

Civic San Diego

DATE ISSUED: May 1, 2013

ATTENTION: City Budget Committee
Meeting of May 9, 2013

SUBJECT: Proposed Fiscal Year 2013-2014 Administrative Budget for Civic San Diego – General

STAFF CONTACT: Andrew Phillips, Chief Financial Officer & COO
Margarita Garcia, Senior Accountant & Business Manager

REQUESTED ACTION: That the City Budget Committee approves the proposed Fiscal Year 2013-2014 Administrative Budget (“FY14 Budget”) for Civic San Diego (“CivicSD”) and authorizes staff to submit the proposed FY14 Budget to the City of San Diego (“City”).

STAFF RECOMMENDATION: That the City Budget Committee approves the proposed FY14 Budget and authorizes staff to submit the proposed FY14 Budget to the City.

SUMMARY: Annually, CivicSD must prepare and submit a budget to the City to be incorporated with the City’s budget. On February 6, 2013, staff received a memorandum from the City requesting that City Agencies submit a proposed Fiscal Year 2014 Budget by March 14, 2013 for technical review. The City is preparing to publish the City’s Fiscal Year 2014 Proposed Budget, which includes the City Agencies budgets. Updated budgets must be sent to the City by April 5, 2013 in order for technical reviews to be completed before Agency budgets are presented to the City Council from May 5, 2013 through May 10, 2013.

This memorandum, combined with the attachments, represents the proposed FY14 Budget for CivicSD. The proposed FY14 Budget totals \$6,095,000.

FISCAL CONSIDERATIONS: The FY14 Budget totals \$6,095,000 and has increased by one-half of one percent, or \$30,000 as compared to the Fiscal Year 2013 Budget (“FY13 Budget”). The FY14 Budget is categorized by function and respective revenue sources – permit applications fees, parking meter revenues, revenues from administrative and project management fees performed for the City solely in its capacity as the designated Successor Agency to the Redevelopment Agency of the City of San Diego (“Successor Agency”) in the wind-down process pursuant to AB26, grants, and other revenues sources.

ECONOMIC IMPACTS: None.

CIVIC SAN DIEGO RECOMMENDATION: The Draft FY14 Budget was submitted to CivicSD at a special meeting on March 13, 2013, and CivicSD voted unanimously to approve the staff recommendation. On March 27, 2013, the final FY 14 Budget was submitted to CivicSD and CivicSD unanimously approved the proposed budget.

BACKGROUND

With the dissolution of Redevelopment, the City in its capacity as Successor Agency to the former Redevelopment Agency of the City of San Diego, has engaged CivicSD to implement the redevelopment wind-down function pursuant to Assembly Bill x1 26 and Assembly Bill 1484, as well as other Planning, Parking District, Public Works, Economic Development and Special Projects functions.

DISCUSSION:

The proposed FY14 Budget totals \$6,095,000, which represents an increase of one-half of one percent, or \$30,000 as compared to the FY13 Budget. The administrative budget is comprised of Personnel Expense (salaries and benefits) and Non-Personnel expense (general administration costs to operate the corporation) and are reflected in the table below.

	FY 2013-2014 Proposed Budget	FY 2012-2013 Budget	FY 2013-2014 Change
Positions	32.0	32.0	0.0
Personnel Expense	\$3,980,000	\$3,980,000	0
Non-Personnel Expense	\$2,115,000	\$2,085,000	\$30,000
Total	\$6,095,000	\$6,065,000	\$30,000

The Personnel Expense line item for the FY14 Budget remains unchanged compared to the FY13 Budget. The Non-Personnel Expense budget increased by 1.4 percent or \$30,000 as compared to the FY13 Budget primarily as a result of increases in the Rent-Office, Insurance, Reproductions Expense, Professional/Consulting Services, and the Other line item expenditures offset by reductions in the Leasehold Improvements, Postage, and Advertising/Relocation/ Recruiting expenditures.

ENVIRONMENTAL IMPACT:

This activity is not a project, and is therefore not subject to CEQA per CEQA Guidelines Section 15060(c)(3).

CONCLUSION:

This memorandum, combined with the attachments, represents the proposed FY14 Budget for CivicSD. Staff recommends that the City Budget Committee approves the proposed FY14 Budget and authorizes staff to submit the proposed FY14 Budget to the City.

Respectfully submitted,



Margarita Garcia
Senior Accountant & Business Manager



Andrew Phillips
Chief Financial Officer & COO

Concurred by:



Jeff Graham
President

Attachments: Attachment A – Proposed Fiscal Year 2013-2014 Administrative Budget

CIVIC SAN DIEGO

FY 2013-2014 BUDGET

Prepared:
March 20, 2013

ATTACHMENT A

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**SUMMARY OF ADMINISTRATIVE BUDGET
OVERALL BUDGET**

	FY 2014 PROPOSED	FY 2013 BUDGET	FY 2013-2014 CHANGE
Positions	32.0	32.0	0.0
Personnel Expense	\$ 3,980,000	\$ 3,980,000	0
Non-Personnel Expense	<u>\$ 2,115,000</u>	<u>\$ 2,085,000</u>	<u>\$ 30,000</u>
TOTAL	\$ 6,095,000	\$ 6,065,000	\$ 30,000

OVERALL BUDGET

The Fiscal Year 2013-2014 budget (“FY 14 Budget”) has increased by 0.5%, or \$30,000, as compared to the Fiscal Year 2013 Budget (“FY 13 Budget”).

The FY 14 Budget is categorized by function, and each function’s respective revenue source(s). The anticipated functions for FY 14 include: permit processing for which the Corporation will collect permit application fees to offset the cost; Downtown Community Parking District activities for which the Corporation will seek reimbursement for cost from the City from parking meter revenue and other associated parking revenues; Successor Agency Administration and Project Management for which the Corporation will seek reimbursement from the Successor Agency for costs included within the Successor Agency’s Budget in the Administrative Support line item and Project Management line item and on specific ROPS line items; Housing Successor Agency Administration and Project Management for which the Corporation will seek reimbursement from the Housing Successor Agency; and Economic Development and other activities for which the Corporation will offset the cost by seeking grants and other revenues such as FAR bonus fees collected by the Corporation or seeking reimbursement from the fund allocated to the corporation through City’s General Fund, DIF funds or other funds the City may make available to the Corporation. The table below summarizes the costs, and more detailed information can be found on Schedule 2 of the Budget – Budget Breakdown, and supporting schedules 3A to 3G.

