively higher level of proposed staff and non-personnel expenditures, as higher voter turnout is anticipated in the November 2014 than occurred in either of the two elections held in FY 2013-14.

### FY 2015-16

The Department's proposed FY 2015-16 budget would increase by \$1,831,703 largely due to:

Increase from one election in FY 2014-15 (November 4, 2014 Consolidated General Election) to two elections in FY 2015-16 (November 3, 2015 Municipal Election and June 7, 2016 Presidential Primary Election), which results in overall increases in staffing and all election-related costs. To reduce some costs, the Department of Elections will consolidate polling locations from 576 sites to 420 sites, a reduction of 156 locations for

DEPARTMENT: REG-ELECTIONS

the November 3, 2015 Municipal Election. California Election Code Section 12241 allows the consolidation of polling locations only for municipal elections.

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

### FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 49.45 FTEs, which are 2.72 FTEs less than the 52.17 FTEs in the original FY 2013-14 budget. This represents a 5.2% decrease in FTEs from the original FY 2013-14 budget due to the following:

- Reduction of 7.33 FTE Temporary Salary positions because of fewer elections in FY 2014-15;
- Addition of one new 1403 Elections Clerk position (0.77 FTE), that would be certified as fluent in Filipino (Tagalog) language, in accordance with the City's updated Language Access ordinance requirements;
- Substitution of one new FTE 1092 IT Operations Support Administrator II position to provide technical and operational support, security, monitoring and maintenance for the Department's computers, networks and staff, offset by the reduction of two FTE 1471 Elections Worker positions;
- Annualization of 2.3 FTE positions added in FY 2013-14, including (a) .77 FTE 1062 IS Programmer Analyst position to 1.0 FTE position, (b) 3.08 FTE 1840 Junior Management Assistant positions to 4.0 FTE positions, (c) 3.08 FTE 1842 Management Assistant positions to 4.0 FTE positions, and (d) .77 FTE 1950 Assistant Purchaser to 1.0 FTE position; and
- 1.9 FTE additional staff due to reduction in Attrition Savings.

### FY 2015-16

The number of FTEs budgeted for FY 2015-16 are 59.93 FTEs, which is 10.48 FTEs more than the 49.45 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 21.2% increase in FTEs from the Mayor's proposed FY 2014-15 budget, including:

- Annualization of .77 FTE 1403 Elections Clerk (Tagalog certified) added in FY 2014-15 to 1.0 FTE position; and
- Increase of 10.25 FTE Temporary Salary positions because of the additional election scheduled for FY 2015-16.

### **DEPARTMENT REVENUES:**

### FY 2014-15

The Department's revenues of \$17,014,725 in FY 2014-15, are \$318,580 or 1.9% more than FY 2013-14 revenues of \$16,696,145. General Fund support of \$16,142,048 in FY 2014-15 is 220,704 or 1.3% less than FY 2013-14 General Fund support of \$16,362,752.

Specific changes in the Department's FY 2014-15 revenues include:

### DEPARTMENT: REG-ELECTIONS

- With only one election scheduled in FY 2014-15 as compared to two elections that were held in FY 2013-14, candidate filing fees and paid ballot argument fees are projected to decrease by approximately \$106,000; and
- These reductions in revenues are projected to be more than offset by increased revenue recoveries received from the Retirement System, San Francisco Community College District, San Francisco Unified School District and other jurisdictions which will likely be holding elections in FY 2014-15.

### FY 2015-16

The Department's revenues of \$18,846,428 in FY 2015-16, are \$1,831,703 or 10.8% more than FY 2014-15 revenues of \$17,014,725. General Fund support of \$18,626,560 in FY 2015-16 is \$2,484,512 or 15.4% more than FY 2014-15 General Fund support of \$16,142,048.

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

- Increased candidate filing fees from two elections in FY 2015-16.
- Reduce revenue recoveries because the Health Service System, San Francisco Community College District, San Francisco Unified School District and other jurisdictions are not projected to be scheduling elections in FY 2015-16.

### **RECOMMENDATIONS:**

### FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$668,071 in FY 2014-15. Of the \$668,071 in recommended reductions, \$255,561 would be ongoing savings and \$412,510 are one-time savings. These recommendations will result in \$668,071 savings to the City's General Fund in FY 2014-15.

In addition the Budget and Legislative Analyst is recommending a Budget and Finance Committee reserve of \$2,500,000, pending approval of the actual cost to relocate and lease new warehouse space in FY 2014-15. This recommendation is consistent with a recommendation made and approved by the Budget and Finance Committee in June 2013.

### FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$275,084 in FY 2015-16, all of which are ongoing savings. These reductions would still allow an increase of \$1,556,619 or 9.1% in the Department's FY 2015-16 budget. These recommendations will result in \$275,084 savings to the City's General Fund in FY 2015-16.

