

# 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: San Francisco Health Service System\_\_San Francisco Health Service System**

- 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
  - 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."
- 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".
- Minimum Compensation Ordinance:** The effects of the MCO in contracting have been considered as part of the budget submission.
- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing or new Prop Js
- 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:**
  - 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
  - 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:**  Pamela Levin, San Francisco Health Service System Chief Financial Officer

**Signature:** \_\_\_\_\_

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

### San Francisco Health Service System

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>	<p>The major changes in FY 2020-21 include a \$130,222 reduction in Non-Personnel services, three cost neutral position substitutions, \$42,500 in personnel services to offset the impact of MEA positions that are paid above the maximum step in the budget, and a \$42,500 reduction in City Attorney work order base on historical expenditures. The reductions in Non-Personnel services include a reduction in funding for the Well-Being Grants of \$91,686 (57%) and reduction of credit card processing fees of \$45,000 to reflect the implementation of the constituent facing payment portal. The 57% reduction in Well-Being Grants will severely impact the ability of SFHSS to provide assistance to departments in creating a workplace culture that supports Well-Being for their employees. In FY 2021-22, Non-Personnel services were reduced by \$263,042 which eliminates the \$161,759 for Well-Being Grants . \$53,056 (31%) reduction in the funding for the on-site activities provided at departments and \$45,000 in credit card processing fees by realizing cost savings through transaction processing efficiencies. The elimination of the Well-Being Grants will severely impact the ability for departments to directly improve the Well-Being of their employees. In addition, in FY 2021-22, a 31% reduction in Well-Being Onsite Activities will significantly reduce the number of fitness and other classes, and flu shot clinics provided at City departments.</p>
<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>The major expenditure changes required to meet the budget is to reduce the total budget by \$126,227 in the FY 2020-21 and \$252,455 in FY 2021-22. In FY 2020-21, actuarial services, benefit administration, FSA and COBRA administration, and audit services are reduced \$4,975 in FY 2020-21 from the base budget of \$1,327,633 to \$1,322,658. In addition, in FY 2020-21, Well-Being Grants are reduced \$91,686 from the base budget of \$161,759 to \$70,073, and credit card processing fees have been reduced in FY 2020-21 by \$45,000 from the base budget of \$65,000 to \$20,000. In FY 2021-22, Well-Being Grants are reduced \$161,759 from the base budget of \$161,759 to \$0, and Onsite Well-Being activities are reduced \$53,056 from the base of \$195,693 to \$142,637, and credit card processing fees have been reduced in FY 2020-21 \$45,000 from the base budget of \$65,000 to \$20,000.</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>In FY 2020-21, revenues increased \$660 due to increased forfeitures transfer; In FY 2021-22, revenues increased \$1,321 due to the increased forfeitures transfer.</p>

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

**San Francisco Health Service System**

<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>	<p>SFHSS met the target in each year primarily by reducing Non-Personnel services. In FY 2020-21, actuarial services, benefit administration, FSA and COBRA administration, and audit services are reduced \$4,975 in FY 2020-21 from the base budget of \$1,327,633 to \$1,322,658. In addition, in FY 2020-21, Well-Being Grants are reduced \$91,686 from the base budget of \$161,759 to \$70,073, and credit card processing fees have been reduced in FY 2020-21 \$45,000 from the base budget of \$65,000 to \$20,000. In FY 2021-22, Well-Being Grants are reduced \$161,759 from the base budget of \$161,759 to \$0, and Onsite Well-Being activities are reduced \$53,056 from the base of \$195,693 to \$142,637, and credit card processing fees have been reduced in FY 2020-21 \$45,000 from the base budget of \$65,000 to \$20,000. The impact of the total elimination of the Well-Being Grants means that SFHSS will not be able to provide funding to departments to promote Well-Being for the City's employees. The impact on the on-site activities includes but is not limited to reductions in fitness and other classes, and flu shot clinics provided at city departments.</p>
<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>	<p>The department included three position substitutions: 1) 0931 Manager III to 0932 Manager IV, 2) 1064 IS Programmer Analyst Principal to 1054 IS Business Analyst - Principal, and 3) 1406 - Senior Clerk to 1209 Benefits Technician. These substitutions are necessary to accommodate the increased skill levels and responsibilities required of the existing positions, encourage retention, and be on par with the Controller's Office staff who do similar jobs. In order to make the substitutions cost neutral, the net impact for these substitutions is an increase in the Other Fringe of \$44,480 in FY 2020-21 and an increase of \$46,525 in FY 2021-22. The substitution of the 1406 to the 1209 was approved in FY 2019-20 and is being reflected in the budget system. The other two substitutions have been submitted to DHR and Mayor's Office for approval and are also being reflected in the budget system.</p>

**BUDGET FORM 1A: Summary of Major Changes  
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<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>The department has reduced the City Attorney Department's work order in FY 2020-21 by \$42,500 and in FY2021-22 by \$42,500. This is necessary in order to align the budget to historical expenditures and was accepted by CAT.</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>No legislation is required.</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>No Prop J's are required.</p>

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

**San Francisco Health Service System**

<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>There are no transfers of functions in the SFHSS budget.</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>SFHSS is not requesting interim exceptions.</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 <u>AIR, PRT, PUC and SFMTA</u>, please also address FY 21/22, including the 1249 HR Analyst Trainee program.</p>	<p>Not at this time.</p>

