# **Department Budget Submission Checklist**

To be completed by: All departments.

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

below are included with your submission.
Department Name: Board of Supervisors
☑ Summary of Major Changes: Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
Department Budget Summary: Completed "Form 1C: Department Budget Summary"  Submission includes copy of report 15.50.012.
☑ IDS Detail: Completed "Form 1D: IDS Detail."
☑ Revenue Report: Completed "Form 2A: Revenue Report."
▼ Fees & Fines: Completed "Form 2B: Fees & Fines."
☐ Cost Recovery: Completed "Form 2C: Cost Recovery." NA
☑ Expenditure Changes: Completed "Form 3A: Expenditure Changes."
☑ Position Changes: Completed "Form 3B: Position Changes."
☐ Layoffs: Completed "Form 3C: Position Reductions Resulting in Layoffs." N/A
☑ Contingency Reductions: Completed "Form 3D: Contingency Reductions."
☐ Equipment & Fleet Requests: Completed "Form 4A: New General Fund Equipment"; "Form 4B: N/A  Minimum Compensation Ordinance: The effects of the MCO in contracting have been considered as  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  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 NA
□ Capital N/A
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: Junko Laxamana
Signature: And Auxum

#### BUDGET FORM 1A: Summary of Major Changes FY 2021-22 and FY 2022-23

	FY 2021-22 and FY 2022-23									
		Board of Supervisors								
Major Changes	Department Response to Major Changes	<b>Equity Lens:</b> Explain what populations are benefited by these changes and how they are benefited. How will the department know those were successful?	Equity Lens: Explain what populations are negatively impacted by these changes and how they are impacted. Describe what strategies your Department recommends to mitigate any potential adverse impacts.							
1. SUMMARY. 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.	See #3 Expenditure Changes and #4 Revenue below.	N/A	N/A							
2. TARGET. How did the department meet its target? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction?	Pursuant to the Board Rule 6.8, the department receives budget balancing guidelines from the Board of Supervisor's Budget and Finance Committee in crafting its proposed budget. The Board of Supervisors has been prudent in not growing General Fund appropriation to the department budget and as a result, the department is not able to meet the Mayor's budget target.	N/A	N/A							
3. EXPENDITURE CHANGES. What major expenditure changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.	The overall General Fund impact is \$163k in FY 2021-22.  - COLA for Budget and Legislative Analyst Services contract - Statutory minimum funding for LAFCo - Additional funding for ourtrach advertising - Seasonal, temporary staffing fro AAB - Reductions in Salesforce CRM licensing - Cost associated with Redistricting Task Force - Interdepartmental service cost increases proposed by performing depts	Additional funding for outreach advertising will allow the department to place outreach advertisements in all designated outreach newspapers at least once a month. The department advertises vacancies for Boards and Commissions, City programs and services, and other public announcements. African American, Chinese, Hispanic, and LGBTQ communities are served in these neighborhood newspapers.	N/A							
4. REVENUE. What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund. (This should match an Audit Trail, as shown in form 2A Revenue Report).	General Fund:  - Assessment Appeals Board revenue is increased by \$19,000 and \$62,830 in FY 2021-22 and FY 2022-23, respectively, based on the projected increase in assessment appeals.  - Expenditure recovery is increased by \$100,000 in FY 2021-22 from Department of Elections for cost associated with Redistricting Task Force.	N/A	N/A							
S. LEGISLATION. 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?  If so, please submit drafts of legislation along with the budget submission. Or provide a summary of desired legislation and an expected	Motion enacting a 3.25% COLA for the Budget and Legislative Analyst Services will be submitted. The department's budget assumes the COLA	N/A	N/A							
date of submission, if still in progress.  6. PROP J. 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.	Prop J Analyses for the Budget and Legislative Anlyst Services will continue. There is no new contracting out of work previously done by City workers.									
7. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	No.									
8. INTERIM EXCEPTIONS. 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?	No.									
9. FELIOWSHIP PROGRAMS. Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?		N/A	N/A							
10. BUDGET EQUITY. How will your department support advancing reaial equity through its services to the community and within your organization, including the goals and actions identified in the Racial Equity Action Plan?	As the legislative branch of government, the Board of Supervisors has had long-standing history of introducing legislation to advance equity for the City and its constituents. The Board is committed to ensuring that legislation is reviewed through a racial equity lens, and invites the Office on Racial Equity as a collaborative partner to define and provide metrics of potential harm and identify current and effective legislation that may present opportunities for reconciliation. The Office of the Clerk of the Board has continuously developed proactive strategies to ensure that we account for racial and socioeconomic disparities in the consideration of access to the legislative process. Internally, the department continues to work closely with the Department of Human Resources, Civil Service commission, and Office on Racial Equity to ensure an inclusive and diverse workforce.									

