

Agenda Item: 4

Consideration of FY 2009 Taxi Commission Budget [DISCUSSION]

CITY AND COUNTY OF  
SAN FRANCISCO



TAXI COMMISSION  
MAYOR GAVIN NEWSOM

COMMISSIONERS TELEPHONE (415) 554-7737

PAUL GILLESPIE, PRESIDENT, ext. 3  
PATRICIA BRESLIN, VICE PRESIDENT  
RICHARD BENJAMIN, COMMISSIONER, ext. 1  
MALCOLM HEINICKE, COMMISSIONER, ext. 4  
BRUCE OKA, COMMISSIONER, ext. 5  
TOM ONETO, COMMISSIONER, ext. 6  
MIN PAFK, COMMISSIONER, ext. 7

HEIDI MACHEN, EXECUTIVE DIRECTOR

**DATE:** March 18, 2008  
**TO:** Honorable Commissioners  
**FR:** Jordanna Thigpen  
**RE:** Proposed Taxi Commission FY 2009 Budget

---

Attached is the Taxi Commission's proposed FY 2009 budget for your consideration.

**Revenue:**

The Commission anticipates approximately \$2,199,442.00 in revenue for FY 2009. The revenues come from permit fees, and due to a deficit projected for this year, we cannot count on any carry forward funds being available.

**Expenditures**

Overall expenditures are \$2,199,442.00. This is an increase of \$661,466 from 07-08 and is primarily due to litigation costs with the City Attorney.

**Changes in the budget from FY 07-08 to 08-09:**

Besides increases based on cost of living allowances and actual expenditures from FY 2008, below are proposed changes (with explanations) to the Taxi Commission budget for FY 2009.

The TXC will continue to assimilate administrative functions from the SFPD Taxi Detail by civilianizing one clerk position. We anticipate that the clerk that we hire at the TXC will assist the investigators and help with the continued processing of 311 service requests.

The budget for the services of the City Attorney is increased as it was in FY 2008, due to pending lawsuits.

**001 Permanent Salaries and Fringe: \$700,208.00 (after step adjustment)**

Existing positions - 0961 Department Head I, 1823 Senior Administrative Analyst, 1450 Executive Secretary, 1406 Senior Clerk Typist, 1408 Principal Clerk, and 4334 Investigator (2) .

New Positions – 1406 Senior Clerk Typist.

The Taxi Commission has one Senior Administrative Analyst to assist with creating high-level reports, budgeting and presentations to the Commission and other governmental agencies. The Executive Secretary is responsible for scheduling all administrative hearings and producing the bi-weekly Commission meetings, including preparing the agendas and minutes. The Principal Clerk and Senior Clerk Typist are responsible for managing the Commission office, coordinating all clerical and technical support activities and processing all administrative functions related to the Taxi Commission permitting system.

The Investigators perform audits and conduct investigation of violations of administrative law.

Fringe consists of the benefits for all Taxi Commission employees such as retirement, social security, health insurance, dental coverage, unemployment insurance and disability insurance.

**020 Overhead: \$XXX**

COWCAP is the indirect cost for citywide overhead charges provided by the Controller's Office, the Mayor's Office and the Board of Supervisors. The Controller's Office has not yet calculated the FY 2009 amount so no amount is yet listed. Once an amount is provided, the permit fees will have to be adjusted correspondingly.

**022/024 Training and Membership Fees: \$9950**

Each year, the International Association of Transportation Regulators (IATR) and the TLPA (Taxi, Limousine and Paratransit Association) hosts an international conference to network and discuss the latest topics of interests for taxicab regulators from municipalities throughout the United States, Canada and the United Kingdom. The training location and conference scope is different each year, so estimating the expenses is not precise. Additional funds will pay for more staff training.

**025 Entertainment and Promotion: \$4,500**

We request these funds to hold outreach events for industry stakeholders: the Paratransit community, drivers, medallion holders, company representatives, etc. to develop communication among the groups.

**027 Professional Services and Specialized Projects: \$30,000**

Each year, the Taxi Commission is required to hold a Public Convenience and Necessity Hearing per the Police Code to determine the number of medallions that are needed to adequately serve San Francisco. In FY 2008, the TXC performed this survey in-house. We would like to contract this out for FY 2009.

**030 Office and Garage Rent: \$44,945**

Includes office space at 25 Van Ness, storage at 25 Van Ness, and garage space for the staff vehicle.

