Agency Summary

Office of the City Administrator (AE0)

FY 2004 Recommended Baseline Budget

Fund Type	(A) Proposed 2003 Budget	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F) OBP Recommended Baseline	(G)=(F)-(B) Net Baseline Adjustment
Personal Services	$6,292,940	$6,292,940	$0	$0	$0	$6,292,940	$0
Non Personal Services	$3,941,333	$3,941,333	$0	$0	$328,354	$4,269,687	$328,354
Local Fund	$10,234,273	$10,234,273	$0	$0	$328,354	$10,562,627	$328,354
Personal Services	$632,757	$962,550	$0	$0	$0	$962,550	$0
Non Personal Services	$17,509,675	$20,225,450	$0	$0	$0	$20,225,450	$0
Federal Grant	$18,142,432	$21,188,000	$0	$0	$0	$21,188,000	$0
Personal Services	$420,929	$1,043,260	($342,198)	$0	$0	$701,062	($342,198)
Intra-District Fund	$420,929	$1,043,260	($342,198)	$0	$0	$701,062	($342,198)
Total for PS	$7,346,626	$8,298,750	($342,198)	$0	$0	$7,956,552	($342,198)
Total for NPS	$21,451,008	$24,166,783	$0	$0	$328,354	$24,495,137	$328,354
Gross Total	$28,797,634	$32,465,533	($342,198)	$0	$328,354	$32,451,689	($13,844)
FULL TIME EQUIVALENTS							
Local Fund	98.00	96.00	2.00	0.00	0.00	98.00	2.00
Federal Grant	16.00	16.00	0.00	0.00	0.00	16.00	0.00
Intra-District Fund	6.00	14.00	-6.00	0.00	0.00	8.00	-6.00
TOTAL	120.00	126.00	-4.00	0.00	0.00	122.00	-4.00

Agency Summary

Office of the City Administrator (AE0)

Revised Budget Recommendation

SUMMARY:
OBP recommends an overall funding level of $32,451,689 for the Office of the City Administrator in FY 2004. The major adjustments included in the OBP recommendation are outlined below:

OBP SCRUB:
There are no additional adjustments to the preliminary recommendation.

OBP CENTRALIZED ADJUSTMENTS:
The agency's budget was increased by $328,354 in Local for Object Class 30-Energy, Object Class 31-Telephone, Object Class 32-Rentals, Object Class 33-Janitorial Services, and Object Class 34-Security Services to reflect revised cost estimates provided by the Office of Financial and Resource Management (OFRM).

APPEAL:
The agency did not submit an appeal to the OBP preliminary budget recommendation.

Preliminary Budget Recommendation

The agency requested an overall funding level of $32,465,533 for FY 2004. This is an increase of $3,667,899 or 12.7 percent over the FY 2003 proposed budget of $28,797,634. The increase is primarily attributable to an increase in Federal spending based on additional grant funding to be received in FY 2004. The requested FTE level is 126, which is an increase of 6 FTEs over the FY 2003 proposed budget.

OBP recommends a total of $32,123,335, an increase of $3,325,701 or 11.5 percent over the FY 2003 proposed budget and a decrease of $342,198 from the agency's request. The recommended overall budget includes $10,234,273 for Local funds, $21,188,000 for Federal funds and $701,062 for Intra-District funds. Of the overall amount recommended, $7,956,552 is for personal services and $24,166,783 is for nonpersonal services. OBP recommends a position level of 122 FTEs, which is a decrease of 4 FTEs from the agency's request. The following reflects the FY 2004 funding recommendation by fund type:

LOCAL
An amount of $10,234,273 is recommended for Local funding, which is no change from the FY 2003 proposed budget. Within the recommended funding, personal and nonpersonal services levels are adjusted to more accurately reflect FY 2004 funding requirements. The adjustments include:
- A net adjustment of $0 based on an increase of $18,407 in personal services to align fringe benefit with salary requirements, which is totally offset by decreases of $2,603 in regular pay and $15,805 in additional gross pay respectively.

- A net adjustment of $0 based on an increase of $113,520 for fixed cost reflecting preliminary estimates provided by OFRM, which is totally offset by a decrease in other services and charges based on anticipated cost for FY 2004.

OBP Scrub
- FTEs were increased by 2 positions over the agency's request from 96 to 98 FTEs. This adjustment corrects an error on the agency's data load submission and aligns the Schedule A.

FEDERAL
An amount of $21,188,000 is recommended for Federal funds, an increase of $3,045,568 or 16.8 percent over the FY 2003 proposed budget of $18,142,432. The increase in funding is based on the receipt of additional grant funding in FY 2004. Of the total increase, $329,793 is for personal services and $2,715,775 is for nonpersonal services. Funding will support 16 FTEs, which is unchanged from the FY 2003 level.