Select a Report	Budget Year	Snapshot	Department					
15.40.001 GFS Target & Non GFS Balance - Dept Detail	2022	Current	BOS					
CY	2021	Phase CY	2020-2021	Phase BY 2021-2022	Phase BY+1	2022-2023	BY+1	2023

Department: BOS Board of Supervisors	(General Fund Supported)
Department. Boo Board of Capervisors	

	BY General Fund Supported			BY+1 General Fund Supported			
Account Lvl 2 Code	Category	BY Base	BY DEPT +	BY MYR	BY+1 Base	BY+1 DEPT +	BY+1 MYR
			MYR Changes	Proposed Am		MYR Changes	Proposed Amt
EXPENDITURE	Mandatory Fringe Benefits	4,623,905	58,891	4,682,796	4,636,011	58,757	4,694,768
	Materials & Supplies	96,916	0	96,916	96,916	0	96,916
	Non-Personnel Services	3,784,104	(56,801)	3,727,303	3,784,104	(83,659)	3,700,445
	Salaries	10,448,714	161,258	10,609,972	10,919,851	168,250	11,088,101
	Services Of Other Depts	373,818	0	373,818	373,818	829	374,647
		19,327,457	163,348	19,490,805	19,810,700	144,177	19,954,877
REVENUE	Charges for Services	200,310	19,000	219,310	200,310	62,830	263,140
	Expenditure Recovery	161,996	100,000	261,996	161,996	0	161,996
		362,306	119,000	481,306	362,306	62,830	425,136

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Amt Over

BY+1 Department

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

Baseline Target

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

BY+1 Amt

983,021

BY+1 Baseline Target BY+1 MYR

Reduction Target		Proposed GFS	(Under) Target		Reduction Target		Proposed GFS	Over (Under) Target
(901,674)	18,063,477	19,009,499	946,022	2	(901,674)	18,546,720	19,529,741	
Department: BOS Board of Supervisors	(Non GFS Balance)							
		BY General Fund Supported			BY+1 General Fund Supported			
Account Lvl 2 Code	Category	BY Base	BY DEPT +	BY MYR	BY+1 Base	BY+1 DEPT +	BY+1 MYR	1
			MYR Changes	Proposed Am	1	MYR Changes	Proposed Amt	
EXPENDITURE	Non-Personnel Services	18,000	42,765	60,765	18,000	0	18,000	4
		18,000	42,765	60,765	18,000	0	18,000	1
REVENUE	Charges for Services	18,000	0	18,000	18,000	0	18,000	·]
	Unappropriated Fund Balance	0	42,765	42,765	0	0	0	/
		18,000	42,765	60,765	18,000	0	18,000	1

Non-General Fund Support - Revenue Balance

Department

Non-General Fund Support - BY +1
Revenue Balance
Revenue Total : 18,000

BY MYR

Revenue Total :

Expenditure Total : 60,765 Expenditure Total: 18,000

Revenue Surplus(Deficit): 0 Revenue Surplus(Deficit): 0

Select a Report	Budget Year	Snapshot	Department						
15.40.002 GFS Target & Non-GFS Balance - Dept Summary	2022	Current	BOS						
CY	2021	Phase CY	2020-2021	Phase BY	2021-2022	Phase BY+1	2022-2023	BY+1	2023

Department: BOS Board of Supervisors	(General Fund Supported)
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		BY General Fund Supported			BY+1 General Fund Supported		
Account Lvl 2 Code	Category	BY Base	BY DEPT +	BY MYR	BY+1 Base	BY+1 DEPT +	BY+1 MYR
			MYR Changes	Proposed Amt		MYR Changes	Proposed Amt
EXPENDITURE	Mandatory Fringe Benefits	4,623,905	58,891	4,682,796	4,636,011	58,757	4,694,768
	Materials & Supplies	96,916	0	96,916	96,916	0	96,916
	Non-Personnel Services	3,784,104	(56,801)	3,727,303	3,784,104	(83,659)	3,700,445
	Salaries	10,448,714	161,258	10,609,972	10,919,851	168,250	11,088,101
	Services Of Other Depts	373,818	0	373,818	373,818	829	374,647
		19,327,457	163,348	19,490,805	19,810,700	144,177	19,954,877
REVENUE	Charges for Services	200,310	19,000	219,310	200,310	62,830	263,140
	Expenditure Recovery	161,996	100,000	261,996	161,996	0	161,996
		362,306	119,000	481,306	362,306	62,830	425,136

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

Department	Baseline Target	BY MYR	Amt Over
Reduction Target		Proposed GFS	(Under) Target
(901,674)	18,063,477	19,009,499	946,022

BY+1 Department	BY+1 Baseline Target	BY+1 MYR	BY+1 Amt
Reduction Target		Proposed GFS	Over (Under) Target
(901,674)	18,546,720	19,529,741	983,021

General Fund Support - BY+ 1 Target vs Mayor Proposed

Non-General Fund Support - Revenue Balance

Revenue Total : 60,765 Non-General Fund Support - BY +1
Revenue Balance
Revenue Total : 18,000

Expenditure Total : 60,765

Revenue Surplus(Deficit): 0

Revenue Surplus(Deficit): 0

Expenditure Total:

**15.40.002 Target & Non GFS Balance - Dept Summary** Time run: 2/12/2021 10:29:58 AM

Department B		BY Non General Fund Supported			BY+1 Non General Fund Supported			
			Revenue	Expenditure	Revenue	Revenue	Expenditure	Revenue
			Total	Total	Surplus(Deficit)	Total	Total	Surplus (Deficit)
В	os	BOS Board of Supervisors	18,000	18,000	0	18,000	18,000	0

