

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

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June 14, 2016

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 2016-2017 to Fiscal Year 2017-2018 Budget.

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YEAR ONE: FY 2016-17

Budget Changes

The Department's proposed \$10,954,130 budget for FY 2016-17 is \$227,510 or 2.1% more than the original FY 2015-16 budget of \$10,726,620.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 51.36 FTEs, which are 0.56 FTEs more than the 50.80 FTEs in the original FY 2015-16 budget. This represents a 1.1% increase in FTEs from the original FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$10,954,130 in FY 2016-17, are \$227,510 or 2.1% more than FY 2015-16 revenues of \$10,726,620.

YEAR TWO: FY 2017-18

Budget Changes

The Department's proposed \$11,149,353 budget for FY 2017-18 is \$195,223 or 1.8% more than the Mayor's proposed FY 2016-17 budget of \$10,954,130.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2017-18 are 51.36 FTEs, which are the same number of FTEs in the Mayor's proposed FY 2016-17 budget.

Revenue Changes

The Department's revenues of \$11,149,353 in FY 2017-18, are \$195,223 or 1.8% more than FY 2016-17 estimated revenues of \$10,954,130.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT: HSS – HEALTH SERVICE SYSTEM

RECOMMENDATIONS

YEAR ONE: FY 2016-17

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$147,465 in FY 2016-17. Of the \$147,465 in recommended reductions, \$112,000 are one-time savings and \$35,465 are ongoing savings. These reductions would still allow an increase of \$80,045 or 0.7% in the Department’s FY 2016-17 budget.

YEAR TWO: FY 2017-18

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$117,893 in FY 2017-18, which are ongoing savings. These reductions would still allow an increase of \$77,330 or 0.7% in the Department’s FY 2017-18 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

HSS - Health Service System

Object Title	FY 2016-17						FY 2017-18					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
HSS - Health Service System												
Materials & Supplies		\$21,800	\$17,800	\$4,000	X				\$18,290	\$17,800	\$490	X
	Reduce to reflect historical spending and needs for Wellness Program.											
Attrition Savings		(\$161,319)	(\$241,319)	\$80,000	X	X			(\$161,319)	(\$221,319)	\$60,000	X
Mandatory Fringe Benefits		(\$64,736)	(\$96,736)	\$32,000	X	X			(\$69,796)	(\$95,106)	\$25,310	X
		<i>Total Savings</i>		\$112,000					<i>Total Savings</i>		\$85,310	
	Increase HSS Administration Attrition Savings to reflect expected start dates of vacant 1802 Research Assistant and 0923 Contract Compliance and Employer Relations Manager positions, ongoing search for vacant 0931 Operations Manager, and to reflect historical salary savings.											
Step Adjustments		(\$44,442)	(\$69,442)	\$25,000	X				(\$44,442)	(\$69,442)	\$25,000	X
Mandatory Fringe Benefits		(\$11,493)	(\$17,958)	\$6,465	X				(\$12,609)	(\$19,702)	\$7,093	X
		<i>Total Savings</i>		\$31,465					<i>Total Savings</i>		\$32,093	
	Increase step adjustments savings to reflect impact of position substitutions and reclassifications.											

FY 2016-17

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$57,120	\$18,087	\$75,207
Non-General Fund	\$54,880	\$17,378	\$72,258
Total	\$112,000	\$35,465	\$147,465

FY 2017-18

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$60,125	\$60,125
Non-General Fund	\$0	\$57,768	\$57,768
Total	\$0	\$117,893	\$117,893

YEAR ONE: FY 2016-17

Budget Changes

The Department’s proposed \$14,761,609 budget for FY 2016-17 is \$4,080,139 or 21.7% less than the original FY 2015-16 budget of \$18,841,748.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 49.39 FTEs, which are 7.62 FTEs less than the 57.01 FTEs in the original FY 2015-16 budget. This represents a 13.4% decrease in FTEs from the original FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$752,689 in FY 2016-17 are \$317,572 or 73% more than FY 2015-16 revenues of \$435,117.

YEAR TWO: FY 2017-18

Budget Changes

The Department’s proposed \$14,609,302 budget for FY 2017-18 is \$152,307 or 1.0% less than the Mayor’s proposed FY 2016-17 budget of \$14,761,609.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2017-18 are 49.10 FTEs, which are 0.29 FTEs less than the 49.39 FTEs in the Mayor’s proposed FY 2016-17 budget. This represents a 0.59% decrease in FTEs from the Mayor’s proposed FY 2016-17 budget.

Revenue Changes

The Department's revenues of \$95,159 in FY 2017-18 are \$657,530 or 87.4% less than FY 2016-17 estimated revenues of \$752,689.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT: REG – DEPARTMENT OF ELECTIONS

RECOMMENDATIONS

YEAR ONE: FY 2016-17

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$647,615 in FY 2016-17. Of the \$647,615 in recommended reductions, \$240,615 are ongoing savings and \$407,000 are one-time savings.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$21,315 for additional one-time General Fund savings.

Together, these recommendations equal \$668,930 in General Fund savings in FY 2016-17.

YEAR TWO: FY 2017-18

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$269,724 in FY 2017-18. Of the \$269,724 in recommended reductions, \$249,724 are ongoing savings and \$20,000 are one-time savings.

Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget

REG - Department of Elections

Object Title	FY 2016-17						FY 2017-18							
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
	From	To	From	To				From	To	From	To			
FCH - Elections														
GF-City Hall Fellows Program			\$77,000	\$0	\$77,000	x	x							
	<p>Given the start date of the City Hall Fellows Program is in September, which falls in the middle of the upcoming November Presidential Election cycle, the Department cannot provide the necessary attention and support for this one Fellow position and needs to cancel their participation this fiscal year. The Department has already contacted the Department of Human Resources, which will replace this General Fund position with an additional Fellow for the Airport.</p>													
Systems Consulting Services			\$286,093	\$271,093	\$15,000	x	x			\$312,014	\$292,014	\$20,000	x	x
	<p>Reduce to reflect that the Department has previously not needed the additional on-call support or as-needed assistance from the vendor who supports the Election Information Management System database.</p> <p style="text-align: right;">Ongoing savings.</p>													

Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget

REG - Department of Elections

Object Title	FY 2016-17						FY 2017-18						
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T	
	From	To	From	To			From	To	From	To			
Other Professional Services			\$300,000	\$0	\$300,000	x							
<p>The requested \$300,000 would allow the Department of Elections to develop specifications for a proposed new open source voting system. An open source voting system is software that operates the voting system that would be freely available, such as on the internet, for others to review and use to create their own voting systems. No other jurisdiction in the country has undertaken such a project. The Department of Elections cannot estimate what such an open source voting system may ultimately cost the City. Some estimates are \$4.6 million to \$6 million for initial development, however, as noted, such a system has never been developed before. In addition, an open source system will require certification testing and ultimate approval by the Secretary of State, with additional funds required to deploy an open source voting system which will require the purchase of the necessary hardware. All Department of Elections costs are currently funded by the General Fund. The City of Los Angeles has spent over seven years and expended \$15 million to develop their own voting system, which is not an open source system, does not include the ability to process vote-by-mail ballots and has not yet been certified by the Secretary of State. In 2014, the Board of Supervisors approved a resolution (File 14-1105) for the Department of Elections to work with other jurisdictions and organizations to create new voting systems using open source software. The Elections Commission approved open source voting in November 2015, such that the Department has now canceled its plans to issue a Request for Proposal for new voting system and machines in 2016 and will instead seek an extension of the contract with the City's existing voting system vendor, which expires this year. Currently, the Department expends approximately \$900,000 annually for the vendor for one election. The Budget and Legislative Analyst also questions whether the Department of Elections has the capacity to develop their own first of its kind open source voting system while running elections each year. Disapprove the requested \$300,000 to initiate the first phase to develop a new open source voting system in San Francisco. It is uncertain at this time how much such an open source voting system would cost the City or how long it may take to implement.</p>													
Garage Rent			\$63,308	\$33,308	\$30,000	x							
<p>Reduce to reflect that only one election will be held in FY 2016-17, rather than the two elections held in FY 2015-16 and that the Department was previously able to secure parking in the Stonestown parking lot rather than paying \$30,000 for parking at the Cow Palace.</p>													

Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget

REG - Department of Elections

Object Title	FY 2016-17						FY 2017-18					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
Miscellaneous Facilities Rental			\$1,035,822	\$1,015,822	\$20,000	x			\$1,100,069	\$1,080,069	\$20,000	x
Printing									\$1,763,580	\$1,743,580	\$20,000	x
Postage			\$462,954	\$437,954	\$25,000	x			\$928,854	\$903,854	\$25,000	x
Attrition Savings	(2.50)	(4.00)	(\$211,311)	(\$338,098)	\$126,787	x			(\$211,311)	(\$338,098)	\$126,787	x
Mandatory Fringe Benefits			(\$89,713)	(\$143,541)	\$53,828	x			(\$96,561)	(\$154,498)	\$57,937	x
			<i>Total Savings</i>		<i>\$180,615</i>				<i>Total Savings</i>		<i>\$184,724</i>	
	Reduce to reflect the increase in the number of voters who require election materials to be mailed in various languages.											
	Reduce to reflect costs to replenish supply of polling place signage which will not be needed until after June 2018, such that this expense if needed can be included in the FY 2018-19 budget.											
	Ongoing savings.											
	Reduce to reflect costs to replenish supply of polling place signage which will not be needed until after June 2018, such that this expense if needed can be included in the FY 2018-19 budget.											
	Ongoing savings.											
	Increase Attrition Savings due to the existing five vacant permanent positions and surplus salary funds of over \$800,000 remaining in each of the past three fiscal years, partially offset by new State requirements for automatic registration through DMV and same-day voter registration at Department of Elections as well as potential new election programs and changes.											

FY 2016-17

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$407,000	\$240,615
Non-General Fund	\$0	\$0
Total	\$407,000	\$240,615

FY 2017-18

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$20,000	\$249,724
Non-General Fund	\$0	\$0
Total	\$20,000	\$249,724

Year	Department Code	Subfund Code	Vendor No	Vendor Name	Index Code	Remaining Balance
15	REG	1GAGFAAA	69219	K & H INTEGRATED PRINT SOLUTIONS	805002	442.12
15	REG	1GAGFAAA	69219	K & H INTEGRATED PRINT SOLUTIONS	805002	3,283.26
15	REG	1GAGFAAA	69219	K & H INTEGRATED PRINT SOLUTIONS	805002	17,589.18
Total						\$ 21,314.56

YEAR ONE: FY 2016-17

Budget Changes

The Department's proposed \$19,454,312 budget for FY 2016-17 is \$1,192,014 or 6.5% more than the original FY 2015-16 budget of \$18,262,298.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 108.97 FTEs, which are 4.61 FTEs less than the 113.58 FTEs in the original FY 2015-16 budget. This represents a 4.1% decrease in FTEs from the original FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$3,582,951 in FY 2016-17 are \$1,100,146 or 44.3% more than FY 2015-16 revenues of \$2,482,805.

YEAR TWO: FY 2017-18

Budget Changes

The Department's proposed \$20,229,012 budget for FY 2017-18 is \$774,700 or 4.0% more than the Mayor's proposed FY 2016-17 budget of \$19,454,312.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2017-18 are 108.62 FTEs, which are 0.35 FTEs less than the 108.97 FTEs in the Mayor's proposed FY 2016-17 budget. This represents a 0.3% decrease in FTEs from the Mayor's proposed FY 2016-17 budget.