SAN FRANCISCO HEALTH SERVICE SYSTEM

Fund ID	Account ID	Account Title	Values			Sum of BY+1 Base Amt	Sum of BY+1 Dept Amt	VARIANCE
			Sum of Base Amt	Sum of Dept Amt	VARIANCE			
10000	469999	Other Operating Revenue	9,131	9,131	-	9,131	9,131	-
	479999	Other Non-Operating Revenue	624,637	625,297	660	624,637	625,958	1,321
	486020	Exp Rec Fr Airport (AAO)	478,663	489,942	11,279	478,663	494,722	16,059
	486110	Exp Rec Fr Bldg Inspection AAO	80,836	82,740	1,904	80,836	83,548	2,712
	486200	Exp Rec Fr Children & Fam AAO	4,492	4,596	104	4,492	4,642	150
	486230	Exp Rec Fr City Planning (AAO)	48,228	49,365	1,137	48,228	49,846	1,618
	486250	Exp Rec Fr City Attorney (AAO)	96,460	98,733	2,273	96,460	99,696	3,236
	486320	Exp Rec Fr Environment (AAO)	33,964	34,764	800	33,964	35,103	1,139
	486350	Exp Rec Fr Gen City Resp AAO	3,606,493	3,691,479	84,986	3,606,493	3,727,488	120,995
	486380	Exp Rec Fr Sf Gen Hospital AAO	913,978	935,517	21,539	913,978	944,641	30,663
	486390	Exp Rec Fr Laguna Honda AAO	404,174	413,697	9,523	404,174	417,734	13,560
	486490	Exp Rec Fr Permit Appeals AAO	2,378	2,433	55	2,378	2,458	80
	486530	Exp Rec Fr Port Commission AAO	70,201	71,850	1,649	70,201	72,550	2,349
	486550	Exp Rec Fr Public TransprtAAO	1,537,603	1,573,836	36,233	1,537,603	1,589,188	51,585
	486560	Exp Rec Fr Public Works (AAO)	351,530	359,814	8,284	351,530	363,323	11,793
	486570	Exp Rec Fr Rent ArbtrtonBd AAO	10,190	10,431	241	10,190	10,532	342
	486630	Exp Rec Fr Rec & Park (AAO)	256,090	262,125	6,035	256,090	264,682	8,592
	486640	Exp Rec Fr Retirement Sys AAO	31,586	32,331	745	31,586	32,645	1,059
	486690	Exp Rec Fr Human Services AAO	582,827	596,562	13,735	582,827	602,380	19,553
	486710	Exp Rec From Isd (AAO)	65,212	66,747	1,535	65,212	67,399	2,187
	486740	Exp Rec Fr PUC (AAO)	213,594	218,628	5,034	213,594	220,760	7,166
	486750	Exp Rec Fr Hetch Hetchy (AAO)	91,587	93,744	2,157	91,587	94,660	3,073
	486760	Exp Rec Fr Water Dept (AAO)	211,587	216,573	4,986	211,587	218,686	7,099
	486780	Exp Rec Fr War Memorial (AAO)	19,699	20,163	464	19,699	20,360	661
	486800	Exp Rec Fr Cleanwater (AAO)	155,433	159,096	3,663	155,433	160,648	5,215
	486990	Exp Rec-General Unallocated	466,895	426,768	(40,127)	466,895	430,931	(35,964)
	487990	Exp Rec-Unallocated Non-AAO Fd	2,228,899	2,015,319	(213,580)	2,055,058	2,034,976	(20,082)
<b>Grand Total Revenues</b>			<b>12,596,367</b>	<b>12,561,681</b>	<b>(34,686)</b>	<b>12,422,526</b>	<b>12,678,687</b>	<b>256,161</b>

Fund ID	Account ID	Account Title	Values			Sum of BY+1 Bas	Sum of BY+1 Dept	VARIANCE
			Sum of Base Amt	Sum of Dept Amt	VARIANCE			
10000	501010	Perm Salaries-Misc-Regular	5,620,345	5,688,177	67,832	5,818,009	5,888,227	70,218
	505010	Temp Misc Regular Salaries	11,323	11,323	-	11,323	11,323	-
	513010	Retire City Misc	1,275,336	1,290,665	15,329	1,235,978	1,250,829	14,851
	514010	Social Security (Oasdi & Hi)	329,334	331,805	2,471	340,977	343,536	2,559
	514020	Social Sec-Medicare(HI Only)	81,661	82,645	984	84,524	85,542	1,018
	515010	Health Service-City Match	213,037	213,037	-	225,416	225,416	-
	515020	Retiree Health-Match-Prop B	41,681	41,681	-	46,995	46,995	-
	515030	RetireeHlthCare-CityMatchPropC	22,954	22,954	-	20,466	20,466	-
	515610	Health Service-Retiree Subsidy	353,911	353,911	-	376,208	376,208	-
	515710	Dependent Coverage	494,553	494,553	-	523,237	523,237	-
	516010	Dental Coverage	61,104	61,104	-	62,337	62,337	-
	517010	Unemployment Insurance	15,205	15,387	182	15,742	15,932	190
	519110	Flexible Benefit Package	32,277	32,277	-	34,151	34,151	-
	519120	Long Term Disability Insurance	16,689	16,871	182	17,279	17,468	189
	519990	Other Fringe Benefits	(29,043)	(73,523)	(44,480)	(29,043)	(75,568)	(46,525)
	522000	Training - Budget	23,266	33,582	10,316	23,266	25,822	2,556
	524010	Membership Fees	6,202	3,370	(2,832)	6,202	3,370	(2,832)
	526610	Interpreters	-	50	50	-	50	50
	527000	Prof & Specialized Svcs-Bdgt	1,685,085	1,598,134	(86,951)	1,685,085	1,473,074	(212,011)
	529990	Other Equip Maint	1,550	1,550	-	1,550	1,550	-
	530310	Misc Facilities Rental	4,363	4,000	(363)	4,363	4,000	(363)
	535510	Copy Machine	32,206	31,861	(345)	32,206	31,861	(345)
	535520	Printing	2,300	2,300	-	2,300	2,300	-
	535710	Subscriptions	-	-	-	-	-	-
	535950	Credit Card Processing Fees	65,000	20,000	(45,000)	65,000	20,000	(45,000)
	535960	Software Licensing Fees	19,355	14,035	(5,320)	19,355	14,035	(5,320)
	535990	Other Current Expenses	1,777	2,000	223	1,777	2,000	223
	540000	Materials & Supplies-Budget	45,130	49,125	3,995	45,130	55,717	10,587
	552210	Fees Licenses Permits	-	-	-	-	-	-
	581140	DT Technology Projects	18,598	18,598	-	18,598	18,598	-
	581170	GF-Risk Management Svcs (AAO)	3,014	3,014	-	3,014	3,014	-
	581210	DT Technology Infrastructure	145,279	145,279	-	145,279	145,279	-
	581245	GF-CON-Information System Ops	52,665	52,665	-	52,665	52,665	-
	581270	GF-City Attorney-Legal Service	167,500	125,000	(42,500)	167,500	125,000	(42,500)
	581280	DT SFGov TV Services	17,753	17,753	-	17,753	17,753	-
	581325	DT Enterprise Tech Contracts	11,232	11,232	-	11,232	11,232	-
	581360	DT Telecommunications Services	30,157	30,157	-	30,157	30,157	-
	581450	GF-HR-Mgmt Training	2,500	2,500	-	2,500	2,500	-
	581460	GF-HR-Workers' Comp Claims	71,039	71,039	-	71,039	71,039	-
	581470	GF-HR-Client Svc-Recrut-Assess	284,516	284,516	-	284,516	284,516	-
	581650	Leases Paid To Real Estate	1,352,587	1,352,587	-	1,352,587	1,352,587	-
	581790	GF-Purch-Mail Services	-	-	-	-	-	-
	581820	Is-Purch-Reproduction	25,423	25,423	-	25,423	25,423	-
	581880	GF-Rec & Park-Gardener	79,044	79,044	-	79,044	79,044	-
<b>Grand Total Expenditures</b>			<b>12,687,908</b>	<b>12,561,681</b>	<b>(126,227)</b>	<b>12,931,140</b>	<b>12,678,685</b>	<b>(252,455)</b>