18,000

Authorized Positions	2020-2021 Original Budget	2021-2022 Proposed Budget	Change From 2020-2021	2022-2023 Proposed Budget	Change From 2021-2022
Total Authorized	85.95	86.93	0.98	86.92	(0.01)
Non-Operating Positions (cap/other)					
Net Operating Positions	85.95	86.93	0.98	86.92	(0.01)
Sources					
Charges for Services	199,795	237,310	37,515	281,140	43,830
Expenditure Recovery	161,996	261,996	100,000	161,996	(100,000)
Unappropriated Fund Balance		42,765	42,765		(42,765)
General Fund Support	18,244,527	19,009,499	764,972	19,529,741	520,242
Sources Total	18,606,318	19,551,570	945,252	19,972,877	421,307
Salaries Mandatory Fringe Benefits Non-Personnel Services	9,888,436 4,460,225 3,790,404	10,609,972 4,682,796 3,788,068	721,536 222,571 (2,336)	11,088,101 4,694,768 3,718,445	478,129 11,972 (69,623)
Materials & Supplies	3,790,404 96,416	96,916	(2,336)	96,916	(69,623)
Services Of Other Depts	370,837	373,818	2,981	374,647	829
Uses Total	18,606,318	19,551,570	945,252	19,972,877	421,307
Uses - Division Description					
BOS Assessment Appeals Board	701,348	778,219	76,871	796,737	18,518
BOS Budget & Legis Analysis	2,363,745	2,440,567	76,822	2,440,567	
BOS Clerk Of The Board	4,289,305	4,607,040	317,735	4,684,678	77,638
BOS Local Agncy Formation Comm	341,240	341,240		341,240	
BOS Sunshine Ord Task Force	172,373	185,507	13,134	191,740	6,233
BOS Supervisors	10,364,652	10,802,506	437,854	11,107,999	305,493
•					
BOS Youth Commission Uses by Division Total	373,655 <b>18,606,318</b>	396,491 <b>19,551,570</b>	22,836 <b>945,252</b>	409,916	13,425 <b>421,307</b>

# BUDGET FORM 1D: IDS Detail FY 2021-22 and FY 2022-23

Work Order Changes - If any departmental Inter-Departmental Service (IDS) changes are proposed within the mandatory reductions described in Form 1A, please highlight below

Work Order Changes - It a	iny departmental inter-be	partmental service (103)	changes are proposed	a within the manuatory rec	ductions described in Form 1A, please nightight below
Proposed IDS Changes (486XXX) *If recovery changes will impact GF requesting department budgets, please specify that impact in columns B-C	FY 21-22 GF Savings (Please specify GF impact)	FY 22-23 GF Savings (Please specify GF impact)	Partner Department Code	Confirm here that partner department is in agreement:	Please briefly describe justification for the change and the impact on your department
Expenditure recovery for cost associated with Redistricting Task Force	100,000	-	232302		No impact on GF requesting department budget as the requesting department has funding in its budget.
Proposed IDS Changes (581XXX)	FY 21-22 GF Savings (Please specify GF impact)	FY 22-23 GF Savings (Please specify GF impact)	Partner Department Code	Confirm here that partner department is in agreement:	Please briefly describe justification for the change and the impact on your department
Building repair work order with Department of Public Works	-	829	207951	Yes	

BUDGET FORM 2A: Revenue Report DEPARTIMENT: Board of Supervisors Please identify proposed revenue changes from the FY 2021-22 and FY 2022-23 Base Budget at the account level.

Note: To submit this information, run the 15.30.005 Snapshot Comparison (Audit Traill) report from the budget system. 
Select the following criteria before running the report: 
Budget Year 2022 
Before Snapshot: Start of Dept 
After Snapshot: Current 
GFS Type: Do not select a value. 
GFS Type: Do not select a value. 
Filter report nor "AAD Title "field to only display "Regular Revenues". 
For any proposed changes, provide an explanation in the "Revenue Description & Explanation of Change" column. 
Please contact your Mayor's Oftice or Controller's Oftice Analysit fly on need assistance running this report. 
All submissions must be formatted appropriately so that printed copies are easily readable for the public.

																									Total	BY Revenue Varia	nce: 19,000.0	0 T	otal BY+1 Revenue Varia	nce: 62,83	0.00	
			on Regular Revenues																							FY 2021-22			FY 2022-23		FORMULA	FILL IN
GFS Type	Dept Dep	ot Division Divi	vision Description	Dept Section	Section Description	n 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 TRIC	ID TRIOTI	itle A	AO Category AAO Titi	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		Revenue Description & Explanation of Change
GFS	BOS 2290	18 BOS	S Clerk Of The Board			229018	BOS Clerk Of The Board	10000	GF Annual Acco	unt 10003454	BD Clerk of the Board	d 1	Clerk of the Board	10000	Operating	460199	4600C4Svcs	460199	Other General Government Chrge	Urspecifie	ed D0	01 Regular Rev	enues 4	On-Go	ng \$16	0,310 \$17	9,310 \$19,	000 \$16	1,310 \$23	3,140 \$	62,830 YE	S Projected increase in assessme appeal application fe
																															No No	
																															No.	
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## Budget Form 2B: Schedule of Licenses, Permits, Fines & Service Charges DEPARTMENT: \_\_BOS\_\_

Inflation Factor for FY 2021-22 Fee Auto Increase as per Code Section \*\*
Inflation Factor for FY 2022-23 Fee Auto Increase as per Code Section \*\*

CPI will be updated in January  $\underline{2021}$ , Call Controller's Budget Office to confirm CPI before submitting.