Revenue Changes

The Department's revenues of \$3,504,352 in FY 2017-18, are \$78,599 or 2.2% less than FY 2016-17 estimated revenues of \$3,582,951.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT: FAM – FINE ARTS MUSEUM

RECOMMENDATIONS

YEAR ONE: FY 2016-17

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$92,771 in FY 2016-17. Of the \$92,771 in recommended reductions, \$58,015 are ongoing savings and \$34,756 are one-time savings. These reductions would still allow an increase of \$1,099,303 or 6.0% in the Department’s FY 2016-17 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$1,483.58, for total General Fund savings of \$94,254.58.

YEAR TWO: FY 2017-18

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$67,166 in FY 2017-18, which are ongoing savings. These reductions would still allow an increase of \$707,534 or 3.6% in the Department’s FY 2017-18 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

FAM - Fine Arts Museum

Object Title	FY 2016-17						FY 2017-18							
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
	From	To	From	To				From	To	From	To			
EEC - Operation & Maintenance of Museums														
Annual Facilities Maintenance			\$183,015	\$125,000	\$58,015	X					\$192,166	\$125,000	\$67,166	X
Reduce budgeted amount for annual facilities maintenance due to inadequate justification for increase and to reflect historical expenditures.														
7334 Stationary Engineer	0.77	0.50	\$69,350	\$45,033	\$24,317	X	X							
Mandatory Fringe Benefits			\$29,773	\$19,334	\$10,439	X	X						\$0	
<i>Total Savings \$34,756</i>														
Adjust proposed new 0.77 FTE 7334 Stationary Engineer to 0.50 FTE to reflect hiring date.														

FY 2016-17

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$34,756	\$58,015	\$92,771
Non-General Fund	\$0	\$0	\$0
Total	\$34,756	\$58,015	\$92,771

FY 2017-18

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$67,166	\$67,166
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$67,166	\$67,166

Year	Department Code	Subfund Code	Vendor No	Vendor Name	Index Code	Remaining Balance
15	FAM	1GAGFAAA	17929	RECOLOGY SUNSET SCAVENGER COMPANY	615006	1,034.96
15	FAM	1GAGFAAA	17929	RECOLOGY SUNSET SCAVENGER COMPANY	615003	448.62
Total						\$1,483.58

YEAR ONE: FY 2016-17

Budget Changes

The Department’s proposed \$31,653,966 budget for FY 2016-17 is \$7,508,612 or 31.1% more than the original FY 2015-16 budget of \$24,145,354.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 174.28 FTEs, which are 12.20 FTEs more than the 162.08 FTEs in the original FY 2015-16 budget. This represents a 7.5% increase in FTEs from the original FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$8,745,109 in FY 2016-17, are \$3,145,150 or 56.2% more than FY 2015-16 revenues of \$5,599,959.

YEAR TWO: FY 2017-18

Budget Changes

The Department’s proposed \$38,117,127 budget for FY 2017-18 is \$6,463,161 or 20.4% more than the Mayor’s proposed FY 2016-17 budget of \$ 31,653,966.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2017-18 are 172.34 FTEs, which are 1.94 FTEs less than the 174.28 FTEs in the Mayor’s proposed FY 2016-17 budget. This represents a 1.1% decrease in FTEs from the Mayor’s proposed FY 2016-17 budget.

Revenue Changes

The Department's revenues of \$6,880,399 in FY 2017-18, are \$1,864,710 or 21.3% less than FY 2016-17 estimated revenues of \$8,745,109.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT: ASR – ASSESSOR-RECORDER

RECOMMENDATIONS

YEAR ONE: FY 2016-17

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$530,201 in FY 2016-17. Of the \$530,201 in recommended reductions, \$140,117 are ongoing savings and \$390,084 are one-time savings. These reductions would still allow an increase of \$6,978,411 or 28.9% in the Department’s FY 2016-17 budget.

YEAR TWO: FY 2017-18

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$143,016 in FY 2017-18, all of which are ongoing savings. These reductions would still allow an increase of \$6,320,145 or 20.0 % in the Department’s FY 2017-18 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

ASR - Assessor-Recorder

Object Title	FY 2016-17						FY 2017-18					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
Real Property Appraiser	32.00	31.00	\$2,943,071	\$2,851,100	\$91,971	X	32.00	31.00	\$2,943,071	\$2,851,100	\$91,971	X
Mandatory Fringe Benefits			\$1,220,673	\$1,182,527	\$38,146	X			\$1,313,450	\$1,272,405	\$41,045	X
			Total Savings		\$130,117				Total Savings		\$133,016	
	<p>Deny two of three proposed upward substitutions of 3.00 FTE vacant 4260 Real Property Appraiser Trainees to 3.00 FTE 4261 Real Property Appraisers and recommend approval of one of the three requested upward substitutions.</p> <p>Three 4260s were new positions approved in FY 2015-16 that remain vacant. In FY 2015-16, the Department proposed to use these Real Property Appraiser Trainee positions to cost effectively support core operations and increase the annual number of properties reviewed. However, none have been hired to date. According to the Department, the Appraiser Trainee Program has not been created, and will not be implemented until the end of FY 2016-17 at the earliest.</p> <p>The Department proposes to upward substitute the three vacant 4260 positions to 4261s in order to provide a career path for the trainees after they complete the year-long training program which has not yet been developed. The Department currently has two vacant 4261 Real Property Appraiser positions and plans to fill them in FY 2016-17 with two Trainees who will then have career path positions available. Therefore, two upward substitutions are not needed. Approve one of three upward substitutions instead.</p> <p>The new HR Manager should work with Real Property Manager II to develop effective recruitment plan to attract new employees directly to 4261 positions.</p>											
	Ongoing savings.											

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

ASR - Assessor-Recorder

Object Title	FY 2016-17						FY 2017-18																																																																																																																																																							
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T																																																																																																																																																
	From	To	From	To				From	To	From	To																																																																																																																																																			
Administrative Analyst	4.00	2.00	\$370,784	\$185,392	\$185,392	X	X																																																																																																																																																							
Mandatory Fringe Benefits			\$151,517	\$75,759	\$75,759	X	X																																																																																																																																																							
Assessor-Recorder Office Assistant	7.00	9.00	\$430,701	\$553,759	(\$123,058)	X	X																																																																																																																																																							
Mandatory Fringe Benefits			\$207,254	\$266,470	(\$59,216)	X	X																																																																																																																																																							
			<i>Total Savings</i>		\$78,877																																																																																																																																																									
	Deny proposed upward substitution of 2.00 FTE 42.13 Assessor-Recorder Office Assistants to 2.00 FTE 1822 Administrative Analyst. According to the Department, these positions are needed to fill a void that will occur when two State grant funded positions sunset at the end of FY 2016-17. Approve the upward substitutions in FY 2017-18 instead.																																																																																																																																																													
Attrition Savings	(8.15)	(10.02)	(\$785,943)	(\$966,276)	\$180,333	X	X																																																																																																																																																							
Mandatory Fringe Benefits			(\$319,795)	(\$393,171)	\$73,376	X	X																																																																																																																																																							
			<i>Total Savings</i>		\$253,709																																																																																																																																																									
	Increase Attrition Savings due to estimated hiring timelines for four vacant positions within this program. The Department had a salary surplus of \$300,000 in FY 2015-16.																																																																																																																																																													
Professional & Specialized Services			\$60,000	\$50,000	\$10,000	X				\$60,000	\$50,000	\$10,000	X																																																																																																																																																	
	Reduce Auditing & Accounting budget by \$10,000. The actual cost to the Department over the last three fiscal years has not exceeded \$37,000. FY 2015-16 expenditures were \$20,000, leaving a \$40,000 surplus in this subobject.																																																																																																																																																													
Project close out			\$27,423	\$0	\$27,423	X	X																																																																																																																																																							
	Close out fund balance in inactive project.																																																																																																																																																													
Project close out			\$30,075	\$0	\$30,075	X	X																																																																																																																																																							
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YEAR ONE: FY 2016-17

Budget Changes

The Department’s proposed \$69,498,000 budget for FY 2016-17 is \$7,044,874 or 11.3% more than the original FY 2015-16 budget of \$62,453,126.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 264.59 FTEs, which are 12.01 FTEs more than the 252.58 FTEs in the original FY 2015-16 budget. This represents a 4.8% increase in FTEs from the original FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$58,423,371 in FY 2016-17 are \$6,273,798 or 12.0% more than FY 2015-16 revenues of \$52,149,573.

YEAR TWO: FY 2017-18

Budget Changes

The Department’s proposed \$64,645,600 budget for FY 2017-18 is \$4,852,400 or 7% less than the Mayor’s proposed FY 2016-17 budget of \$69,498,000.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2017-18 are 258.29 FTEs, which are 6.30 FTEs less than the 264.59 FTEs in the Mayor’s proposed FY 2016-17 budget. This represents a 2.4% decrease in FTEs from the Mayor’s proposed FY 2016-17 budget.

Revenue Changes

The Department's revenues of \$53,038,799 in FY 2017-18 are \$5,384,572 or 9.2% less than FY 2016-17 estimated revenues of \$58,423,371.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT: CON – CONTROLLER’S OFFICE

RECOMMENDATIONS

YEAR ONE: FY 2016-17

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$274,598 in FY 2016-17, all of which are ongoing savings. These reductions would still allow an increase of \$6,770,276 or 10.8% in the Department’s FY 2016-17 budget.

The Budget and Legislative Analyst also recommends approval of the requested interim exceptions.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$21,726, which allows the return of \$21,726 to the General Fund.

Together, these recommendations equal \$296,324 in General Fund savings in FY 2016-17.

YEAR TWO: FY 2017-18

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$230,342 in FY 2017-18, all of which are ongoing savings.

Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget

CON - Controller

Object Title	FY 2016-17						FY 2017-18					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
FEB - Management, Budget & Analysis												
Attrition Savings			(\$326,221)	(\$354,221)	\$28,000	x			(\$326,221)	(\$344,221)	\$18,000	x
Mandatory Fringe Benefits			(\$122,284)	(\$132,780)	\$10,496	x			(\$132,315)	(\$139,616)	\$7,301	x
			<i>Total Savings</i>		\$38,496				<i>Total Savings</i>		\$25,301	
Department is able to absorb higher Attrition Savings due to turnover and the number of resulting vacant positions.												
Other Current Expenses			\$55,000	\$50,000	\$5,000	x			\$55,000	\$50,000	\$5,000	x
Reduce to reflect surplus funds in prior fiscal years based on historical expenditure patterns.												
FDG - Accounting Operations												
Auditing and Accounting			\$722,117	\$622,117	\$100,000	x			\$722,117	\$622,117	\$100,000	x
Reduce to reflect significant increase in requested funding, offset by reduction based on prior year surplus funds at end of fiscal year.												
Attrition Savings			(\$482,094)	(\$542,094)	\$60,000	x			(\$482,094)	(\$518,094)	\$36,000	x
Mandatory Fringe Benefits			(185,279)	(208,339)	23,060	x			(200,038)	(214,976)	\$14,938	x
Attrition Savings			(\$47,310)	(\$51,310)	\$4,000	x			(47,310)	(51,310)	\$4,000	x
Mandatory Fringe Benefits			(\$18,126)	(\$19,659)	\$1,533	x			(19,573)	(21,228)	\$1,655	x
			<i>Total Savings</i>		\$88,593				<i>Total Savings</i>		\$56,593	
Department is able to absorb higher Attrition Savings due to turnover and the number of resulting vacant positions.												
FDC - Payroll & Personnel Services												
Attrition Savings			(\$142,807)	(\$172,807)	\$30,000	x			(\$143,355)	(\$173,355)	\$30,000	x
Mandatory Fringe Benefits			(59,545)	(72,054)	12,509	x			(64,259)	(77,707)	\$13,448	x
			<i>Total Savings</i>		\$42,509				<i>Total Savings</i>		\$43,448	
Department is able to absorb higher Attrition Savings due to turnover and the number of resulting vacant positions.												

