

Sustainability



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Description

The Department of Sustainability leads the implementation of the City's Climate Action Plan which aims to achieve the greenhouse gas reduction targets set forth by the state of California. The Department facilitates innovative efforts across multiple City departments to enhance economic, social and environmental sustainability. These efforts promote renewable electricity; water and energy efficiency; zero waste; bicycling, walking, transit, smart growth and land use; and resiliency measures.

In Fiscal Year 2020, the Department will develop a tactical plan that defines the vision, mission, goals, and objectives of the department. Additionally, key performance indicators (KPI) will be developed to quantify the efficacy of sustainability initiatives, and KPI targets will be set to track progress toward achieving the Department's objectives.



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Department Summary

	FY2018 Actual	FY2019 Budget	FY2020 Proposed	FY2019-2020 Change
FTE Positions (Budgeted)	0.00	25.35	26.25	0.90
Personnel Expenditures	\$ -	\$ 3,381,123	\$ 3,669,845	\$ 288,722
Non-Personnel Expenditures	-	1,560,043	1,786,363	226,320
Total Department Expenditures	\$ -	\$ 4,941,166	\$ 5,456,208	\$ 515,042
Total Department Revenue	\$ -	\$ 4,442,544	\$ 4,180,739	\$ (261,805)

General Fund

Department Expenditures

	FY2018 Actual	FY2019 Budget	FY2020 Proposed	FY2019-2020 Change
Sustainability	\$ -	\$ -	\$ 754,811	\$ 754,811
Total	\$ -	\$ -	\$ 754,811	\$ 754,811

Department Personnel

	FY2018 Budget	FY2019 Budget	FY2020 Proposed	FY2019-2020 Change
Sustainability	0.00	0.00	4.00	4.00
Total	0.00	0.00	4.00	4.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Sustainability Restructure Transfer of 4.00 FTE positions from the Energy Conservation Program Fund to the General Fund.	4.00	\$ 491,202	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	154,500	-
Climate Action Plan Support Addition of non-personnel expenditures for contractual services to support reporting, monitoring, and expansion of metrics for the Climate Action Plan.	0.00	100,000	-
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	9,109	-
Total	4.00	\$ 754,811	-

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Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Proposed	FY2019-2020 Change
PERSONNEL				
Personnel Cost	\$ -	\$ -	\$ 366,946	366,946
Fringe Benefits	-	-	124,256	124,256
PERSONNEL SUBTOTAL	-	-	491,202	491,202
NON-PERSONNEL				
Contracts	\$ -	\$ -	\$ 109,109	109,109
Information Technology	-	-	154,500	154,500
NON-PERSONNEL SUBTOTAL	-	-	263,609	263,609
Total	\$ -	\$ -	\$ 754,811	754,811

Personnel Expenditures

Job Number	Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
20000303	Community Development Specialist 4	0.00	0.00	1.00	\$ 71,249 - 86,311	71,249
20001234	Program Coordinator	0.00	0.00	1.00	24,537 - 147,160	85,849
20001222	Program Manager	0.00	0.00	1.00	50,128 - 184,332	117,230
20000918	Senior Planner	0.00	0.00	1.00	74,966 - 97,427	92,618
FTE, Salaries, and Wages Subtotal		0.00	0.00	4.00		\$ 366,946

	FY2018 Actual	FY2019 Budget	FY2020 Proposed	FY2019-2020 Change
Fringe Benefits				
Flexible Benefits	\$ -	\$ -	\$ 51,239	51,239
Medicare	-	-	5,321	5,321
Other Post-Employment Benefits	-	-	24,736	24,736
Retiree Medical Trust	-	-	918	918
Risk Management Administration	-	-	4,864	4,864
Supplemental Pension Savings Plan	-	-	33,759	33,759
Unemployment Insurance	-	-	573	573
Workers' Compensation	-	-	2,846	2,846
Fringe Benefits Subtotal	\$ -	\$ -	\$ 124,256	124,256
Total Personnel Expenditures			\$ 491,202	

Energy Conservation Program Fund¹

Department Expenditures

	FY2018 Actual	FY2019 Budget	FY2020 Proposed	FY2019-2020 Change
Sustainability	\$ -	\$ 4,941,166	\$ 4,701,397	(239,769)
Total	\$ -	\$ 4,941,166	\$ 4,701,397	(239,769)

Department Personnel

	FY2018 Budget	FY2019 Budget	FY2020 Proposed	FY2019-2020 Change
Sustainability	0.00	25.35	22.25	(3.10)
Total	0.00	25.35	22.25	(3.10)

¹ In the Fiscal Year 2019 Adopted Budget, the Energy Conservation Program Fund was transferred from the Environmental Services Department to the newly created Sustainability Department. Prior year actuals and budget can be found in the Environmental Services Department.