#### TABLE 1 - MODIFIED AND NEW FEES

	Fee Status M/N	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Titl	de 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 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.)	FY 2022- 23 Fee **		FY 2022-23 Cost Recovery (Est.)	Fiscal Year of Last Increase	e Prior to Last Increase
1																		\$ -	\$ -		\$ -		\$ -	\$ -	\$ -		\$	
2																		\$ -	\$ -		\$ -		\$ -	\$ -	\$ -		\$	
3																		\$ -	\$ -		\$ -		\$ -	\$ -	\$ -		\$	
4																		\$ -	\$ -		\$ -		\$ -	\$ -	\$ -		\$	
5																		\$ -	\$ -		\$ -		\$ -	\$ -	\$ -		\$	
6																		\$ -	\$ -		\$ -		\$ -	\$ -	\$ -		\$	
7																		\$ -	\$ -		\$ -		\$ -	\$ -	\$ -		\$	
8																		\$ -	\$ -		\$ -		\$ -	\$ -	\$ -	, — –	\$	
9																		\$ -	\$ -		\$ -		\$ -	\$ -	\$ -	, — –	\$	
10																		\$ -	\$ -		\$ -		\$ -	\$ -	\$ -	, — –	\$	

TAB	E 2 - C	ONTINUING F	EES																													
Item	Fee Status	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 2020-21 Fee	FY 2020-21	FY 2020-21 Revenue Proposed	FY 2020-21 Cost Recovery (Est.)	FY 2021-22 Fee **	FY 2021-22 Units (Est.)	Revenue R	Cost ecovery (Est.)	FY: 23 I	2022- F' Fee ** U	Y 2022-23 Inits (Est.) FY 202 Reven Propos	Je Recover		Fiscal Year of Last Increase	Fee Prior to Last Increase
11	С	AAB Filing Fee	Admin Code Sec. 2B.9	No	460199	Other General Government Charge Other	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Application	\$ 60.00	1,200	\$ 72,000		\$ 60.00	2,300	\$ 138,000		s (	60.00	33,000 \$ 198,0	00		FY2010/11	\$ 30.00
12		AAB Hearing Fee	Admin Code Sec. 2B.10	No	460199	General Government Charge Other	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Hearing	\$0-\$1,200	Variable	\$ 25,000	15%	\$0-\$1,200	Variable	\$ 30,000	23%	\$0-\$	1,200	Variable \$ 20,	28	6		\$ -
13		AAB Finding of Fact Fee	Admin Code Sec. 2B.11	No	460199	General Government Charge BOS -	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Request	\$0-\$6,450	6	\$ 10,870		\$0-\$6,450	6	\$ 11,310		\$0-\$	6,450	3 \$ 5,	40		FY2010/11	Sliding Scale
14		Planning Appea Surcharge	Admin Code Sec.31.22	No	460147	Planning Appeal Surcharge Other	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Appeal	\$ 120.00	333	40,000		\$ 120.00	333	40,000		\$ 12	20.00	333 40,	00			s -
15	С	Certification of Document	Admin Code Sec. 8.37	Yes	460199	General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Document	\$ 2.00		\$ -		\$ 2.03		s -		s	2.10	\$				s -
16		Copies of audito tape, CD, or USB	Admin Code Sec. 8.37	Yes	460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Сору	\$ 1.00		\$ -		\$ 1.02		s -		s	1.05	\$				\$ -
		Photocopies of routine documents produced in multiple copies (i.e. agendas and related	Admin Code			Other General Government		GF Annual				BOS Clerk of		BD Clerk of		Clerk of the																
17	-	materials) Photocopies of documents produced on a one-time basis	Sec. 8.37 Admin Code Sec. 8.37	Yes	460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Board Clerk of the	Сору	\$ 0.01 \$ 0.10		s -		\$ 0.01 \$ 0.10		s -			0.01	s				\$ -
19		Appeals Fee: Temporary Use of Streets for Street Fairs	Transportatio Code Sec. 6.6		460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Appeal	\$ 58.00		s -		\$ 59.00		s -			60.92	\$				\$ -
20		Appeals Fee: Temporary Use or Occupancy of Public Streets	Transportatio Code Sec. 6.3		460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Appeal	\$ 58.00		s -		\$ 58.00		s -		s	58.00	\$				\$ -
21		Appeals Fee: Autonomous Delivery Devices on Sidewalks	Public Works			Other General Government		GF Annual				BOS Clerk of		BD Clerk of		Clerk of the																
21	-	Permit Appeals Fee: Major Encroachment Permit	Public Works Code Sec 78		460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating Operating	229018 229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Board Clerk of the Board	Appeal Appeal	\$ 300.00 \$ 650.00		s -		\$ 300.00		s -			50.00	\$				\$ -
23		Appeals Fee: Review of Municipal Transportation Agency Decisions			460199	Other General Government Charge	10000	GF Annual Account Ctrl		Operating		BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board		\$ 250.00		\$ -		\$ 250.00		s -			50.00	s				\$ -

Fee Status:

C Continuing M Modified N New D Discontinued

Note:

" If Auto CPI adjustment = Yes, F7924-22 and FY 2022-23 Fee will be automatically generated based on the Inflation factor determined by the Controller.

If Auto CPI adjustment = No., FY 2021-22 and FY 2022-23 Fee will remain the same as previous year or entered by dept according to Code Authorization.

BUDGET FORM M. Expendition Changes
DEFAMENCH Board of Separations
DEFAMENCH Board of Separations
DEFAMENCH Board of Separations
DEFAMENCH Board of Separations
Make To basic bits internation, use to 1.52 Miss Separat Computers plant The Separation Make To basic bits internation, use to 1.52 Miss Separation Make To basic bits Miss Separation Make To basic bits Miss Separation Make To basic bits Miss Separation Make To Miss Separation Ma

																											ET Expenditure Yurian			tal 8Y+1 Expenditure Varian	NOR: 166,177.00		
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Dept	Dept	d Division	Division Description	Dept Section	Section Description	Dept 10	Dept ID Description	Fued 10	Fund Title	Project ID	Project Title	Autiwity 10	Activity Title	Authority ID	duthority Title	Account tel 5	Account Cul S Name	Account ID	Account Title	TRIOID	THO TEN	MAD Category AMO To	e Change Type 1	Se Change	e Type Code S	tart Dept And	and Dept. Amt	Var Dept Aust	Start NY-1 Dept Ame	End BY+1 Days Avet	Var WY+1 Dept Ant	Change submitted?	Explanation of Change
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## **BUDGET FORM 3D: Contingency Reductions**

**DEPARTMENT: Board of Supervisors** 

Please identify proposed contingency expenditure and revenue changes from the FY 2021-22 and FY 2022-23 base budget at the account level.

