

# Department Budget Submission Checklist

To be completed by: All departments.

**Instructions:** Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

Department Name: Board of Appeals

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
  - Proposed Efficiency/Reduction Savings Loaded in BPMS via Target Reports:** Printed report from GFS Target, reports #15.40.001 & 15.40.002 *N/A*
  - Department Budget Summary:** Submission includes copy of report # 15.50.012 ✓
- Revenue Report:** Completed "Form 2A: Revenue Report."
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- Cost Recovery:** Completed "Form 2C: Cost Recovery." *N/A*
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- Position Changes:** Completed "Form 3B: Position Changes."
- Equipment & Fleet Requests:** Completed "Form 4A: All Equipment Funded in prior budget"; "Form 4B: New General Fund Equipment"; "Form 4C: Fleet". *N/A*
- Minimum Compensation Ordinance:** The effects of the MCO in contracting have been considered as part of the budget submission. *N/A*
- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing or new Prop Js *N/A*
- Interdepartmental Services Balancing:** Included Excel download of 15.20.012 3.b.2 IDS balancing report
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect any proposed position changes.
- New Legislation:** *To be determined after surcharge analysis completed.*
  - Included draft legislation that department would like to submit with the budget; or,
  - Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by
- Other Requests:** Submitted requests for the following items (through separate forms), if applicable:
  - COIT *N/A*
  - Capital

**For Chief Financial Officer/Budget Manager:**  
I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

Full Name: Julie Rosenberg *2/20/20*

Signature: Julie Rosenberg

## BUDGET FORM 1A: Summary of Major Changes FY 2020-21 and FY 2021-22

DEPT NAME HERE

Major Changes	Department Response
<p><b>1. SUMMARY.</b> What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.</p>	No major changes.
<p><b>2. EXPENDITURES.</b> What expenditure changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.</p> <p>(This should match an Audit Trail, as shown in form 3A Expenditure Changes).</p>	<p>\$20,000 was added to cover the Board's fringe benefit costs in both budget years as there has been a shortfall the past two fiscal years; budgeted for a Prop. F employee to be used at .11 FTE (9 hours a pay period) to cover evening hearings or staffing shortages as needed (\$16,334 in BY and \$16,779 in BY+1); expenditures for the Board's office move to 49SVN as well as increased rent; additional annual costs for Salesforce license and software fees associated with the Board's new appeal management system (approximately \$7,000 a year); additional budget for DT Technical Support (\$5,000); <del>Controller's Office Accounting support (\$22,880) and Reproduction Services Support</del></p>
<p><b>3. REVENUE.</b> What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.</p> <p>(This should match an Audit Trail, as shown in form 2A Revenue Report).</p>	<p>A surcharge rate analysis is pending with the Controller's Office to determine what adjustments need to be made to cover the Board's costs.</p>
<p><b>4. TARGET.</b> How did the department meet its target? What are the programmatic, operational, or staffing impacts of this proposed reduction?</p>	Not applicable.
<p><b>5. POSITIONS.</b> Did the department include changes to positions or special classes? What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.</p> <p>(Reminder: No increases to General Fund supported FTE should be loaded in the system. Include reference numbers for all position changes).</p>	Not applicable.

**BUDGET FORM 1A: Summary of Major Changes  
FY 2020-21 and FY 2021-22**

DEPT NAME HERE

<p><b>6. INTERDEPARTMENTAL SERVICES (IDS).</b> Is the department proposing any discretionary changes to IDS workorders (excluding those that are centrally loaded by the Mayor's Office)? If so, describe the changes, including the change amount, the corresponding requesting/performing department, and whether those departments are in agreement with the change.</p> <p>(Reminder: A new IDS balancing report (15.20.012 3.b.2) is available in CFO Dashboards &gt; Enterprise Planning in BI).</p>	<p>New IDS work orders for DT Technical Support (\$5,000), Controller's financial accounting services (\$22,880) and reproduction services (\$10,000). All departments are in agreement with the changes.</p>
<p><b>7. LEGISLATION.</b> Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?</p> <p>If so, please submit drafts of legislation along with the budget submission. Or provide a summary of desired legislation and an expected date of submission, if still in progress.</p>	<p>After performing a surcharge rate analysis in April, the Controller's Office will determine if a permit surcharge increase is warranted to cover the department's expenditures. Depending on the amount needed, increases in surcharge rates can be achieved through a CPI adjustment or a legislative amendment.</p>
<p><b>8. PROP J:</b> Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.</p>	<p>Not applicable.</p>
<p><b>9. TRANSFER OF FUNCTION:</b> Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>Not applicable.</p>
<p><b>10. INTERIM EXCEPTIONS:</b> Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.77)? If so, for what reason are is the request being made?</p>	<p>Not applicable.</p>
<p><b>11. FELLOWSHIP PROGRAMS:</b> Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?</p> <p>Reminder for AIR, PRT, PUC and SFMTA, please also address FY 21/22, including the 1249 HR Analyst Trainee program.</p>	<p>Not applicable.</p>