FY 2016-17

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$274,598
Non-General Fund	\$0	\$0
Total	\$0	\$274,598

FY 2017-18

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$230,342
Non-General Fund	\$0	\$0
Total	\$0	\$230,342

Year	Department Code	Subfund Code	Vendor No	Vendor Name	Index Code	Remaining Balance
15	CON	1GAGFAAA	62283	GRM Information Management	CON309252	\$3,424.82
15	CON	1GAGFAAA	03033	SF Bay Area Rapid Transit District	CON314005	510.00
15	CON	1GAGFAAA	08401	Recology Golden Gate	CON314005	80.00
15	CON	1GAGFAAA	08401	Recology Golden Gate	CON314005	90.00
15	CON	1GAGFAAA	17399	Pivot Interiors Inc	CON314005	3,400.00
15	CON	1GAGFAAA	48427	Ergo Works Inc	CON314005	945.11
15	CON	1GAGFAAA	53035	The Ligature	CON314005	191.97
15	CON	1GAGFAAA	54419	Verizon Wireless	CON314005	1,402.01
15	CON	1GAGFAAA	59184	LanguageLine Solutions	CON314005	500.00
15	CON	1GAGFAAA	62283	GRM Information Management	CON314005	2,766.42
15	CON	1GAGFAAA	78761	Laserlink International	CON314005	2,500.00
15	CON	1GAGFAAA	88232	Uptime Resources LLC	CON314005	1,010.94
15	CON	1GAGFAAA	88232	Uptime Resources LLC	CON314005	1,312.34
15	CON	1GAGFAAA	11764	Mardave Compu Inc	CONAOSD-GFNP	2,257.50
15	CON	1GAGFAAA	14396	Pelican Delivery	CONAOSD-GFNP	927.29
15	CON	1GAGFAAA	14660	Pitney Bowes	CONAOSD-GFNP	408.00
Total						\$21,726.40

YEAR ONE: FY 2016-17

Budget Changes

The Department’s proposed \$79,193,998 budget for FY 2016-17 is \$3,004,604 or 3.9% more than the original FY 2015-16 budget of \$76,189,394.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 308.67 FTEs, which are 2.28 FTEs more than the 306.39 FTEs in the original FY 2015-16 budget. This represents a 0.7% increase in FTEs from the original FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$65,332,668 in FY 2016-17 are \$468,228 or 0.7% more than FY 2015-16 revenues of \$64,864,440.00.

YEAR TWO: FY 2017-18

Budget Changes

The Department’s proposed \$81,397,689 budget for FY 2017-18 is \$2,203,691 or 2.8% more than the Mayor’s proposed FY 2016-17 budget of \$79,193,998.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2017-18 are 308.85 FTEs, which is 0.18 FTE more than the 308.67 FTEs in the Mayor’s proposed FY 2016-17 budget. This represents a 0.1% increase in FTEs from the Mayor’s proposed FY 2016-17 budget.

Revenue Changes

The Department's revenues of \$64,967,794 in FY 2017-18, are \$364,874 or 0.6% less than FY 2016-17 estimated revenues of \$65,332,668.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT: CAT – CITY ATTORNEY

RECOMMENDATIONS

YEAR ONE: FY 2016-17

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$413,217 in FY 2016-17. Of the \$413,217 in recommended reductions, \$8,031 are ongoing savings and \$405,186 are one-time savings. These reductions would still allow an increase of \$2,591,387 or 3.4% in the Department’s FY 2016-17 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$85.42. Together these recommendations equal \$413,302.42 in General Fund savings in FY 2016-17.

YEAR TWO: FY 2017-18

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$8,031 in FY 2017-18, which are ongoing savings. These reductions would still allow an increase of \$2,195,660 or 2.8% in the Department’s FY 2017-18 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

CAT - City Attorney's Office

Object Title	FY 2016-17						FY 2017-18					
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
	From	To	From	To			From	To	From	To		
FC2 - Legal Services												
Attrition Savings	(19,25)	(21,73)	(\$3,136,213)	(\$3,403,857)	\$267,644	x	x					
Mandatory Fringe Benefits			(\$1,030,633)	(\$1,147,111)	\$116,478	x	x					
			<i>Total Savings</i>		\$384,123							
Equipment	Increase attrition savings due to delays in hiring.											
	2.00	1.00	\$52,200	\$31,137	\$21,063	x	x					
	Deny request to replace 1 new vehicle (117 Y 216). Existing vehicle has under 100,000 miles, and department has provided insufficient justification for need for a new vehicle. Department has 12 other vehicles, 10 of which have been purchased in the past 3 years.											
Temporary Salaries			\$208,031	\$200,000	\$8,031	x				\$208,031	\$200,000	\$8,031
	Reduce Temporary Salaries to current budgeted level. In FY 2015-16, Department underspent the FY 2015-16 budget of \$200,000 and has stated that the spending for next fiscal year is anticipated to remain the same.											
	On-going savings.											

FY 2016-17

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$405,186	\$8,031	\$413,217
Non-General Fund	\$0	\$0	\$0
Total	\$405,186	\$8,031	\$413,217

FY 2017-18

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$8,031	\$8,031
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$8,031	\$8,031

Year	Department Code	Subfund Code	Vendor No	Vendor Name	Index Code Code	Remaining Balance
15	CAT	1GAGFAAA	37487	THE CHAIR PLACE	035004	85.42

TOTAL

85.42

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT: TIS - TECHNOLOGY

YEAR ONE: FY 2016-17

Budget Changes

The Department's proposed \$114,836,097 budget for FY 2016-17 is \$18,094,694 or 18.7% more than the original FY 2015-16 budget of \$96,741,403.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 232.09 FTEs, which are 11.49 FTEs more than the 220.6 FTEs in the original FY 2015-16 budget. This represents a 5.2% increase/decrease in FTEs from the original FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$108,371,766 in FY 2016-17, are \$17,127,781 or 18.8% more than FY 2015-16 revenues of \$91,243,985.

YEAR TWO: FY 2017-18

Budget Changes

The Department's proposed \$108,761,272 budget for FY 2017-18 is \$6,074,825 or 5.3% less than the Mayor's proposed FY 2016-17 budget of \$114,836,097.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2017-18 are 233.4 FTEs, which are 1.31 FTEs more than the 232.09 FTEs in the Mayor's proposed FY 2016-17 budget. This represents a 0.6% increase in FTEs from the Mayor's proposed FY 2016-17 budget.

Revenue Changes

The Department's revenues of \$105,176,018 in FY 2017-18, are \$3,195,748 or 2.9% less than FY 2016-17 estimated revenues of \$108,371,766.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT: TIS - TECHNOLOGY

RECOMMENDATIONS

YEAR ONE: FY 2016-17

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,158,722 in FY 2016-17. Of the \$1,158,722 in recommended reductions, \$382,546 are ongoing savings and \$776,176 are one-time savings. Of the \$1,158,722 in recommended reductions, \$844,307 are General Fund savings. These reductions would still allow an increase of \$16,935,972 or 17.5% in the Department's FY 2016-17 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$75,763, of which \$51,519 is General Fund. Together, these recommendations equal \$895,826 in General Fund savings for FY 2016-17.

YEAR TWO: FY 2017-18

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$761,556 in FY 2017-18. Of the \$761,556 in recommended reductions, \$668,574 are ongoing savings and \$92,982 are one-time savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

TIS - Department of Technology

Object Title	FY 2016-17						FY 2017-18					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
GOVERNANCE AND OUTREACH												
Attrition Savings - Miscellaneous			(\$68,376)	(\$383,376)		X						
Attrition Savings - Miscellaneous			(\$573,683)	(\$598,683)		X						
Attrition Savings - Miscellaneous			(\$190,285)	(\$375,285)		X						
Attrition Savings - Miscellaneous			(\$280,701)	(\$305,701)		X						
Attrition Savings - Miscellaneous			(\$171,718)	(\$221,718)		X						
			<i>Total Savings</i>									
				\$600,000								
	Increase attrition savings by \$600,000 to account for the Department's projected salary surplus of \$2.4 million in FY 2015-16, 32 vacant positions reported by the Department as of April 30, 2016, and the Department's reduction of attrition savings of \$386,000 in FY 2016-17.											
												One-time reduction

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

TIS - Department of Technology

Object Title	FY 2016-17						FY 2017-18								
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T	
	From	To	From	To				From	To	From	To				
Equipment Purchase			\$54,375	\$0	\$54,375	X	X								
Equipment Purchase			\$54,375	\$0	\$54,375	X	X								
Equipment Purchase			\$33,713	\$0	\$33,713	X	X								
Equipment Purchase			\$33,713	\$0	\$33,713	X	X								
			<i>Total Savings</i>		\$176,176										
	Delete four replacement vans. The Department is requesting four replacement vans in FY 2016-17 that were put into service in 1999 through 2004. According to the City's Fleet Management report, the Department currently has 35 vans, seven of which were purchased in the last three years have no recent mileage. These 35 vans each have an average mileage of less than 3,200 per year and each have an average maintenance cost of \$1,700 per year. Therefore, the Department should have sufficient vans to meet their operational needs without purchasing replacement vans. The Department should take older vans out of service if their maintenance costs exceed their usefulness.														
Equipment Purchase											\$33,713	\$0	\$33,713	X	X
	Delete one replacement van. The Department is requesting one replacement van in FY 2017-18 that was put into service in 2001. According to the City's Fleet Management report, the Department currently has 35 vans, seven of which were purchased in the last three years have no recent mileage. These 35 vans each have an average mileage of less than 3,200 per year and each have an average maintenance cost of \$1,700 per year. Therefore, the Department should have sufficient vans to meet their operational needs without purchasing replacement vans. The Department should take older vans out of service if their maintenance costs exceed their usefulness.														
											\$33,713	\$0	\$33,713	X	X

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

TIS - Department of Technology

Object Title	FY 2016-17						FY 2017-18					
	FTE		Amount		GF 1T	Savings	FTE		Amount		GF 1T	Savings
	From	To	From	To			From	To				
OPERATIONS												
Professional & Specialized Services			\$160,840	\$60,000		\$100,840			\$160,840	\$60,000		\$100,840
	Reduce the budget for this contract to match actual historical spending. Actual spending on this contract was \$57,000 in FY 2014-15 and \$45,000 in FY 2015-16.											
ADMINISTRATION												
Professional & Specialized Services			\$392,928	\$242,928		\$150,000			\$392,928	\$0		\$392,928
	Reduce the contract for project manager services by \$150,000 in FY 2016-17. The Department has used contract managers in lieu of permanent staff, but hired four full time 5504 Project Managers in FY 2015-16 , which should provide sufficient project management resources.											
	Reduce the contract for project manager services to zero in FY 2017-18. The Department has used contract managers in lieu of permanent staff, but hired four full time 5504 Project Managers in FY 2015-16 , which should provide sufficient project management resources.											