	FY 2020-21	FY 2021-22
Summary		
Revenues less expenses		
Base	(91,541)	(508,614)
Department	(34,686)	256,161
Total	(126,227)	(252,453)
Target	(126,227)	(252,455)

**SAN FRANCISCO HEALTH SERVICE SYSTEM**

<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	56.38	57.44	1.06	57.44	
Non-Operating Positions (cap/other)	(6.69)	(7.61)	(0.92)	(7.61)	
<b>Net Operating Positions</b>	<b>49.69</b>	<b>49.83</b>	<b>0.14</b>	<b>49.83</b>	<b>0.00</b>

**Sources**

Charges for Services	9,131	9,131		9,131	
Other Revenues	624,637	625,297	660	625,958	661
Expenditure Recovery	11,454,136	11,927,253	473,117	12,043,598	116,345
General Fund Support		0		(2)	(2)
<b>Sources Total</b>	<b>12,087,904</b>	<b>12,561,681</b>	<b>473,777</b>	<b>12,678,685</b>	<b>117,004</b>

**Uses - Operating Expenditures**

Salaries	5,432,981	5,699,500	266,519	5,899,550	200,050
Mandatory Fringe Benefits	2,662,009	2,883,367	221,358	2,926,549	43,182
Non-Personnel Services	1,804,258	1,710,882	(93,376)	1,578,062	(132,820)
Materials & Supplies	45,130	49,125	3,995	55,717	6,592
Services Of Other Depts	2,143,526	2,218,807	75,281	2,218,807	
<b>Uses Total</b>	<b>12,087,904</b>	<b>12,561,681</b>	<b>473,777</b>	<b>12,678,685</b>	<b>117,004</b>

**Uses - Division Description**

HSS Health Service System	12,087,904	12,561,681	473,777	12,678,685	117,004
<b>Uses by Division Total</b>	<b>12,087,904</b>	<b>12,561,681</b>	<b>473,777</b>	<b>12,678,685</b>	<b>117,004</b>





**BUDGET FORM 3A: Expenditure Changes**

DEPARTMENT: SAN FRANCISCO HEALTH SERVICE SYSTEM

Please identify proposed expenditure changes from the FY 2020-21 and FY 2021-22 Base Budget at the account level.

Note: To submit this information, run the **15.30.005 Snapshot Comparison (Audit Trail)** report from the budget system.

Select the following criteria before running the report:

Budget Year: **2021**

Before Snapshot: **Start of Dept**

After Snapshot: **Current**

GFS Type: Do not select a value.

Filter report on "AAO Title" field to only display **"Gross Expenditures"**.

For any proposed changes, provide an explanation in the **"Explanation of Change"** for each Budget Year column.

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.

All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Total BY Expenditure Variance: (126,227) Total BY+1 Expenditure Variance: (252,455)