**Select a Report**      **Budget Year**      **Snapshot**      **Department**  
 15.40.001 GFS Target & Non GFS Balance - Dept Detail      2021      Z09\_12/20/19\_Beginning of Dept Phase FY 21 & 22      BOA  
**CY**      2020      **Phase CY**      2019-2020      **Phase BY** 2020-2021      **Phase BY+1** 2021-2022      **BY+1** 2022

**15.40.001 GFS Target & Non GFS Balance**

Time run: 2/20/2020 11:42:20 AM

**Department: BOA Board Of Appeals - PAB (General Fund Supported)**

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
<b>EXPENDITURE</b>	Mandatory Fringe Benefits	322,417	0	322,417	330,153	0	330,153
	Materials & Supplies	9,398	0	9,398	9,398	0	9,398
	Non-Personnel Services	74,192	0	74,192	74,192	0	74,192
	Programmatic Projects	0	0	0	0	0	0
	Salaries	515,909	0	515,909	533,191	0	533,191
	Services Of Other Depts	278,878	0	278,878	278,878	0	278,878
		<b>1,200,794</b>	<b>0</b>	<b>1,200,794</b>	<b>1,225,812</b>	<b>0</b>	<b>1,225,812</b>
<b>REVENUE</b>	Charges for Services	1,168,502	0	1,168,502	1,171,309	0	1,171,309
		<b>1,168,502</b>	<b>0</b>	<b>1,168,502</b>	<b>1,171,309</b>	<b>0</b>	<b>1,171,309</b>

	Category	BY Base Amt	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
GFS	General Fund Support		32,292	0 32,292		54,503	0 54,503

**General Fund Support - BY Target vs Mayor Proposed**

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target	0	32,292	32,292

**General Fund Support - BY+ 1 Target vs Mayor Proposed**

BY+1 Department	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
Reduction Target	0	54,503	54,503

**Select a Report**  
 15.40.002 GFS Target & Non-GFS Balance - Dept Summary  
**Budget Year**  
 2021  
**Snapshot**  
 Z09\_12/20/19\_Beginning of Dept Phase FY 21 & 22  
**Department**  
 BOA  
**CY**  
 2020  
**Phase CY**  
 2019-2020  
**Phase BY** 2020-2021  
**Phase BY+1** 2021-2022  
**BY+1** 2022

**15.40.001 GFS Target & Non GFS Balance**

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**Department: BOA Board Of Appeals - PAB**

**(General Fund Supported)**

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
<b>EXPENDITURE</b>	Mandatory Fringe Benefits	322,417	0	322,417	330,153	0	330,153
	Materials & Supplies	9,398	0	9,398	9,398	0	9,398
	Non-Personnel Services	74,192	0	74,192	74,192	0	74,192
	Programmatic Projects	0	0	0	0	0	0
	Salaries	515,909	0	515,909	533,191	0	533,191
	Services Of Other Depts	278,878	0	278,878	278,878	0	278,878
		<b>1,200,794</b>	<b>0</b>	<b>1,200,794</b>	<b>1,225,812</b>	<b>0</b>	<b>1,225,812</b>
<b>REVENUE</b>	Charges for Services	1,168,502	0	1,168,502	1,171,309	0	1,171,309
		<b>1,168,502</b>	<b>0</b>	<b>1,168,502</b>	<b>1,171,309</b>	<b>0</b>	<b>1,171,309</b>

	Category	BY Base Amt	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
GFS	General Fund Support	32,292	0	32,292	54,503	0	54,503

**General Fund Support - BY Target vs Mayor Proposed**

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target	0	32,292	0

**General Fund Support - BY+ 1 Target vs Mayor Proposed**

BY+1 Department	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
Reduction Target	0	54,503	0