### Budget and Finance Committee, June 16, 2014

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

REG - Elections

			FY	FY 2014-15							FY 2015-16		
	FTE	E	Amount	unt				FTE		Amount	unt		
Object Title	From	To	From	То	Savings	GF	1T Fi	From	To	From	То	Savings	GF 1T
	FCH - Elections	ions											
Temporary Salaries	11.51	11.23	\$982,068	\$92'826\$	\$23,500	×	21	21.76 2	21.47	\$1,789,972	\$1,766,472	\$23,500	×
Mandatory Fringe Benefits			\$77,583	\$75,726	\$1,857	×	H			\$141,765	\$139,905.00	\$1,860	×
			Total Savings	\$25,357					Τc	Total Savings	\$25,360		
	Reduce to	reflect th	Reduce to reflect the amount of Temporary		Salaries funds requested by the	he	Re	duce to	reflect	the amount of T	Reduce to reflect the amount of Temporary Salaries funds requested by the	funds requested	by the
	Department for FY 2014-15.	T TOP FY 2	014-15.	1-000-747		-	e T	partme	ent ror F	Department for FY 2015-16.	10.0.0.7		
Attrition Savings	(1.33)	(2.00)	(\$103,763)	(\$156,035)	\$52,272	×	(1	(1.33)	(2.00)	(\$107,077)	(\$161,018)	\$53,941	×
Mandatory Fringe Benefits			(\$48,901)	(\$73,539)	\$24,638	×				(\$46,992)	(\$70,671)	\$23,679	×
			Total Savings	\$76,910					7.6	Total Savings	\$77,620		
	Increase A	ttrition Sa	vings to reflect pro	Increase Attrition Savings to reflect projected vacancy and turnover rate.	nd turnover rate.		<u>n</u>	rease /	Attrition	Savings to reflec	Increase Attrition Savings to reflect projected vacancy and turnover rate.	cy and turnover r	ate.
Overtime			\$461,888	\$445,862	\$16,026	×				\$718,085	\$689,264	\$28,821	×
Mandatory Fringe Benefits			\$36,490	\$35,222	\$1,268	×				\$56,873	\$54,590.00	\$2,283	×
			Total Savings	\$17,294					Te	Total Savings	\$31,104		
	Reduce to	reflect th	e amount of Overt	Reduce to reflect the amount of Overtime funds requested by the Department for	ed by the Depart	ment f	or Re	duce to	reflect	the amount of O	Reduce to reflect the amount of Overtime funds requested by the	quested by the	
	FY 2014-15.	5.					De	partme	int for F	Department for FY 2015-16.			
Systems Consulting Services			\$340,202	\$269,202	\$71,000	×				\$352,938	\$284,938	\$71,000	×
	Reduce to	reflect ne	w pricing for ballo	Reduce to reflect new pricing for ballot extraction services to allow the	es to allow the								
	Departme	nt to remo	ove ballots from vo	Department to remove ballots from vote-by-mail envelopes more efficiently.	pes more efficieı	ıtly.	ō	going s	Ongoing savings.				
Misc Facilities Rental			\$1,473,462	\$1,473,462	\$0	×	×						
	Place \$500	,000 on B	udget and Finance	Place \$500,000 on Budget and Finance Committee Reserve for rent pending	ve for rent pendi	ng							
	approval o	f a new le	approval of a new lease and determination	ation of the actual	of the actual costs to relocate the	the							
	Departme	nt to a nev	w warehouse spac	Department to a new warehouse space from Pier 48. The existing Port Pier 48	existing Port Pig	er 48							
	lease expir	es in Dece	ember 2014. This C	lease expires in December 2014. This General Fund appropriation of \$500,000 is	opriation of \$500	si 000'							
	included ir	the FY 20	14-15 budget in a	included in the FY 2014-15 budget in anticipation of the need to relocate and incur	need to relocate	and inc	nr						
	potentially higher lease costs.	' higher le	ase costs.										
Printing			\$2,468,639	\$2,156,129	\$312,510	×	×						
	Given that	the Nove	mber 2014 electio	Given that the November 2014 election work needs to begin in early August, there	egin in early Aug	ust, the	ire						
	is insufficie	ent time fo	or the Department	is insufficient time for the Department to fully incorporate Tagalog language	te Tagalog langu	age							
	services, w	hich wou	ld result in additio	services, which would result in additional costs to print the ballots and the Voter	he ballots and th	e Vote	_						
	Informatic	ın Pamphl	et for the upcomir	Information Pamphlet for the upcoming election. Reduce to reflect the amount of	e to reflect the a	nount	of						
	Printing fu	nding req	rested by the Dep	Printing funding requested by the Department for FY 2014-15. The higher-level	l4-15. The higher	-level							
	request fo	r printing	costs for Tagalog I	request for printing costs for Tagalog language services will commence with the	vill commence w	ith the							
7	November 3, 2015 election.	. 3, 2015 e	lection.										

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

**REG - Elections** 

			FY	FY 2014-15						FY	FY 2015-16		
	Ŧ	FTE	Amount	unt				FTE		Amount	nt		
Object Title	From	То	From	То	Savings	GF	1T FI	From	To	From	То	Savings	GF 1T
Other Current Expenses			\$45,600	009\$	\$45,000	×	H			\$45,600	009\$	\$45,000	×
	Reduce to	o reflect th	Reduce to reflect the amount of Other Current Expenses requested by the	· Current Expenses	requested by the	a.	Re	duce to r	eflect the	e amount of Oth	Reduce to reflect the amount of Other Current Expenses requested by the	ises requested b	y the
	Departme	Department for FY 2014-15.	:014-15.				ă	Department for FY 2015-16.	for FY 2	015-16.			
Data Processing Equipment			\$178,103	\$78,103	\$100,000	×	×						
	7		+ · · · · · · · · · · · · · · · · · · ·			0							
	n annau	ת ובווברו ווו	Reduce to reflect that the Department how anticipates being able to purchase	r now anticipates i	deling able to purt	. Idse							
	hardware	and comp	hardware and components for the Radio Frequency Identification Asset tracking	dio Frequency Ider	ntification Asset t	racking	b^						
	systems v	vith anticip	systems with anticipated surplus funds available in the FY 2013-14 budget.	s available in the F	Y 2013-14 budge	: ـ							
Other Office Supplies			\$103,368	\$93,368	\$20,000	×				\$144,223	\$119,223	\$25,000	×
	Reduction	ו based on	Reduction based on projected expenditures.	itures.			ŏ	Ongoing savings.	rings.				
Bldgs, Structures & Improve			\$2,000,000	\$2,000,000	0\$	×	×						
	Place \$2,(	000,000	Place \$2,000,000 on Budget and Finance Committee Reserve pending approval of	ce Committee Res	erve pending ap	oroval	of						
	a new lea	se and det	a new lease and determination of the actual one-time costs to relocate the	actual one-time α	osts to relocate the	je e							
	Departme	ent to a ne	Department to a new warehouse space from	e from Pier 48. Th	Pier 48. The existing Port Pier 48	ìr 48							
	lease exp	ires in Dec	ease expires in December 2014. This General	Seneral Fund appr	Fund appropriation of \$2,000,000 is	000'00	. is						
	included	in the FY 20	included in the FY 2014-15 capital budget in anticipation of the need to relocate	get in anticipation	of the need to re	locate	<b>a</b> .						
	and move	the Depai	and move the Department of Elections warehouse,	s warehouse,									