Function	Amount
Permit Processing	\$ 999,189
Parking District	\$ 403,357
Successor Agency	
Administrative	\$1,627,527
Project Management	\$1,946,368
Total Successor Agency	<u>\$ 3,573,895</u>
Housing Successor Agency	\$ 479,430
Eco. Development/Other	\$ 639,129
Total FY 13 Budget	<u>\$ 6,095,000</u>

Fiscal Year 2013-2014 Annual Operating Budget

PERSONNEL EXPENSE

There are no changes proposed to the Personnel Expense line item for FY 14 compared to FY 13. The Personnel line item is comprised of 32 FTE positions with \$2.8 million budgeted for Salaries and \$1.18 million budgeted for taxes and benefits. The FY 14 budget does not propose any across the board increases to existing salaries, but includes approximately \$63 thousand of contingency costs for any potential payout of accrued vacation due to attrition, and adjustments to salaries that may be necessary when hiring due to attrition or for special circumstances such as severance or retention adjustments. There are no additional positions proposed to be added to the FY 14 budget at this time. A mid-year amendment to the FY 14 budget may be necessary to increase staffing levels should workload demand necessitate. Examples of potential increases in Corporation staff workload include: (a) an allocation of 2012 New Market Tax Credits, (b) authorization and funding by City of San Diego to assign enhanced and specialized planning authority to the Corporation for targeted urban areas outside of downtown to facilitate neighborhood investment and transit-oriented development, (c) the identification of new funding sources to pay for community engagement, neighborhood infrastructure improvements, or public-private partnerships.

During FY 13 staff performed a market analysis of salary ranges and has proposed changes to salary ranges, but no changes to actual salaries. The Corporation engaged Barney & Barney to conduct an independent salary survey for all staff positions to assess total target cash compensation levels and salary ranges relative to market data. The Corporation has not performed a competitive analysis of this type in more than six years. After analyzing the survey data and consulting with Barney & Barney, the Corporation recommends refining salary ranges for the following positions: A full listing of salary ranges can be found on Schedule 4.

Position	Current Salary Range	Proposed Salary Range	Explanation for Modification
Associate Project Manager	\$50,000 to \$83,000	\$63,000 to \$97,000	Current range midpoint is 16% below the 50 th percentile of base salary when compared to market data.
Assistant Asset & Contract Manager		\$46,000 to \$97,000	Newly defined position in June 2012, was classified as an Assistant Project Manager in FY 13.
Administrative Services Manager/Clerk of the Board	\$54,000 to \$79,000	\$61,000 to \$89,000	Redefined the current position in November of 2012.
Assistant Vice President	\$95,000 to \$137,000	\$95,000 to \$147,000	Current range midpoint, on average is 12% below the 50 th percentile of base salary when compared to market data.
President	\$175,000 to \$225,000	\$175,000 to \$235,000	Current range midpoint is 15% below the 50 th percentile of base salary when compared to market data.

NON-PERSONNEL EXPENSE

The FY 2014 Non-Personnel Expense budget has increased by 1.4%, or \$30,000, as compared to the FY 13 Budget. The change is primarily a result of: 1) Increases in Rent Expenditures pursuant to the lease agreement as well as the proposed buy-out and cancelation of the Downtown Information Center lease space within the Westfield Horton Plaza Shopping Mall; 2) Increases attributable to Insurance expenditures due to estimated increases in premiums ranging from 5% to 18% for health insurance, worker's compensation insurance, director and officer insurance, general liability insurance and general property insurance; 3) Increases in Reproduction expenditures due to the volume and paper and toner utilized 4) Increases in Professional/Consulting Services in order to provide a budget should the Corporation choose to seek outside assistance with some of its outreach, graphic, and communication activities. These increases are offset by reductions in Leasehold Improvements, Postage, and Advertising/Recruiting.

**SUMMARY OF ADMINISTRATIVE BUDGET
BY FUNCTION**

SUCCESSOR AGENCY ADMINISTRATION

	FY 2014 PROPOSED	FY 2013 BUDGET	FY 2013-2014 CHANGE
FTE Positions	10.56	14.18	(3.62)
Personnel Expense	\$ 1,250,504	\$ 1,683,368	(\$ 432,864)
Non-Personnel Expense	<u>\$ 377,023</u>	<u>\$ 852,531</u>	<u>(\$ 475,508)</u>
TOTAL	\$ 1,627,527	\$ 2,535,900	(\$ 908,372)

The City of San Diego (“City”), as Successor Agency to the former Redevelopment Agency of the City of San Diego (“Successor Agency”), has engaged the Corporation in order to carry out the redevelopment wind down function as prescribed under Assembly Bills x1 26 and Assembly Bills 1484. The Corporation has a consulting agreement with the City of San Diego and through this consulting agreement the Corporation is responsible for, but not limited to, administering existing contracts, processing payments, preparation of each six-month Recognized Obligation Payment Schedule (“ROPS”), coordination with the California Department of Finance (DOF) as well as other administrative, project management, and property functions necessary to wind down the former redevelopment agency. Each six months, the Successor Agency must prepare an Administrative budget and have that budget approved by the Oversight Board and DOF. The Corporation is reimbursed for its services through that administrative budget.

Compared to FY 13, the FY 14 budget has decreased by 36%, primarily as a result of a decrease of 3.26 FTE’s or a 26% reduction in staff time programmed toward this function and a corresponding reduction of Non-Personnel Expenses which have been allocated based on the percentage of time employees are programmed to work on each function. Additionally, Non-Personnel Expenses have decreased due to the fact that rent is no longer being allocated to the Successor Agency Administrative Function. The redevelopment dissolution laws classifies rent and lease payments as Enforceable Obligations, and as such, the Corporation’s rent is listed as an Enforceable Obligation on the ROPS. The expense associated with the Successor Agency allocable share of Rent can be found under the Enforceable Obligation and Project Management Function, Schedule 3C.