Note: There is a required 2.5% contingency reduction in FY 2021-22 and an additional 2.5% contingency reduction in FY 2022-23. These changes should not be loaded in BPMS and should only be outlined in the below table.

Project, program, expenditure, or revenue	FY 21-22 GF Savings	FY 21-22 # FTE impacted, if	FY 22-23 GF Savings	FY 21-22 # FTE impacted, if	Please briefly describe impact of this change on
description	F1 21-22 GF Saviligs	applicable	F1 22-23 GF Savings	applicable	department
The department does not have a					
contingency reduction proposal at this time.					
should the department need the proposal,					
he department will work with the Board of					
Supervisors' Budget and Appropriation					
Committee.					
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Please complete all shaded sections in this worksheet, as is required by San Francisco Administrative Code Section 2.15:

Department: Board of Supervisors

Contract: Budget and Legislative Analyst

### SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED

Any officer, department or agency seeking Board approval of a contract for personal services under Charter Section 10.104(15) shall submit a supplemental report to the Board of Supervisors in connection with the contract and the Controller's certification.

The report shall summarize the essential terms of the proposed contract and address the following subjects:

1. The department's basis for proposing the Prop J certification;

Per the Charter Section 2.117, the Board of Supervisors shall appoint and may remove a Budget Analyst and such appointment shall be made solely on the basis of qualifications by education, training and experience for the poisition to be filled. The Board of Supervisors has appointed Budget Analyst JV through a competitive process based on such qualifications and the cost of services is lower than similar work performed by City employees as shown in the analysis.

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor;

The contractor provided 16,860 hours of service in FY 2019-20 and is expected to provide the same number of hours in FY 2020-21. The most recent year the service was provided by City employees was FY 1977-78. The Department is not able to verify the hours of service provided by City employees in FY1977-78 and to provide a meaningful comparison as it is reasonably assumed that the scope of work has substantially changed in 40 years.

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract:

Contract is monitored by Deputy Director, Administration & Finance for compliance and reporting requirements.

Prop J Description FY22 Page 1 of 2

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract:

See attached letter from Harvey M. Rose Associates, LLC, the managing partner of the Budget Analyst JV.
5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);

As part of a contract amendment each year, the department verifies contractor's 12B compliance in the financisl system. Compliance with 12P and 12Q requirements are ensured by verifing the contractor's declaration forms annually.

6. The department's plan for City employees displaced by the contract; and No City employees are displaced by the contract.

7. A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004)

Per the Charter Section 2.117, the Board of Supervisors shall appoint and may remove a Budget Analyst and such appointment shall be made solely on the basis of qualifications by education, training and experience for the poisition to be filled. As such, the service could be provided in the future using City employees if the Board of Supervisors removes the current Budget Analyst and appoints City employees who meet the above qualifications.

Name and job title of the person completing this questionnaire:

Junko Laxamana, Deputy Director, Administration & Finance

Prop J Description FY22 Page 2 of 2

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Name and job title of the person completing this questionnaire:

Junko Laxamana, Deputy Director, Administration & Finance

Prop J Description FY22 Page 2 of 2

## **PROP J ANALYSIS SUMMARY**

Board of Supervisors Budget and Legislative Analyst

FISCAL YEAR 2021-22

## City cost if services are not contracted out

		low range	high range
Total Annual Salary	\$	1,463,572	\$ 1,797,374
Total Other Pay	\$	-	\$ -
Total Fringe Benefits	\$	629,819	\$ 718,495
Additional City Costs	\$	332,356	\$ 332,356
	\$	2,425,747	\$ 2,848,225
City cost if services are contracted out	t		
Contract Cost	\$	2,440,567	\$ 2,440,567
City Contract Monitoring	\$	15,464	\$ 19,127
	\$	2,456,031	\$ 2,459,695
City Savings from Contracting Out,			
Savings/(Cost)	\$	(30,284)	\$ 388,530
		-1%	14%

#### Please Fill Out Blue Shaded Areas Only.

Board of Supervisors

207688 Budget and Legis Analysis Budget and Legislative Analyst

PPE FY22 26.1

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2021-22

ESTIMATED CITY COSTS:

#### PROJECTED PERSONNEL COSTS

			Bi	-Weekly R	tate	per FTE		Annua	al Co	st					
		# of Full Time													
		Equivalent													
Job Class Title	Class	Positions		Low		High		Low		High					
Deputy Director III	0953	1.0	\$	6,297	\$	8,037	\$	164,358	\$	209,775					
Manager III	0931	1.0		5,066		6,467	\$	132,221	\$	168,778					
Principal Administrative Analyst	1824	3.0		4,643		5,574	\$	363,537	\$	436,419					
Senior Administrative Analyst	1823	4.0		4,010		4,814	\$	418,672	\$	502,608					
Performance Analyst III	ecretary   1450 1.0 2,913 3														
Executive Secretary	tary   1450 1.0 2,913 3														
Temp	1823 0.5 4,010 4,8														
0															
0	0.00						\$	-	\$	-					
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Holiday Pay (if applicable)	n/a	n/a													
Night / Shift Differential (if applicable)	n/a	n/a													
Overtime Pay (if applicable)	n/a	n/a													
Other Pay (if applicable)	n/a														
	Total FTE	12.5													
Total Salary Costs> \$ 1,463,572 \$ 1,797,37															
		Total of O	the	r Compen	satio	on>	\$		\$						