Budget System Report 15.30.005 filtered on Gross Expenditures																							FORMULA	FILL IN	
GFS Type	Dept	Dept ID	Dept ID Description	Fund ID	Fund Title	Project ID	Project Title	Activity ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	Change Type Title	Change Type Code	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	501010	5010Salary	501010	Perm Salaries-Misc-Regular	On-Going	4	4,818,034	4,885,866	67,832	4,987,484	5,057,702	70,218	YES	Step Adjustments for MEA employees above the top of range A.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	513010	5130Fringe	513010	Retire City Misc	On-Going	4	1,092,405	1,107,734	15,329	1,058,635	1,073,486	14,851	YES	Step Adjustments for MEA employees above the top of range A.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	514010	5130Fringe	514010	Social Security (Oasdi & Hi)	On-Going	4	280,224	282,695	2,471	290,132	292,691	2,559	YES	Step Adjustments for MEA employees above the top of range A.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)	On-Going	4	70,026	71,010	984	72,482	73,500	1,018	YES	Step Adjustments for MEA employees above the top of range A.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	517010	5130Fringe	517010	Unemployment Insurance	On-Going	4	13,039	13,221	182	13,499	13,689	190	YES	Step Adjustments for MEA employees above the top of range A.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	519120	5130Fringe	519120	Long Term Disability Insurance	On-Going	4	14,266	14,448	182	14,771	14,960	189	YES	Step Adjustments for MEA employees above the top of range A.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	519990	5130Fringe	519990	Other Fringe Benefits	On-Going	4	(29,043)	(73,523)	(44,480)	(29,043)	(75,568)	(46,525)	YES	In order to make the substitutions budget neutral Other Fringe Benefits was increased \$44,480 in FY 2020-21 and FY \$46,525 in FY 2021-22.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	522000	5210NPSvcs	522000	Training - Budget	On-Going	4	15,940	20,522	4,582	15,940	20,572	4,632	YES	Increase due to Department-wide Automated External Defibrillator & Cardiopulmonary Resuscitation training.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	524010	5210NPSvcs	524010	Membership Fees	On-Going	4	5,200	1,635	(3,565)	5,200	1,635	(3,565)	YES	Decrease to align budget to actual expenditures.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	527000	5210NPSvcs	527000	Prof & Specialized Svcs-Bdgt	On-Going	4	1,327,592	1,322,608	(4,984)	1,327,592	1,330,437	2,845	YES	Decrease in End Dept due to decrease in actuarial services of \$25,566 to align with Contract, increase in flexible spending accounts/COBRA administration expenditures of \$19,457 to align with year over year growth and increase of \$1,125 in ergonomic evaluations a part of the Get Up and Go citywide program ; increase in END BY + 1 Dept Amt due to decrease of \$17,737 in actuarial services to align with contract, and increase of \$19,456 in flexible spending accounts/COBRA administration to align with growth, and increase of \$1,125 in ergonomic evaluations a part of the Get Up and Go citywide program.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	530310	5210NPSvcs	530310	Misc Facilities Rental	On-Going	4	4,363	4,000	(363)	4,363	4,000	(363)	YES	Decrease to align budget to actual expenditures.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	535510	5210NPSvcs	535510	Copy Machine	On-Going	4	23,087	22,861	(226)	23,087	22,861	(226)	YES	Decrease due to align budget to actual expenditures.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	535950	5210NPSvcs	535950	Credit Card Processing Fees	On-Going	4	65,000	20,000	(45,000)	65,000	20,000	(45,000)	YES	Decrease to align budget to projected expenditures due to implementation of the Constituent Facing Payment Portal.

**BUDGET FORM 3A: Expenditure Changes**

DEPARTMENT: SAN FRANCISCO HEALTH SERVICE SYSTEM

Please identify proposed expenditure changes from the FY 2020-21 and FY 2021-22 Base Budget at the account level.

Note: To submit this information, run the **15.30.005 Snapshot Comparison (Audit Trail)** report from the budget system.

Select the following criteria before running the report:

- Budget Year: **2021**
- Before Snapshot: **Start of Dept**
- After Snapshot: **Current**
- GFS Type: Do not select a value.

Filter report on "AAO Title" field to only display **"Gross Expenditures"**.

For any proposed changes, provide an explanation in the **"Explanation of Change"** for each Budget Year column.

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.

All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Total BY Expenditure Variance: (126,227) Total BY+1 Expenditure Variance: (252,455)

Budget System Report 15.30.005 filtered on Gross Expenditures																							FORMULA	FILL IN	
GFS Type	Dept	Dept ID	Dept ID Description	Fund ID	Fund Title	Project ID	Project Title	Activity ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	Change Type Title	Change Type Code	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	535960	5210NPSvcs	535960	Software Licensing Fees	On-Going	4	9,105	2,405	(6,700)	9,105	2,405	(6,700)	YES	Decrease of \$6,700 in End Dept Amt and END BY + 1 Dept Amt due to decrease of \$6,200 in Symantec Government Endpoint licenses since they are now budgeted in a DT workorder and decrease of \$500 in 1099 software since it is now done through PeopleSoft.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	535990	5210NPSvcs	535990	Other Current Expenses	On-Going	4	1,777	2,000	223	1,777	2,000	223	YES	Increase to align budget to actual expenditures.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	581270	5810OthDep	581270	GF-City Attorney-Legal Service	On-Going	4	167,500	125,000	(42,500)	167,500	125,000	(42,500)	YES	Reduce City Attorney Work Order to align to historical expenditures.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	2	HSS Employee Assistance Pgm	10000	Operating	522000	5210NPSvcs	522000	Training - Budget	On-Going	4	6,326	12,060	5,734	6,326	4,250	(2,076)	YES	Increase in End Dept Amt due increased mediation/alternative dispute resolution training \$4,965, increase of \$1,337 in Crisis Prevention Institute trainings/Substance Abuse professional certifications, and decrease of \$568 in Employee Assistance Program certifications/professional license renewals; decrease in END BY + 1 Dept Amt due to increase of \$1,755 in mediation/alternative dispute resolution training, decrease of \$2,068 in Employee Assistance Program certification/professional license renewals, and decrease of \$1,763 in Crisis Prevention Institute trainings and Substance Abuse professional certification.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	2	HSS Employee Assistance Pgm	10000	Operating	524010	5210NPSvcs	524010	Membership Fees	On-Going	4	1,002	1,735	733	1,002	1,735	733	YES	Increase to align budget to actual expenditures.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	2	HSS Employee Assistance Pgm	10000	Operating	526610	5210NPSvcs	526610	Interpreters	On-Going	4	-	50	50	-	50	50	YES	Increase to align budget to actual expenditures.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	2	HSS Employee Assistance Pgm	10000	Operating	535960	5210NPSvcs	535960	Software Licensing Fees	On-Going	4	10,250	11,630	1,380	10,250	11,630	1,380	YES	Increase of \$1,380 in End Dept Amt and END BY + 1 Dept Amt due to new Employee Assistance Program Case Management Software - Athena
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	2	HSS Employee Assistance Pgm	10000	Operating	540000	5400Mat&Su	540000	Materials & Supplies-Budget	On-Going	4	9,131	13,783	4,652	9,131	20,375	11,244	YES	Increase of \$4,652 in End Dept Amt due to decrease of \$2,609 in Crisis Prevention Institute packets and books, \$2,400 increase in mediation text books, and \$4,865 increase in The Thomas Kilmann Conflict Mode Instrument (TKI assessment) tool applications - booklets, assessment tool, and reports; increase of \$11,244 in END BY + 1 Dept Amt due to increase of \$2,400 in mediation textbooks, and \$8,844 in The Thomas Kilmann conflict Mode Instrument (TKI assessment) tool applications.

