



THE CITY OF SAN DIEGO

MEMORANDUM

DATE: May 15, 2020

TO: Honorable Councilmember Barbara Bry, Budget Review Committee Chair, and Honorable Budget Review Committee Members

FROM: Matthew Vespi, Department of Finance Director and City Comptroller

SUBJECT: Fiscal Year 2021 Budget Review Committee Referral Responses for the May 7, 2020 Afternoon Session

This memorandum provides responses and/or follow up information to unanswered questions asked at the Budget Review Committee meeting held on the afternoon of May 7, 2020. The responses are listed by department in the order that they were reviewed by the Committee.

In response to Council President Gomez and the Independent Budget Analyst's (IBA) questions regarding Key Performance Indicators (KPIs), the Fiscal Year (FY) 2021 Proposed Budget webpage has been updated to include a link to the KPI page built and maintained by the Performance and Analytics Department. These KPIs, in addition to new visualizations, can be found at <https://www.sandiego.gov/finance/proposed>.

Government Affairs

COUNCIL DISTRICT 2

QUESTION:

What is the current situation of Harbor and Park crossing due to the lack of state funding for the project?

RESPONSE:

There is funding for the Park At-Grade Crossing project (S-15045), per the \$21 million direct subvention provided by the state in the FY20 budget. The Economic Development Department, as the department that oversees former Redevelopment Agency projects, is in the process of taking related actions to the City Council with the goal of having the project out to bid in August.

COUNCIL DISTRICT 9

QUESTION:

How are we involved and what changes are we requesting for the next round of federal stimulus?

RESPONSE:

The Department of Government Affairs is engaged with the Treasury Department and other federal stakeholders to maximize the flexibility of the CARES Act funds, the Coronavirus Relief Fund funding. We are engaging and balancing competing efforts in D.C. including proposals for additional funding for local governments and more flexibility for approved funding and will continue to keep the City Council apprised of our progress.

Boards and Commissions

COUNCIL DISTRICT 4

QUESTION:

How has the Admin Aide position vacancy affected work with the CRB in the last three months?

RESPONSE:

Since the case review of the Citizen's Review Board (CRB) was temporarily halted, we have just now begun assessing the impact of staff reductions. We anticipate that reducing the AAI position and transferring the position's full-time duties to the CRB's Executive Director will cause delays in case review and response times. Those delays include following up on responding to community emails, preparing minutes and agendas, reviewing case reports and case summaries, and scheduling meetings for the Board, and tracking case data.

COUNCIL DISTRICT 8

QUESTION:

The department proposed 1.00 Full-Time Equivalent (FTE) elimination in your budget. Is that position currently filled and or is it vacant?

RESPONSE:

The position is currently vacant.

QUESTION:

Are the positions being transferred from the Mayor's Office already filled?

RESPONSE:

The position being transferred from the Mayor's Office is currently filled and is a Mayor's Representative 2 position. Now that the Civil Service Commission and Council have approved the official role of Citizen's Advisory Board's Executive Director, we are transferring this position formally into the Office of Boards and Commissions.

Communications

COUNCIL DISTRICT 4

QUESTION:

Can a new organizational chart be provided?

RESPONSE:

The attached (*Attachment A – Communications Depart Org Chart*) organizational chart goes into effect May 18, 2020, reflecting the return of a team member following an extended leave of absence.

QUESTION:

What are your General Fund personnel expenses compared to services billed/revenue from other funds?

RESPONSE:

For the FY 2020 Adopted Budget, revenue generated from Enterprise Funds accounted for about \$326,000, or 17.5 percent of the Public Information Officer personnel expenses in the Communications Department. That includes work for the following six departments/divisions: Airports, Development Services (DSD), Environmental Services (ESD), Golf, Public Works and Public Utilities (PUD).

The remaining \$1.86 million, or 82.5 percent, of personnel expenses are for the General Fund to perform work for the following 25 departments/divisions: Office of Sustainability, Transportation & Storm Water, Economic Development, Police, Fire-Rescue, Human Resources, Library, Personnel, Chief Operating Officer, Performance and Analytics, Risk Management, Urban Division (formerly Civic SD), Planning, Information Technology, Finance, Fleet, Office of Boards and Commissions, City Treasurer, Debt Management, Parks and Recreation, Purchasing and Contracting, Real Estate Assets, Special Events and Filming, the City Attorney's Office and City Clerk's Office.