\$0 \$668,071 \$668,071 Total **Total Recommended Reductions** ŞQ \$255,561 \$255,561 FY 2014-15 Ongoing \$412,510 ŞQ \$412,510 One-Time Total **General Fund Non-General Fund** 

 Total Recommended Reductions

 One-Time
 Ongoing
 Total

 General Fund
 \$0
 \$275,084
 \$275,084

 Non-General Fund
 \$0
 \$0
 \$0

 Total
 \$0
 \$275,084
 \$275,084

FY 2015-16

 Total Recommended Reserves

 One-Time
 Ongoing
 Total

 General Fund
 \$2,500,000
 \$0
 \$2,500,000

 Non-General Fund
 \$0
 \$0
 \$0

 Total
 \$2,500,000
 \$0
 \$2,500,000

FY 2014-15

### **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15** 

### **Budget Changes**

The department's proposed \$10,134,747 budget for FY 2014-15 is \$1,235,211 or 13.9% more than the original FY 2013-14 budget of \$8,899,536.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 49.12 FTEs, which are 5.29 FTEs more than the 43.83 FTEs in the original FY 2013-14 budget. This represents a 12.1% increase in FTEs from the original FY 2013-14 budget.

### **Revenue Changes**

The Department's revenues of \$10,134,747 in FY 2014-15 are \$1,235,211 or 13.9% more than revenues of FY 2013-14 of \$8,899,536.

**YEAR TWO: FY 2015-16** 

### **Budget Changes**

The Department's proposed \$10,778,488 budget for FY 2015-16 is \$643,741 or 6.4% more than the Mayor's proposed FY 2014-15 budget of \$10,134,747.

### Personnel Changes

The number of full-time equivalent (FTE) positions budgeted for FY 2015-16 are 51.90 FTEs, which are 2.78 FTEs more than the 49.12 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 5.7% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

### **Revenue Changes**

The Department's revenues of \$10,778,488 in FY 2015-16 are \$643,741 or 6.4% more than revenues of FY 2014-15 of \$10,134,747.

**DEPARTMENT:** HSS – HEALTH SERVICES SYSTEM

### RECOMMENDATIONS

**YEAR ONE: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$241,251 in FY 2014-15. All of the recommended reductions are in ongoing savings. These reductions would still allow an increase of \$993,960 or 11.2% in the Department's FY 2014-15 budget.

Approximately 32% or \$77,200 of these recommendations will result in savings to the City's General Fund in FY 2014-15.

In addition, the Budget and Legislative Analyst recommends closing out one inactive Health Service System encumbrance, resulting in one-time savings of \$43,410.

**YEAR TWO: FY 2015-16** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$304,176 in FY 2015-16. All of the recommended reductions are in ongoing savings. These reductions would still allow an increase of \$339,565 or 3.4% in the Department's FY 2015-16 budget.

Approximately 32% or \$97,336 of these recommendations will result in savings to the City's General Fund in FY 2015-16.

DEPARTMENT: HSS – HEALTH SERVICES SYSTEM

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

			Increase/		Increase/
	FY 2013-2014	FY 2014-2015	Decrease from	FY 2015-2016	Decrease from
Program	Budget	Proposed	FY 2013-2014	Proposed	FY 2014-2015
HEALTH SERVICE SYSTEM					
HEALTH SERVICE SYSTEM	8,899,536	10,134,747	1,235,211	10,778,488	643,741
HEALTH SERVICE SYSTEM	8,899,536	10,134,747	1,235,211	10,778,488	643,741

### FY 2014-15

The Department's proposed FY 2014-15 budget has increased by \$1,235,211 largely due to:

- Annualization of the salary and fringe benefit costs for the new positions added in FY 2013-14,
- Cost of Living increases due to the negotiated MOUs with the unions,
- Four new positions were added at 0.5 FTE each and the associated salary and fringe benefit costs; and
- Expansion and promotion of Wellness Initiatives. These initiatives include developing healthy behavioral programs for other CCSF Departments as well as financial incentives to encourage healthy behavior.

### FY 2015-16

The Department's proposed FY 2015-16 budget has increased by \$643,741 largely due to:

- Cost of Living increases due to the negotiated MOUs with the unions,
- Annualization of the salary and fringe benefit costs for the new positions added in FY 2014-15; and
- An additional new position and the associated salary and fringe benefit costs.

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

### FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 49.12 FTEs, which are 5.29 FTEs more than the 43.83 FTEs in the original FY 2013-14 budget. This represents a 12.1% increase in FTEs from the original FY 2013-14 budget.

The increase in FTEs is due to:

The annualization of new positions added during FY 2013-14; and

### DEPARTMENT: HSS – HEALTH SERVICES SYSTEM

New positions, including: (a) one position to assist with eBenefits implementation; (b)
one position to assist with the development of an internal data warehouse; (c) one
position to research industry trends and prepare reports for the Director; and, (d) one
position to consult with other city departments to implement Wellness programs.

### FY 2015-16

The number of full-time equivalent (FTE) positions budgeted for FY 2015-16 are 51.90 FTEs, which are 2.78 FTEs more than the 49.12 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 5.7% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

The increase in FTE is due to:

- The annualization of the new positions added in FY 2014-15; and
- A new position that would support other departments in implementing Wellness programs.

### **DEPARTMENT REVENUES:**

### FY 2014-15

The Department's revenues of \$10,134,747 in FY 2014-15 are \$1,235,211 or 13.9% more than the FY 2013-14 revenues of \$8,899,536.