For further information regarding the breakdown of the Successor Agency Administrative Function Budget, see Schedule 3A.

**SUMMARY OF ADMINISTRATIVE BUDGET
BY FUNCTION**

HOUSING SUCCESSOR AGENCY ADMINISTRATIVE FUNCTIONS

	FY 2014 PROPOSED	FY 2013 BUDGET	FY 2013-2014 CHANGE
Positions	2.89	0.70	2.19
Personnel Expense	\$ 376,345	\$ 100,136	\$ 276,209
Non-Personnel Expense	<u>\$ 103,085</u>	<u>\$ 46,230</u>	<u>\$ 56,855</u>
TOTAL	\$ 479,430	\$ 146,366	\$ 333,064

The City elected to become the Housing Successor Agency for the former Redevelopment Agency of the City of San Diego (“Housing Successor Agency”), and has engaged the Corporation to assist the City in its capacity as Housing Successor Agency. The Housing Successor Agency has retained twenty-two real properties and approximately \$32 million in excess housing bond proceeds. The Corporation will be assisting the City in such activities, but not limited to, managing the existing Enforceable Obligation, administering and implement existing contracts, managing the solicitation and selection process for development partners, Development and Disposition Agreements (DDA’s) and Owner Participation Agreements (OPA’s), managing the properties held by the Housing Successor Agency, and implementing the DDA’s or OPA’s for properties held by the Housing Successor Agency.

Compared to FY 13, the FY 14 budget has increased by 228%. primarily as a result of an increase of 2.19 FTE’s or a 313% increase in staff time programmed toward this function and a corresponding reduction of Non-Personnel Expenses which have been allocated based on the percentage of time employees are programmed to work on each function. The increase in Non-Personnel Expenses has partially been offset by a decrease in the Rent Expenditure line item, since rent is no longer being allocated to the Housing Successor Agency Function. The redevelopment dissolution laws, classifies rent and lease payments as Enforceable Obligations, and as such, the Corporation’s rent is listed as an Enforceable Obligation on the ROPS. The expense associated with the Successor Agency allocable share of Rent can be found under the Enforceable Obligations and Property Management Function, Schedule 3C.

For further information regarding the breakdown of the Housing Successor Agency Administrative Function Budget, see Schedule 3B.

**SUMMARY OF ADMINISTRATIVE BUDGET
BY FUNCTION**

ENFORCEABLE OBLIGATION AND PROJECT MANAGEMENT

	FY 2014 PROPOSED	FY 2013 BUDGET	FY 2013-2014 CHANGE
Positions	7.62	9.00	(1.38)
Personnel Expense	\$ 1,029,494	\$ 1,171,237	\$ (141,743)
Non-Personnel Expense	<u>\$ 916,874</u>	<u>\$ 637,903</u>	<u>\$ 278,971</u>
TOTAL	\$ 1,946,368	\$ 1,809,140	\$ 137,227

The City, as Successor Agency to the former Redevelopment Agency of the City of San Diego (“Successor Agency”), has engaged the Corporation in order to carry out the redevelopment wind down function as prescribed under Assembly Bills x1 26 and Assembly Bills 1484. The Corporation has a consulting agreement with the City of San Diego and through this consulting agreement the Corporation is responsible for, but not limited to, administering existing contracts, processing payments, preparation of each six-month ROPS, coordination with the DOF, as well as other administrative, project management, and property functions necessary to wind down the former redevelopment agency. The redevelopment dissolution law states that staff time associated with the implementation of Enforceable Obligations, may be considered a project management cost and not an administrative cost. The law states that property management costs may be considered an enforceable obligation. Further, the redevelopment dissolution laws, classifies rent and lease payments as an Enforceable Obligation, and as such, the Corporation’s rent is listed as an Enforceable Obligation on the ROPS. The Successor Agency has listed project management and property management as line items on the ROPS. The Corporation cost associated with these functions will be reimbursed through the respective line on each ROPS.

Compared to FY 13, the FY 14 budget has increased by 7.6%. The increase is attributable to the Successor Agency’s share of the Corporations Rent Expense being reprogrammed into this Function consistent with the redevelopment dissolution law, partially offset by a decrease of 1.38 FTE’s or a 15% reduction in staff time programmed toward this function as well as a corresponding reduction of Non-Personnel Expenses which have been allocated based on the percentage of time employees are programmed to work on each function.

For further information regarding the breakdown of the Enforceable Obligation and Property Management Function Budget, see Schedule 3C.

**SUMMARY OF ADMINISTRATIVE BUDGET
BY FUNCTION**

PERMIT AND PLANNING

	FY 2014 PROPOSED	FY 2013 BUDGET	FY 2013-2014 CHANGE
Positions	5.77	5.35	0.42
Personnel Expense	\$ 637,377	\$ 642,487	\$ (5,110)
Non-Personnel Expense	<u>\$ 361,812</u>	<u>\$ 323,197</u>	<u>\$ 38,615</u>
TOTAL	\$ 999,189	\$ 965,685	\$ 33,305

On May 1, 2012, the City approved an application Fee Schedule (“Fee Schedule”) for the Downtown Community Plan area, which became effective July 1, 2012. The Fee Schedule was adopted in order for the Corporation to recover costs associated with providing the development review functions for the City. Based on historical data, when the Fee Schedule was adopted, it was projected that permit fee revenue could range anywhere between \$800,000, to \$1,200,000 annually, depending on the amount of development activity in a given year. The Permit and Planning Function Budget is based on the estimated amount of time employees will be spending on this function as well as its allocable share of associated Non-Personnel Expenses.

Compared to FY 13, the FY 14 budget has increased by 3.4%. The increase is primarily attributable to scheduled rent increases for the Corporation’s Office Rent, increases in Insurance cost, and general increases associated with its allocable share of Non-Personnel cost, offset by decreases primarily in the Leasehold Improvement line item and Postage line item.