#### FRINGE BENEFITS

		WITCE	DLIALI			
	Job Class	\$ An	nount			
Benefits per FTEJob Class #:	0953	\$	79,733			
Benefits per FTEJob Class #:	0931	\$	70,315			
Benefits per FTEJob Class #:	1824	\$	59,456			
Benefits per FTEJob Class #:	1823	\$	54,212			
Benefits per FTEJob Class #:	1830	\$	65,003			
Benefits per FTEJob Class #:	1450	\$	43,225			
Benefits per FTEJob Class #:	0		0			
Benefits per FTEJob Class #:	0		0			
Benefits per FTEJob Class #:	0		0			
Benefits per FTEJob Class #:	0		0			

	LOW		
Total Fringe Benefits	\$	629,819	\$ 718,495

#### ADDITIONAL CITY COSTS

Operating expenses (materials & supplies, travel & training, membership, copier lease, off-site		
storage, telephone, etc.)	\$ 65,586	\$ 65,586
Space rental	\$ 215,469	\$ 215,469
Equipment & furniture	\$ 24,827	\$ 24,827
Email & software licenses	\$ 26,474	\$ 26,474
Total Capital & Operating	\$ 332,356	\$ 332,356

#### COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST LESS: ESTIMATED TOTAL CONTRACT COST	2,425,747 2,456,031	,
ESTIMATED SAVINGS	\$ (30,284)	\$ 388,530
% of Savings to City Cost	-1%	14%

- Comments/Assumptions:

  1. FY 1979 would be/was the first year these services are/were contracted out.
- 2. Salary levels reflect proposed salary rates effective July 1, 2021. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- Classifications based on current configuration of Budget and Legislative Analyst services
- 6. Full time equivalent (FTE) positions include 11 managers and analyst staff and 1 administrative staff. The staff level of 11 managers and analysts is based on the number of staff required to provide 16,860 hours of services not including paid leaves (legal holidays, vacation, sick, etc.) and other non-productive administrative hours such as training and staff meetings consistent with Association of Local Government Auditors standards.
- Space rental cost is calculated using the Real Estate Division's appraisal review for 1390 Market Street (Fox Plaza)
   Calculations do not include liability for retiree health. Based on the CAFR for year ending June 30, 2017, the City's annual liability for post retirement employee health benefits is \$421 million. If the Budget and Legislative Analyst services were provided by City employees, the annual liability for retiree health benefits would be \$171,992 (equal to 0.04 percent of the City's total annual retiree health liability based on FTE count.)
- 9. Estimated total contract cost includes a 3.25% COLa requested by the contractor. If the COLa is not approved by the Board of Supervisors, the total estimated contract cost would be \$2,363,745 in FY 2021-22.

#### Salary and Benefits for Each Job Class from Enterprise Planning FTE Cost Report

Complete this with the cost of 1.0 FTE; the actual FTE needs will be calcuated in the Personnel and Fringe

Year							
(BY, aka FY	Job Class			5010	5130	To	otal Sal &
21/22)	Number	Job Class Title	FTE	Salary	Benefits		Ben
FY 21/22	0953	Deputy Director III	1.00	\$209,775	\$ 79,733	\$	289,508
FY 21/22	0931	Manager III	1.00	\$ 168,778	\$ 70,315	\$	239,093
FY 21/22	1824	Principal Administrative Analyst	1.00	\$ 145,473	\$ 59,456	\$	204,929
FY 21/22	1823	Senior Administrative Analyst	1.00	\$ 125,652	\$ 54,212	\$	179,864
FY 21/22	1830	Performance Analyst III	1.00	\$ 169,257	\$ 65,003	\$	234,260
FY 21/22	1450	Executive Secretary	1.00	\$ 91,280	\$ 43,225	\$	134,505
			1.00			\$	-
			1.00			\$	-
			1.00			\$	-
			1.00			\$	-

#### Please Fill Out Blue Shaded Areas Only.

FISCAL YEAR 2021-22

#### **Contract Cost Details**

	Low	High
Estimated Contract Cost	2,440,567	2,440,567
Estimated Monitoring Cost	15,464	19,127

#### Contract Cost Calculation:

Please show all calculations made to estimate contract cost. Describe assumptions and source of data above, and feel free to enter more rows as needed.

List of all contract components	Number of Units	Notes		Total Cost - high end est
Principal Analyst @ \$201.35 per hour	4,175		840,628	840,628
Senior Analyst @ \$153.63 per hour	4,723		725,576	725,576
Analyst @ \$109.82 per hour	7,962		874,363	874,363
TOTAL CONTRACT COST	16,860		2,440,567	2,440,567

#### 1. List all assumptions made in calculating contract cost.

Include any private wage rates, population estimates, square footage estimates or other data used in calculating your contract cost. Please insert more lines as needed.

1)

3)

2. What is the source of data used to calculate the contract cost?

The contract terms and the COLa request were used to determin the contract costs.