FY 2016-17

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$584,176	\$260,131	\$844,307
Non-General Fund	\$192,000	\$122,415	\$314,415
Total	\$776,176	\$382,546	\$1,158,722

FY 2017-18

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$92,982	\$454,630	\$547,612
Non-General Fund	\$0	\$213,944	\$213,944
Total	\$92,982	\$668,574	\$761,556

Year	Department Code	Subfund Code	Vendor No	Vendor Name	Index Code	Remaining Balance
14	TIS	6ITIFAAP		NO VENDOR	751402	22,609.13
15	TIS	6ITIFAAP		NO VENDOR	750019	27,132.05
15	TIS	6ITIFAAP		NO VENDOR	750019	1,640.00
15	TIS	6ITIFAAP		NO VENDOR	750019	3,356.00
15	TIS	6ITIFAAP		NO VENDOR	751408	20,662.50
15	TIS	6ITIFAAP		NO VENDOR	751410	363.81
Total						75,763

YEAR ONE: FY 2016-17

Budget Changes

The Department’s proposed \$160,603,632 budget for FY 2016-17 is \$48,364,825 or 43.1% more than the original FY 2015-16 budget of \$112,238,807.

Personnel Changes

The number of full-time equivalent operating positions (FTE) budgeted for FY 2016-17 are 56.46 FTEs, which are 1.78 FTEs more than the 54.68 FTEs in the original FY 2015-16 budget. This represents a 3.3% increase in FTEs from the original FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$138,521,852 in FY 2016-17, are \$47,345,964 or 51.9% more than FY 2015-16 revenues of \$91,175,888.

YEAR TWO: FY 2017-18

Budget Changes

The Department’s proposed \$96,055,347 budget for FY 2017-18 is \$64,548,285 or 40.2% less than the Mayor’s proposed FY 2016-17 budget of \$160,603,632.

Personnel Changes

The number of full-time equivalent operating positions (FTE) budgeted for FY 2017-18 are 57.51 FTEs, which are 1.05 FTEs more than the 56.46 FTEs in the Mayor’s proposed FY 2016-17 budget. This represents a 1.9% increase in FTEs from the Mayor’s proposed FY 2016-17 budget.

Revenue Changes

The Department's revenues of \$76,329,029 in FY 2017-18, are \$62,192,823 or 44.9% less than FY 2016-17 estimated revenues of \$138,521,852.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT: MYR - MAYOR

RECOMMENDATIONS

YEAR ONE: FY 2016-17

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$60,083 in FY 2016-17, all of which are ongoing savings. These reductions would still allow an increase of \$48,304,742 or 43.0% in the Department's FY 2016-17 budget.

The Budget and Legislative Analyst recommends approval of the one requested interim exception.

The Budget and Legislative Analyst also recommends closing out prior year unexpended encumbrances of \$22,830, which will allow the return of \$22,830 to the General Fund.

In addition, the Budget and Legislative Analyst recommends closing out \$217,000 of unexpended FY 2015-16 appropriations that were not assumed as part of the Mayor's fund balance.

Together, these recommendations equal \$299,913 in General Fund savings in FY 2016-17.

YEAR TWO: FY 2017-18

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$69,525 in FY 2017-18, all of which are ongoing savings.

Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget

MYR - Mayor's Office

Object Title	FY 2016-17						FY 2017-18					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
Attrition Savings			(\$108,399)	(\$127,000)	\$18,601	x			(\$103,399)	(\$127,000)	\$23,601	x
Mandatory Fringe Benefits			(\$42,856)	(\$50,210)	\$7,354	x			(\$44,200)	(\$54,289)	\$10,089	x
	<i>Total Savings</i>		\$25,955				<i>Total Savings</i>		\$33,690			
	Increase Attrition Savings to reflect actual projected staffing.											
	FY - Public Policy & Finance											
Mayoral Staff XIII	1.00N	1.00L	\$0	\$0	\$0	x			1.00N	0.00	\$0	\$0
	<i>Total Savings</i>		\$0				<i>Total Savings</i>		\$0			
	Delete the requested 0901 Mayoral Staff XIII workorder position from a continuing position to a Limited Tenure (L) position. There are no salary or fringe benefits in the budget for this off-budget position. This new position will assist the Department of Human Resources in FY 2016-17 with labor negotiations.											
Attrition Savings			(\$30,767)	(\$35,413)	\$4,646	x			(\$28,767)	(\$33,413)	\$4,646	x
Mandatory Fringe Benefits			(\$12,249)	(\$14,099)	\$1,850	x			(\$12,302)	(\$14,289)	\$1,987	x
	<i>Total Savings</i>		\$6,496				<i>Total Savings</i>		\$6,633			
	Increase Attrition Savings to reflect actual projected staffing.											
	FAJ - Neighborhood Services											
Attrition Savings			(\$98,348)	(\$117,000)	\$18,652	x			(\$93,348)	(\$112,000)	\$18,652	x
Mandatory Fringe Benefits			(\$52,049)	(\$61,029)	\$8,980	x			(\$52,799)	(\$63,349)	\$10,550	x
	<i>Total Savings</i>		\$27,632				<i>Total Savings</i>		\$29,202			
	Increase Attrition Savings to reflect actual projected staffing.											

FY 2016-17

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$60,083	\$60,083
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$60,083	\$60,083

FY 2017-18

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$69,525	\$69,525
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$69,525	\$69,525

Year	Department Code	Subfund Code	Vendor No	Vendor Name	Index Code	Remaining Balance
15	MYR	1GAGFAAP	42599	SF LBGT Community Center	MYR171GAAP	\$22,830.40

Recommended Reduction in Funds from FY 2015-16

Department	Program	Program Title	Fund	Index Code	Project Title	Amount
Mayor	FAB	Community Investment	1GAGFAAP	MYR171GAAP	Community Based Organizations	\$217,000

Explanation: Reduce the Department’s proposed unspent current year appropriations by \$217,000 and return to the General Fund balance.

The Department will have \$217,000 of unspent FY 2015-16 appropriations previously allocated to nonprofit organizations. Of the total \$6,494,819 of General Fund monies appropriated for these purposes in FY 2015-16, a total of \$6,277,819 is projected to be expended, leaving a remaining \$217,000. The savings resulted because the contracts for services with each of the nonprofit providers were delayed in beginning, resulting in the projected one-time savings. This amount was not assumed as part of the fund balance in the Mayor’s budget. The Department has budgeted additional General Fund monies for these purposes in the FY 2016-17 budget.

YEAR ONE: FY 2016-17

Budget Changes

The Department's proposed \$206,725,984 budget for FY 2016-17 is \$28,026,046 or 15.7% more than the original FY 2015-16 budget of \$178,699,938.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 939.99 FTEs, which are 23.64 FTEs more than the 916.35 FTEs in the original FY 2015-16 budget. This represents a 2.6% increase in FTEs from the original FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$139,367,621 in FY 2016-17, are \$24,826,046 or 21.7% more than FY 2015-16 revenues of \$114,541,575.

YEAR TWO: FY 2017-18

Budget Changes

The Department's proposed \$196,281,171 budget for FY 2017-18 is \$10,444,813 or 5.1% less than the Mayor's proposed FY 2016-17 budget of \$206,725,984.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2017-18 are 948.69 FTEs, which are 8.70 FTEs more than the 939.99 FTEs in the Mayor's proposed FY 2016-17 budget. This represents a 0.9% increase in FTEs from the Mayor's proposed FY 2016-17 budget.

Revenue Changes

The Department's revenues of \$125,919,568 in FY 2017-18, are \$13,448,053 or 9.6% less than FY 2016-17 estimated revenues of \$139,367,621.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT:

REC – RECREATION AND PARK

RECOMMENDATIONS

YEAR ONE: FY 2016-17

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$701,529 in FY 2016-17. Of the \$701,529 in recommended reductions, \$115,000 are ongoing savings and \$586,529 are one-time savings. Of the \$701,529 in recommended reductions, \$699,136 are General Fund savings. These reductions would still allow an increase of \$27,324,517 or 15.3% in the Department’s FY 2016-17 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$223,729 for total General Fund savings of \$922,865.

YEAR TWO: FY 2017-18

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$115,000 in FY 2017-18, which are ongoing savings to the General Fund.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

REC- Recreation and Park

Object Title	FY 2016-17						FY 2017-18					
	FTE		Amount		GF	1T	FTE		Amount		GF	1T
	From	To	From	To			From	To	From	To		
FAL - Children's Baseline												
Temporary - Miscellaneous			\$ 1,099,120	\$ 1,049,120	\$ 50,000	X			\$ 1,099,120	\$ 1,049,120	\$ 50,000	X
Temporary - Miscellaneous			\$ 753,100	\$ 718,100	\$ 35,000	X			\$ 753,100	\$ 718,100	\$ 35,000	X
Temporary - Miscellaneous			\$ 1,122,490	\$ 1,097,490	\$ 25,000	X			\$ 1,122,490	\$ 1,097,490	\$ 25,000	X
			<i>Total Savings</i>	\$ 110,000					<i>Total Savings</i>	\$ 110,000		
	Reduce the proposed increase to temporary salaries in the FY 2016-17 budget to reflect actual need.											
EIA - Administration												
Attrition Savings	0.00	(0.50)	\$ -	(\$46,348)	\$ 30,126	X						
Mandatory Fringe Benefits			\$ -	(\$20,857)	\$ 13,557	X						
			<i>Total Savings</i>	\$ 43,683								
	Increase attrition savings to reflect the Department's planned hiring timeline for an 1822 Administrative Analyst. This calculation is based on a 0.5 FTE for the position in FY 2016-17 to reflect a hiring date of January, 2017. 65% of the savings for this cut returns to the General Fund.											
EAP - Parks												
Attrition Savings			\$ (268,322)	(\$474,682)	\$ 206,360	X						
Mandatory Fringe Benefits			\$ (121,165)	(\$214,350)	\$ 93,185	X						
			<i>Total Savings</i>	\$ 299,545								
	Increase attrition savings to reflect the realistic hiring dates for 14.0 FTE 8208 Park Patrol Officers. The Department received approval for 11 additional Park Patrol Officers in the current year, but has not filled any of the new positions to-date. This proposed increase in attrition savings allows for 0.77 FTE for all 14 of the currently vacant positions to reflect a hiring date of October 1, 2016.											
Attrition Savings												
			\$ (268,322)	(330,476)	\$ 62,154	X						
Mandatory Fringe Benefits												
			\$ (121,165)	(147,619)	\$ 26,454	X						
			<i>Total Savings</i>	\$ 88,608								
	Increase attrition savings for three vacant 8210 Head Park Patrol Officers, one of which has been vacant since 2013. Budget all three positions as 0.8 FTEs.											
Attrition Savings												
	(1.16)	(2.16)	\$ (40,646)	(138,474)	\$ 97,828	X						
Mandatory Fringe Benefits												
			\$ (18,265)	(57,919)	\$ 39,654	X						
			<i>Total Savings</i>	\$ 137,482								
	Increase attrition savings to account for two vacant pest management specialists, one 3424 Integrated Pest Management Specialist which has been vacant since 2012 and one 3425 Senior Integrated Pest Management position. Budget each of these two vacant positions as 0.5 FTEs.											
	One-time savings.											

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

REC- Recreation and Park

Object Title	FY 2016-17						FY 2017-18					
	FTE		Amount		GF 1T	Savings	FTE		Amount		GF 1T	Savings
	From	To	From	To			From	To	From	To		
Equipment Purchase - Budget			\$ 155,918	\$ 141,100	X	\$14,818						
	Reduce the equipment purchase budget to reflect actual spending in FY 2015-16.											
Equipment Purchase - Budget			\$ 58,920	\$ 56,527		\$2,393						
	Reduce the equipment purchase budget to reflect actual spending in FY 2015-16.											
Materials and Supplies			\$20,000	\$15,000	X	\$5,000			\$20,000	\$15,000		\$5,000
	Reduce 040 Materials and Supplies to reflect historical expenditures and actual need.											