The number of FTE’s has increased by 0.42 FTE’s or 8% for FY 14, but the actual Personnel Expense amount has decreased by \$5,110 for FY 14. While the number of employees has increased, the salary costs of the employees programmed to work on the function is less than it was in the previous year. For example, the President was assumed to spend 30% of the time working on this function for the FY 13 Budget, but only 6% for FY 14 Budget. The reduced cost of the President’s proportional share of salary more than offset the increased cost of the additional employees slated to work on this function during the upcoming fiscal year.

For further information regarding the breakdown of the Permit and Planning Function Budget, see Schedule 3D.

**SUMMARY OF ADMINISTRATIVE BUDGET
BY FUNCTION**

PARKING DISTRICT ADMINISTRATION

	FY 2014 PROPOSED	FY 2013 BUDGET	FY 2013-2014 CHANGE
Positions	2.28	1.98	0.3
Personnel Expense	\$ 268,056	\$ 247,476	\$ 20,581
Non-Personnel Expense	<u>\$ 135,301</u>	<u>\$ 110,434</u>	<u>\$ 24,867</u>
TOTAL	\$ 403,357	\$ 357,910	\$ 45,447

The Corporation has a Memorandum of Understanding with the City to act as the Downtown Community Parking District Advisory Board (DCPD). The DCPD was established by the City in 1997 in order to invest in and manage public parking assets within downtown San Diego. City Council Policy 100-18 – Community Parking District Policy governs the activities of the DCPD. The DCPD’s goal is to increase the supply and manage the existing supply of public on-street and off-street parking, calm traffic, reduce congestion, promote walking and biking, provide for pedestrian safety improvements and improve neighborhood appearance. The Corporation costs associated with this function will be reimbursed by the City through the DCPD budget.

Compared to FY 13, the FY 14 budget has increased by 13%. The increase is attributable to a 0.03 or 15% increase in FTE’s programmed to work on this function during the course of the year as well as the corresponding increase in Non-Personnel Expenses which have been allocated based on the percentage of time employees are programmed to work on each function. Non-Personnel expenditures increases are also attributable to scheduled rent increases for the Corporation’s Office Rent and increases in Insurance costs offset by decreases primarily in the Leasehold Improvements line item.

For further information regarding the breakdown of the Parking District Administration Function Budget, see Schedule 3E.

**SUMMARY OF ADMINISTRATIVE BUDGET
BY FUNCTION**

ECONOMIC DEVELOPMENT AND NEW MARKET TAX CREDIT

	FY 2014 PROPOSED	FY 2013 BUDGET	FY 2013-2014 CHANGE
Positions	1.56	0.80	0.76
Personnel Expense	\$ 236,542	\$ 135,295	\$ 101,247
Non-Personnel Expense	<u>\$ 132,574</u>	<u>\$ 114,705</u>	<u>\$ 17,869</u>
TOTAL	\$ 369,116	\$ 250,000	\$ 119,116

The Corporation has a consulting agreement with the City to perform Economic Development activities within the Downtown and former Southeastern Economic Development Corporation's areas. In addition, the Corporation is a registered Community Development Entity (CDE), with the U.S. Treasury Department through the Community Development Financial Institution Fund (CDFI) and is eligible to apply for and be allocated New Market Tax Credits (NMTC). The CDFI Fund's mission is to increase economic opportunity and promote community development investments for underserved populations and in distressed communities in the United States. The Corporation costs associated with this function will be reimbursed through the City or recovered from fees earned through the NMTC, if awarded an allocation.

Compared to FY 13, the FY 14 budget has increased by 48%. The increase is attributable to a 0.76 or 95% increase in FTE's programmed to work on this function during the course of the year as well as the corresponding increase in Non-Personnel Expenses which have been allocated based on the percentage of time employees are programmed to work on each function. The Personnel Expenses have increased as additional staff time has been allocated to this function in anticipation of potentially winning an allocation of the 2012 NMTC awarded in April 2013, preparing an application for the 2013 NMTC round to be awarded in April 2014, and the need to diligently work on implementing the NMTC program. Non-Personnel Expenditures increases are attributable to scheduled rent increases for the Corporation's Office Rent and increases in Insurance costs, offset by decreases primarily in the Leasehold Improvements line item.

For further information regarding the breakdown of the Economic Development and New Market Tax Credit Function Budget, see Schedule 3F.

**SUMMARY OF ADMINISTRATIVE BUDGET
BY FUNCTION**

OTHER FUNCTIONS

	FY 2014 PROPOSED	FY 2013 BUDGET	FY 2013-2014 CHANGE
Positions	1.32	0.00	1.32
Personnel Expense	\$ 181,681	\$ 0	\$ 181,681
Non-Personnel Expense	<u>\$ 88,332</u>	<u>\$ 0</u>	<u>\$ 88,332</u>
TOTAL	\$ 270,013	\$ 0	\$ 270,013

The Corporation may also provide services to the City on special projects as assigned by the City, under the Corporation consulting agreement with the City. An example of one such project the Corporation will be working on during FY 14 is the Downtown Public Restroom or "Portland Loo" project. The Corporation also collects developer deposit fees associated with its planning function or when negotiating a project with developers to cover staff time and consultant time. During fiscal year 2013 the Corporation, in conjunction with the City of San Diego, submitted several grant application for various projects through the former redevelopment project areas, in order to continue projects that could not be added to the Successor Agency Recognized Obligation Payment Schedule. Staff time and cost which can be attributed to those grants are reflected in this function. Additionally, the Corporation may collect fees for providing services to outside third parties. These activities were incorporated with the Economic Development function in FY 13, but are shown as a separate function in FY 14.

For further information regarding the breakdown of the Other Functions Budget, see Schedule 3G.