3. What year is your data from?

FY 2021-22

4. If contract cost is based on an RFP and before a contract has been approved, was the RFP for comparable services?

#### Contract Monitoring Costs:

Does/would contract require monitoring? If yes, fill out the details below. If not,	
explain why, as this would be unusual.	Yes

#### Salary:

Outury.																			
		# of FTEs (can be partial; e.g.	Biweel	dy Rate	An	nual Sa	alar	y Expense		Benefits p	oer FTE	Ar	nual Ben	efit	Expense	то	TAL E	KPEN	ISES
Job Class	Job Class Title	a half time employee would be 0.5 FTE)	Low	w High		Low		High		Low	High		Low		High	Low		н	igh
0952	Deputy Director II	0.08	5,066	6,467	\$ 1	10,578	\$	13,502	\$	61,077	\$ 70,315	\$	4,886	\$	5,625	\$ 1	5,464	\$ 19	9,127
					\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-
					\$	-	\$	-	\$	-		\$	-	\$	-	\$		\$	-
					\$	_	\$	-	\$	_		\$	_	\$	-	\$	-	\$	-
TOTAL CON	TRACT MONITORING COST				\$ 1	10.578	\$	13 502	\$	61 077	\$ 70.315	\$	4 886	S	5 625	\$ 1	5 464	\$ 19	9 127



1390 Market Street, Suite 1150 • San Francisco, California 94102 (415) 552-9292 • (415) 252-0461 (FAX) • info@harveyrose.com



February 5, 2021

Ms. Junko Laxamana, Deputy Director, Administration and Finance San Francisco Board of Supervisors

### Dear Ms. Laxamana:

In accordance with Administrative Code Section 2.15-4, we are submitting information on current wages and benefits for employees covered under the contract with the City for Budget and Legislative Analyst Services.

The contract consists of the Budget and Legislative Analyst Joint Venture Partnership, of which Harvey M. Rose Associates, LLC is the partner, and the Local Business Enterprise (LBE) subcontractors: Rodriguez, Perez, Delgado & Company (who has one employee): Rashi Kesarwani (an independent LBE subcontractor), and Karl Beitel (an independent LBE subcontractor).

The summary of employment terms are as follows:

## Harvey M. Rose Associates (JVP)

- Salaries: generally corresponding to salaries paid by the City for comparable experience
- Health benefits: full premium for employee and dependents for Kaiser, United Health, or Anthem
- Health waiver: employees who can demonstrate other coverage that meets City requirements are eligible for a payment in lieu of health benefits
- Dental benefits: 80% of expenses up to \$2500 per year
- Retirement: 3% contribution to 401(k) safe harbor account
- Holidays: 13
- Vacation: 4 weeks
- Sick leave: accrued at 8 hours per month

### Rodriguez, Perez, Delgado & Company (LBE Subcontractor)

- Salaries: generally corresponding to salaries paid by the City for comparable experience
- Health benefits: full premium for employee and dependents for Kaiser
- Health waiver: employees who can demonstrate other coverage that meets City requirements are eligible for a payment in lieu of health benefits
- Dental benefits: 80% of expenses up to \$2500 per year
- Retirement: eligible after 5 years
- Holidays: 13Vacation: 2 weeks
- Sick leave: accrued at 8 hours per month

Severin Campbell, Principal Harvey M. Rose Associates LLC

Employee	FTE	Annual Salary	Health Benefits	Dental	Retirement	Vacation Days	Holiday	Sick Leave
<u>Joint Venture</u>								
Harvey M. Rose Associates								
Principal Analyst								
Brousseau, Fred	0.50	\$198,069	Full premium employee only	80% up to \$2500	3% safe harbor	4 weeks	13 days	8 hrs/mo
Campbell, Severin	0.75	\$198,069	Health plan waiver - \$6600	80% up to \$2500	3% safe harbor	4 weeks	13 days	8 hrs/mo
Goncher, Dan	0.50	\$174,498	Full premium employee only	80% up to \$2500	3% safe harbor	4 weeks	13 days	8 hrs/mo
Guma, Amanda	0.50	\$140,130	Health plan waiver - \$11,000	80% up to \$2500	3% safe harbor	4 weeks	13 days	8 hrs/mo
Menard, Nicolas	0.85	\$146,000	Full premium - one dependent	80% up to \$2500	3% safe harbor	4 weeks	13 days	8 hrs/mo
Rose, Harvey	0.10	\$195/hour						
Senior Analyst								
Bairey, Linden	0.50	\$136,571	Full premium employee only	80% up to \$2500	3% safe harbor	4 weeks	13 days	8 hrs/mo
Malamut, Christina	0.50	\$134,668	Full premium - one dependent	80% up to \$2500	3% safe harbor	4 weeks	13 days	8 hrs/mo
Xuereb, Cody	0.50	\$135,136	Full premium - family	80% up to \$2500	3% safe harbor	4 weeks	13 days	8 hrs/mo
Analyst								
Lindeblad-Fry, Mary	1.00	\$95,000	Full premium employee only	80% up to \$2500	3% safe harbor	4 weeks	13 days	8 hrs/mo
Sarah Flamm	0.65	\$95,000	Full premium employee only	80% up to \$2500	3% safe harbor	4 weeks	13 days	8 hrs/mo
Emily Firgens	0.65	\$104,000	Health plan waiver = \$11,000	80% up to \$2500	3% safe harbor	4 weeks	13 days	8 hrs/mo
Tam, Karrie	1.00	\$106,812	Full premium employee only	80% up to \$2500	3% safe harbor	4 weeks	13 days	8 hrs/mo
<u>LBE Subcontractor</u>								
Rodriguez, Perez, Delgado								
Analyst								
Reuben Holober	1.00	\$101,843	Health plan waiver - \$6600	80% up to \$2500	After 5 years	2 weeks	13 days	8 hrs/mo
Other LBE								
Senior Analyst								
Beitel, Karl	0.50	\$109/hour						
Kesarwani, Rashi	0.50	\$126/hour						
Total FTE	10.00							
<u>Administrative</u>								
Loeza, Gabriella	n/a	\$96,672	Full premium - family	80% up to \$2500	3% safe harbor	4 weeks	13 days	8 hrs/mo