**BUDGET FORM 3A: Expenditure Changes**

DEPARTMENT: SAN FRANCISCO HEALTH SERVICE SYSTEM

Please identify proposed expenditure changes from the FY 2020-21 and FY 2021-22 Base Budget at the account level.

Note: To submit this information, run the **15.30.005 Snapshot Comparison (Audit Trail)** report from the budget system.

Select the following criteria before running the report:

- Budget Year: **2021**
- Before Snapshot: **Start of Dept**
- After Snapshot: **Current**
- GFS Type: Do not select a value.

Filter report on "AAO Title" field to only display **"Gross Expenditures"**.

For any proposed changes, provide an explanation in the **"Explanation of Change"** for each Budget Year column.

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.

All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Total BY Expenditure Variance: (126,227) Total BY+1 Expenditure Variance: (252,455)

Budget System Report 15.30.005 filtered on Gross Expenditures																							FORMULA	FILL IN	
GFS Type	Dept	Dept ID	Dept ID Description	Fund ID	Fund Title	Project ID	Project Title	Activity ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	Change Type Title	Change Type Code	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	3	HSS Wellness Program	10000	Operating	527000	5210NPSvcs	527000	Prof & Specialized Svcs-Bdgt	On-Going	4	357,493	275,526	(81,967)	357,493	142,637	(214,856)	YES	Decrease of \$81,926 in End Dept Amt due to decrease in Well-Being Grants of \$91,686 to meet Mayor's Budget Instructions and increase of \$9,760 in Well-Being On-Site Activities to be consistent with FY 2019-20 expenditures, and decrease of \$41 which has been budgeted in Interpreter Services, Employee Assistance - Activity 2; decrease of \$214,856 in END BY + 1 Dept Amt. due to decrease of \$161,759 in Well-Being Grants and decrease in Well-Being Onsite activities of \$53,056 to meet with Mayor's Budget Instructions, and decrease of \$41, which has been budgeted in Interpreter Services, Employee Assistance - Activity 2.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	3	HSS Wellness Program	10000	Operating	535510	5210NPSvcs	535510	Copy Machine	On-Going	4	9,119	9,000	(119)	9,119	9,000	(119)	YES	Decrease of \$119 in End Dept Amt and END BY + 1 Dept Amt to align to actual expenditures.
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	3	HSS Wellness Program	10000	Operating	540000	5400Mat&Su	540000	Materials & Supplies-Budget	On-Going	4	13,807	13,150	(657)	13,807	13,150	(657)	YES	Decrease of \$657 in End Dept Amt and END BY + 1 Dept Amt due to decrease in Well-Being Office supplies.
																		8,285,643	8,159,416	(126,227)	8,434,652	8,182,197	(252,455)		

Total BY FTE Variance: 0.00 Total BY Amount Variance: 86,980.00 Total BY+1 FTE Variance: 0.00 Total BY+1 Amount Variance: 89,025.00

Budget System Report 15.30.004 filtered on Gross Expenditures																						FORMULA		FILL IN		
GFS Type	Account Lvl 5 Name	Account ID	Class	Job Class Title	Emp Org Code	Emp Org Title	Ret	Status	Action	Ref No.	Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change	
GFS	5010Salary	501010	0931_C	Manager III	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	(1.00)	(1.00)	-	(165,357)	(165,357)	-	(1.00)	(1.00)	-	(171,173)	(171,173)	YES	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.	
GFS	5010Salary	501010	0932_C	Manager IV	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	1.00	1.00	-	177,519	177,519	-	1.00	1.00	-	183,762	183,762	YES	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role and to be on par with Controller's positions who are doing similar work.	
GFS	5010Salary	501010	1054_C	IS Business Analy	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	1.00	1.00	-	156,846	156,846	-	1.00	1.00	-	162,362	162,362	YES	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role, encourage retention and to be on par with Controller's positions who are doing similar work.	
GFS	5010Salary	501010	1064_C	IS Programmer A	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	(1.00)	(1.00)	-	(142,992)	(142,992)	-	(1.00)	(1.00)	-	(148,021)	(148,021)	YES	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role, encourage retention and to be on par with Controller's positions who are doing similar work.	
GFS	5010Salary	501010	1209_C	Benefits Technici	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	1.00	1.00	-	76,919	76,919	-	1.00	1.00	-	79,624	79,624	YES	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20	
GFS	5010Salary	501010	1406_C	Senior Clerk	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	(1.00)	(1.00)	-	(67,791)	(67,791)	-	(1.00)	(1.00)	-	(70,176)	(70,176)	YES	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20	
GFS	5010Salary	501010	9991M_Z	One Day Adjustm	BZM	Special Class Pro-rated Misc	C	A	S	HS2102	-	-	-	-	53	53	-	-	-	-	-	56	56	NO	YES	Calculated attrition to offset the cost of the reclassifications.
GFS	5010Salary	501010	9991M_Z	One Day Adjustm	BZM	Special Class Pro-rated Misc	C	A	S	HS2103	-	-	-	-	46	46	-	-	-	-	-	48	48	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5010Salary	501010	9991M_Z	One Day Adjustm	BZM	Special Class Pro-rated Misc	C	A	T	HS2101	-	-	-	-	35	35	-	-	-	-	-	37	37	NO	YES	Calculated attrition to offset the cost of the reclassifications.