The increases in revenue are a direct result of the increases in the HSS budget which are offset by recoveries.

### FY 2015-16

The Department's revenues of \$10,778,488 in FY 2015-16 are \$643,741 or 6.4% more than FY 2014-15 revenues of \$10,134,747.

The increases in revenue are a direct result of the increases in the HSS budget which are offset by recoveries.

DEPARTMENT: HSS – HEALTH SERVICES SYSTEM

### **RECOMMENDATIONS:**

### FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$241,251 in FY 2014-15. All of the recommended reductions are in ongoing savings. These reductions would still allow an increase of \$993,960 or 11.2% in the Department's FY 2014-15 budget.

Approximately 32% or \$77,200 of these recommendations will result in savings to the City's General Fund in FY 2014-15.

In addition, the Budget and Legislative Analyst recommends closing out one inactive Health Service System encumbrance, resulting in one-time savings of \$43,410.

### FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$304,176 in FY 2015-16. All of the recommended reductions are in ongoing savings. These reductions would still allow an increase of \$339,565 or 3.4% in the Department's FY 2015-16 budget.

Approximately 32% or \$97,336 of these recommendations will result in savings to the City's General Fund in FY 2015-16.

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

HSS - Health Service System

				77, 204, 4,7					ĺ	77, 2047 47			
	Ŀ	FTE	Amc	Amount				FTE	Amount	nt nt			
Object Title	From	70	From	To	Savings	GF 1	1T From	u O	From	7	Savings	GF	1T
	SSH - SSH	HSS - HSS Administration	ration										
1054 IS Business Analyst - Principal	0.50	0.00	\$64,005	0\$	\$64,005	×	1.00	0.00	\$132,097	0\$	\$132,097	×	
013 Mandatory Fringe Benefits			\$25,396	0\$	\$25,396	×			\$47,939	0\$	\$47,939	×	
1053 IS Business Analyst - Senior	0.00	0.20	0\$	\$55,294	(\$55,294)	×	0.00	0 1.00	0\$	\$114,119	(\$114,119)	×	
013 Mandatory Fringe Benefits			\$0	\$23,120	(\$23,120)	×			0\$	\$44,032	(\$44,032)	×	
			Total Savings	\$10,987					Total Savings	\$21,885			
	Substitute 1054 IS Bu	one new usiness An	Substitute one new 1053 IS Business Analy 1054 IS Business Analyst position requeste reflect the responsibilities for this position.	Substitute one new 1053 IS Business Analyst-Senior position instead of the new 1054 IS Business Analyst position requested by the Department to accurately reflect the responsibilities for this position.	ion instead of the rtment to accurat	new ely	Ongc	Ongoing Savings					
0931 Manager III	1.00	00.00	\$135,180	\$0	\$135.180	×	1.00	00.00	\$139,496	\$0	\$139.496	×	
013 Mandatory Fringe Benefits				0\$	\$56,461	×		_	\$53,495	0\$	\$53,495	×	
0923 Manager II	0.00	1.00	0\$	\$125,274	(\$125,274)	×	0.00	0 1.00	0\$	\$129,274	(\$129,274)	×	
013 Mandatory Fringe Benefits			\$0	\$54,119	(\$54,119)	×			0\$	\$51,377	(\$51,377)	×	
			Total Savings	\$12,248					Total Savings	\$12,340			
	Deny the	upward su	abstitution of 1.0 F	Deny the upward substitution of 1.0 FTE 0923 Manager II to 0931 Manager III. This	l to 0931 Manageı	∏.	.s						
	position is	responsit	ole for the Departn	position is responsible for the Department's contract administration under the	ninistration under	the	Č	ing Savings					
	supervisio	in of the C	hief Financial Offic	supervision of the Chief Financial Officer, and supervises three lower level staff. The	three lower level	staff. T	er i	7111g Javiiig3					
	gisilodsai	mines and	scope of the positi	סוו וומאב ווסר וווכו במ	sed alla dielelole	200							
1802 Recearch Accietant	Warrant a	warrant an increase in	III CIASSIIICALION.	ÛŞ	¢35 657	>	1	000	\$73 585	υş	\$73 585	>	
013 Mandatory Fringe Benefits				0\$	\$17,287	< ×			\$33,328	0\$	\$33,328	×	
			Total Savings	\$52,941					Total Savings	\$106,913			
	Delete on	son wen e	ition that is not ins	Delete one new position that is not instiffed. Overall the Department has	Department has								
	requested	four new	positions in FY 20:	requested four new positions in FY 2014-15 and one new position in FY 2015-16,	position in FY 202	15-16,	Ongo	Ongoing Savings					
	totaling fi	totaling five positions,	ns, which is a 10.2	which is a 10.2 percent increase from the existing 49	om the existing 49	•							
9993 Attrition Savings - Miscellaneous	(1 15)	(1 65)	(\$106.460)	(\$151 460)	\$45,000	×	(1 15)	5) (1 65)	(\$109.859)	(\$154 460)	\$44 601	×	
013 Mandatory Fringe Benefits	(CT:T)			(\$67,567)	\$20,075	< ×	1		(\$45,414)	(\$63,851)	\$18,437	×	
			Total Savings	\$65,075					Total Savings	\$63,038			
	Increase A	Attrition Se	avings to account f	Increase Attrition Savings to account for the FY 2013-14 projected salary surplus	orojected salary su	ırplus	Ongo	Ongoing savings.					
	and incre	ase in FY 2	014-15 salaries du	and increase in FY 2014-15 salaries due to the addition of four new positions.	f four new position	JS.							