Our Public Information Officers are additionally responsible for managing Citywide internal communications including Employee Notifications, CityNet and the City's digital employee newsletter, The Insider.

COUNCIL DISTRICT 8

QUESTION:

How many staff are assigned to Public Records Requests?

RESPONSE:

Four. A Public Records Act (PRA) Program Manager who oversees the program and three Program Coordinators.

QUESTION:

With the increased number of public records requests received, have you considered adding more existing communications staff to assist with the volume of requests?

RESPONSE:

In the FY 2020 Adopted Budget, the City Council approved an additional Program Coordinator for the PRA program. That position was filled in February 2020, which has helped improve efficiency in completing responses to PRA requests. The PRA Program Team also coordinates responses to PRA requests with dozens of PRA liaisons in client departments who collect

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responsive documents for review. Those liaisons receive regular training updates from the PRA Program Team.

Other members of the Communications Department also assist with processing and reviewing responsive documents, as needed. For example, Department management often review responses that are complicated or sensitive in nature.

As noted in the IBA report, the proposed FY 2021 budget is the fourth consecutive fiscal year in which a Public Information Officer has been reduced. This has resulted in other team members within the section absorbing those duties and the reductions impact the staff's ability to effectively perform public outreach and engagement. For those reasons, Department leadership is reluctant to add more responsibilities – such as collecting, reviewing and responding to PRA requests – on top of those that have already been absorbed over the past few years.

QUESTION:

Does the Communications Department charge other City departments (enterprise fund and General Fund) for time spent on projects concerning that specific department? If so, how much has the Communications charged each department in FY 2019 and FY 2020?

RESPONSE:

Yes. The Communications Department charges to the established Internal Order Numbers when performing work for the following enterprise departments/divisions: Airports, DSD, ESD, Golf, Public Works and Public Utilities. FY 2020 charges are through May 8, 2020. Please note that for certain Public Works projects, our department bills to WBS (Work Breakdown Structure) numbers assigned to certain Public Works CIPs. Those WBS totals are included in the total for Public Works below.

Department	FY 2020	FY 2019
Airports	\$0	\$10,904
DSD	\$65,060	\$52,590
ESD	\$35,799	\$106,050
Golf	\$51,353	\$55,373
PUD	\$70,370	\$133,727
Public Works	\$75,536	\$52,685
Total	\$298,118	\$411,329

Planning

COUNCIL DISTRICT 8

QUESTION:

The IBA noted that funding for the “Wildest” option proposed by Rewild Mission Bay as an alternative within the De Anza Revitalization Plan EIR was not included in this budget. Most Councilmembers voiced a preference for this to be funded in their priority memos. What is staff's estimate for the cost of studying this alternative?

RESPONSE:

\$400,000 is estimated to conduct the additional detailed technical analysis of the “Wildest” alternative proposed by ReWild/Audubon, incorporation into the Draft Environmental Impact Report (EIR), and the responses to comments and finalization of the EIR. The Planning Department is actively working on securing outside funding for this entire effort.

QUESTION:

What is the total amount that the Planning Department plans to spend in the General Fund portion of your budget on outside consultant contracts in FY 2021?

RESPONSE:

The Planning Department’s General Fund FY 2021 budget for outside consultant contracts is \$35,102 for external IT contractual services.

COUNCIL DISTRICT 9

QUESTION:

How will the \$71,000 budget for the Community Planning Groups, which includes translation services, be noted in the budget? Reduced in General Fund and added to General Plan Maintenance Fund (GPMF).

RESPONSE:

The Planning Department’s adopted budget publication will include an updated budget adjustment description to clarify that these expenditures will be supported in FY 2021 in the GPMF. These two activities will be included in the GPMF non-personnel expenditure budget.

Real Estate Assets Department

COUNCIL DISTRICT 1

QUESTION:

Please provide a list of all City occupied buildings and a list of all city leases.