Total BY FTE Variance: 0.00 Total BY Amount Variance: 86,980.00 Total BY+1 FTE Variance: 0.00 Total BY+1 Amount Variance: 89,025.00

Budget System Report 15.30.004 filtered on Gross Expenditures																						FORMULA		FILL IN	
GFS Type	Account Lvl 5 Name	Account ID	Class	Job Class Title	Emp Org Code	Emp Org Title	Ret	Status	Action	Ref No.	Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change
GFS	5010Salary	501010	9991M_Z	One Day Adjustm	BZM	Special Class Pro-rated Misc	Z	A			-	-	-	(1,423)	(1,298)	125	-	-	-	(1,471)	(1,342)	129	NO	YES	Calculated attrition to offset the cost of the reclassifications.
GFS	5010Salary	501010	STEPM_Z	Step Adjustment	BZM	BZM - Special Class Pro-rated Misc	Z	A			-	-	-	(79,138)	(46,709)	32,429	-	-	-	(81,921)	(48,351)	33,570	NO	YES	Step Adjustment for MEA employees over the top of Range A.
GFS	5130Fringe	513010	0931_C	Manager III	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	(37,017)	(37,017)	-	-	-	-	(35,842)	(35,842)	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	513010	0932_C	Manager IV	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	39,740	39,740	-	-	-	-	38,478	38,478	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	513010	1054_C	IS Business Analy	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	35,113	35,113	-	-	-	-	33,997	33,997	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role, encourage retention and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	513010	1064_C	IS Programmer A	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	(32,010)	(32,010)	-	-	-	-	(30,995)	(30,995)	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role, encourage retention and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	513010	1209_C	Benefits Technici	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	17,590	17,590	-	-	-	-	17,057	17,057	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20

Total BY FTE Variance: 0.00 Total BY Amount Variance: 86,980.00 Total BY+1 FTE Variance: 0.00 Total BY+1 Amount Variance: 89,025.00

Budget System Report 15.30.004 filtered on Gross Expenditures																						FORMULA		FILL IN		
GFS Type	Account Lvl 5 Name	Account ID	Class	Job Class Title	Emp Org Code	Emp Org Title	Ret	Status	Action	Ref No.	Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change	
GFS	5130Fringe	513010	1406_C	Senior Clerk	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	(15,503)	(15,503)	-	-	-	-	(15,033)	(15,033)	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20	
GFS	5130Fringe	513010	9991M_Z	One Day Adjustm	BZM	Special Class Pro-rated Misc	C	A	S	HS2102	-	-	-	-	11	11	-	-	-	-	-	12	12	NO	YES	Calculated attrition to offset the cost of the reclassifications.
GFS	5130Fringe	513010	9991M_Z	One Day Adjustm	BZM	Special Class Pro-rated Misc	C	A	S	HS2103	-	-	-	-	10	10	-	-	-	-	-	10	10	NO	YES	Calculated attrition to offset the cost of the reclassifications.
GFS	5130Fringe	513010	9991M_Z	One Day Adjustm	BZM	Special Class Pro-rated Misc	C	A	T	HS2101	-	-	-	-	8	8	-	-	-	-	-	8	8	NO	YES	Calculated attrition to offset the cost of the reclassifications.
GFS	5130Fringe	513010	9991M_Z	One Day Adjustm	BZM	Special Class Pro-rated Misc	Z	A			-	-	-	(323)	(295)	28	-	-	-	(312)	(285)	27	NO	YES	Calculated attrition to offset the cost of the reclassifications.	
GFS	5130Fringe	513010	STEPM_Z	Step Adjustment	BZM	BZM - Special Class Pro-rated Misc	Z	A			-	-	-	(17,958)	(10,599)	7,359	-	-	-	(17,403)	(10,271)	7,132	NO	YES	Step Adjustment for MEA employees over the top of Range A.	
GFS	5130Fringe	514010	0931_C	Manager III	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	(8,659)	(8,659)	-	-	-	-	-	(8,971)	(8,971)	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	514010	0932_C	Manager IV	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	8,659	8,659	-	-	-	-	-	8,971	8,971	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	514010	1054_C	IS Business Analy	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	8,659	8,659	-	-	-	-	-	8,971	8,971	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role, encourage retention and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	514010	1064_C	IS Programmer A	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	(8,659)	(8,659)	-	-	-	-	-	(8,971)	(8,971)	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role, encourage retention and to be on par with Controller's positions who are doing similar work.