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Significant Budget Adjustments

	FTE	Expenditures	Revenue
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00 \$	357,918 \$	-
Energy Consulting Support Addition of non-personnel expenditures and associated revenue for energy conservation consulting.	0.00	200,000	150,000
Addition of Program Coordinator Addition of 1.00 Program Coordinator and associated revenue to support grant related energy efficiency projects.	1.00	116,692	116,629
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	116,026	-
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	101,372	-
Senior Management Analyst Addition of 1.00 Senior Management Analyst to support energy billing.	1.00	90,716	-
Relocation to 101 Ash Street Addition of one-time non-personnel expenditures related to relocation into the 101 Ash Street building.	0.00	33,710	-
Pay-in-Lieu of Annual Leave Adjustments Adjustment to expenditures associated with projected compensation to employees in-lieu of the use of annual leave.	0.00	13,826	-
Reduction of Non-Personnel Expenditures Reduction of non-personnel expenditures due to anticipated savings in maintenance contractual services.	0.00	(25,000)	-
Non-Standard Hour Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	(1.10)	(33,884)	-
Rent Reclassification Reclassification of rent expenditures from discretionary to non-discretionary.	0.00	(219,943)	-
Sustainability Restructure Transfer of 4.00 FTE positions from the Energy Conservation Program Fund to the General Fund.	(4.00)	(491,202)	-
One-Time Additions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2019.	0.00	(500,000)	(17,608)
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-	(528,826)
Total	(3.10) \$	(239,769) \$	(261,805)

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Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Proposed	FY2019-2020 Change
PERSONNEL				
Personnel Cost	\$ -	2,109,113 \$	2,005,325 \$	(103,788)
Fringe Benefits	-	1,272,010	1,173,318	(98,692)
PERSONNEL SUBTOTAL	-	3,381,123	3,178,643	(202,480)
NON-PERSONNEL				
Supplies	\$ -	12,242 \$	12,437 \$	195
Contracts	-	1,094,363	1,140,061	45,698
Information Technology	-	137,484	253,510	116,026
Energy and Utilities	-	14,875	6,100	(8,775)
Other	-	5,300	5,300	-
Transfers Out	-	287,363	101,130	(186,233)
Capital Expenditures	-	8,416	4,216	(4,200)
NON-PERSONNEL SUBTOTAL	-	1,560,043	1,522,754	(37,289)
Total	\$ -	4,941,166 \$	4,701,397 \$	(239,769)

Revenues by Category

	FY2018 Actual	FY2019 Budget	FY2020 Proposed	FY2019-2020 Change
Charges for Services	\$ -	4,442,544 \$	4,064,110 \$	(378,434)
Rev from Other Agencies	-	-	116,629	116,629
Total	\$ -	4,442,544 \$	4,180,739 \$	(261,805)

Personnel Expenditures

Job Number	Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
20000024	Administrative Aide 2	0.00	1.00	1.00	\$ 45,444 - 54,769	\$ 42,790
20000070	Assistant Engineer-Civil	0.00	1.00	1.00	61,752 - 74,407	69,802
20000143	Associate Engineer-Civil	0.00	3.00	3.00	71,099 - 85,860	247,518
20000119	Associate Management Analyst	0.00	2.00	2.00	57,691 - 69,723	127,414
20000303	Community Development Specialist 4	0.00	1.00	0.00	71,249 - 86,311	-
20001101	Department Director	0.00	1.00	1.00	63,127 - 239,144	151,135
20001168	Deputy Director	0.00	1.00	1.00	50,128 - 184,332	138,716
90001073	Management Intern - Hourly	0.00	2.35	1.25	25,913 - 31,155	32,390
20001234	Program Coordinator	0.00	2.00	2.00	24,537 - 147,160	203,229
20001222	Program Manager	0.00	3.00	2.00	50,128 - 184,332	223,932
20000763	Project Officer 2	0.00	1.00	1.00	81,949 - 99,074	95,606
20000885	Senior Civil Engineer	0.00	2.00	2.00	81,949 - 99,074	196,662
20000015	Senior Management Analyst	0.00	2.00	3.00	63,342 - 76,578	203,262
20000918	Senior Planner	0.00	1.00	0.00	74,966 - 97,427	-
20000970	Supervising Management Analyst	0.00	1.00	1.00	71,249 - 86,311	86,311
20000756	Word Processing Operator	0.00	1.00	1.00	33,605 - 40,459	39,650
	Adjust Budget To Approved Levels					28,399
	Infrastructure In-Training Pay					4,897
	Infrastructure Registration Pay					44,306
	Reg Pay For Engineers					55,480
	Vacation Pay In Lieu					13,826
FTE, Salaries, and Wages Subtotal		0.00	25.35	22.25		\$ 2,005,325