FY 2016-17

Total Recommended Reductions			
General Fund	Non-General Fund	One-Time	Ongoing
\$ 584,136	\$ 2,393	\$ 115,000	\$ 699,136
			\$ 2,393
Total	\$586,529	\$115,000	\$ 701,529

FY 2017-18

Total Recommended Reductions			
General Fund	Non-General Fund	One-Time	Ongoing
\$ -	\$ -	\$ 115,000	\$ 115,000
			\$ -
Total	\$ -	\$ 115,000	\$ 115,000

Year	Department Code	Subfund Code	Vendor No	Vendor Name	Index Code	Remaining Balance
15	REC	1GOHFREC	58376	C K R INTERACTIVE	RECADMFIN	845.76
15	REC	1GOHFREC	05064	INTERNATIONAL FIRE INC	RECADMFIN	1,705.00
15	REC	1GOHFREC	05064	INTERNATIONAL FIRE INC	RECADMFIN	7,547.66
15	REC	1GOHFREC	12764	KONE INC	RECADMFIN	7,435.66
15	REC	1GOHFREC	59184	LANGUAGELINE SOLUTIONS(SM)	RECADMFIN	1,934.06
15	REC	1GOHFREC	76414	LINK2GOV CORP	RECADMFIN	1,404.40
15	REC	1GOHFREC	13962	OTIS ELEVATOR CO	RECADMFIN	3,882.43
15	REC	1GOHFREC	13962	OTIS ELEVATOR CO	RECADMFIN	3,124.46
15	REC	1GOHFREC	13962	OTIS ELEVATOR CO	RECADMFIN	10,000.00
15	REC	1GOHFREC	13962	OTIS ELEVATOR CO	RECADMFIN	9,499.48
15	REC	1GOHFREC	13962	OTIS ELEVATOR CO	RECADMFIN	5,246.96
15	REC	1GOHFREC	18151	RICOH USA INC	RECADMFIN	30,225.28
15	REC	1GOHFREC	18151	RICOH USA INC	RECADMFIN	569.27
15	REC	1GOHFREC	18151	RICOH USA INC	RECADMFIN	3,900.00
15	REC	1GOHFREC	90690	S C A ENVIRONMENTAL INC	RECADMFIN	1,076.68
15	REC	1GOHFREC	76161	WORKSPACE SOLUTIONS	RECADMFIN	880.00
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	125.00
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	125.00
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	837.37
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	267.92
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	267.92
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	125.00
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	875.00
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	32.62
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	319.60
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	32.62
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	244.63
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	957.00
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	1,011.36
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	29.34
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	119.63
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	125.00
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	125.00
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	125.00
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	125.00
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	125.00
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	125.00
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	250.00
15	REC	1GOHFREC	39554	ACME SURPLUS STORE	RECADMHR	125.00
15	REC	1GOHFREC	25058	ALEXANDER COHN	RECADMHR	3,587.93
15	REC	1GOHFREC	75753	BARRY WINOGRAD	RECADMHR	2,600.00
15	REC	1GOHFREC	69196	JIM'S REDWING SHOES	RECADMHR	125.00
15	REC	1GOHFREC	52134	SHOE DEPOT INC	RECADMHR	125.00
15	REC	1GOHFREC	52134	SHOE DEPOT INC	RECADMHR	125.00
15	REC	1GOHFREC	52134	SHOE DEPOT INC	RECADMHR	125.00

15	REC	1GOHFREC	52134	SHOE DEPOT INC	RECADMHR	39.23
15	REC	1GOHFREC	52134	SHOE DEPOT INC	RECADMHR	125.00
15	REC	1GOHFREC	52134	SHOE DEPOT INC	RECADMHR	579.53
15	REC	1GOHFREC	52134	SHOE DEPOT INC	RECADMHR	125.00
15	REC	1GOHFREC	52134	SHOE DEPOT INC	RECADMHR	125.00
15	REC	1GOHFREC	52134	SHOE DEPOT INC	RECADMHR	125.00
15	REC	1GOHFREC	82040	THE HARD WEAR STORE	RECADMHR	375.00
15	REC	1GOHFREC	19087	THE URBAN FARMER STORE INC	RECADMHR	48.94
15	REC	1GOHFREC	19737	WEST MARINE PRODUCTS DBA PORT SUPPLY	RECADMHR	15.17
15	REC	1GOHFREC	19737	WEST MARINE PRODUCTS DBA PORT SUPPLY	RECADMHR	365.06
15	REC	1GOHFREC	54631	C M PROS	RECADMHS	2,379.84
15	REC	1GOHFREC	72660	COMCAST OF CA/COLORADO/WASHINGTON I INC	RECADMIS	558.49
15	REC	1GOHFREC	82196	STAPLES BUSINESS ADVANTAGE	RECCAPADMIN	8.42
15	REC	1GAGFAAA	04678	CENTER HARDWARE CO INC	RECCATEMPCB	500.00
15	REC	1GAGFAAA	84860	FITGUARD INC	RECCSTEMPCB	168.05
15	REC	1GAGFAAA	75889	VERIZON WIRELESS	RECDRAMACB	297.63
15	REC	2SGOLNPR	04678	CENTER HARDWARE CO INC	RECGOLFHARD	1,979.57
15	REC	2SGOLNPR	31317	CENTRAL BUILDERS SUPPLY	RECGOLFHARD	2,667.94
15	REC	2SGOLNPR	07338	EWING IRRIGATION PRODUCTS INC	RECGOLFHARD	138.84
15	REC	2SGOLNPR	07338	EWING IRRIGATION PRODUCTS INC	RECGOLFHARD	1,143.10
15	REC	2SGOLNPR	03051	GOLDEN GATE PETROLEUM	RECGOLFHARD	19,285.34
15	REC	2SGOLNPR	17033	SIERRA PACIFIC TURF SUPPLY	RECGOLFHARD	12.47
15	REC	2SGOLNPR	17033	SIERRA PACIFIC TURF SUPPLY	RECGOLFHARD	538.75
15	REC	2SGOLNPR	17033	SIERRA PACIFIC TURF SUPPLY	RECGOLFHARD	132.46
15	REC	2SGOLNPR	17366	SOUTH CITY LUMBER & SUPPLY COMPANY	RECGOLFHARD	4,690.74
15	REC	2SGOLNPR	03051	GOLDEN GATE PETROLEUM	RECGOLFLIN	4,608.91
15	REC	2SGOLNPR	45265	ANCON INTERNATIONAL	RECGOLFSHARP	2,086.19
15	REC	2SGOLNPR	52891	FARWEST SANITATION & STORAGE INC	RECGOLFSHARP	2,591.77
15	REC	2SGOLNPR	03051	GOLDEN GATE PETROLEUM	RECGOLFSHARP	11,123.56
15	REC	2SGOLNPR	16419	SAN MATEO COUNTY	RECGOLFSHARP	52.00
15	REC	2SGOLNPR	41815	SAN MATEO COUNTY MOSQUITO & VECTOR CONTR	RECGOLFSHARP	20,723.84
15	REC	2SOSPNPR	72443	SEAN W SMITH INC	RECNAOS	4,000.00
15	REC	1GAGFAAA	39875	AIXTEK DBA EATON & ASSOCIATES	RECPATROL	720.00
15	REC	1GAGFAAA	39875	AIXTEK DBA EATON & ASSOCIATES	RECPATROL	2,187.50
15	REC	1GAGFAAA	39875	AIXTEK DBA EATON & ASSOCIATES	RECPATROL	435.00
15	REC	1GAGFAAA	73078	GALLS LLC QUARTERMASTER LLC	RECPATROL	1,732.02
15	REC	1GAGFAAA	66236	GALLS/LONG BEACH UNIFORM	RECPATROL	4,899.18
15	REC	1GAGFAAA	66236	GALLS/LONG BEACH UNIFORM	RECPATROL	9,505.84
15	REC	1GAGFAAA	66636	I/O SOLUTIONS INC	RECPATROL	361.00
15	REC	1GAGFAAA	52891	FARWEST SANITATION & STORAGE INC	RECPERMITSGF	631.37
15	REC	1GAGFAAA	52891	FARWEST SANITATION & STORAGE INC	RECPERMITSGF	1,600.00

15	REC	1GAGFAAA	05064	INTERNATIONAL FIRE INC	RECPERMITSGF	3,529.00
15	REC	1GAGFAAA	54845	PACIFIC PRODUCE LLC	RECRANDALLGF	864.59
15	REC	1GAGFAAA	59037	SENTRY ALARM SYSTEMS	RECRANDALLGF	433.00
15	REC	1GAGFAAA	91168	MOORE BROS. SCAVENGER CO.	RECSMOPGF	427.44
15	REC	1GAGFAAA	07338	EWING IRRIGATION PRODUCTS INC	RECTURF	1,364.12
15	REC	1GAGFAAA	16903	SHEEDY DRAYAGE CO	RECUF	7,317.50
15	REC	2SCRFRPN	71927	JOSS WILSON UNDERWATER SERVICES	RECYACHTEAST	787.48
15	REC	2SCRFRPN	74423	KELLY-MOORE PAINT CO INC	RECYACHTEAST	835.90
15	REC	2SCRFRPN	71927	JOSS WILSON UNDERWATER SERVICES	RECYACHTWEST	1,043.87
15	REC	2SCRFRPN	74423	KELLY-MOORE PAINT CO INC	RECYACHTWEST	1,108.07
15					TOTAL	\$223,729

YEAR ONE: FY 2016-17

Budget Changes

The Department's proposed \$289,121,064 budget for FY 2016-17 is \$28,907,468 or 11.1 % more than the original FY 2015-16 budget of \$260,213,596.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 986.90 FTEs, which are 61.96 FTEs more than the 924.94 FTEs in the original FY 2015-16 budget. This represents a 6.7 % increase in FTEs from the original FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$167,219,826 in FY 2016-17 are \$20,516,988 or 14.0% more than FY 2015-16 revenues of \$146,702,838.

YEAR TWO: FY 2017-18

Budget Changes

The Department's proposed \$249,338,732 budget for FY 2017-18 is \$39,782,332 or 13.8% less than the Mayor's proposed FY 2016-17 budget of \$289,121,064.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2017-18 are 995.34 FTEs, which are 8.44 FTEs more than the 986.90 FTEs in the Mayor's proposed FY 2016-17 budget. This represents a 0.9% increase in FTEs from the Mayor's proposed FY 2016-17 budget.

Revenue Changes

The Department's revenues of \$135,692,477 in FY 2017-18 are \$31,527,349 or 18.9% less than FY 2016-17 estimated revenues of \$167,219,826.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT: DPW – DEPARTMENT OF PUBLIC WORKS

RECOMMENDATIONS

YEAR ONE: FY 2016-17

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,109,120 in FY 2016-17. Of the \$1,109,120 in recommended reductions, \$408,696 are ongoing savings and \$700,424 are one-time savings. These reductions would still allow an increase of \$27,798,348 or 10.7% in the Department’s FY 2016-17 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$2,111, for total General Fund savings of \$672,297.

Interim Exception

The Department has requested approval of 1.0 position as an interim exception. The Budget and Legislative Analyst recommends approval of 1.0 position as an interim exception.