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

HSS - Health Service System

			FY	FY 2014-15						FY 2015-16			
	4	FTE	Amount	unt				FTE	Amount	unt			
Object Title	From	To	From	To	Savings	GF	1T F	From To	o From	To	Savings	GF	11
027 Professional and Specialized Services			\$390,900	\$325,900	x 000,59\$	×			\$590,000	\$525,000	x 000'59\$	×	
			Total Savings	\$65,000					Total Savings	\$65,000			
	Reduce 0. \$325,000	27 Profess to reflect	Reduce 027 Professional and Specialized Services funding from \$390,000 to \$325,000 to reflect funding levels needed for the Department's stated Wellness	ed Services funding led for the Depart	g from \$390,000 t ment's stated We	o Ilness	ō	Ongoing Savings	rings				
GF City Attorney - Legal Services	A336331116		\$220,000	\$185,000	\$35,000 ×	×	T		\$220,000	\$185,000	\$35,000 x	×	
			Total Savings	\$35,000					Total Savings	\$35,000			
	Reduce funding for GF (based on historical sper of \$50,000 from the FY	inding for historical O from the	Reduce funding for GF City Attorney - Legal Services from \$220,000 to \$185,000 based on historical spending levels. The reduction would still allow for an increase Ongoing Savings of \$50,000 from the FY 2013-14 funding level.	egal Services fron e reduction would g level.	220,000 to \$18) still allow for an ii	5,000 ncreas	e Or	ıgoing Sav	rings				

‡oF	\$241.251	\$241 251	υŞ	Total
Non-General Fur	\$164,050	\$164,050	\$0	Non-General Fund
General Fur	\$77,200	\$77,200	0\$	<b>General Fund</b>
	Total	Ongoing	One-Time	
	ctions	<b>Total Recommended Reductions</b>	Total Rec	
		FY 2014-15		

	Total Rec	FY 2015-16 Total Recommended Reductions	tions
	One-IIMe	Ongoing	lotai
<b>General Fund</b>	\$0	\$97,336	\$97,336
<b>Non-General Fund</b>	\$0	\$206,840	\$206,840
Total	0\$	\$304,176	\$304,176

	0	0
Remaining Balance	\$43,410	\$43,410
Year	13	
Vendor Name	хтесн	Total
Subfund	1GAGFAAA	
Dept	HSS Health Service System	

Note: The above encumbered fund balance are from budget years prior to FY 2013-14. The Department has indicated that these funds are no longer needed and therefore can be returned to the General Fund if applicable.

### **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15** 

### **Budget Changes**

The Department's proposed \$81,807,795 budget for FY 2014-15 is \$3,909,776 or 5.0% more than the original FY 2013-14 budget of \$77,898,019.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 145.28 FTEs, which are 9.96 FTEs more than the 135.32 FTEs in the original FY 2013-14 budget. This represents a 7.4% increase in FTEs from the original FY 2013-14 budget.

### Revenue Changes

The Department's revenues of \$69,319,775 in FY 2014-15, are \$2,647,934 or 4.0% more than FY 2013-14 revenues of \$66,671,841. General Fund support of \$12,488,020 in FY 2014-15 is \$1,261,842 or 11.2% more than FY 2013-14 General Fund support of \$11,226,178.

**YEAR TWO: FY 2015-16** 

### **Budget Changes**

The Department's proposed \$84,310,083 budget for FY 2015-16 is \$2,502,288 or 3.1% more than the Mayor's proposed FY 2014-15 budget of \$81,807,795.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 146.17 FTEs, which are 0.89 FTEs more than the 145.28 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 0.6% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

### **Revenue Changes**

The Department's revenues of \$72,049,522 in FY 2015-16, are \$2,729,747 or 3.9% more than FY 2014-15 estimated revenues of \$69,319,775. General Fund support of \$12,260,561 in FY 2015-16 is \$227,459 or 1.8% less than FY 2014-15 General Fund support of \$12,488,020.

DEPARTMENT: HRD – HUMAN RESOURCES DEPARTMENT

### RECOMMENDATIONS

**YEAR ONE: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$422,849 in FY 2014-15. Of the \$422,849 in recommended reductions, \$422,849 are ongoing savings. These reductions would still allow an increase of \$3,486,927 or 4.5% in the Department's FY 2014-15 budget. These recommendations will result in \$422,849 savings to the City's General Fund in FY 2014-15.

**YEAR TWO: FY 2015-16** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$509,738 in FY 2015-16. Of the \$509,738 in recommended reductions, \$509,738 are ongoing savings. These reductions would still allow an increase of \$1,992,550 or 2.4% in the Department's FY 2015-16 budget. These recommendations will result in \$509,738 savings to the City's General Fund in FY 2015-16.

DEPARTMENT: HRD – HUMAN RESOURCES DEPARTMENT

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

			Increase/		Increase/
	FY 2013-2014	FY 2014-2015	Decrease from	FY 2015-2016	Decrease from
Program	Budget	Proposed	FY 2013-2014	Proposed	FY 2014-2015
HUMAN RESOURCES					
ADMINISTRATION	1,057,813	1,329,940	272,127	1,400,346	70,406
CLASS AND COMPENSATION	480,605	348,796	(131,809)	352,752	3,956
EMPLOYEE RELATIONS	5,414,599	4,273,319	(1,141,280)	4,283,440	10,121
EQUAL EMPLOYMENT OPPORTUNITY	1,472,618	2,548,224	1,075,606	2,596,535	48,311
HEALTH SERVICE SYSTEM	0	0	0	0	0
RECRUIT/ ASSESS/ CLIENT SERVICES	7,705,039	9,544,649	1,839,610	9,335,698	(208,951)
WORKERS COMPENSATION	61,081,483	62,553,332	1,471,849	65,196,315	2,642,983
WORKFORCE DEVELOPMENT	685,862	1,209,535	523,673	1,144,997	(64,538)
HUMAN RESOURCES	77,898,019	81,807,795	3,909,776	84,310,083	2,502,288

### FY 2014-15

The Department's proposed FY 2014-15 budget has increased by \$3,909,776 largely due to:

- Implementation of the Personnel Analyst Development Program, which allows City department staff in the personnel analyst classification series to train in a dedicated program offered by the Human Resources Department.
- Implementation of a new program to increase hiring efficiency, particularly in Information Technology classifications.
- Expansion of the existing City Hall Fellows Program and the launch of a mid-career fellows program, which will allow mid-career professionals to complete limited-term projects with various City departments.
- Transfer of function from the Municipal Transportation Agency and Department of Social Services to the Department of Human Resources for Equal Opportunity complaints and investigations.
- Transfer of function from Public Health to the Department of Human Resources for the Catastrophic Illness Program.