**035/040/060 Materials and Supplies: \$47,500**

These are miscellaneous accounts that pay for the maintenance of the copier, postage, medallion stamping, legal advertising for public hearings related to permit issuance, office supplies and unexpected costs.

This is based on materials for increased staff as well as materials for our planned Town Hall meetings; additionally, it includes \$25,500 for newspaper postings for new medallion applicants, a cost which has never before been recovered.

**081 Work Orders to Other Departments: \$1,344,796.00**

- ***Office of Administrative Services (\$25,000)***

This department provides payroll, personnel, accounting and IT support services for the Taxi Commission. This arrangement is more fiscally prudent than hiring two or more additional staff at an estimate of \$40,000 each to perform these functions.

- ***City Attorney (\$600,000)***

Due to impending litigation, the City Attorney's Work Order is increased for FY 2009 by \$28,000.00.

- ***DTIS (\$38,898)***

This line item reflects cost estimates for SFGTV (Citywatch), telephone, and network services.

- ***Controller (\$0)***

In FY 2009, the Taxi Commission will not utilize the Controller to administer its customer satisfaction survey.

- ***Central Shops (\$2,808)***

Currently, the Taxi Commission has one vehicle for staff to use for neighborhood meetings and administrative audits of color schemes. The budget line item for Central Shops reflects lease fees, estimated fuel, and maintenance costs for the vehicle for the upcoming fiscal year .

- ***Parking and Traffic (\$60,265)***

The Taxi Commission utilizes a Department of Parking and Traffic hearing officer to hear disciplinary cases involving violations of the full-time driving requirement, driver permit suspensions and other disciplinary issues. We have maintained this hearing officer's budget since due to the deficit this year we had to use this work order to pay for the City Attorney's work order.

- ***Reproduction and Mail Services (\$40,000)***

(1) Mail Services: The Taxi Commission mails approximately 10,000 pieces of correspondence annually, which is \$3,900 in postage. The Commission requires many of the Taxi Commission's Notices to Appear and Notices of Decision to be sent out via certified mail. The Commission and the Board of Supervisors are requiring more and more notices to affected stakeholders. Staff has also determined that ADA letters and notices should now be sent certified mail due to allegations that letters are not received by those requesting ADA modifications.

(2) Reproduction: The Commission is estimating increased costs for FY 2009 for letterhead, envelopes, invitations and other graphic design and mass-mailing services as we introduce more public outreach and education efforts, and based on the necessity to print new copies of our updated Rules and Regulations book.

- *Police Department (\$564,571)*

The Taxicab Commission is work-ordering \$564,571 to the Police Department Taxicab Detail for its services. The work order will cover the salaries for a one-fourth of a Lieutenant's salary, one Q52 Sergeant, two Q4 Police Officers, and one Clerk Typist.

Under the enhanced overtime fund proposal, a total of \$116,327 is allocated to the overtime enforcement fund to pay for overtime enforcement of illegal limousines and generally for the Taxi Commission.

OBJE#	Object Title	2006-2007	2007-2008	2008-2009	Variance	Explanations
001	Salaries + Fringe	493,820.00	561,607.00	700,208.00	138,601.00	Includes salary plus fringe
022	Training	2,500.00	4,000.00	9,400.00	5,400.00	IATR Conference *2; TLPA conference *2; staff training.
23	Employee Field Expense	0.00	0.00	500.00	2,000.00	This appropriation funds work-related expenses incurred by staff in the field
024	Membership Fees	375.00	375.00	450.00	75.00	IATR Annual Membership Fees
025	Entertainment & Promotion	3,000.00	3,000.00	4,500.00	1,500.00	outreach event for industry stakeholders, and public outreach including Town Hall meetings occurring twice per year
027	Professional Services & Specialized Services	25,000.00	0.00	30,000.00	30,000.00	Consultant to perform the PC&N service and availability study.
081RR	Rents & Leases	23,137.00	41,143.00	44,945.00	3,802.00	rent for 25 Van Ness, storage, and garage
035	Other Materials & Supplies	15,000.00	8,085.00	12,000.00	3,915.00	FY 09 is based on FY 08 actuals
040	Materials & Supplies	6,000.00	8,000.00	35,500.00	27,500.00	FY 09 is based on FY 08 actuals plus additional amount based on increased staff and Town Hall meetings planned; also includes \$25,500 for newspaper postings for new medallion applicants
081	Services of Other Departments	830,535.21	913,266.00	1,361,939.00	448,673.00	See explanations below
<b>TOTAL</b>		<b>1,399,367.21</b>	<b>1,539,476.00</b>	<b>2,199,442.00</b>	<b>661,465.00</b>	