RESPONSE:

Please see *Attachment B – READ City Lease Summary FY 2021*.

COUNCIL DISTRICT 8

QUESTION:

After the 6.00 FTE reduction, there are 26.00 FTE positions budgeted. How many vacant positions are included in the department budget?

RESPONSE:

READ currently has 8.00 vacancies, including the 6.00 scheduled for reduction in the FY 2021 Proposed Budget.

QUESTION:

How many City owned properties have been sold in FY 2020?

RESPONSE:

Real Estate Assets Department (READ) sold City-owned property valued at \$5,660,000 in FY 2020. There were a total of five sales and net sales proceeds for one of the sales transactions (which consisted of three City Heights parcels sold to one buyer for \$2,879,000) was deposited into the CIP State Route 274 & 209 Fund 400633, whereas the remaining sales proceeds were deposited into the Capital Outlay Fund 400002.

QUESTION:

What is the projection of lost revenue from potential property sales in FY 2021 if the positions proposed for elimination are cut?

RESPONSE:

The sales program has averaged \$10.9 million in revenue per year over the last four years with one Asset Manager doing all the work with no assistance. Allowing READ to keep these positions will result in increasing the program's bandwidth and allow for additional sales of property estimated at approximately \$3 million per year. We currently have a surplus property list which contains 50 properties and our Asset Manager alone can only sell 6-10 properties per year, depending upon their complexity. With additional staffing, even more property could be sold per year.

QUESTION:

How much is the Facilities Division spending on outside contracts in this FY 2021 Proposed Budget? Is that an increase over FY 2020?

RESPONSE:

Facilities FY 2021 Proposed Budget for contracts is \$3,085,387. This is up \$327,069 from the FY 2020 budget of \$2,758,318.

Our discretionary contracts budget did not change. The reason for the increase is due to Non-Discretionary budget such as the SAP Allocation and Motive Usage (Fleet).

QUESTION:

Is there any work that Facilities Service staff could absorb from the work being performed through these contracts?

RESPONSE:

No, these services cannot be performed by City Staff.

QUESTION:

How many vacant positions are included in the Facilities Division budget?

RESPONSE:

There are currently 39 vacancies.

QUESTION:

How many Facilities Division positions being proposed for elimination are vacant versus filled?

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RESPONSE:

Of the 40 positions proposed to be reduced from Facilities Division, 25 positions are filled: 22 are Stadium employees and three are from Facilities: two Electrician Apprentices and one Construction Estimator.

QUESTION:

How much is the Airports Division spending on outside contracts in this Proposed Budget? Is that an increase over FY 2020?

RESPONSE:

Airports FY 2021 Proposed Budget for contracts is \$3,093,614 compared to \$2,970,564 for FY 2020 which represents an increase of \$123,050.

QUESTION:

How many Airports Division vacant positions are included in the Department budget?

RESPONSE:

There are currently 2 vacancies.

QUESTION:

The Proposed Budget includes a reduction of \$74,161 under vacancy savings increase. What positions are those savings associated with?

RESPONSE:

The savings are associated with two recently vacated intern positions and a vacancy allocation formula due to prior years division's vacancy performance not tied to a specific position.

QUESTION:

Airports staff indicated that they will be receiving over \$200,000 in one-time grant funds from the Federal Aviation Administration as a result of the CARES Act. What will this funding be used for?

RESPONSE:

It will be used to fund operational expenses which airport lease and fee revenue would normally have fund prior to the pandemic.

Matthew Vespi
Department of Finance Director and City Comptroller
MV/eg

Attachment(s): A. Communications Department Org Chart
 B. READ City Lease Summary FY 2021

cc: Honorable Mayor Kevin L. Faulconer
 Honorable City Attorney Mara Elliott
 Kris Michell, Chief Operating Officer
 Aimee Faucett, Chief of Staff, Office of the Mayor

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cc continued:

Andrea Tevlin, Independent Budget Analyst

Jeffrey Sturak, Assistant Chief Operating Officer

Rolando Charvel, Chief Financial Officer

Matt Awbrey, Chief of Civic & External Affairs, Office of the Mayor

Almis Udrys, Deputy Chief of Staff-Innovation & Policy, Office of the Mayor

Francis Barraza, Deputy Chief of Staff-Community Engagement, Office of the Mayor

Jessica Lawrence, Director of Policy and Council Affairs, Office of the Mayor

Robert Vacchi, Deputy Chief Operating Officer, Neighborhood Services

Erik Caldwell, Deputy Chief Operating Officer, Smart & Sustainable Communities

Alia Khouri, Deputy Chief Operating Officer, General Services

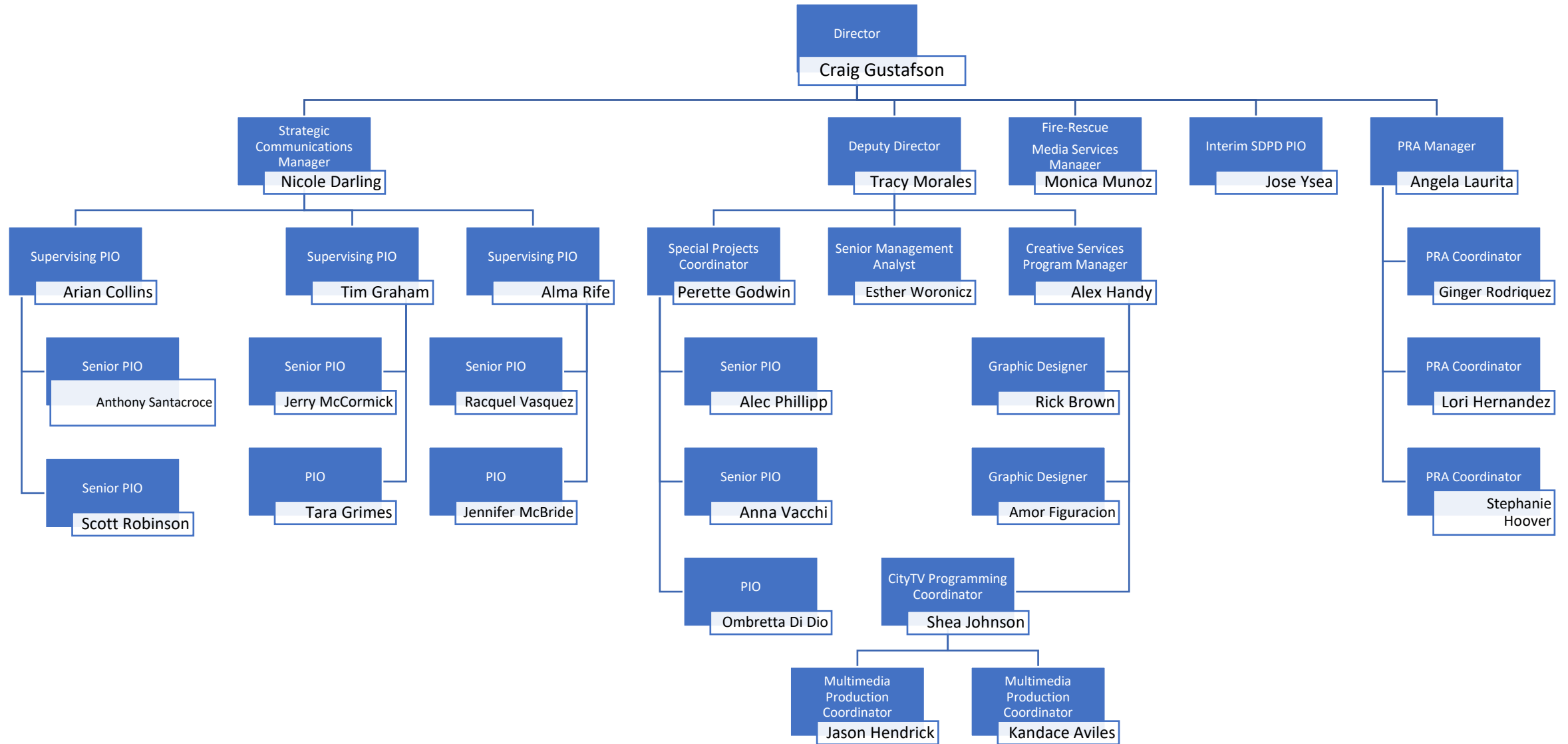
Johnnie Perkins, Jr, Deputy Chief Operating Officer, Public Utilities