Agency Summary

Office of the City Administrator (AE0)

OBP notes that the recommended funding level is subject to adjustment pending review and finalization of the agency's FY 2004 O-type and/or grant requests.

INTRA-DISTRICT

An amount of $701,062 is recommended for Intra-District funds. OBP's recommendation is an increase of $280,133 or 66.6 percent over the FY 2003 proposed budget of $420,929 and a decrease of $342,198 from the agency's request. The increase represents continuing intra-agency services and billings for which the agency has signed MOUs for FY 2004. The funding will support eight FTEs, an increase of two over FY 2003. All funding is in personal services.

OBP Scrub

- A decrease of six FTEs and $342,198 in regular pay and fringe benefits to align Schedule A with signed MOUs for FY 2004.

Baseline and Adjustments Agency by Fund and Object Class

AE0 OFFICE OF THE CITY ADMINISTRATOR

Fund 0100 Local Fund

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	5,474,724	5,472,121	0	0	0	5,472,121	0	0	0	5,472,121	-2,603
0013 Additional Gross Pay	15,805	0	0	0	0	0	0	0	0	0	-15,805
0014 Fringe Benefits - Curr Personnel	802,411	820,818	0	0	0	820,818	0	0	0	820,818	18,407
Total: **Personal Services**	6,292,940	6,292,940	0	0	0	6,292,940	0	0	0	6,292,940	-1
0020 Supplies And Materials	27,950	27,950	0	0	0	27,950	0	0	0	27,950	0
0030 Energy, Comm. And Bldg Rentals	2,354	64,864	0	0	-11,685	53,179	0	0	0	53,179	50,825
0031 Telephone, Telegraph, Telegram, Etc	100,450	100,000	0	0	236,699	336,699	0	0	0	336,699	236,249
0032 Rentals - Land And Structures	2,800	0	0	0	96,824	96,824	0	0	0	96,824	94,024
0033 Janitorial Services	1,257	12,644	0	0	18,785	31,429	0	0	0	31,429	30,172
0034 Security Services	1,669	44,542	0	0	-12,269	32,273	0	0	0	32,273	30,604
0040 Other Services And Charges	419,877	306,357	0	0	0	306,357	0	0	0	306,357	-113,520
0041 Contractual Services - Other	3,371,226	3,371,226	0	0	0	3,371,226	0	0	0	3,371,226	0
0050 Subsidies And Transfers	0	0	0	0	0	0	0	0	0	0	0
0070 Equipment & Equipment Rental	13,750	13,750	0	0	0	13,750	0	0	0	13,750	0
Total: **Non Personal Services**	3,941,333	3,941,333	0	0	328,354	4,269,687	0	0	0	4,269,687	328,354
Fund Total 0100 Local Fund	10,234,273	10,234,273	0	0	328,354	10,562,627	0	0	0	10,562,627	328,354

Baseline and Adjustments Agency by Fund and Object Class

AE0 OFFICE OF THE CITY ADMINISTRATOR

Fund 0200 Federal Grant

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0012 Regular Pay - Other	555,001	837,000	0	0	0	837,000	0	0	0	837,000	281,999
0014 Fringe Benefits - Curr Personnel	77,756	125,550	0	0	0	125,550	0	0	0	125,550	47,794
Total: **Personal Services**	632,757	962,550	0	0	0	962,550	0	0	0	962,550	329,793
0020 Supplies And Materials	15,630	37,979	0	0	0	37,979	0	0	0	37,979	22,349
0030 Energy, Comm. And Bldg Rentals	26,500	0	0	0	0	0	0	0	0	0	-26,500
0031 Telephone, Telegraph, Telegram, Etc	6,000	0	0	0	0	0	0	0	0	0	-6,000
0032 Rentals - Land And Structures	13,500	0	0	0	0	0	0	0	0	0	-13,500
0040 Other Services And Charges	29,100	73,668	0	0	0	73,668	0	0	0	73,668	44,568
0041 Contractual Services - Other	15,000	71,703	0	0	0	71,703	0	0	0	71,703	56,703
0050 Subsidies And Transfers	17,403,945	20,042,100	0	0	0	20,042,100	0	0	0	20,042,100	2,638,155
Total: **Non Personal Services**	17,509,675	20,225,450	0	0	0	20,225,450	0	0	0	20,225,450	2,715,775
Fund Total 0200 Federal Grant	18,142,432	21,188,000	0	0	0	21,188,000	0	0	0	21,188,000	3,045,568