CIVIC SAN DIEGO
FISCAL YEAR 2013-2014
ADMINISTRATIVE BUDGET

COMBINED BUDGET FOR ALL FUNCTIONS

	PROPOSED FY 2013-2014 BUDGET	FY 2012-2013 BUDGET	CHANGE
SALARIES AND BENEFITS			
Existing Positions	\$ 2,800,000	\$ 2,800,000	\$ -
Benefits	<u>1,180,000</u>	<u>1,180,000</u>	<u>-</u>
Subtotal Salaries and Benefits	<u>\$ 3,980,000</u>	<u>\$ 3,980,000</u>	<u>\$ -</u>
 OVERHEAD			
1 Rent- Office/DIC	\$ 902,000	\$ 870,000	\$ 32,000
2 Rent- Equipment	8,000	8,000	-
3 Leasehold Improvements	25,000	92,000	(67,000)
4 Telephone/Communications	38,000	38,000	-
5 Photography, Plans & Drawings	-	-	-
6 Office/Graphics/Computer Programs & Supplies	55,000	55,000	-
7 Postage	34,000	38,000	(4,000)
8 Publications	2,000	2,000	-
9 Reproduction Expense	64,000	58,000	6,000
10 Advertising/Relocation/Recruiting Expense	20,000	25,000	(5,000)
11 Business Expense	30,000	30,000	-
12 Travel-Board/Corporate	5,000	5,000	-
13 Auto Expense	4,000	4,000	-
14 Repairs & Maintenance	10,000	10,000	-
15 General Memberships	8,000	8,000	-
16 Professional Development	17,000	17,000	-
17 Associated Travel	8,000	8,000	-
18 Memberships	10,000	10,000	-
19 Insurance	160,000	142,000	18,000
20 Equal Opportunity Expense	-	-	-
21 Communication Material/Events	-	-	-
22 F F & E /Computer Equipment	40,000	40,000	-
23 Directors/Board Expense	5,000	5,000	-
24 Professional/Consulting Services	670,000	620,000	50,000
25 Other	-	-	-
Subtotal Overhead	<u>\$ 2,115,000</u>	<u>\$ 2,085,000</u>	<u>\$ 30,000</u>
 TOTAL ADMINISTRATIVE BUDGET	 <u>\$ 6,095,000</u>	 <u>\$ 6,065,000</u>	 <u>\$ 30,000</u>

CIVIC SAN DIEGO
FISCAL YEAR 2013-2014
BUDGET BY FUNCTION

Description	Total Budget	Successor Agency Oversight & Overhead	Housing Successor Agency	Project Management for Enforceable Obligations	Permitting & Planning	Downtown Community Parking District	Economic Develop. & NMTC Program	Other Funding Sources
Expenditures								
Salaries	2,800,000	871,335	266,936	736,076	437,864	186,679	171,209	129,903
Benefits & Taxes	1,180,000	379,170	109,409	293,418	199,513	81,378	65,333	51,779
Rent	902,000	-	-	644,844	135,643	53,692	36,737	31,085
Rent- Equipment	8,000	2,639	722	1,904	1,443	571	391	331
Leasehold Improvements	25,000	8,246	2,255	5,950	4,509	1,785	1,221	1,033
Telephone/Communications	38,000	12,534	3,427	9,044	6,854	2,713	1,856	1,571
Photography, Plans & Drawings	-	-	-	-	-	-	-	-
Office/Graphics/Computer Programs & Supplies	55,000	18,142	4,960	13,090	9,921	3,927	2,687	2,273
Postage	34,000	4,618	1,263	3,332	22,525	1,000	684	579
Publications	2,000	660	180	476	361	143	98	83
Reproduction Expense	64,000	21,111	5,772	15,232	11,544	4,570	3,127	2,646
Advertising/Relocation/Recruiting Expense	20,000	6,597	1,804	4,760	3,608	1,428	977	827
Business Expense	30,000	9,896	2,706	7,140	5,411	2,142	1,466	1,240
Travel-Board/Corporate	5,000	1,649	451	1,190	902	357	244	207
Auto Expense	4,000	1,319	361	952	722	286	195	165
Repairs & Maintenance	10,000	3,299	902	2,380	1,804	714	489	413
General Memberships	8,000	2,639	722	1,904	1,443	571	391	331
Professional Development	17,000	5,608	1,533	4,046	3,066	1,214	830	703
Associated Travel	8,000	2,639	722	1,904	1,443	571	391	331
Memberships	10,000	3,299	902	2,380	1,804	714	489	413
Insurance	160,000	52,777	14,430	38,079	28,860	11,424	7,816	6,614
Equal Opportunity Expense	-	-	-	-	-	-	-	-
Communication Material/Events	-	-	-	-	-	-	-	-
F F & E /Computer Equipment	40,000	13,194	3,608	9,520	7,215	2,856	1,954	1,653
Directors/Board Expense	5,000	1,649	451	1,190	902	357	244	207
Professional/Consulting Services	670,000	204,509	55,916	147,557	111,833	44,267	70,288	35,628
Other	-	-	-	-	-	-	-	-
Total Expenditures	6,095,000	1,627,527	479,430	1,946,367	999,189	403,357	369,116	270,013

