

1 [Budget Direction to the Clerk of the Board of Supervisors and City Departments]  
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3 **Motion directing the Clerk of the Board of Supervisors to identify and recommend to**  
4 **the Budget Committee potential cuts equaling 10 and 20% of the Board of Supervisors**  
5 **budget, directing the Budget Analyst to contact elected officials and department heads**  
6 **in General Fund supported City departments to request proposed cuts equaling 10 and**  
7 **20% of General Fund supported costs for administrative positions earning a base**  
8 **salary of more than \$90,000 annually, including all Management Compensation and**  
9 **Classification Plan (MCCP) positions, and non-essential functions within their**  
10 **administrative budgets, directing the Budget Analyst to develop a budget justification**  
11 **and staffing analysis in consultation with the Fire Department to transfer Chief's Aides**  
12 **to firefighting or other appropriate positions within the Fire Department and urging the**  
13 **Director of Human Resources to expand planned job placement assistance programs**  
14 **for City employees who are laid off during the budget process to meet the needs of**  
15 **professional staff, including identifying potential job opportunities in non-General Fund**  
16 **departments and other government agencies.**

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

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

25 WHEREAS, The Mayor's budget instructions include direction to Departments to

1 suspend all current year non-essential spending (travel, equipment purchases and hiring) and  
2 direction to submit a list of any proposed layoffs by March 1, 2003; and

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

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

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

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

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

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

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

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

23 MOVED, That the Board of Supervisors of the City and County of San Francisco  
24 hereby directs the Clerk of the Board of Supervisors to identify and recommend to the Budget  
25 Committee by May 1, 2003 potential cuts equaling 10 and 20% of the Board of Supervisors

1 budget; and, be it

2 FURTHER MOVED, That the Board of Supervisors urges the Clerk of the Board to  
3 consider proposed cuts in the following areas of the Board's budget: positions paying more  
4 than \$90,000 in the Clerk's Office, reductions to the Local Agency Formation Commission  
5 budget, reductions to the Budget Analyst's contract and reductions in staffing for the  
6 Legislative Analyst's Office; and, be it

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

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

24 FURTHER MOVED, That the Board of Supervisors urges City departments, in  
25 responding to the aforementioned request, to identify a range of cost-cutting options for Board

1 of Supervisors consideration including layoffs, retirement, salary savings through maintenance  
2 of vacant positions, replacing General Fund revenue for positions with other sources of  
3 revenue and/or voluntary wage concessions negotiated through the bargaining process,  
4 including work furloughs; and, be it

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

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

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# City and County of San Francisco

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

## Tails Motion

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**File Number:** 030305

**Date Passed:** April 8, 2003

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.

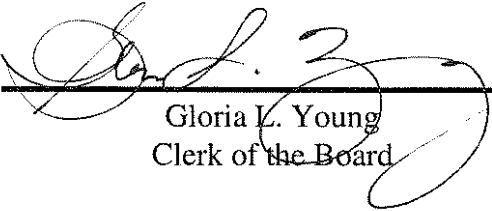
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April 8, 2003 Board of Supervisors — APPROVED

Ayes: 11 - Ammiano, Daly, Dufty, Gonzalez, Hall, Ma, Maxwell, McGoldrick,  
Newsom, Peskin, Sandoval

File No. 030305

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.



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Gloria L. Young  
Clerk of the Board