**BOA Board Of Appeals - PAB**

<b>Authorized Positions</b>	<b>2019-2020 Original Budget</b>	<b>2020-2021 Proposed Budget</b>	<b>Change From 2019-2020</b>	<b>2021-2022 Proposed Budget</b>	<b>Change From 2020-2021</b>
Total Authorized	5.00	5.11	0.11	5.11	
Non-Operating Positions (cap/other)					
<b>Net Operating Positions</b>	<b>5.00</b>	<b>5.11</b>	<b>0.11</b>	<b>5.11</b>	<b>0.00</b>

**Sources**

Charges for Services	1,163,817	1,289,508	125,691	1,298,790	9,282
General Fund Support		0		0	
<b>Sources Total</b>	<b>1,163,817</b>	<b>1,289,508</b>	<b>125,691</b>	<b>1,298,790</b>	<b>9,282</b>

**Uses - Operating Expenditures**

Salaries	499,907	527,040	27,133	544,716	17,676
Mandatory Fringe Benefits	273,136	347,620	74,484	355,407	7,787
Non-Personnel Services	74,192	88,692	14,500	88,692	
Materials & Supplies	9,398	9,398		9,398	
Services Of Other Depts	307,184	316,758	9,574	300,577	(16,181)
<b>Uses Total</b>	<b>1,163,817</b>	<b>1,289,508</b>	<b>125,691</b>	<b>1,298,790</b>	<b>9,282</b>

**Uses - Division Description**

BOA Board Of Appeals - PAB	1,163,817	1,289,508	125,691	1,298,790	9,282
<b>Uses by Division Total</b>	<b>1,163,817</b>	<b>1,289,508</b>	<b>125,691</b>	<b>1,298,790</b>	<b>9,282</b>



**Budget Form 2B: Schedule of Licenses, Permits, Fines & Service Charges**

DEPARTMENT: \_\_\_\_\_

Inflation Factor for FY 2020-21 Fee Auto Increase as per Code Section **	
Inflation Factor for FY 2021-22 Fee Auto Increase as per Code Section **	

CPI will be updated in January 2020. Call Controller's Budget Office to confirm CPI before submitting.

**TABLE 1 - MODIFIED AND NEW FEES**

Item	Fee Status M/N	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g., per sq. ft.)	FY 2019-20 Fee	FY 2019-20 Units (Est.)	FY 2019-20 Revenue Proposed	FY 2019-20 Cost Recovery (Est.)	FY 2020-21 Fee **	FY 2020-21 Units (Est.)	FY 2020-21 Revenue Proposed	FY 2020-21 Cost Recovery (Est.)	FY 2021-22 Fee **	FY 2021-22 Units (Est.)	FY 2021-22 Revenue Proposed	FY 2021-22 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
1																		\$ -		\$ -		\$ -		\$ -		\$ -			\$ -		
2																		\$ -		\$ -		\$ -		\$ -		\$ -			\$ -		
3																		\$ -		\$ -		\$ -		\$ -		\$ -			\$ -		
4																		\$ -		\$ -		\$ -		\$ -		\$ -			\$ -		
5																		\$ -		\$ -		\$ -		\$ -		\$ -			\$ -		
6																		\$ -		\$ -		\$ -		\$ -		\$ -			\$ -		
7																		\$ -		\$ -		\$ -		\$ -		\$ -			\$ -		
8																		\$ -		\$ -		\$ -		\$ -		\$ -			\$ -		
9																		\$ -		\$ -		\$ -		\$ -		\$ -			\$ -		
10																		\$ -		\$ -		\$ -		\$ -		\$ -			\$ -		