CIVIC SAN DIEGO
FISCAL YEAR 2013-2014
ADMINISTRATIVE BUDGET

SUCCESSOR AGENCY ADMINISTRATION

	PROPOSED FY 2013-2014 BUDGET	FY 2012-2013 BUDGET	CHANGE
SALARIES AND BENEFITS			
Existing Positions	\$ 871,335	\$ 1,173,194	\$ (301,859)
Benefits	<u>379,170</u>	<u>510,174</u>	<u>(131,005)</u>
Subtotal Salaries and Benefits	<u>\$ 1,250,504</u>	<u>\$ 1,683,368</u>	<u>\$ (432,864)</u>
 OVERHEAD			
1 Rent- Office/DIC	\$ -	\$ 402,111	\$ (402,111)
2 Rent- Equipment	2,639	3,384	(745)
3 Leasehold Improvements	8,246	40,753	(32,507)
4 Telephone/Communications	12,534	16,072	(3,538)
5 Photography, Plans & Drawings	-	-	-
6 Office/Graphics/Computer Programs & Supplies	18,142	23,263	(5,121)
7 Postage	4,618	3,214	1,403
8 Publications	660	846	(186)
9 Reproduction Expense	21,111	24,531	(3,421)
10 Advertising/Relocation/Recruiting Expense	6,597	11,074	(4,477)
11 Business Expense	9,896	12,689	(2,793)
12 Travel-Board/Corporate	1,649	2,215	(566)
13 Auto Expense	1,319	1,692	(372)
14 Repairs & Maintenance	3,299	4,230	(931)
15 General Memberships	2,639	3,384	(745)
16 Professional Development	5,608	7,190	(1,583)
17 Associated Travel	2,639	3,384	(745)
18 Memberships	3,299	4,230	(931)
19 Insurance	52,777	62,902	(10,125)
20 Equal Opportunity Expense	-	-	-
21 Communication Material/Events	-	-	-
22 F F & E /Computer Equipment	13,194	16,918	(3,724)
23 Directors/Board Expense	1,649	2,115	(466)
24 Professional/Consulting Services	204,509	206,336	(1,826)
25 Other	-	-	-
Subtotal Overhead	<u>\$ 377,023</u>	<u>\$ 852,531</u>	<u>\$ (475,508)</u>
 TOTAL ADMINISTRATIVE BUDGET	 <u>\$ 1,627,527</u>	 <u>\$ 2,535,900</u>	 <u>\$ (908,372)</u>

CIVIC SAN DIEGO
FISCAL YEAR 2013-2014
ADMINISTRATIVE BUDGET

HOUSING SUCCESSOR AGENCY ADMINISTRATION

	PROPOSED FY 2013-2014 BUDGET	FY 2012-2013 BUDGET	CHANGE
SALARIES AND BENEFITS			
Existing Positions	\$ 266,936	\$ 72,121	\$ 194,816
Benefits	109,409	28,016	81,393
Subtotal Salaries and Benefits	<u>\$ 376,345</u>	<u>\$ 100,136</u>	<u>\$ 276,209</u>
 OVERHEAD			
1 Rent- Office/DIC	\$ -	\$ 20,112	\$ (20,112)
2 Rent- Equipment	722	201	520
3 Leasehold Improvements	2,255	2,013	242
4 Telephone/Communications	3,427	956	2,471
5 Photography, Plans & Drawings	-	-	-
6 Office/Graphics/Computer Programs & Supplies	4,960	1,384	3,577
7 Postage	1,263	191	1,071
8 Publications	180	50	130
9 Reproduction Expense	5,772	1,459	4,313
10 Advertising/Relocation/Recruiting Expense	1,804	547	1,257
11 Business Expense	2,706	755	1,951
12 Travel-Board/Corporate	451	109	342
13 Auto Expense	361	101	260
14 Repairs & Maintenance	902	252	650
15 General Memberships	722	201	520
16 Professional Development	1,533	428	1,105
17 Associated Travel	722	201	520
18 Memberships	902	252	650
19 Insurance	14,430	3,106	11,324
20 Equal Opportunity Expense	-	-	-
21 Communication Material/Events	-	-	-
22 F F & E /Computer Equipment	3,608	1,006	2,601
23 Directors/Board Expense	451	126	325
24 Professional/Consulting Services	55,916	12,779	43,138
25 Other	-	-	-
Subtotal Overhead	<u>\$ 103,085</u>	<u>\$ 46,230</u>	<u>\$ 56,855</u>
 TOTAL ADMINISTRATIVE BUDGET	<u>\$ 479,430</u>	<u>\$ 146,366</u>	<u>\$ 333,064</u>

CIVIC SAN DIEGO
FISCAL YEAR 2013-2014
ADMINISTRATIVE BUDGET

SUCCESSOR AGENCY ENFORCEABLE OBLIGATION & PROJECT MANAGEMENT

	PROPOSED FY 2013-2014 BUDGET	FY 2012-2013 BUDGET	CHANGE
SALARIES AND BENEFITS			
Existing Positions	\$ 736,076	\$ 832,117	\$ (96,041)
Benefits	293,418	339,121	(45,702)
Subtotal Salaries and Benefits	<u>\$ 1,029,494</u>	<u>\$ 1,171,237</u>	<u>\$ (141,743)</u>
 OVERHEAD			
1 Rent- Office/DIC	\$ 644,844	\$ 258,589	\$ 386,255
2 Rent- Equipment	1,904	2,354	(450)
3 Leasehold Improvements	5,950	25,875	(19,925)
4 Telephone/Communications	9,044	11,183	(2,139)
5 Photography, Plans & Drawings	-	-	-
6 Office/Graphics/Computer Programs & Supplies	13,090	16,185	(3,096)
7 Postage	3,332	2,237	1,095
8 Publications	476	589	(113)
9 Reproduction Expense	15,232	17,068	(1,836)
10 Advertising/Relocation/Recruiting Expense	4,760	7,031	(2,271)
11 Business Expense	7,140	8,828	(1,689)
12 Travel-Board/Corporate	1,190	1,406	(216)
13 Auto Expense	952	1,177	(225)
14 Repairs & Maintenance	2,380	2,943	(563)
15 General Memberships	1,904	2,354	(450)
16 Professional Development	4,046	5,003	(957)
17 Associated Travel	1,904	2,354	(450)
18 Memberships	2,380	2,943	(563)
19 Insurance	38,079	39,938	(1,858)
20 Equal Opportunity Expense	-	-	-
21 Communication Material/Events	-	-	-
22 F F & E /Computer Equipment	9,520	11,771	(2,251)
23 Directors/Board Expense	1,190	1,471	(281)
24 Professional/Consulting Services	147,557	216,603	(69,046)
25 Other	-	-	-
Subtotal Overhead	<u>\$ 916,873</u>	<u>\$ 637,903</u>	<u>\$ 278,970</u>
TOTAL ADMINISTRATIVE BUDGET	<u>\$ 1,946,367</u>	<u>\$ 1,809,140</u>	<u>\$ 137,227</u>