YEAR TWO: FY 2017-18

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$604,517 in FY 2017-18. Of the \$604,517 in recommended reductions, \$509,284 are ongoing savings and \$95,233 are one-time savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

Object Title	FY 2016-17						FY 2017-18						
	FTE		Amount		GF	1T	FTE		Amount		GF	1T	
	From	To	From	To			From	To	From	To			Savings
BAR- Building Repair and Maintenance													
Materials & Supplies		\$198,514	\$193,514	\$5,000	x			\$198,514	\$193,514	\$5,000	x		
Reduce budgeted amount for Materials & Supplies due to historical underspending.													
BKJ-General Administration													
Senior Management Assistant	0.77	0.00	\$75,303	\$0	\$75,303	x		1.00	0.00	\$97,796	\$48,898	\$48,898	x
Mandatory Fringe Benefits			\$30,210	\$0	\$30,210	x				\$42,271	\$21,135.50	\$21,136	x
			<i>Total Savings</i>		<i>\$105,513</i>				<i>Total Savings</i>		<i>\$70,034</i>		
Temporary Salaries	Deny 1.00 FTE new 1844 Senior Management Assistant. The justification for the new position need is a 15% increase in requests for digital records in the FY 2015-16, which does not justify a new full-time position. The additional responsibilities of developing and managing a policy for obsolete records can be done by 4.00 other existing positions within the division.												
Other Current Expenses	Reduce temporary salaries equivalent to the amount of one new approved 0.77 FTE 1842 Management Assistant the Department will receive in FY 2016-17. The new 1842 will perform duties previously performed by a temporary 1842 employee.												
			\$464,471	\$399,471	\$65,000	x				\$464,471	\$379,471	\$85,000	x
	Reduce budgeted amount for Other Current Expenses by \$42,000. The Department proposes to increase funding in FY 2016-17 for one-time expenses including a \$19,000 Baldrige Strategic Plan Award which includes consulting services, and \$23,000 in one-time initial costs including discovery, pre-design, design and programming for the Public Works University website. These are one-time expenses that should be reduced in FY 2017-18.												
										\$226,805	\$184,805	\$42,000	x
Systems Consulting Services	Reduce budgeted amount for Systems Consulting Services for the new Financial Systems Project based on projected need.												
			\$865,000	\$715,000	\$150,000	x	x	One-time reduction.					

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

DPW - Department of Public Works		FY 2016-17				FY 2017-18							
		FTE	Amount			FTE	Amount						
Object Title	From	To	Savings	GF 1T	From	To	Savings	GF 1T	From	To	Savings	GF 1T	
Data Processing Supplies			\$314,000	x	\$364,000		\$50,000	x	\$364,000	\$314,000	\$50,000	x	
Reduce budgeted amount for Data Processing Supplies. The requested increase is for 20 tablets for the Public Works University. The vendor quote provided for this justification included 117 tablets. 20 tablets will cost only \$6,460, and recurring monthly charges are estimated to be \$9,112, which is an estimate.													
F350 Extended Cab Truck			\$0	x	\$48,592		\$48,592	x					
Deny one new requested F350 Extended Cab Truck. The requested replacement vehicle is for the Equipment Pool Division which currently has three staff members and two vehicles. The Department will get one new replacement vehicle in FY 2016-17. The requested replacement vehicle only has 32,222 miles.													
Attrition Savings	(8.33)	(9.96)	(\$939,396)	x			\$183,819	x					
Mandatory Fringe Benefits			(\$429,820)	x			\$70,342	x					
<i>Total Savings \$254,161</i>													
Increase Attrition Savings based on the Department's projected need.													
BAZ-Street Environmental Services													
Public Relations Assistant	1.54	0.77	\$99,508	x			\$49,754	x	2.00	1.00	\$129,232	\$64,616	x
Mandatory Fringe Benefits			\$46,858	x			\$23,429	x			\$65,268	\$32,634	x
<i>Total Savings \$73,183</i>													
Deny 0.77 FTE new 1310 Public Relations Assistant. The Department explains that it needs this position to support the new Fix-it Initiative, as well as other programs. However, there are no new resources allocated to the Fix-it Initiative, per the Mayor's Budget Office.													
PickUp 3/4 Ton Dump	6.00	5.00	\$270,000	x			\$60,000	x					
Reduce budgeted amount by \$45,000 for one PickUp 3/4 Ton Dump truck in the Enhanced Street Cleaning program. The Department has sufficient resources and can perform the duties with five new trucks in addition to their existing fleet.													
Reduce the budgeted amount by \$15,000 based on the vendor quote provided by the Department for five new trucks budgeted in this program.													

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

Object Title	FY 2016-17						FY 2017-18					
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
	From	To	From	To			From	To				
All Electric Smart Car			\$0	\$0	\$0	x			\$31,703	\$0	\$31,703	x
	Reduce budgeted amount for one new all electric smart car for the Public Relations team. This new vehicle was requested to support a new position requested for the Fix It Initiative. Per the Mayor's Budget Office, there are no new resources allocated for the Fix It Initiative.											
Vector Truck			\$150,000	\$140,000	\$10,000	x						
	Reduce budgeted amount for Vector Truck to support expanded Pit Stop Program based on vendor quote.											
Materials & Supplies			\$1,690,690	\$1,590,690	\$100,000	x			\$1,640,690	\$1,540,690	\$100,000	x
	Reduce budgeted amount for Materials & Supplies based on the Department's efforts to reduce its FY 2016-17 costs for cleaning solution for street cleaning activities.											
Attrition Savings	(0.52)	(2.00)	(\$36,863)	(\$141,781)	\$104,918	x						
Mandatory Fringe Benefits			(\$16,776)	(\$64,523)	\$47,747	x						
	<i>Total Savings \$152,665</i>											
	Increase Attrition Savings due to delays in expected hiring dates for four vacant positions in this program and expected hiring delays resulting from 20 proposed new hires in FY 2016-17 recommended for approval by the Budget & Legislative Analyst.											
	BAT - Street Use Management											
Hybrid Vehicle									\$127,060	\$63,530	\$63,530	x
	Approve two new one-time expense hybrid vehicles and disapprove two new requested hybrid vehicles. The Department is currently has 23 vehicles and 25 staff members, and is able to complete their job duties. Two new vehicles for four new staff members is sufficient based on the Department's current operations.											
Attrition Savings	(0.80)	(1.00)	(\$70,595)	(\$88,244)	\$17,649	x						
Mandatory Fringe Benefits			(\$29,429)	(\$36,786)	\$7,357	x						
	<i>Total Savings \$25,006</i>											
	Increase Attrition Savings based on the Department's projected need.											
	BA1-Urban Forestry											
Materials & Supplies									\$197,477	\$147,477	\$50,000	x
	Reduce budgeted amount for Materials & Supplies. The justification for an increased budget is for new equipment for the cement shop and tree crews. Some equipment needs are one-time expenses in FY 2016-17 and should be reduced in FY 2017-18.											

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

DPW - Department of Public Works	FY 2016-17										FY 2017-18									
	FTE					Amount					FTE					Amount				
	From	To	From	To	Savings	GF	1T	Savings	GF	1T	From	To	From	To	Savings	GF	1T	Savings	GF	1T
Materials & Supplies			\$80,825	\$70,825	\$10,000	x		\$10,000	x				\$80,655	\$70,655	\$10,000	x				
BA2-Street and Sewer Repair Reduce budgeted amount for Materials & Supplies based on historical underspending. Ongoing savings.																				
FY 2016-17 Total Recommended Reductions										FY 2017-18 Total Recommended Reductions										
					One-Time Ongoing Total										One-Time Ongoing Total					
General Fund					\$399,955 \$270,231 \$670,186					General Fund					\$95,233 \$310,725 \$405,958					
Non-General Fund					\$300,469 \$138,465 \$438,934					Non-General Fund					\$0 \$198,558 \$198,558					
Total					\$700,424 \$408,696 \$1,109,120					Total					\$95,233 \$509,284 \$604,517					

Year	Department Code	Subfund Code	Vendor No	Vendor Name	Index Code	Remaining Balance
14	DPW	1GAGFAAA	49690	H & H PRINTING INC	PWD301GGFAAA	1,059.28
15	DPW	1GAGFAAA	49690	H & H PRINTING INC	PWD301GGFAAA	272.80
15	DPW	2SGTFRDN	04678	CENTER HARDWARE CO INC	PWS102STFRDN	357.65
15	DPW	2SGTFRDN	07811	THE FRAME & EYE	PWS102STFRDN	110.00
15	DPW	2SGTFRDN	04678	CENTER HARDWARE CO INC	PWS102STFRDN	311.07
Total						2,110.80

YEAR ONE: FY 2016-17

Budget Changes

The Department's proposed \$364,393,850 budget for FY 2016-17 is \$7,707,345 or 2.1% less than the original FY 2015-16 budget of \$372,101,195.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 828.37 FTEs, which are 25.73 FTEs less than the 802.64 FTEs in the original FY 2015-16 budget. This represents a 3.2% increase in FTEs from the original FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$313,693,994 in FY 2016-17, are \$2,774,531 or 0.9% less than FY 2015-16 revenues of \$316,468,525.

YEAR TWO: FY 2017-18

Budget Changes

The Department's proposed \$362,651,859 budget for FY 2017-18 is \$1,741,991 or 0.5% less than the Mayor's proposed FY 2016-17 budget of \$364,393,850.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2017-18 are 818.90 FTEs, which are 9.47 FTEs less than the 828.37 FTEs in the Mayor's proposed FY 2016-17 budget. This represents a 1.1% decrease in FTEs from the Mayor's proposed FY 2016-17 budget.

Revenue Changes

The Department's revenues of \$307,053,203 in FY 2017-18, are \$6,640,791 or 2.1% less than FY 2016-17 estimated revenues of \$313,693,994.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT: ADM – ADMINISTRATIVE SERVICES

RECOMMENDATIONS

YEAR ONE: FY 2016-17

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$959,383 in FY 2016-17. Of the \$959,383 in recommended reductions, \$495,044 are ongoing savings and \$464,339 are one-time savings.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$135,992. Together these recommendations equal \$1,095,375 in General Fund savings in FY 2016-17.

The Department has requested one 1823 Senior Administrative Analyst position as an interim exception to complete the Interagency Plan Implementation Committee and one Manager V position as an interim exception for the new Digital Services Program. The Budget and Legislative Analyst recommends approval of the 1823 Senior Administrative Analyst position as an interim exception. The Budget and Legislative Analyst recommends disapproval of the 0933 Manager V position in the FY 2016-17 budget.

