Motion directing the Clerk of the Board of Supervisors to identify and recommend to the Budget Committee potential cuts equaling 10 and 20% of the Board of Supervisors budget, directing the Budget Analyst to contact elected officials and department heads in General Fund supported City departments to request proposed cuts equaling 10 and 20% of General Fund supported costs for administrative positions earning a base salary of more than $90,000 annually, including all Management Compensation and Classification Plan (MCCP) positions, and non-essential functions within their administrative budgets, directing the Budget Analyst to develop a budget justification and staffing analysis in consultation with the Fire Department to transfer Chief’s Aides to firefighting or other appropriate positions within the Fire Department and urging the Director of Human Resources to expand planned job placement assistance programs for City employees who are laid off during the budget process to meet the needs of professional staff, including identifying potential job opportunities in non-General Fund departments and other government agencies.

WHEREAS, Current budget projections for the City and County of San Francisco estimate a shortfall of up to $350 million, depending on actions taken by the State Legislature and other factors; and

WHEREAS, The Mayor has issued revised budget instructions to City departments to absorb 4% of known cost increases in the FY 2003-04 within General Fund base budgets that are reduced by 6% by March 1, 2003 and to prioritize a contingency plan that would reduce General Fund spending by an additional 10% by March 14, 2003; and

WHEREAS, The Mayor’s budget instructions include direction to Departments to
suspend all current year non-essential spending (travel, equipment purchases and hiring) and
direction to submit a list of any proposed layoffs by March 1, 2003; and

WHEREAS, In response to these instructions, City departments are analyzing and
proposing mid-year budget cuts in order to reduce costs as the City enters its FY 2003-04
budget consideration, including several rounds of proposed layoffs of City workers; and

WHEREAS, The City is entering labor negotiations with all City bargaining units; and

WHEREAS, It is critical that taxpayers and City workers understand that budget cuts
will be distributed fairly at all levels of City government, including administration of City
departments; and

WHEREAS, It is equally critical that taxpayers and City workers understand that budget
cuts will occur in the Board of Supervisors budget and the Mayor’s budget; and

WHEREAS, If layoffs must occur, it is preferable that planning for such layoffs occur
early, in order to provide early notice to affected City employees and develop appropriate job
placement assistance; and

WHEREAS, It is not the intention of the Board of Supervisors in adopting this motion to
signal that cuts in administration should be more severe than in other segments of department
operations; and

WHEREAS, The Board of Supervisors recognizes that approval processes required at
the Board of Supervisors and Board requests for information often represent a significant
portion of department administrative workload; and

WHEREAS, The Board is considering reducing this workload by initiating a consent
calendar review procedure for routine department legislation; now, therefore, be it

MOVED, That the Board of Supervisors of the City and County of San Francisco
hereby directs the Clerk of the Board of Supervisors to identify and recommend to the Budget
Committee by May 1, 2003 potential cuts equaling 10 and 20% of the Board of Supervisors
FURTHER MOVED, That the Board of Supervisors urges the Clerk of the Board to consider proposed cuts in the following areas of the Board’s budget: positions paying more than $90,000 in the Clerk’s Office, reductions to the Local Agency Formation Commission budget, reductions to the Budget Analyst’s contract and reductions in staffing for the Legislative Analyst’s Office; and, be it

FURTHER MOVED, That the Board of Supervisors directs the Budget Analyst to contact elected officials and department heads in the City departments with 5 or more General Fund supported administrative positions earning a base salary of $90,000 or more annually, including all Management Compensation and Classification Plan (MCCP) positions, to request proposed cuts equaling 10 and 20% of costs for such positions and non-essential functions within their administrative budgets and submit such proposed cuts to the Budget Committee by May 1, 2003 coupled with proposals for restructuring management and related functions, including, but not limited to: Administrative Services, Adult and Aging Services, Assessor/Recorder, Board of Supervisors, City Attorney, Administrative Services – Medical Examiner, Controller, City Planning, District Attorney, Public Health, Human Services, Emergency Communications, Business and Economic Development, Fire, Human Resources, Juvenile Probation, Mayor, Office of Contract Administration, Public Defender, Police, Recreation and Parks, Sheriff, Telecommunications and Information Services, and Treasurer/Tax Collector; and, be it

FURTHER MOVED, That the Board of Supervisors urges City departments, in responding to the aforementioned request, to identify proposed cuts to non-essential functions within departments; and, be it

FURTHER MOVED, That the Board of Supervisors urges City departments, in responding to the aforementioned request, to identify a range of cost-cutting options for Board
of Supervisors consideration including layoffs, retirement, salary savings through maintenance
of vacant positions, replacing General Fund revenue for positions with other sources of
revenue and/or voluntary wage concessions negotiated through the bargaining process,
including work furloughs; and, be it

FURTHER MOVED, That the Board of Supervisors directs the Budget Analyst to
develop by May 1, 2003 a budget justification and staffing analysis in consultation with the
Fire Department to transfer Chief’s Aides to firefighting or other appropriate positions within
the Fire Department for consideration by the Budget Committee; and, be it

FURTHER MOVED, That the Board of Supervisors urges the Director of the
Department of Human Resources to expand planned job placement assistance programs for
City employees who are laid off during the budget process to meet the needs of administrative
staff, including identifying potential job opportunities in non-General Fund departments and
other government agencies.

Supervisors Ammiano, Daly and Peskin
BOARD OF SUPERVISORS
Motion directing the Clerk of the Board of Supervisors to identify and recommend to the Budget Committee potential cuts equaling 10 and 20% of the Board of Supervisors budget, directing the Budget Analyst to contact elected officials and department heads in General Fund supported City departments to request proposed cuts equaling 10 and 20% of General Fund supported costs for administrative positions earning a base salary of more than $90,000 annually, including all Management Compensation and Classification Plan (MCCP) positions, and non-essential functions within their administrative budgets, directing the Budget Analyst to develop a budget justification and staffing analysis in consultation with the Fire Department to transfer Chief's Aides to firefighting or other appropriate positions within the Fire Department and urging the Director of Human Resources to expand planned job placement assistance programs for City employees who are laid off during the budget process to meet the needs of professional staff, including identifying potential job opportunities in non-General Fund departments and other government agencies.

April 8, 2003 Board of Supervisors — APPROVED

Ayes: 11 - Ammiano, Daly, Dufty, Gonzalez, Hall, Ma, Maxwell, McGoldrick, Newsom, Peskin, Sandoval
I hereby certify that the foregoing Motion was APPROVED on April 8, 2003 by the Board of Supervisors of the City and County of San Francisco.

Gloria L. Young
Clerk of the Board