### FY 2015-16

The Department's proposed FY 2015-16 budget has increased by \$2,502,288 largely due to:

• Expected increase in the cost of Worker's Compensation insurance and mandated salary and fringe benefits increases.

**DEPARTMENT:** HRD – HUMAN RESOURCES DEPARTMENT

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

### FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 145.28 FTEs, which are 9.96 FTEs more than the 135.32 FTEs in the original FY 2013-14 budget. This represents a 7.4% increase in FTEs from the original FY 2013-14 budget.

A majority of new positions are due to transfers of function for the Equal Employment Opportunity and Catastrophic Illness programs. Additional positions are requested for the hiring efficiency project, Mid-Career Fellows Program, and Personnel Analyst Development Program.

### FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 146.17 FTEs, which are 0.89 FTEs more than the 145.28 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 0.6% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

The increase in FTE is due to annualization of new positions in the FY 2014-2015 budget. There are no proposed new hires in FY 2015-2016.

### **INTERIM EXCEPTIONS**

The Department has requested approval of 3 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 2 positions as an interim exception and disapproval of 1 position.

- One 1244 Senior Personnel Analyst is necessary for the immediate launch of the Personnel Analyst Development program. One 1232 Training Officer is a 0.5 FTE exception to reflect the full time work of the employee.
- One 0922 Manager I is not recommended for approval because the Budget and Legislative Analyst has proposed elimination of the position.

### **DEPARTMENT REVENUES:**

### FY 2014-15

The Department's revenues of \$69,319,775 in FY 2014-15, are \$2,647,934 or 4.0% more than FY 2013-14 revenues of \$66,671,841. General Fund support of \$12,488,020 in FY 2014-15 is \$1,261,842 or 11.2% more than FY 2013-14 General Fund support of \$11,226,178. Specific changes in the Department's FY 2014-15 revenues include:

General Fund support has increased to pay for proposed new positions for which the Department is not recovering costs through work orders with other City departments.

DEPARTMENT: HRD – HUMAN RESOURCES DEPARTMENT

### FY 2015-16

The Department's revenues of \$72,049,522 in FY 2015-16, are \$2,729,747 or 3.9% more than FY 2014-15 estimated revenues of \$69,319,775. General Fund support of \$12,260,561 in FY 2015-16 is \$227,459 or 1.8% less than FY 2014-15 General Fund support of \$12,488,020.

There are no major changes to funding sources in FY 2015-2016.

### **RECOMMENDATIONS:**

### FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$422,849 in FY 2014-15. Of the \$422,849 in recommended reductions, \$422,849 are ongoing savings. These reductions would still allow an increase of \$3,486,927 or 4.5% in the Department's FY 2014-15 budget. Together, these recommendations will result in \$422,849 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 \$509,738 in FY 2015-16. Of the \$509,738 in recommended reductions, \$509,738 are ongoing savings. These reductions would still allow an increase of \$1,992,550 or 2.4% in the Department's FY 2015-16 budget. These recommendations will result in \$509,738 savings to the City's General Fund in FY 2015-16.

### Budget and Finance Committee, June 16, 2014

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

**HRD - Human Resources Department** 

	-		FY 2	FY 2014-15					Ĺ	FY 2015-16		
	FTE	E	Amount					FTE	Amount	nt		
Object Title	From	То	From	То	Savings	GF	1T F	From To	From	То	Savings (	GF 1T
	FCW - Adr	FCW - Administration	u									
Other Professional Service			\$79,361	\$54,361	\$25,000	×			\$79,361	\$54,361	\$25,000	×
	Departme that will o	nt has requ nly be usec	Department has requested funding for an Executive Search Consulting contract that will only be used as needed and was previously handled by existing staff.	an Executive Sear Is previously han	ch Consulting co dled by existing s	ntract taff.	ŏ	Ongoing savings	S.			
	FC4 - Emp	FC4 - Employee Relations	tions									
Temporary Salaries			\$227,529	\$200,000	\$27,529	×			\$227,529	\$200,000	\$27,529	×
	Departme justificatic	nt has com n for temp	Department has completed labor negotiations and has not provided sufficient justification for temporary salaries at this level.	iations and has n iis level.	ot provided suffi	cient	ŏ	Ongoing savings	S			
	FAR - Wor	kforce Dev	FAR - Workforce Development									
Manager I	1.00	0.00	\$116,776	0\$	\$116,776	×	` '	1.00 0.00	\$120,504	0\$	\$120,504	×
Mandatory Fringe Benefits			\$52,124	\$0	\$52,124	×	H		\$49,560	\$0.00	\$49,560	×
			Total Savings	\$168,900					Total Savings	\$170,064		
	Delete on	new Man	Delete one new Manager I position in the General Fund operating budget for the	ne General Fund	operating budget	for the	<b>a</b> )					
	Workforce	Developn	Workforce Development program, which the Department has requested as an	th the Departmer	it has requested	as an						
	interim ex	ception. The	interim exception. This position is not justified. With the recommended deletion, the Denartment will still have two Manager I positions in the Morkform	ustified. With the	recommended d	eletior		Ongoing savings	S.			
	Developm	ent progra	Development program, funded by work order recoveries.	order recoveries								
Temporary Salaries			\$20,000	0\$	\$20,000	×	H		\$20,000	0\$	\$20,000	×
	Department h Development.	nt has not ent.	Department has not justified an increase in temporary salaries in Workforce Development.	e in temporary s	alaries in Workfo	ce	ŏ	Ongoing savings.	s;			
	FC8 - Equa	il Employn	FC8 - Equal Employment Opportunity									
Deputy Director III	1.00	1.00	\$167,873	0\$	\$167,873	×		1.00 1.00	\$173,233	0\$	\$173,233	×
Deputy Director II	0.00	1.00	0\$	\$135,180	(\$135,180)	×				\$139,496	(\$139,496)	×
Mandatory Fringe Benefits			\$64,189	\$56,461	\$7,728	×			\$60,483	\$53,495	\$6,988	×
			Total Savings	\$40,421					Total Savings	\$40,725		
	Deny the r Director II the size of will have 1	equested i in the Equ the divisic	Deny the requested upward substitution from Deputy Director II to Deputy Director III in the Equal Employment Opportunity division, which is not justified by the size of the division or workload. The Equal Employment Opportunity division will have 15 FTE if all requested positions are approved.	n from Deputy Di portunity divisio Equal Employm is are approved.	rector II to Depui n, which is not ju ent Opportunity (	:y stified divisior		Ongoing savings	S			
												]