CIVIC SAN DIEGO
FISCAL YEAR 2013-2014
ADMINISTRATIVE BUDGET

PLANNING AND PERMITTING FUNCTIONS

	PROPOSED FY 2013-2014 BUDGET	FY 2012-2013 BUDGET	CHANGE
SALARIES AND BENEFITS			
Existing Positions	\$ 437,864	\$ 449,002	\$ (11,138)
Benefits	199,513	193,486	6,027
Subtotal Salaries and Benefits	<u>\$ 637,377</u>	<u>\$ 642,487</u>	<u>\$ (5,110)</u>
 OVERHEAD			
1 Rent- Office/DIC	\$ 135,643	\$ 121,170	\$ 14,472
2 Rent- Equipment	1,443	1,291	152
3 Leasehold Improvements	4,509	15,381	(10,872)
4 Telephone/Communications	6,854	6,134	720
5 Photography, Plans & Drawings	-	-	-
6 Office/Graphics/Computer Programs & Supplies	9,921	8,879	1,042
7 Postage	22,525	31,627	(9,102)
8 Publications	361	323	38
9 Reproduction Expense	11,544	9,363	2,181
10 Advertising/Relocation/Recruiting Expense	3,608	4,180	(572)
11 Business Expense	5,411	4,843	568
12 Travel-Board/Corporate	902	836	66
13 Auto Expense	722	646	76
14 Repairs & Maintenance	1,804	1,614	189
15 General Memberships	1,443	1,291	152
16 Professional Development	3,066	2,744	322
17 Associated Travel	1,443	1,291	152
18 Memberships	1,804	1,614	189
19 Insurance	28,860	23,741	5,120
20 Equal Opportunity Expense	-	-	-
21 Communication Material/Events	-	-	-
22 F F & E /Computer Equipment	7,215	6,457	758
23 Directors/Board Expense	902	807	95
24 Professional/Consulting Services	111,833	78,964	32,869
25 Other	-	-	-
Subtotal Overhead	<u>\$ 361,812</u>	<u>\$ 323,197</u>	<u>\$ 38,615</u>
 TOTAL ADMINISTRATIVE BUDGET	 <u>\$ 999,189</u>	 <u>\$ 965,685</u>	 <u>\$ 33,505</u>

CIVIC SAN DIEGO
FISCAL YEAR 2013-2014
ADMINISTRATIVE BUDGET

PARKING DISTRICT ADMINISTRATION

	PROPOSED FY 2013-2014 BUDGET	FY 2012-2013 BUDGET	CHANGE
SALARIES AND BENEFITS			
Existing Positions	\$ 186,679	\$ 174,356	\$ 12,323
Benefits	81,378	73,120	8,258
Subtotal Salaries and Benefits	<u>\$ 268,056</u>	<u>\$ 247,476</u>	<u>\$ 20,581</u>
 OVERHEAD			
1 Rent- Office/DIC	\$ 53,692	\$ 44,731	\$ 8,961
2 Rent- Equipment	571	497	74
3 Leasehold Improvements	1,785	5,678	(3,893)
4 Telephone/Communications	2,713	2,363	350
5 Photography, Plans & Drawings	-	-	-
6 Office/Graphics/Computer Programs & Supplies	3,927	3,420	507
7 Postage	1,000	473	527
8 Publications	143	124	18
9 Reproduction Expense	4,570	3,606	963
10 Advertising/Relocation/Recruiting Expense	1,428	1,543	(115)
11 Business Expense	2,142	1,865	277
12 Travel-Board/Corporate	357	309	48
13 Auto Expense	286	249	37
14 Repairs & Maintenance	714	622	92
15 General Memberships	571	497	74
16 Professional Development	1,214	1,057	157
17 Associated Travel	571	497	74
18 Memberships	714	622	92
19 Insurance	11,424	8,764	2,660
20 Equal Opportunity Expense	-	-	-
21 Communication Material/Events	-	-	-
22 F F & E /Computer Equipment	2,856	2,487	369
23 Directors/Board Expense	357	311	46
24 Professional/Consulting Services	44,267	30,718	13,549
25 Other	-	-	-
Subtotal Overhead	<u>\$ 135,301</u>	<u>\$ 110,434</u>	<u>\$ 24,867</u>
TOTAL ADMINISTRATIVE BUDGET	<u>\$ 403,357</u>	<u>\$ 357,910</u>	<u>\$ 45,447</u>

CIVIC SAN DIEGO
FISCAL YEAR 2013-2014
ADMINISTRATIVE BUDGET

ECONOMIC DEVELOPMENT & NMTc FUNCTIONS

	PROPOSED FY 2013-2014 BUDGET	FY 2012-2013 BUDGET	CHANGE
SALARIES AND BENEFITS			
Existing Positions	\$ 171,209	\$ 99,211	\$ 71,997
Benefits	65,333	36,084	29,249
Subtotal Salaries and Benefits	<u>\$ 236,542</u>	<u>\$ 135,295</u>	<u>\$ 101,247</u>
 OVERHEAD			
1 Rent- Office/DIC	\$ 36,737	\$ 23,286	\$ 13,451
2 Rent- Equipment	391	272	119
3 Leasehold Improvements	1,221	2,300	(1,079)
4 Telephone/Communications	1,856	1,292	565
5 Photography, Plans & Drawings	-	-	-
6 Office/Graphics/Computer Programs & Supplies	2,687	1,870	817
7 Postage	684	258	426
8 Publications	98	68	30
9 Reproduction Expense	3,127	1,972	1,155
10 Advertising/Relocation/Recruiting Expense	977	625	352
11 Business Expense	1,466	1,020	446
12 Travel-Board/Corporate	244	125	119
13 Auto Expense	195	136	59
14 Repairs & Maintenance	489	340	149
15 General Memberships	391	272	119
16 Professional Development	830	578	253
17 Associated Travel	391	272	119
18 Memberships	489	340	149
19 Insurance	7,816	3,550	4,266
20 Equal Opportunity Expense	-	-	-
21 Communication Material/Events	-	-	-
22 F F & E /Computer Equipment	1,954	1,360	594
23 Directors/Board Expense	244	170	74
24 Professional/Consulting Services	70,288	74,600	(4,312)
25 Other	-	-	-
Subtotal Overhead	<u>\$ 132,574</u>	<u>\$ 114,705</u>	<u>\$ 17,869</u>
TOTAL ADMINISTRATIVE BUDGET	<u>\$ 369,116</u>	<u>\$ 250,000</u>	<u>\$ 119,116</u>