**TABLE 2 - CONTINUING FEES**

Item	Fee Status M/N	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g., per sq. ft.)	FY 2019-20 Fee	FY 2019-20 Units (Est.)	FY 2019-20 Revenue Proposed	FY 2019-20 Cost Recovery (Est.)	FY 2020-21 Fee **	FY 2020-21 Units (Est.)	FY 2020-21 Revenue Proposed	FY 2020-21 Cost Recovery (Est.)	FY 2021-22 Fee **	FY 2021-22 Units (Est.)	FY 2021-22 Revenue Proposed	FY 2021-22 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
11	C	Appeal Fees - Zoning Administrator	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(1)(A)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001	Per Appeal	\$ 600	2	\$ 1,200.00	9%	\$ 600.00	2	\$ 1,200.00	8%	\$ 600.00	2	\$ 1,200.00	8%	2010	\$ 400.00	
12	C	Appeal Fees - Other Zoning Administrator Decision	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(1)(B)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001	Per Appeal	\$ 600	20	\$ 12,000.00	9%	\$ 600.00	20	\$ 12,000.00	8%	\$ 600.00	20	\$ 12,000.00	8%	2010	\$ 400.00	
13	C	Appeal Fees - Dept. of Building Inspection, residential hotel or apartment conversion permit	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(2)(A)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001	Per Appeal	\$ 525	0	\$ -	0%	\$ 525.00	0	\$ -	0%	\$ 525.00	0	\$ -	0%	2010	\$ 350.00	
14	C	Appeal Fees - Dept. of Building Inspection, building demolition or other permit	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(2)(B)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001	Per Appeal	\$ 175	70	\$ 12,250.00	3%	\$ 175.00	70	\$ 12,250.00	2%	\$ 175.00	70	\$ 12,250.00	2%	2010	\$ 100.00	
15	C	Appeal Fees - Dept. of Building Inspection, imposition of penalty	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(2)(C)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001	Per Appeal	\$ 300	0	\$ -	0%	\$ 300.00	0	\$ -	0%	\$ 300.00	0	\$ -	0%	2010	\$ 200.00	
16	C	Appeal Fees - Police Dept. & Entertainment Comm., permit to business owner/operator	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(3)(A)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001	Per Appeal	\$ 375	0	\$ -	0%	\$ 375.00	0	\$ -	0%	\$ 375.00	0	\$ -	0%	2010	\$ 250.00	
17	C	Appeal Fees - Police Dept. & Entertainment Comm., permit to employee or contract worker	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(3)(A)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001	Per Appeal	\$ 150	0	\$ -	2%	\$ 150.00	0	\$ -	0%	\$ 150.00	0	\$ -	0%	2010	\$ 100.00	
18	C	Appeal Fees - Police Dept. & Entertainment Comm., permit revocation or suspension	Bus. & Tax Reg. Code Art. 1, Sec. 8(d)(3)(B)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001	Per Appeal	\$ 375	0	\$ -	0%	\$ 375.00	0	\$ -	0%	\$ 375.00	0	\$ -	0%	2010	\$ 250.00	
19	C	Appeal Fees - Dept. of Public Works, tree removal by City	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(4)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001	Per Appeal	\$ 100	26	\$ 2,600.00	1%	\$ 100.00	26	\$ 2,600.00	1.33%	\$ 100.00	26	\$ 2,600.00	17.22%	2010	\$ 75.00	
20	N	Planning Commission	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(1)(B)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001	Per Appeal	\$ 600	10	\$ 6,000.00	9%	\$ 600.00	10	\$ 6,000.00	8.00%	\$ 600.00	10	\$ 6,000.00	7.95%	2010	\$ 400.00	
21	C	Appeal Fees - Other Order or Decision	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(5)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001	Per Appeal	\$ 300	20	\$ 6,000.00	4%	\$ 300.00	20	\$ 6,000.00	4.00%	\$ 300.00	20	\$ 6,000.00	3.97%	2010	\$ 200.00	
22	C	Fees - Rehearing Requests	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(6)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001	Per Request	\$ 150	12	\$ 1,800.00	2%	\$ 150.00	12	\$ 1,800.00	2.00%	\$ 150.00	12	\$ 1,800.00	1.99%	2010	\$ 100.00	
23	C	Fees - Jurisdiction Requests	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(7)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001	Per Request	\$ 150	8	\$ 1,200.00	2%	\$ 150.00	8	\$ 1,200.00	2.00%	\$ 150.00	8	\$ 1,200.00	1.99%	2010	\$ 100.00	

Fee Status: C Continuing  
M Modified  
N New  
D Discontinued

Note:  
\*\* If Auto CPI adjustment = Yes, FY 2020-21 and FY 2021-22 Fee will be automatically generated based on the inflation factor determined by the Controller.  
\*\* If Auto CPI adjustment = No, FY 2020-21 and FY 2021-22 Fee will remain the same as previous year or entered by dept according to Code Authorization.









**BOARD OF APPEALS ORGANIZATION CHART 2/20/20: ALL POSITIONS ARE FILLED EXCEPT FOR THE PROPOSITION F POSITION WHICH IS VACANT.**