Baseline and Adjustments Agency by Fund and Object Class

AE0 OFFICE OF THE CITY ADMINISTRATOR

Fund 0700 Intra-District Fund

Comptroller Source Group (Object Class 2)	(A) FY 2003 Proposed	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F)= B+C+D+E OBP Recommended Baseline	(G) Spending Pressures	(H) Target Adjustment	(I) Mayors Adjustment	(J)= F+G+H+I Mayors Proposed Budget)	(K)= J-A Change from FY 03
0011 Regular Pay - Cont Full Time	0	907,183	-253,450	0	0	653,733	0	0	0	653,733	653,733
0012 Regular Pay - Other	362,992	0	0	0	0	0	0	0	0	0	-362,992
0014 Fringe Benefits - Curr Personnel	57,937	136,077	-88,748	0	0	47,329	0	0	0	47,329	-10,608
Total: **Personal Services**	420,929	1,043,260	-342,198	0	0	701,062	0	0	0	701,062	280,133
Fund Total 0700 Intra-District Fund	420,929	1,043,260	-342,198	0	0	701,062	0	0	0	701,062	280,133
Total for AE0 Office of the City Administra	28,797,634	32,465,533	-342,198	0	328,354	32,451,689	0	0	0	32,451,689	3,654,055

Baseline and Adjustments Agency by Program, and Object Class

AE0 OFFICE OF THE CITY ADMINISTRATOR

Program 1000 AGENCY MGMT PROGRAM

	Comptroller Source Group (Object Class 2)	(A) FY 2003 Proposed	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F)= B+C+D+E OBP Recommended Baseline	(G) Spending Pressures	(H) Target Adjustment	(I) Mayors Adjustment	(J)= F+G+H+I Mayors Proposed Budget)	(K)= J-A Change from FY 03
0011	Regular Pay - Cont Full Time	5,474,724	191,056	0	0	0	191,056	0	0	0	191,056	-5,283,668
0012	Regular Pay - Other	917,993	0	0	0	0	0	0	0	0	0	-917,993
0013	Additional Gross Pay	15,805	0	0	0	0	0	0	0	0	0	-15,805
0014	Fringe Benefits - Curr Personnel	938,104	28,658	0	0	0	28,658	0	0	0	28,658	-909,446
	Total: **Personal Services**	7,346,626	219,714	0	0	0	219,714	0	0	0	219,714	-7,126,912
0020	Supplies And Materials	43,580	0	0	0	0	0	0	0	0	0	-43,580
0030	Energy, Comm. And Bldg Rentals	28,854	0	0	0	0	0	0	0	0	0	-28,854
0031	Telephone, Telegraph, Telegram, Etc	106,450	0	0	0	0	0	0	0	0	0	-106,450
0032	Rentals - Land And Structures	16,300	0	0	0	0	0	0	0	0	0	-16,300
0033	Janitorial Services	1,257	0	0	0	0	0	0	0	0	0	-1,257
0034	Security Services	1,669	0	0	0	0	0	0	0	0	0	-1,669
0040	Other Services And Charges	448,977	0	0	0	0	0	0	0	0	0	-448,977
0041	Contractual Services - Other	3,386,226	0	0	0	0	0	0	0	0	0	-3,386,226
0050	Subsidies And Transfers	17,403,945	0	0	0	0	0	0	0	0	0	-17,403,945
0070	Equipment & Equipment Rental	13,750	0	0	0	0	0	0	0	0	0	-13,750
	Total: **Non Personal Services**	21,451,008	0	0	0	0	0	0	0	0	0	-21,451,008
Program 1000 AGENCY MGMT PROGRAM		28,797,634	219,714	0	0	0	219,714	0	0	0	219,714	-28,577,920

Baseline and Adjustments Agency by Program, and Object Class

AE0 OFFICE OF THE CITY ADMINISTRATOR

Program 2000 CITY ADMINISTRATOR

Comptroller Source Group (Object Class 2)	(A) FY 2003 Proposed	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F)= B+C+D+E OBP Recommended Baseline	(G) Spending Pressures	(H) Target Adjustment	(I) Mayors Adjustment	(J)= F+G+H+I Mayors Proposed Budget)	(K)= J-A Change from FY 03
0011 Regular Pay - Cont Full Time	0	3,648,295	37,108	0	0	3,685,403	0	0	0	3,685,403	3,685,403
0014 Fringe Benefits - Curr Personnel	0	547,244	-36,454	0	0	510,790	0	0	0	510,790	510,790
Total: **Personal Services**	0	4,195,539	654	0	0	4,196,193	0	0	0	4,196,193	4,196,193
0020 Supplies And Materials	0	27,950	0	0	0	27,950	0	0	0	27,950	27,950
0030 Energy, Comm. And Bldg Rentals	0	64,864	0	0	-11,685	53,179	0	0	0	53,179	53,179
0031 Telephone, Telegraph, Telegram, Etc	0	100,000	0	0	236,699	336,699	0	0	0	336,699	336,699
0032 Rentals - Land And Structures	0	0	0	0	96,824	96,824	0	0	0	96,824	96,824
0033 Janitorial Services	0	12,644	0	0	18,785	31,429	0	0	0	31,429	31,429
0034 Security Services	0	44,542	0	0	-12,269	32,273	0	0	0	32,273	32,273
0040 Other Services And Charges	0	306,357	0	0	0	306,357	0	0	0	306,357	306,357
0041 Contractual Services - Other	0	3,371,226	0	0	0	3,371,226	0	0	0	3,371,226	3,371,226
0050 Subsidies And Transfers	0	0	0	0	0	0	0	0	0	0	0
0070 Equipment & Equipment Rental	0	13,750	0	0	0	13,750	0	0	0	13,750	13,750
Total: **Non Personal Services**	0	3,941,333	0	0	328,354	4,269,687	0	0	0	4,269,687	4,269,687
Program 2000 CITY ADMINISTRATOR	0	8,136,872	654	0	328,354	8,465,880	0	0	0	8,465,880	8,465,880