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

HRD - Human Resources Department

			F	FY 2014-15						FY 2015-16			
	FTE		Amount	unt				FIE	Amount	nt			
Object Title	From To	0	From	То	Savings	GF 1	1T F	From To	From	То	Savings	GF 1	1T
	FC5 - Recruit/Assess/Client Services	)/ssəss	lient Services										
Temporary Salaries			\$126,490	\$100,000	\$26,490	×			\$126,490	\$50,000	\$76,490	×	
	Department is i	increasi	ng expenditure	Department is increasing expenditure on professional contracts and other areas of	ontracts and othe	r areas	of						
	Public Safety Ex	kams an	id has not justifi	Public Safety Exams and has not justified an increase of \$86,490 over FY 2013-	\$86,490 over FY 2	.013-	ᄕ	e number of	The number of requested public safety exams is expected to decrease in FY	ety exams is expe	cted to decreas	e in FY	Ţ
	2014 budget lev	vels of \$	\$40,000. This re	2014 budget levels of \$40,000. This reduction would still allow for \$100,000 in	allow for \$100,0	00 in	20	2015-2016.					
	temporary salary expenditure.	ry expe	nditure.										
Senior Personnel Analyst	2.31	1.54	\$242,757	\$161,838	\$80,919	×	,	3.00 2.00	\$325,336	\$216,891	\$108,445	×	
Mandatory Fringe Benefits			\$100,770	\$67,180	\$33,590	×			\$124,453	\$82,969	\$41,484	×	
		70	Total Savings	\$140,999					Total Savings	\$226,420			
	Delete one new four new Senio hiring projects, approval of thre	v Senior r Persoi of whic	Delete one new Senior Personnel Analyst po four new Senior Personnel Analyst positions hiring projects, of which the Budget and Legi approval of three positions, including one po	Delete one new Senior Personnel Analyst position. The Department is requesting four new Senior Personnel Analyst positions in this division for examinations and hiring projects, of which the Budget and Legislative Analyst is recommending approval of three positions, including one position as an interim exception.	sition. The Department is requesting in this division for examinations and islative Analyst is recommending osition as an interim exception.	questin ons anc ling 1.		Ongoing savings	S				
				FY 2014-15	,					FY 2015-16			
			Total Recomm One-Time Or	commended Reductions Ongoing To	uctions Total				Total Reco One-Time	Total Recommended Reductions ime Ongoing To	tions Total		
	General Fund Non-General Fund	pun <sub>:</sub>	\$0\$	\$422,849 \$0	\$422,849		O O	General Fund Non-General Fund	0\$ 0\$	\$509,738 \$0	\$509,738		
	-	Total	\$0	\$422,849	\$422,849			Total		\$509,738	\$509,738		

### **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2014-15** 

### **Budget Changes**

The department's proposed \$17,242,254 budget for FY 2014-15 is \$124,644 or 0.7% less than the original FY 2013-14 budget of \$17,366,898.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 62.29 FTEs, which are 3.20 FTEs more than the 59.09 FTEs in the original FY 2013-14 budget. This represents a 5.4% increase in FTEs from the original FY 2013-14 budget.

### **Revenue Changes**

The Department's revenues of \$17,242,254 in FY 2014-15, are \$124,644 or 0.7% less than FY 2013-14 revenues of \$17,366,898. There is no General Fund support for this Department.

**YEAR TWO: FY 2015-16** 

### **Budget Changes**

The department's proposed \$17,343,151 budget for FY 2015-16 is \$100,897 or 0.6% more than the Mayor's proposed FY 2014-15 budget of \$17,242,254.

### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 62.36 FTEs, which are 0.07 FTEs more than the 62.29 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 0.1% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

### Revenue Changes

The Department's revenues of \$17,343,151 in FY 2015-16, are \$100,897 or 0.6% more than FY 2014-15 estimated revenues of \$17,242,254. There is no General Fund support for this Department.

DEPARTMENT: ENV - ENVIRONMENT

### **RECOMMENDATIONS**

**YEAR ONE: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$75,123 in FY 2014-15. Of the \$75,123 in recommended reductions, all are ongoing savings.

**YEAR TWO: FY 2015-16** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$55,123 in FY 2015-16. Of the \$55,123 in recommended reductions, all are ongoing savings. These reductions will still allow an increase of \$45,774 or 0.3% in the Department's FY 2015-16 budget.