Index Code	Workorders by Department	2006-2007	2007-2008	2008-2009	Variance	Explanations
385023						
081CA	Administrative Services	25,000.00	25,000.00	25,000.00	0.00	Payroll, Personnel and Accounting Litigation costs
860CT	City Attorney	94,000.00	115,000.00	600,000.00	485,000.00	
081CW	DTIS (SFGTA) WKTY08000003-01	21,558.00	23,938.00	25,269.00	1,331.00	televised Commission meetings
081C4	City Auditor Services	3,254.00	3,254.00	3,254.00	0.00	
081C5	DTIS Network and website	18,917.00	8,129.00	8,129.00	0.00	
081ET	DTIS (Telephone)	3,559.00	4,997.00	5,500.00	503.00	FY 09 is based on FY 08 actuals
081PE	Central Shops	2,308.00	2,308.00	2,308.00	0.00	Vehicle lease, maintenance
081PF	Central Shops fuel	1,192.00	2,182.00	500.00	(1,692.00)	Fuel - decreased cost due to PC&N being contracted out and Prius instead of CNG vehicle
	Mailing Costs	6,000.00	0.00	10,000.00	8,000.00	This item was inadvertently not funded for FY 2008. We send out a large amount of correspondence to notice people properly.
081PK	Parking & Traffic WKTY06000009	28,788.80	60,265.00	60,265.00	0.00	DPT hearing officers-531.46 hours at \$66.08/hr. - anticipates increased volume of litigation as well as \$5,000 for DPT curb painting
081PR	Reproduction	2,000.00	20,000.00	40,000.00	20,000.00	public outreach materials, printing of citations and Rule Books, printing of driver training materials
081PX	SFPD	613,212.41	648,375.00	581,714.00	(66,661.00)	see attached proposed workorder
081CO	Controller	16,000.00	0.00	0.00	0.00	Customer Satisfaction Survey. 160 hours at \$100/hour - Controller has indicated they will no longer perform this survey.
<b>Total WOF</b>		<b>830,535.21</b>	<b>913,266.00</b>	<b>1,361,939.00</b>	<b>446,481.00</b>	

Revenite	2008-2009
All new and renewed permits	\$2,199,442.00
<b>Total</b>	<b>2,199,442.00</b>

**Taxi Commission Salaries**

Job Title	Classification	Number	Sal+Ben	Salary top step	Class Salary/yr	Benefits paid	Estimated Benefits %
Commissioner	0114	7.00	8,400.00	8,400.00	00101	0.00	.30
Executive Director	0961	1.00	169,226.20	131,326.00	1,200.00	37,900.20	0.00
Sr. Admin. Analyst	1823	0.75	107,302.65	87,594.00	126,334.00	19,708.65	26,278.20
Investigator	4334	1.00	97,346.30	75,296.00	87,594.00	22,050.30	22,050.60
Investigator	4334	1.00	97,319.60	75,269.00	73,502.00	22,050.60	22,050.60
Principal Clerk	1408	1.00	80,100.80	61,958.00	60,476.00	18,142.80	18,142.80
Executive Secretary	1450	1.00	80,100.80	61,958.00	60,476.00	18,142.80	18,142.80
Senior Clerk	1406	0.75	65,436.80	46,930.00	50,336.00	11,325.60	15,100.80
Senior Clerk	1406	1.00	65,436.80	46,930.00	50,336.00	15,100.80	15,100.80
<b>Employee expense total</b>			<b>770,669.95</b>	<b>595,661.00</b>		<b>164,421.75</b>	

Attrition

(33,631.00)