Patrick Bouteller, Director, Government Affairs

Mike Hansen, Director, Planning

Cybele Thompson, Director, Real Estate Assets

Department of Finance Staff



Attachment B

City Leased Properties
FY21

Lease	Building Address	FY21 Rent Only	FY 21 Total Costs (Rent, Utilities, CAM, Etc.)	Department(s)
Aardema Family LTD Partnership	411 Raven St. San Diego, CA 92102	\$ 334,554.30	\$ 391,696.80	Park & Rec
Black Contractors Assn, Inc.	6125 Imperial Ave. Ste. D San Diego, CA 92114	\$ 19,200.00	\$ 19,200.00	Fire-Rescue
B.H. Camino Del Rio LLC	4025 Camino Del Rio South Ste 104 San Diego CA	\$ 75,337.38	\$ 75,337.38	Police
Breitbard Properties, LLC	1710 Imperial Ave. San Diego, CA 92101	\$ 60,450.00	\$ 60,450.00	Temporary Housing Shelter
Calico, LLC	7950, 8048 - 8050 Othello Ave. San Diego, CA 92111	\$ 820,089.00	\$ 1,180,095.23	Fleet Transportation Strom Water
CCP 1200, LLC	1200 Third Ave. San Diego, CA 92101	\$ 3,673,409.00	\$ 13,167,761.00	Personnel Treasurer City Attorney Human Resources Real Estate Assets City TV ERP ADA Compliance & Accessibility Economic Development Office of Boards & Commissions Special Events OneSD Risk Management
DeBolt, Derrick, McFarland Properties, LLC.	116 S. 20th Street San Diego, CA 92113	\$ 189,066.03	\$ 207,287.31	Real Estate Assets (SD Housing Commission)
Driscoll Marina LTD	Boat Slips 5&6 plus office #106 & 107 at Driscoll Marina, San Diego CA	\$ 39,751.01	\$ 55,941.41	Metro Waste Water
H.G. Fenton Properties	3554 Ruffin Road San Diego, CA 92123	\$ 368,481.00	\$ 433,186.18	Police
RASHTI, SEYED MEHDI (La Jolla Building, LLC)	3034 Governor Dr. San Diego, CA 92122	\$ 42,021.00	\$ 42,021.00	Fire-Rescue
Merchant Property Management, Inc. c/o Trott Properties	3773 30th St. Ste B San Diego, CA 92104	\$ 102,648.05	\$ 112,148.05	Police
Providence Chesapeake, LLC	9573 Chesapeake Dr. San Diego, CA 92123	\$ 984,231.24	\$ 1,518,831.24	Engineering Capital Projects
Ruffin SD LLC	9370 Chesapeake #100 San Diego, CA 92123	\$ 543,908.55	\$ 636,830.83	Transportation Strom Water
SD Housing Commission	1122 Broadway, Ste 200 San Diego, CA 92101	\$ 572,162.52	\$ 694,891.38	Family Justice Center
450 B St Ventures, LLC	450 B Street Suite 780 San Diego, CA 92101	\$ 48,825.00	\$ 48,825.00	Ethics
1401-85 E Street LP	1455 E Street San Diego, CA 92101	\$ 83,059.20	\$ 83,059.20	Police
52 Blue Falcon, LLC	6650 Montezuma Rd. San Diego, CA 92115	\$ 12,000.00	\$ 12,000.00	Library
I&G 525 B Street, LP	525 B Street Ste 220, San Diego CA 92101	\$ 4,084,731.60	\$ 4,433,289.67	Engineering Capital Projects Public Utilities Dept
600 B St Owner, LLC	600 B Street Suite 1300 San Diego, CA 92101	\$ 586,902.40	\$ 591,198.40	Fire Rescue Auditor
101 Ash Street	101 W. Ash Street San Diego, CA 92101	\$ 6,416,718.00	\$ 10,379,656.39	
Total		\$ 19,057,545.28	\$ 34,143,706.46	