DEPARTMENT: ENV - ENVIRONMENT

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

			Increase/		Increase/
	FY 2013-2014	FY 2014-2015	Decrease from	FY 2015-2016	Decrease from
Program	Budget	Proposed	FY 2013-2014	Proposed	FY 2014-2015
ENVIRONMENT					
CLEAN AIR	858,062	769,219	(88,843)	772,095	2,876
CLIMATE CHANGE/ENERGY	754,945	557,391	(197,554)	562,500	5,109
ENVIRONMENT	8,056,805	8,238,911	182,106	8,294,646	55,735
ENVIRONMENT-OUTREACH	218,688	14,547	(204,141)	14,723	176
ENVIRO. JUSTICE / YOUTH EMPLOYMENT	173,569	226,203	52,634	228,819	2,616
GREEN BUILDING	478,322	389,847	(88,475)	394,436	4,589
RECYCLING	5,132,367	5,377,295	244,928	5,392,606	15,311
SOLID WASTE MANAGEMENT	0	0	0	0	0
TOXICS	1,645,516	1,618,463	(27,053)	1,632,351	13,888
URBAN FORESTRY	48,624	50,378	1,754	50,975	597
ENVIRONMENT	17,366,898	17,242,254	(124,644)	17,343,151	100,897

### FY 2014-15

The Department's proposed FY 2014-15 budget has decreased by \$124,644 largely due to a decrease in State and other intergovernmental revenues. Over the last two fiscal years the Department has seen a decrease in its funding as various state and federal grant programs have expired. This decrease has resulted despite steadily increasing charges for services including Solid Waste Impound Fees.

 The only major new initiative at the department is the Biodiversity program, which is tasked with protecting the diversity of San Francisco's native flora and fauna. It is funded by \$106,421 in grants and a \$30,000 work order with the City Planning department.

### FY 2015-16

The Department's proposed FY 2015-16 budget has increased by \$100,897 largely due to increased charges for services and other revenues including additional grant awards. There are no major new programmatic initiatives planned for FY 2015-16.

DEPARTMENT: ENV - ENVIRONMENT

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

### FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 62.29 FTEs, which are 3.20 FTEs more than the 59.09 FTEs in the original FY 2013-14 budget. This represents a 5.4% increase in FTEs from the original FY 2013-14 budget.

 The new positions are comprised of long-term temporary employees who constitute the leadership of the Environment Now program, a green jobs training program for local residents. The Department of Human Resources requested these employees be moved from temporary to permanent status.

### FY 2015-16

The number of full-time equivalent positions (FTE) budgeted for FY 2015-16 are 62.36 FTEs, which are 0.07 FTEs more than the 62.29 FTEs in the Mayor's proposed FY 2014-15 budget. This represents a 0.1% increase in FTEs from the Mayor's proposed FY 2014-15 budget.

• There are no on-budget personnel changes for the department in FY 2015-16.

### **INTERIM EXCEPTIONS**

The Department has requested approval of 4.00 FTEs as interim exceptions. The Budget and Legislative Analyst recommends approval of the 4.00 FTEs as interim exceptions, which include 3.00 FTE 5638 Environmental Assistants, and 1.00 FTE 5640 Environmental Specialist. These positions are currently filled by temporary employees who constitute the leadership of the Environment Now program, as noted above.

• The Budget and Legislative Analyst recommends approval as the positions are already filled by long-term incumbents.

### **DEPARTMENT REVENUES:**

### FY 2014-15

The Department's revenues of \$17,242,254 in FY 2014-15 are \$124,644, or 0.7% less than FY 2013-14 revenues of \$17,366,898. There is no General Fund support for this Department.

As noted, this decrease has largely resulted from a decrease in State and other intergovernmental revenues despite an increase in revenue from Solid Waste Impound Fees collected from San Francisco's refuse customers.

DEPARTMENT: ENV - ENVIRONMENT

### FY 2015-16

The Department's revenues of \$17,343,151 in FY 2015-16, are \$100,897 or 0.6% more than FY 2014-15 revenues of \$17,242,254. There is no General Fund support for this Department.

Specific changes in the Department's FY 2015-16 revenues include increased charges for services and other revenues including additional grant awards.

### **RECOMMENDATIONS:**

### FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$75,123 in FY 2014-15. Of the \$75,123 in recommended reductions, all are ongoing.

### FY 2015-16

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$55,123 in FY 2015-16. Of the \$55,123 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$45,774 or 0.3% in the Department's FY 2015-16 budget.

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

ENV - Department of the Environment

			FY	FY 2014-15					FY	FY 2015-16		
	E	FTE	Amount	unt			FTE	3.	Amount	t		
Object Title	From	To	From	То	Savings	GF 1T	. From	To	From	То	Savings	GF 1T
	CIP - Clima	CIP - Climate Change / Energy	e / Energy									
049 Other Materials & Supplies			\$125,123	\$80,000	\$45,123				\$125,123	\$100,000	\$25,123	
	Reduce ba	nodn pəse	Reduce based upon historical expenditures		and actual needs of the Department.	tment.	Ondo	Ongoing				
	This progr	am ("Air T	This program ("Air Travel Carbon Fund") remains at an early stage; the reduction	") remains at an ea	ırly stage; the red	uction	9 0	5 34vii 183.				
	will still al	low for a f	will still allow for a funding increase in FY 2015-16.	FY 2015-16.								
	CIG - Environment	ronment										
035 Other Current Expenses			\$40,000	\$20,000	\$20,000				\$40,000	\$20,000	\$20,000	
							Ongoin	Ongoing savings.				
	Reduce ba	ased upon	Reduce based upon historical expenditures	ures and actual ne	and actual needs of the Department.	ment.						
035 Other Current Expenses			\$60,000	\$50,000	\$10,000				\$60,000	\$50,000	\$10,000	
	Reduce ba	nodn pəst	Reduce based upon historical expenditures	ures and actual ne	and actual needs of the Department.	ment.	Ongoin	Ongoing savings.				

FY 2014-15
F

		General Fund	Non-General Fund	Total
<b>Total Recommended Reductions</b>	Total	0\$	\$75,123	\$75,123
	Ongoing	0\$	\$75,123	\$75,123
	One-Time	0\$	\$0	0\$
		General Fund	Non-General Fund	Total

 Total Recommended Reductions

 One-Time
 Ongoing
 Total

 General Fund
 \$0
 \$55,123
 \$55,123

 Total
 \$0
 \$55,123
 \$55,123

FY 2015-16