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	FY2018 Actual	FY2019 Budget	FY2020 Proposed	FY2019-2020 Change
Fringe Benefits				
Employee Offset Savings	\$ -	\$ 11,157	\$ 11,085	(72)
Flexible Benefits	-	292,488	256,116	(36,372)
Medicare	-	30,078	28,463	(1,615)
Other Post-Employment Benefits	-	140,852	129,864	(10,988)
Retiree Medical Trust	-	3,130	2,841	(289)
Retirement ADC	-	577,863	549,375	(28,488)
Retirement DROP	-	-	2,127	2,127
Risk Management Administration	-	24,219	25,536	1,317
Supplemental Pension Savings Plan	-	162,700	150,501	(12,199)
Unemployment Insurance	-	3,432	2,900	(532)
Workers' Compensation	-	26,091	14,510	(11,581)
Fringe Benefits Subtotal	\$ -	\$ 1,272,010	\$ 1,173,318	(98,692)
Total Personnel Expenditures			\$ 3,178,643	

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Revenue and Expense Statement (Non-General Fund)

Energy Conservation Program Fund	FY2018 Actual	FY2019* Budget	FY2020 Proposed
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 960,809	\$ 522,633	\$ 1,161,455
Continuing Appropriation - CIP	1,890,963	1,278,646	-
TOTAL BALANCE AND RESERVES	\$ 2,851,772	\$ 1,801,279	\$ 1,161,455
REVENUE			
Charges for Services	\$ 3,248,067	\$ 4,442,544	\$ 4,064,110
Other Revenue	2,290	-	-
Revenue from Other Agencies	3,840	-	116,629
Revenue from Use of Money and Property	46,848	-	-
Transfers In	3,248	-	-
TOTAL REVENUE	\$ 3,304,291	\$ 4,442,544	\$ 4,180,739
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 6,156,063	\$ 6,243,823	\$ 5,342,194
OPERATING EXPENSE			
Personnel Expenses	\$ 1,198,344	\$ 2,109,113	\$ 2,005,325
Fringe Benefits	951,967	1,272,010	1,173,318
Supplies	9,004	12,242	12,437
Contracts	971,696	1,094,363	1,140,061
Information Technology	436,254	137,484	253,510
Energy and Utilities	17,185	14,875	6,100
Other Expenses	6,491	5,300	5,300
Transfers Out	-	287,363	101,130
Capital Expenditures	868	8,416	4,216
TOTAL OPERATING EXPENSE	\$ 3,591,808	\$ 4,941,166	\$ 4,701,397
EXPENDITURE OF PRIOR YEAR FUNDS			
CIP Expenditures	\$ 1,029,963	\$ -	\$ -
TOTAL EXPENDITURE OF PRIOR YEAR FUNDS	\$ 1,029,963	\$ -	\$ -
TOTAL EXPENSE	\$ 4,621,772	\$ 4,941,166	\$ 4,701,397
RESERVES			
Continuing Appropriation - CIP	\$ -	\$ 1,278,646	\$ -
TOTAL RESERVES	\$ -	\$ 1,278,646	\$ -
BALANCE	\$ 1,534,292	\$ 24,011	\$ 640,797
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 6,156,063	\$ 6,243,823	\$ 5,342,194

* At the time of publication, financial statements for Fiscal Year 2019 were not available. Therefore, the Fiscal Year 2019 Revenues, Expenditures, and Fund Balances reflect those amounts as published in the Fiscal Year 2019 Adopted Budget. Fiscal Year 2020 Beginning Fund Balance reflects the projected Fiscal Year 2019 Ending Fund Balance based on updated Revenue and Expenditure Projections for Fiscal Year 2019.