CIVIC SAN DIEGO
FISCAL YEAR 2013-2014
ADMINISTRATIVE BUDGET

DEPOSITS/OTHER FUNCTIONS

	PROPOSED FY 2013-2014 BUDGET	FY 2012-2013 BUDGET	CHANGE
SALARIES AND BENEFITS			
Existing Positions	\$ 129,903	\$ -	\$ 129,903
Benefits	51,779	-	51,779
Subtotal Salaries and Benefits	\$ 181,681	\$ -	\$ 181,681
 OVERHEAD			
1 Rent- Office/DIC	\$ 31,085	\$ -	\$ 31,085
2 Rent- Equipment	331	-	331
3 Leasehold Improvements	1,033	-	1,033
4 Telephone/Communications	1,571	-	1,571
5 Photography, Plans & Drawings	-	-	-
6 Office/Graphics/Computer Programs & Supplies	2,273	-	2,273
7 Postage	579	-	579
8 Publications	83	-	83
9 Reproduction Expense	2,646	-	2,646
10 Advertising/Relocation/Recruiting Expense	827	-	827
11 Business Expense	1,240	-	1,240
12 Travel-Board/Corporate	207	-	207
13 Auto Expense	165	-	165
14 Repairs & Maintenance	413	-	413
15 General Memberships	331	-	331
16 Professional Development	703	-	703
17 Associated Travel	331	-	331
18 Memberships	413	-	413
19 Insurance	6,614	-	6,614
20 Equal Opportunity Expense	-	-	-
21 Communication Material/Events	-	-	-
22 F F & E /Computer Equipment	1,653	-	1,653
23 Directors/Board Expense	207	-	207
24 Professional/Consulting Services	35,628	-	35,628
25 Other	-	-	-
Subtotal Overhead	\$ 88,332	\$ -	\$ 88,332
 TOTAL ADMINISTRATIVE BUDGET	 \$ 270,013	 \$ -	 \$ 270,013

CIVIC SAN DIEGO

FISCAL YEAR 2013-2014

SALARY RANGES

CORPORATION STAFF	FY 2013 Positions (1)	FY 2014 Positions	CURRENT			PROPOSED		
President & Chief Executive Officer	1.0	1.0	\$175,000	to	\$225,000	\$175,000	to	\$235,000
Chief Financial Officer & Chief Operating Officer	1.0	1.0	\$138,000	to	\$186,000	\$138,000	to	\$186,000
Vice President	0.0	0.0	\$108,000	to	\$155,000	\$108,000	to	\$155,000
Assistant Vice President	4.0	4.0	\$95,000	to	\$137,000	\$95,000	to	\$148,000
Senior Project Manager	6.0	6.0	\$75,000	to	\$128,000	\$75,000	to	\$128,000
Associate Engineer/Public Works	0.0	0.0	\$70,000	to	\$91,000	\$70,000	to	\$91,000
Associate Project Manager	2.0	2.0	\$50,000	to	\$83,000	\$63,000	to	\$97,000
Assistant Project Manager	2.0	1.0	\$49,000	to	\$65,000	\$49,000	to	\$65,000
Equal Opportunity Outreach/Comm. Specialist Planner	0.0 4.0	0.0 4.0	\$49,000 \$40,000	to	\$65,000 \$93,000	\$49,000 \$40,000	to	\$65,000 \$93,000
Marketing & Communications Manager	0.0	0.0	\$69,000	to	\$92,000	\$69,000	to	\$92,000
Community Relations Manager	0.0	0.0	\$62,000	to	\$83,000	\$62,000	to	\$83,000
Graphics/Designer	0.0	0.0	\$58,000	to	\$75,000	\$58,000	to	\$75,000
DIC Manager & Marketing Specialist	0.0	0.0	\$62,000	to	\$83,000	\$62,000	to	\$83,000
Communications Specialist	0.0	0.0	\$34,000	to	\$57,000	\$34,000	to	\$57,000
Information Technology Manager	0.0	0.0	\$74,000	to	\$98,000	\$70,000	to	\$100,000
GIS/Web Specialist	0.0	0.0	\$51,000	to	\$84,000	\$51,000	to	\$84,000
Asset and Contract Manager	1.0	1.0	\$55,000	to	\$82,000	\$70,000	to	\$110,000
Asst. Asset & Contract Manager	0.0	1.0	\$0	to	\$0	\$46,000	to	\$97,000
Financial Analyst	2.0	2.0	\$50,000	to	\$97,000	\$50,000	to	\$97,000
Accountants	4.0	3.0	\$50,000	to	\$97,000	\$50,000	to	\$97,000
Accounting Clerks	1.0	1.0	\$30,000	to	\$50,000	\$30,000	to	\$50,000
Computer Information Specialist	0.0	0.0	\$44,000	to	\$61,000	\$44,000	to	\$61,000
Admin Services Mngr/Clerk of the Board	1.0	1.0	\$54,000	to	\$79,500	\$61,000	to	\$89,000
Executive/Administrative Assistant	2.0	3.0	\$34,000	to	\$57,000	\$34,000	to	\$57,000
Receptionist	0.0	0.0	\$29,000	to	\$41,000	\$29,000	to	\$41,000
Administrative Clerical Assistant	1.0	1.0	\$27,000	to	\$39,000	\$27,000	to	\$39,000
Subtotal Positions & Salaries	32.0	32.0			\$2,735,115			\$2,709,053
Intern Program/Overtime/Contingency					\$64,885			\$90,947
TOTAL POSITIONS & SALARIES	32.0	32.0			\$2,800,000			\$2,800,000