Total BY FTE Variance: 0.00 Total BY Amount Variance: 86,980.00 Total BY+1 FTE Variance: 0.00 Total BY+1 Amount Variance: 89,025.00

Budget System Report 15.30.004 filtered on Gross Expenditures																						FORMULA		FILL IN	
GFS Type	Account Lvl 5 Name	Account ID	Class	Job Class Title	Emp Org Code	Emp Org Title	Ret	Status	Action	Ref No.	Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change
GFS	5130Fringe	514010	1209_C	Benefits Technici	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	4,769	4,769	-	-	-	-	4,937	4,937	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5130Fringe	514010	1406_C	Senior Clerk	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	(4,203)	(4,203)	-	-	-	-	(4,351)	(4,351)	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5130Fringe	514010	9991M_Z	One Day Adjustm	BZM	Special Class Pro-rated Misc	C	A	T	HS2101	-	-	-	-	2	2	-	-	-	-	2	2	NO	YES	Calculated attrition to offset the cost of the reclassifications.
GFS	5130Fringe	514010	9991M_Z	One Day Adjustm	BZM	Special Class Pro-rated Misc	Z	A			-	-	-	(83)	(76)	7	-	-	-	(86)	(78)	8	NO	YES	Calculated attrition to offset the cost of the reclassifications.
GFS	5130Fringe	514010	STEPM_Z	Step Adjustment	BZM	BZM - Special Class Pro-rated Misc	Z	A			-	-	-	(4,627)	(2,731)	1,896	-	-	-	(4,792)	(2,829)	1,963	NO	YES	Step Adjustment for MEA employees over the top of Range A.
GFS	5130Fringe	514020	0931_C	Manager III	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	(2,398)	(2,398)	-	-	-	-	(2,482)	(2,482)	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	514020	0932_C	Manager IV	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	2,574	2,574	-	-	-	-	2,665	2,665	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	514020	1054_C	IS Business Analy	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	2,274	2,274	-	-	-	-	2,354	2,354	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role, encourage retention and to be on par with Controller's positions who are doing similar work.

Total BY FTE Variance: 0.00 Total BY Amount Variance: 86,980.00 Total BY+1 FTE Variance: 0.00 Total BY+1 Amount Variance: 89,025.00

Budget System Report 15.30.004 filtered on Gross Expenditures																						FORMULA		FILL IN		
GFS Type	Account Lvl 5 Name	Account ID	Class	Job Class Title	Emp Org Code	Emp Org Title	Ret	Status	Action	Ref No.	Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change	
GFS	5130Fringe	514020	1064_C	IS Programmer A	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	(2,073)	(2,073)	-	-	-	-	-	(2,147)	(2,147)	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role, encourage retention and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	514020	1209_C	Benefits Technici	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	1,116	1,116	-	-	-	-	-	1,155	1,155	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5130Fringe	514020	1406_C	Senior Clerk	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	(983)	(983)	-	-	-	-	-	(1,017)	(1,017)	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5130Fringe	514020	9991M_Z	One Day Adjustm	BZM	Special Class Pro-rated Misc	C	A	S	HS2102	-	-	-	-	1	1	-	-	-	-	-	1	1	NO	YES	Calculated attrition to offset the cost of the reclassifications.
GFS	5130Fringe	514020	9991M_Z	One Day Adjustm	BZM	Special Class Pro-rated Misc	C	A	S	HS2103	-	-	-	-	1	1	-	-	-	-	-	-	-	NO	YES	Calculated attrition to offset the cost of the reclassifications.
GFS	5130Fringe	514020	9991M_Z	One Day Adjustm	BZM	Special Class Pro-rated Misc	Z	A			-	-	-	(20)	(18)	2	-	-	-	-	(21)	(19)	2	NO	YES	Calculated attrition to offset the cost of the reclassifications.
GFS	5130Fringe	514020	STEPM_Z	Step Adjustment	BZM	BZM - Special Class Pro-rated Misc	Z	A			-	-	-	(1,148)	(678)	470	-	-	-	-	(1,187)	(700)	487	NO	YES	Calculated attrition to offset the cost of the reclassifications.
GFS	5130Fringe	515010	0931_C	Manager III	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	(3,737)	(3,737)	-	-	-	-	-	(3,954)	(3,954)	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	515010	0932_C	Manager IV	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	3,737	3,737	-	-	-	-	-	3,954	3,954	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.



Total BY FTE Variance: 0.00 Total BY Amount Variance: 86,980.00 Total BY+1 FTE Variance: 0.00 Total BY+1 Amount Variance: 89,025.00

Budget System Report 15.30.004 filtered on Gross Expenditures																						FORMULA		FILL IN		
GFS Type	Account Lvl 5 Name	Account ID	Class	Job Class Title	Emp Org Code	Emp Org Title	Ret	Status	Action	Ref No.	Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change	
GFS	5130Fringe	515010	1054_C	IS Business Analy	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	3,784	3,784	-	-	-	-	-	4,003	4,003	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role, encourage retention and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	515010	1064_C	IS Programmer A	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	(3,784)	(3,784)	-	-	-	-	-	(4,003)	(4,003)	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role, encourage retention and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	515010	1209_C	Benefits Technici	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	4,639	4,639	-	-	-	-	-	4,909	4,909	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5130Fringe	515010	1406_C	Senior Clerk	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	(4,639)	(4,639)	-	-	-	-	-	(4,909)	(4,909)	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5130Fringe	515710	0931_C	Manager III	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	(11,213)	(11,213)	-	-	-	-	-	(11,863)	(11,863)	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	515710	0932_C	Manager IV	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	11,213	11,213	-	-	-	-	-	11,863	11,863	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.

Total BY FTE Variance: 0.00 Total BY Amount Variance: 86,980.00 Total BY+1 FTE Variance: 0.00 Total BY+1 Amount Variance: 89,025.00

Budget System Report 15.30.004 filtered on Gross Expenditures																						FORMULA		FILL IN		
GFS Type	Account Lvl 5 Name	Account ID	Class	Job Class Title	Emp Org Code	Emp Org Title	Ret	Status	Action	Ref No.	Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change	
GFS	5130Fringe	515710	1054_C	IS Business Analy	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	10,751	10,751	-	-	-	-	-	11,374	11,374	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	515710	1064_C	IS Programmer A	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	(10,751)	(10,751)	-	-	-	-	-	(11,374)	(11,374)	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role, encourage retention and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	515710	1209_C	Benefits Technici	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	9,288	9,288	-	-	-	-	-	9,827	9,827	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5130Fringe	515710	1406_C	Senior Clerk	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	(9,288)	(9,288)	-	-	-	-	-	(9,827)	(9,827)	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5130Fringe	516010	0931_C	Manager III	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	(1,391)	(1,391)	-	-	-	-	-	(1,419)	(1,419)	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	516010	0932_C	Manager IV	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	1,391	1,391	-	-	-	-	-	1,419	1,419	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.