**Net Employee Cost**

**737,038.95**

**164,421.75**

**Final cost after step adjustment**

**700,208.00**

Scenario 1 - 3.2% plus cost recovery

Subobject	DESCRIPTION	06-07		07-08		08-09		09-10	
		Fee	Quantity	Revenue	Fee	Quantity	Revenue	Fee	Quantity
60611	Driver Permit Application	98.00	955	\$84,940	74.80	1,020	\$76,296	77.00	1,100
20230	Driver Renewals (P44)	47.00	8,990	\$422,530	\$1.70	8,325	\$430,403	53.00	7,500
60611	Permit Holders Applications	577.00	45	\$25,965	634.70	70	\$44,429	1,017.00	90
20230	Permit Holders Renewals (P16)	498.00	1,308	\$650,888	658.00	1,331	\$875,798	992.00	1,400
60611	Ramped Taxi Applications	105.00	10	\$1,050	115.50	31	\$3,581	472.00	10
20230	Ramped Taxi Renewals (P68)	105.00	75	\$7,875	115.50	100	\$11,550	423.00	100
60611	PCN Applications (waiting list)	315.00	50	\$15,750	348.50	50	\$17,325	353.00	50
60611	Color Scheme Change	262.00	84	\$25,152	288.20	84	\$24,208	294.00	80
60611	Lost Medallions	157.00	20	\$3,140	172.70	15	\$2,591	176.00	30
60611	Metal Medallions	31.00	1,381	\$42,811	34.10	1,431	\$48,797	35.00	1,500
60611	New Color Schemes 1 to 5	787.00	5	\$3,935	865.70	2	\$1,731	883.00	1
60611	6 to 15 medallions	1,573.00	1	\$1,573	1,730.30	0	\$0	1,765.00	0
60611	16 to 49 medallions	3,147.00	0	\$0	3,461.70	0	\$0	3,531.00	0
60611	50 or more medallions	3,933.00	0	\$0	4,326.30	0	\$0	4,413.00	0
20230	Color Scheme Renew 1 to 5 (P69)	524.00	13	\$6,812	576.40	13	\$7,493	585.00	11
20230	6 to 15 medallions (P69)	1,048.00	5	\$5,245	1,153.90	5	\$5,770	1,190.00	4
20230	16 to 49 medallions (P69)	2,096.00	8	\$16,784	2,307.80	8	\$18,462	2,378.00	7
20230	50 or more medallions (P69)	2,622.00	7	\$18,354	2,884.20	8	\$23,074	2,976.00	7
60611	Dispatch Applications	2,622.00	2	\$5,244	2,884.20	2	\$5,768	2,976.00	0
20230	Dispatch Renewals (P70)	2,622.00	12	\$31,464	2,884.20	11	\$31,726	2,976.00	11
20235	Taxi Wrap- Fee is per month per vehicle	100.00	50	\$5,000	110.00	50	\$5,500	112.00	50
	FUND BALANCE			\$62,863			\$338		
				\$1,416,875			\$1,634,840		

\$2,199,442

Permit Holders Applications  
 Permit Holders Renewals (P16)  
 Ramped Taxi Applications  
 Ramped Taxi Renewals (P68)

New Fee includes base plus 3.2% (\$647), \$98 for fingerprinting fees, \$255 for newspaper posting, and \$321 for cost recovery

New Fee includes base + 3.2% (\$671), plus cost recovery of \$321

New Fee includes base + 3.2% (\$118), \$99 for fingerprinting fees, and \$255 for newspaper posting

New Fee includes base + 3.2% (\$118) and cost recovery of \$321



**SFPD Projected Expense Summary**

Personnel Expenses	FY 2009	FY2009	FY2009
Job Title	FTE	Salary Totals	Salary/yr
Lieutenant	0.25	31,320.00	31,320.00
Sergeant	1.00	107,322.00	107,322.00
Q4 Police Officer	2.00	189,062.00	94,531.00
Clerk Typist	1.00	44,702.00	44,702.00
Principal Clerk	0.00	0.00	0.00
<b>Subtotal</b>	<b>5.25</b>	<b>372,406.00</b>	
Fringe		65,171.00	
Less Attrition, Clerical		0.00	
Less Attrition, Sworn		0.00	
<b>Personnel expense total</b>		<b>437,577</b>	
<b>Operating Expenses</b>			
Training		5000.00	
Annual Dues		900.00	
Vehicle Fuel/Maintenance		3000.00	
Cell Phone Expense		500.00	
LiveScan Costs		8910.00	
Telecom Expense		2000.00	
OT Enforcement Fund		116327.00	
Materials/Supplies		2500.00	
Other Current Expenses		5000.00	
<b>Operating Expense Total</b>		<b>144137.00</b>	
<b>Grand Total</b>		<b>581,714</b>	

NOTES: 1) The "OT enforcement fund" pays for officers from other stations to do undercover enforcement, for overtime for present employees, and for occasional expert witness officers at disciplinary hearings.