Baseline and Adjustments Agency by Program, and Object Class

AE0 OFFICE OF THE CITY ADMINISTRATOR

Program 3000 CHILDREN, YOUTH, FAM. & ELDERS

Comptroller Source Group (Object Class 2)	(A) FY 2003 Proposed	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F)= B+C+D+E OBP Recommended Baseline	(G) Spending Pressures	(H) Target Adjustment	(I) Mayors Adjustment	(J)= F+G+H+I Mayors Proposed Budget)	(K)= J-A Change from FY 03
0011 Regular Pay - Cont Full Time	0	1,122,787	0	0	0	1,122,787	0	0	0	1,122,787	1,122,787
0014 Fringe Benefits - Curr Personnel	0	168,418	0	0	0	168,418	0	0	0	168,418	168,418
Total: **Personal Services**	0	1,291,205	0	0	0	1,291,205	0	0	0	1,291,205	1,291,205
Program 3000 CHILDREN, YOUTH, FAM. &	0	1,291,205	0	0	0	1,291,205	0	0	0	1,291,205	1,291,205

Baseline and Adjustments Agency by Program, and Object Class

AE0 OFFICE OF THE CITY ADMINISTRATOR

Program 4000 OPERATIONS

Comptroller Source Group (Object Class 2)	(A) FY 2003 Proposed	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F)= B+C+D+E OBP Recommended Baseline	(G) Spending Pressures	(H) Target Adjustment	(I) Mayors Adjustment	(J)= F+G+H+I Mayors Proposed Budget)	(K)= J-A Change from FY 03
0011 Regular Pay - Cont Full Time	0	604,833	0	0	0	604,833	0	0	0	604,833	604,833
0014 Fringe Benefits - Curr Personnel	0	90,725	0	0	0	90,725	0	0	0	90,725	90,725
Total: **Personal Services**	0	695,558	0	0	0	695,558	0	0	0	695,558	695,558
Program 4000 OPERATIONS	0	695,558	0	0	0	695,558	0	0	0	695,558	695,558

Baseline and Adjustments Agency by Program, and Object Class

AE0 OFFICE OF THE CITY ADMINISTRATOR

Program 5000 PUBLIC SAFETY AND JUSTICE

	Comptroller Source Group (Object Class 2)	(A) FY 2003 Proposed	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F)= B+C+D+E OBP Recommended Baseline	(G) Spending Pressures	(H) Target Adjustment	(I) Mayors Adjustment	(J)= F+G+H+I Mayors Proposed Budget)	(K)= J-A Change from FY 03
0011	Regular Pay - Cont Full Time	0	812,334	-290,558	0	0	521,776	0	0	0	521,776	521,776
0012	Regular Pay - Other	0	837,000	0	0	0	837,000	0	0	0	837,000	837,000
0014	Fringe Benefits - Curr Personnel	0	247,400	-52,294	0	0	195,106	0	0	0	195,106	195,106
	Total: **Personal Services**	0	1,896,734	-342,852	0	0	1,553,882	0	0	0	1,553,882	1,553,882
0020	Supplies And Materials	0	37,979	0	0	0	37,979	0	0	0	37,979	37,979
0040	Other Services And Charges	0	73,668	0	0	0	73,668	0	0	0	73,668	73,668
0041	Contractual Services - Other	0	71,703	0	0	0	71,703	0	0	0	71,703	71,703
0050	Subsidies And Transfers	0	20,042,100	0	0	0	20,042,100	0	0	0	20,042,100	20,042,100
	Total: **Non Personal Services**	0	20,225,450	0	0	0	20,225,450	0	0	0	20,225,450	20,225,450
Program 5000 PUBLIC SAFETY AND JUSTI		0	22,122,184	-342,852	0	0	21,779,332	0	0	0	21,779,332	21,779,332
Total Office of the City Administrator		28,797,634	32,465,533	-342,198	0	328,354	32,451,689	0	0	0	32,451,689	3,654,055