Total BY FTE Variance: 0.00 Total BY Amount Variance: 86,980.00 Total BY+1 FTE Variance: 0.00 Total BY+1 Amount Variance: 89,025.00

Budget System Report 15.30.004 filtered on Gross Expenditures																						FORMULA		FILL IN	
GFS Type	Account Lvl 5 Name	Account ID	Class	Job Class Title	Emp Org Code	Emp Org Title	Ret	Status	Action	Ref No.	Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change
GFS	5130Fringe	516010	1054_C	IS Business Analy	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	1,255	1,255	-	-	-	-	1,280	1,280	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role, encourage retention and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	516010	1064_C	IS Programmer A	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	(1,255)	(1,255)	-	-	-	-	(1,280)	(1,280)	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	516010	1209_C	Benefits Technici	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	1,181	1,181	-	-	-	-	1,205	1,205	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5130Fringe	516010	1406_C	Senior Clerk	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	(1,181)	(1,181)	-	-	-	-	(1,205)	(1,205)	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5130Fringe	517010	0931_C	Manager III	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	(446)	(446)	-	-	-	-	(462)	(462)	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	517010	0932_C	Manager IV	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	479	479	-	-	-	-	496	496	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role and to be on par with Controller's positions who are doing similar work.

Total BY FTE Variance: 0.00 Total BY Amount Variance: 86,980.00 Total BY+1 FTE Variance: 0.00 Total BY+1 Amount Variance: 89,025.00

Budget System Report 15.30.004 filtered on Gross Expenditures																						FORMULA		FILL IN		
GFS Type	Account Lvl 5 Name	Account ID	Class	Job Class Title	Emp Org Code	Emp Org Title	Ret	Status	Action	Ref No.	Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change	
GFS	5130Fringe	517010	1054_C	IS Business Analy	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	423	423	-	-	-	-	-	438	438	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	517010	1064_C	IS Programmer A	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	(387)	(387)	-	-	-	-	-	(399)	(399)	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	517010	1209_C	Benefits Technici	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	207	207	-	-	-	-	-	215	215	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5130Fringe	517010	1406_C	Senior Clerk	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	(183)	(183)	-	-	-	-	-	(189)	(189)	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5130Fringe	517010	9991M_Z	One Day Adjustm	BZM	Special Class Pro-rated Misc	C	A	S	HS2102	-	-	-	-	1	1	-	-	-	-	-	-	-	NO	YES	Attrition to offset the cost of the reclassifications.
GFS	5130Fringe	517010	STEPM_Z	Step Adjustment	BZM	BZM - Special Class Pro-rated Misc	Z	A			-	-	-	(213)	(125)	88	-	-	-	(221)	(130)	91	NO	YES	Step Adjustment for MEA employees over the top of Range A.	
GFS	5130Fringe	519110	0931_C	Manager III	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	(5,045)	(5,045)	-	-	-	-	-	(5,338)	(5,338)	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	519110	0932_C	Manager IV	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	C	A	S	HS2103	-	-	-	-	5,045	5,045	-	-	-	-	-	5,338	5,338	NO	YES	Substitution of the 0931 Manager III to a 0932 Manager IV in order to meet additional higher level responsibilities in the role, encourage retention, and to be on par with Controller's positions who are doing similar work.

Total BY FTE Variance: 0.00 Total BY Amount Variance: 86,980.00 Total BY+1 FTE Variance: 0.00 Total BY+1 Amount Variance: 89,025.00

Budget System Report 15.30.004 filtered on Gross Expenditures																						FORMULA		FILL IN		
GFS Type	Account Lvl 5 Name	Account ID	Class	Job Class Title	Emp Org Code	Emp Org Title	Ret	Status	Action	Ref No.	Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change	
GFS	5130Fringe	519120	1054_C	IS Business Analy	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	552	552	-	-	-	-	-	572	572	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role, encourage retention and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	519120	1064_C	IS Programmer A	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	HS2102	-	-	-	-	(503)	(503)	-	-	-	-	-	(521)	(521)	NO	YES	Substitution of the 1064 IS Programmer Analyst Principal to a 1054 IS Business Analyst Principal in order to meet additional higher level responsibilities in the role, encourage retention and to be on par with Controller's positions who are doing similar work.
GFS	5130Fringe	519120	1209_C	Benefits Technici	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	301	301	-	-	-	-	-	312	312	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5130Fringe	519120	1406_C	Senior Clerk	790	790 - LOCAL 790, SEIU	C	A	T	HS2101	-	-	-	-	(265)	(265)	-	-	-	-	-	(274)	(274)	NO	YES	Substitution of the 1406 Senior Clerk to a 1209 Benefits Technician in order to meet additional higher level responsibilities in the role. This was approved in FY 2019-20
GFS	5130Fringe	519120	STEPM_Z	Step Adjustment	BZM	BZM - Special Class Pro-rated Misc	Z	A			-	-	-	(235)	(138)	97	-	-	-	(243)	(143)	100	NO	YES	Step Adjustment for MEA employees over the top of Range A.	
											-	-	-	(105,168.00)	(18,188.00)	86,980.00	-	-	-	(107,657.00)	(18,632.00)	89,025.00				