YEAR TWO: FY 2017-18

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$732,269 in FY 2017-18, all of which are ongoing savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

GSA - City Administrator's Office												
FY 2016-17												
Object Title	FTE		Amount			Savings	GF 1T	FTE		Amount		
	From	To	From	To	To			From	To	From	To	Savings
	ASG - Medical Examiner											
Attrition Savings - Misc.	(0.11)	(3.10)	(\$14,496)	(\$116,496)	\$102,000	x	x					
Mandatory Fringe Benefits			(\$5,104)	(\$41,018)	\$35,914	x	x					
			<i>Total Savings</i>	<i>\$137,914</i>								
	Increase attrition savings to account for delays in hiring. The Department reported 6 vacant positions in this program for which they are in the process of hiring. The Budget and Legislative Analyst's recommendation gives sufficient funds to meet the Department's hiring plan. The Department has a projected salary surplus in FY 2015-16 of \$2.7 million.											
	FCC - Procurement Services											
Attrition Savings - Misc.			(\$173,205)	(\$264,205)	\$91,000	x	x					
Mandatory Fringe Benefits			(\$67,426)	(\$102,851)	\$35,425	x	x					
			<i>Total Savings</i>	<i>\$126,425</i>								<i>Total Savings</i>
	Increase attrition savings to account for delays in hiring vacant Purchaser, Senior Purchaser, Supervising Purchaser, and Senior Administrative Analyst positions. The Department reported 11 vacant positions in this program. The Budget and Legislative Analyst's recommendation gives sufficient funds to meet the Department's hiring plan. The Department has a projected General Fund salary surplus in FY 2015-16 of \$2.7 million.											
	One time reduction											

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

GSA - City Administrator's Office														
FY 2016-17					FY 2017-18									
Object Title	FTE		Amount		Savings	GF	1T	FTE		Amount				
	From	To	From	To				From	To	From	To	Savings	GF	1T
Programmatic Budget - Digital Services Program			\$600,000	\$361,000	\$239,000	x				\$600,000	\$361,000	\$239,000	x	
	<p>Reduce Programmatic Budget for the Digital Services Program, which is a new initiative to reconfigure websites in City departments to improve the user experience and to improve procurement processes. The Department is proposing 3 new positions for this program, including a Manager V, a Program Manager, and Senior IS Business Analyst. The Budget and Legislative Analyst recommends against approving the Manager V position, which according to the Department of Human Resources job description, is responsible for managing divisions of medium to large size (more than 3 employees). The Budget and Legislative Analyst recommends approval of the Program Manager and Senior IS Business Analyst, which gives the Department sufficient technical expertise to implement their program.</p>													
Programmatic Budget - COIT			\$650,741	\$450,741	\$200,000	x								
	<p>Reduce the Committee on Information Technology budget by \$200,000. Actual and estimated expenditures in FY 2014-15 and FY 2015-16 are less than \$450,000. In addition, this program carried forward unspent funds of \$223,072 from 2014-15 into FY 2015-16 and will have at least \$400,000 to carry forward from FY 2015-16 into FY 2016-17. The carryforward funds from prior years of \$400,000 plus new recommended funds of \$450,741, totaling \$850,741, are sufficient for program expenditures in FY 2016-17.</p>													

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

GSA - City Administrator's Office												
FY 2016-17												
Object Title	FTE		Amount			FTE		Amount			GF	1T
	From	To	From	To	Savings	From	To	From	To	Savings		
	FFO - 311 Call Center											
IS Programmer Analyst - Senior						1.00	0.00	\$107,810	\$0	\$107,810		x
Mandatory Fringe Benefits								\$45,639	\$0	\$45,639		x
								<i>Total Savings</i>	<i>\$153,449</i>			
	Deny 1.00 FTE 1063 IS Programmer Analyst Senior Position in the second year of the two-year budget. This is an existing limited term position that the Department is requesting for conversion to a permanent position. The Department has stated that the IT infrastructure supporting the Call Center will be upgraded and/or replaced in FY 16-17, and this position would be tasked to ensure compatibility between 311's CRM software and the new mobile application. There are currently 2.00 FTE 1063 positions that can assist with this transition. If this temporary position is deemed necessary for the continuation of the program, the Department can request to convert this position to a permanent position during the FY 2017-18 budget review.											
	FFB - Living Wage											
Contract Compliance Officer II	0.77	0.00	\$105,958	\$0	\$105,958	1.00	0.00	\$137,607	\$0	\$137,607		x
Mandatory Fringe Benefits			\$37,240	\$0	\$37,240			\$52,435	\$0	\$52,435		x
			<i>Total Savings</i>	<i>\$143,198</i>				<i>Total Savings</i>	<i>\$190,042</i>			
	Deny request for one new Contract Compliance Officer II position. Although the Department states that there is a backlog in monitoring the Healthcare Security Ordinance, the Department reported 7 vacant Contract Compliance Officer positions in this program. Filing of these vacant positions would allow the Department sufficient resources to manage the backlog.											
	On going savings											

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

GSA - City Administrator's Office												
FY 2016-17												
Object Title	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
	From	To	From	To			From	To	From	To		
Contract Compliance Officer I	0.77	0.00	\$80,822	\$0	\$80,822	x	1.00	0.00	\$104,964	\$0	\$104,964	x
Mandatory Fringe Benefits			\$32,024	\$0	\$32,024	x			\$44,814	\$0	\$44,814	x
			<i>Total Savings</i>	\$112,846					<i>Total Savings</i>	\$149,778		
<p>Deny request for one new Contract Compliance Officer I position. Although the Department states that there is a backlog in monitoring the Healthcare Security Ordinance, the Department reported 7 vacant Contract Compliance Officer positions in this program. Filling of these vacant positions would allow the Department sufficient resources to manage the backlog.</p> <p align="center">On going savings</p>												

FY 2016-17		
Total Recommended Reductions		
	One-Time	Ongoing
General Fund	\$464,339	\$495,044
Non-General Fund	\$0	\$0
Total	\$464,339	\$495,044

FY 2017-18		
Total Recommended Reductions		
	One-Time	Ongoing
General Fund	\$0	\$732,269
Non-General Fund	\$0	\$0
Total	\$0	\$732,269

Year	Department Code	Subfund Code	Vendor No	Vendor Name	Index Code Code	Remaining Balance
15	ADM	1GAGFACP		NO VENDOR	705018	135,992

TOTAL

\$135,992

YEAR ONE: FY 2016-17

Budget Changes

The Department's proposed \$1,237,138,817 budget for FY 2016-17 is \$121,767,185 or 10.9% more than the original FY 2015-16 budget of \$1,112,474,208.

Revenue Changes

The Department's revenues of \$263,285,901 in FY 2016-17, are \$24,040,593 or 10% more than FY 2015-16 revenues of \$239,245,308.

YEAR TWO: FY 2017-18

Budget Changes

The Department's proposed \$1,340,541,582 budget for FY 2017-18 is \$106,300,189 or 8.6% more than the Mayor's proposed FY 2016-17 budget of \$ 1,234,241,393.

Revenue Changes

The Department's revenues of \$278,799,036 in FY 2017-18, are \$15,513,135 or 5.9% more than FY 2016-17 estimated revenues of \$263,285,901.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT: GEN – GENERAL CITY RESPONSIBILITY

RECOMMENDATIONS

YEAR ONE: FY 2016-17

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$300,000 in FY 2016-17, which are one-time savings. These reductions would still allow an increase of \$121,467,185 or 10.9% in the Department’s FY 2016-17 budget.

YEAR TWO: FY 2017-18

The Budget and Legislative Analyst’s does not recommend any reductions to the proposed FY 2017-18 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

GEN - General City Responsibility

Object Title	FY 2016-17						FY 2017-18						
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T	
	From	To	From	To			From	To	From	To			
FCZ- General City Responsibilities													
Fringe Adjustments- Budget			\$1,400,000	\$1,200,000	\$200,000	x	x					\$0	
Reserve for Litigation	Reduce funds set aside for benefits adjustments based on actual needs.												
			\$11,000,000	\$10,900,000	\$100,000	x	x					\$0	
	Reduce funds set aside for litigation to reflect actual needs.												

FY 2016-17

FY 2017-18

Total Recommended Reductions

General Fund	One-Time	Ongoing	Total
	\$300,000	\$0	\$300,000
Non-General Fund	\$0	\$0	\$0
Total	\$300,000	\$0	\$300,000

Total Recommended Reductions

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

YEAR ONE: FY 2016-17

Budget Changes

The Department's proposed \$95,429,004 budget for FY 2016-17 is \$7,436,700 or 8.5% more than the original FY 2015-16 budget of \$87,992,304.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2016-17 are 156.76 FTEs, which are 4.35 FTEs more than the 152.41 FTEs in the original FY 2015-16 budget. This represents a 2.9% increase in FTEs from the original FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$79,121,356 in FY 2016-17, are \$4,354,844 or 5.8% more than FY 2015-16 revenues of \$74,766,512.

YEAR TWO: FY 2017-18

Budget Changes

The Department's proposed \$92,320,927 budget for FY 2017-18 is \$3,108,077 or 3.3% less than the Mayor's proposed FY 2016-17 budget of \$95,429,004.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2017-18 are 149.04 FTEs, which are 7.72 FTEs less than the 156.76 FTEs in the Mayor's proposed FY 2016-17 budget. This represents a 4.9% decrease in FTEs from the Mayor's proposed FY 2016-17 budget.

Revenue Changes

The Department's revenues of \$77,786,202 in FY 2017-18, are \$1,335,154 or 1.7% less than FY 2016-17 estimated revenues of \$79,121,356.

RECOMMENDATIONS

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT: HRD – DEPARTMENT OF HUMAN RESOURCES

YEAR ONE: FY 2016-17

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$602,201 in FY 2016-17. Of the \$602,201 in recommended reductions, \$322,600 are ongoing savings and \$279,601 are one-time savings. These reductions would still allow an increase of \$6,834,499 or 7.8% in the Department’s FY 2016-17 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$66,825.46. Together these recommendations equal \$669,026.46 in General Fund savings in FY 2016-17.

The Budget and Legislative Analyst recommends approval of the 2.00 FTE 1362 Special Assistant III positions as interim exceptions.

YEAR TWO: FY 2017-18

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$258,653 in FY 2017-18. Of the \$258,653 in recommended reductions, \$258,653 are ongoing savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

HRD - Human Resources Department														
FY 2016-17					FY 2017-18									
Object Title	FTE		Amount		GF	1T	FTE		Amount					
	From	To	From	To			From	To	From	To	Savings	GF	1T	
FC5 - Recruit/Assess/Client Services														
Training Budget			\$26,290	\$4,000		x			\$26,290	\$4,000			\$22,290	x
	Reduce to reflect historical spending.													
Professional and Specialized Services - Budget (Fingerprinting)			\$450,000	\$315,000		x				\$450,000	\$350,000		\$100,000	x
	Reduce to reflect historical spending.													
Misc Facilities Rental			\$255,840	\$200,000		x								
	Reduce to reflect anticipated need for hotel accommodations of the public safety exam raters.													
Attrition Savings			(\$148,739)	(\$174,739)		x								
Mandatory Fringe Benefits			(\$58,996)	(\$65,486)		x								
			<i>Total Savings</i>	\$32,490										
	Increase attrition savings due to delay in hiring of 1244 Senior Personnel Analyst (Position 01085060).													
Temporary salaries			\$186,410	\$106,410		x								
Mandatory Fringe Benefits			\$14,765	\$8,428		x								
			<i>Total Savings</i>	\$86,337										
	Reduce Temporary Salaries budget for TechHire project to allow for temporary hiring of 0.77 FTE 1204 Senior Personnel Clerk and a 0.77 FTE 1202 Personnel Clerk.													
	One time reduction													

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

HRD - Human Resources Department												
FY 2016-17											FY 2017-18	
Object Title	FTE		Amount		GF 1T	Savings	FTE		Amount		GF 1T	
	From	To	From	To			From	To	From	To		Savings
Senior Personnel	0.77	0.00	\$86,941	\$0	x	\$86,941	1.00	0.00	\$112,910	\$0	\$112,910	x
Mandatory Fringe Benefits			\$32,720	\$0	x	\$32,720			\$46,434	\$0	\$46,434	x
Personnel Analyst	0.00	0.77	\$0	\$74,497	x	(\$74,497)	0.00	1.00	\$0	\$96,749	(\$96,749)	x
Mandatory Fringe Benefits			\$0	\$32,140	x	(\$32,140)			\$0	\$41,740	(\$41,740)	x
			<i>Total Savings</i>	\$13,024					<i>Total Savings</i>	\$20,855		
Substitute new 0.77 FTE 1244 Senior Personnel Analyst position for 0.77 1241 Personnel Analyst position based on staffing needs of TechHire program.												
Ongoing savings												
Manager III	0.00	1.00	(\$145,178)	\$145,178	x	(\$290,356)	0.00	1.00	(\$145,178)	\$145,178	(\$290,356)	x
Mandatory Fringe Benefits			(\$54,003)	\$54,003	x	(\$108,006)			(\$58,464)	\$58,464	(\$116,928)	x
Manager IV	1.00	0.00	\$155,943	(\$155,943)	x	\$311,886	1.00	0.00	\$155,943	(\$155,943)	\$311,886	x
Mandatory Fringe Benefits			\$56,100	(\$56,100)	x	\$112,200			\$60,829	(\$60,829)	\$121,658	x
			<i>Total Savings</i>	\$25,724					<i>Total Savings</i>	\$26,260		
Deny proposed upward substitution of 1.00 FTE Manager III to 1.00 FTE Manager IV due to inadequate justification. There is insufficient organizational complexity in this division to warrant additional management.												
On going savings												

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

HRD - Human Resources Department										
FY 2016-17					FY 2017-18					
Object Title	FTE		Amount		GF 1T	FTE		Amount		GF 1T
	From	To	From	To		From	To	From	To	
Manager III	0.00	1.00	(\$145,178)	\$145,178	x	0.00	1.00	(\$145,178)	\$145,178	x
Mandatory Fringe Benefits			(\$54,003)	\$54,003	x			(\$58,464)	\$58,464	x
Manager IV	1.00	0.00	\$155,943	(\$155,943)	x	1.00	0.00	\$155,943	(\$155,943)	x
Mandatory Fringe Benefits			\$56,100	(\$56,100)	x			\$60,829	(\$60,829)	x
			<i>Total Savings</i>	\$25,724				<i>Total Savings</i>	\$26,260	
	Deny proposed upward substitution of 1.00 FTE Manager III to 1.00 FTE Manager IV due to inadequate justification. There is insufficient organizational complexity in this division to warrant additional management.									
Professional and Specialized Services - Budget			\$100,000	\$82,000	x					
	Reduce FY 2016-17 budget by \$18,000 to account for planned spending.									
Court Reporters			\$30,000	\$16,000	x			\$30,000	\$16,000	x
	Reduce budget to reflect historical use. Actual expenditures were \$15.6k in FY 13-14, was 12.8k in FY 14-15, and \$0 in FY 15-16.									
Attrition Savings	(0.42)	(0.47)	(\$58,054)	(\$68,318)	x					
Mandatory Fringe Benefits			(\$20,190)	(\$22,594)	x					
			<i>Total Savings</i>	\$12,668						
	Increase attrition savings due to delay in hiring of 1283 Director of Employee Relations									
	One time reduction									

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

HRD - Human Resources Department													
FY 2016-17					FY 2017-18								
Object Title	FTE		Amount		GF	1T	Savings	FTE		Amount			
	From	To	From	To				From	To	From	To	Savings	GF
	FCW - Administration												
Training Officer	0.77	0.77L	\$75,097	\$75,097			\$0	1.00	1.00L	\$97,528	\$97,528	\$0	x
Mandatory Fringe Benefits			\$39,621	\$39,621			\$0			\$42,657	\$42,657	\$0	x
			<i>Total Savings</i>	\$0						<i>Total Savings</i>	\$0		
	<p>Convert position from a full-time new position to a limited three-year term position. The TechHire project is intended to incorporate innovative process designs and system enhancements to the City's hiring of technology professionals. This 1232 position is responsible for developing and presenting the new methods of hiring to hiring managers and human resources professionals in the City. Responsibilities of this position can be incorporated into other existing positions within three years.</p>												
	FC8 - EEO Program												
Attrition Savings	(0.27)	(0.50)	\$0	(\$21,320)			\$21,320						
Mandatory Fringe Benefits			\$0	(\$8,712)			\$8,712						
			<i>Total Savings</i>	\$30,032									
	<p>Increase attrition savings due to delay in hiring of 1822 Admin Analyst Position 01125140.</p>												
	One time reduction												
1231 EEO Programs	1.27	1.00	\$151,988	\$119,676			\$32,312						
Mandatory Fringe Benefits			\$56,079	\$44,157			\$11,922						
			<i>Total Savings</i>	\$44,235									
	<p>Reduce 1.27 FTE 1231 to 1.00 FTE to reflect delayed hiring of 2 1231 EEO Programs Senior Specialist positions.</p>												
	One time reduction												

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget**

HRD - Human Resources Department												
FY 2016-17											FY 2017-18	
Object Title	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
	From	To	From	To			From	To	From	To		
Manager II	0.00	1.00	(\$134,708)	\$134,708	(\$269,416)	x	0.00	1.00	(\$134,708)	\$134,708	(\$269,416)	x
Mandatory Fringe Benefits			(\$51,966)	\$51,966	(\$103,932)	x			(\$56,163)	\$56,163	(\$112,326)	x
Manager III	1.00	0.00	\$145,178	(\$145,178)	\$290,356	x	1.00	0.00	\$145,178	(\$145,178)	\$290,356	x
Mandatory Fringe Benefits			\$54,003	(\$54,003)	\$108,006	x			\$58,464	(\$58,464)	\$116,928	x
			<i>Total Savings</i>	<i>\$25,014</i>					<i>Total Savings</i>	<i>\$25,542</i>		
Deny proposed upward substitution of 1.00 FTE Manager II to 1.00 FTE Manager III due to inadequate justification. The responsibilities of this position can be carried out by the existing classification .												
0923 Manager II	0.77	0.00	\$103,725	\$0	\$103,725	x	1.00	0.00	\$134,708	\$0	\$134,708	x
Mandatory Fringe Benefits			\$40,014	\$0	\$40,014	x			\$56,163	\$0	\$56,163	x
EEO Programs Senior	0.00	0.50	\$0	\$59,838	(\$59,838)	x	0.00	1.00	\$0	\$119,675	(\$119,675)	x
Mandatory Fringe Benefits			\$0	\$22,078	(\$22,078)	x			\$0	\$47,750	(\$47,750)	x
			<i>Total Savings</i>	<i>\$61,824</i>					<i>Total Savings</i>	<i>\$23,446</i>		
Substitute new 0.77 FTE 0923 Manager II position for 0.5 FTE 1231 EEO Programs Senior Specialist to reflect staffing needs.												

FY 2016-17			
Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$279,601	\$322,600	\$602,201
Non-General Fund	\$0	\$0	\$0
Total	\$279,601	\$322,600	\$602,201

FY 2017-18			
Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$258,653	\$258,653
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$258,653	\$258,653

Year	Department Code	Subfund Code	Vendor No	Vendor Name	Index Code Code	Remaining Balance
14	HRD	1GAGFAAA	57410	ENERGETIX CORP	335007	1,754.50
15	HRD	1GAGFAAA	62283	GRM INFORMATION MANAGEMENT SERVICES	335007	12,435.84
15	HRD	1GAGFAAA	62283	GRM INFORMATION MANAGEMENT SERVICES	335046	8,830.28
15	HRD	1GAGFAAA	58376	C K R INTERACTIVE	335013	572.00
15	HRD	1GAGFAAA	C02005	SPECIALTY'S CAFE & BAKERY INC	335007	168.94
15	HRD	1GAGFAAA	C02005	SPECIALTY'S CAFE & BAKERY INC	335008	290.24
15	HRD	1GAGFAAA	09340	HOLIDAY INN GOLDEN GATEWAY HOTEL	335046	4,967.66
15	HRD	1GAGFACP	17650	STATE OF CALIFORNIA / DEPT OF JUSTICE	335053	37,806.00

TOTAL

\$ 66,825.46

YEAR ONE: FY 2016-17

Budget Changes

The Department’s proposed \$14,715,070 budget for FY 2016-17 is \$29,996 or 0.2% more than the original FY 2015-16 budget of \$14,685,074.

Personnel Changes

The number of full-time equivalent operating positions (FTE) budgeted for FY 2016-17 are 76.90 FTEs, which are .06 FTEs more than the 76.84 FTEs in the original FY 2015-16 budget. This represents a .08% increase in FTEs from the original FY 2015-16 budget.

Revenue Changes

The Department's revenues of \$402,963 in FY 2016-17, are \$291,826 or 42% less than FY 2015-16 revenues of \$694,789.

YEAR TWO: FY 2017-18

Budget Changes

The Department’s proposed \$14,902,292 budget for FY 2017-18 is \$187,222 or 1.3% more than the Mayor’s proposed FY 2016-17 budget of \$14,715,070.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2017-18 are 76.60 FTEs, which are .30 FTEs less than the 76.90 FTEs in the Mayor’s proposed FY 2016-17 budget. This represents a 0.4% decrease in FTEs from the Mayor’s proposed FY 2016-17 budget.

Revenue Changes

The Department's revenues of \$444,083 in FY 2017-18, are \$41,120 or 10.2% more than FY 2016-17 estimated revenues of \$402,963.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2016-17 AND FY 2017-18**

DEPARTMENT:

BOS – BOARD OF SUPERVISORS

RECOMMENDATIONS

YEAR ONE: FY 2016-17

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$67,087 in FY 2016-17. Of the \$67,087 in recommended reductions, \$57,420 are ongoing savings and \$9,667 are one-time savings.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances of \$1,357, which allows returning \$1,357 to the General Fund. Together, these recommendations equal \$68,444 in General Fund savings in FY 2016-17.

YEAR TWO: FY 2017-18

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$31,831 in FY 2017-18, all of which are ongoing savings. These reductions would still allow an increase of \$155,391 or 1.1% in the Department’s FY 2017-18 budget.

Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2016-17 and FY 2017-18 Two-Year Budget

BOS - Board of Supervisors

Object Title	FY 2016-17						FY 2017-18						
	FTE		Amount		GF	1T	FTE		Amount		GF	1T	
	From	To	From	To			From	To	From	To			Savings
FAE - Clerk of the Board													
Attrition Savings		(\$894)	(\$37,882)	\$36,988	x				(\$894)	(\$19,388)		\$18,494	x
Mandatory Fringe Benefits		(\$373)	(\$15,805)	\$15,432	x				(\$403)	(\$8,740)		\$8,337	x
		<i>Total Savings</i>		\$52,420					<i>Total Savings</i>			\$26,831	
Other Current Expenses			Increase Attrition Savings to account for plans to hire for existing vacant positions.							Partial ongoing savings.			
		\$105,244	\$100,244	\$5,000	x				\$105,244	\$100,244		\$5,000	x
		Reduce to reflect projected savings in Other Current Expenses.											
		FAT - Local Agency Formation Committee (LAFCO)											
Professional & Specialized Services		\$4,924	\$0	\$4,924	x	x							
		LAFCO initially requested and the Department allocated \$50,000 for LAFCO's budget in FY 2016-17. However, in April 2016, LAFCO officially adopted a decreased FY 2016-17 budget, which is partially reflected in this reduction in the City's General Fund contribution to the LAFCO budget in FY 2016-17.											
Permanent Salaries		\$32,559	\$29,559	\$3,000	x	x							
Mandatory Fringe Benefits		\$12,027	\$10,284	\$1,743	x	x							
		<i>Total Savings</i>		\$4,743									
		As initially requested by LAFCO, the Department allocated \$50,000 for LAFCO's budget in FY 2016-17. However, in April 2016, LAFCO officially adopted a decreased FY 2016-17 budget, which is partially allocated to salaries and fringe benefits in this reduction. This reduction is not intended to reduce the hiring authority for LAFCO, rather only the FY 2016-17 General Fund contribution for this position. There is sufficient funding off-budget to continue fully funding the salary and fringe benefits for this position.											

FY 2016-17

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$9,667	\$57,420	\$67,087
Non-General Fund	\$0	\$0	\$0
Total	\$9,667	\$57,420	\$67,087

FY 2017-18

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$31,831	\$31,831
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$31,831	\$31,831

Year	Department Code	Subfund Code	Vendor No	Vendor Name	Index Code	Remaining Balance
14	BOS	1GAGFACP	60228	Granicus Inc	015020	\$1,356.83