Francis	FTF	Annual				Total
Employee	FTE	Salary	<b>Health Benefits</b>	Dental	Retirement	Compensation
<u>Joint Venture</u>						
Harvey M. Rose Associates						
Principal Analyst						
Brousseau, Fred	0.50	\$198,069	\$16,642	\$5,000	\$5,942	\$225,653
Campbell, Severin	0.75	\$198,069	\$6,600	\$2,500	\$5,942	\$213,111
Goncher, Dan	0.50	\$174,498	\$7,350	\$2,500	\$5,235	\$189,583
Guma, Amanda	0.50	\$140,130	\$11,000	\$5,000	\$4,204	\$160,334
Menard, Nicolas	0.85	\$146,000	\$17,768	\$5,000	\$4,380	\$173,148
Rose, Harvey	0.10	\$195/hour	n/a	n/a	n/a	\$28,080
Senior Analyst						
Bairey, Linden	0.50	\$136,571	\$6,562	\$2,500	\$4,097	\$149,730
Malamut, Christina	0.50	\$134,668	\$14,736	\$5,000	\$4,040	\$158,444
Xuereb, Cody	0.50	\$135,136	\$18,276	\$5,000	\$4,054	\$162,466
Analyst						
Lindeblad-Fry, Mary	1.00	\$95,000	\$6,562	\$2,500	\$2,850	\$106,912
Sarah Flamm	0.65	\$95,000	\$6,562	\$2,500	\$2,850	\$106,912
Emily Firgens	0.65	\$104,000	\$11,000	\$5,000	\$3,120	\$123,120
Tam, Karrie	1.00	\$106,812	\$6,779	\$2,500	\$3,204	\$119,295
<u>LBE Subcontractor</u>						
Rodriguez, Perez, Delgado						
Analyst						
Reuben Holober	1.00	\$101,843	\$6,600	\$2,500	n/a	\$110,943
Other LBE						
Senior Analyst						
Beitel, Karl	0.50	\$109/hour	n/a	n/a	n/a	\$109,000
Kesarwani, Rashi	0.50	\$126/hour	n/a	n/a	n/a	\$126,000
Total FTE	10.00					
<u>Administrative</u>						
Loeza, Gabriella	n/a	\$96,672	\$19,830	\$10,000	\$2,900	\$129,402

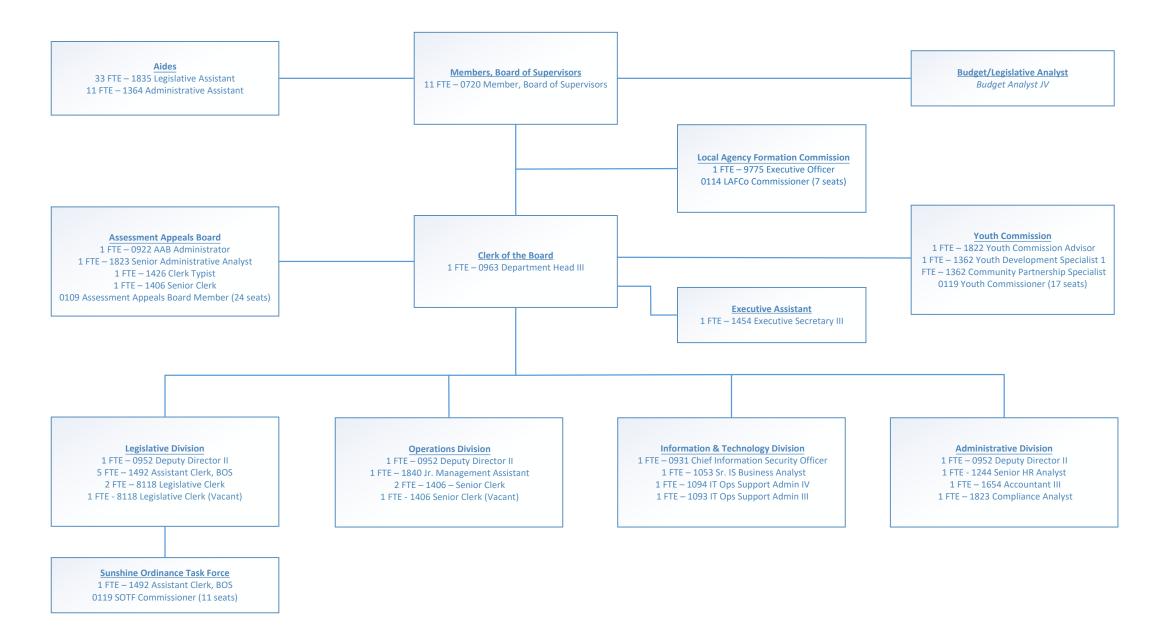
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Sec.	tion Senten	ine Descri	denna I	Department Code	Department Title	Districts	Division Title Sect	en Festive De	scription GFS Tv	es from	nd Fund Title	- Buddenstin	Authority Title	Project	Project Title	famous.	Activity Title	Accessed	Account Title	Y Orie Amt   E	Only Sans See	Tow same	EV Seek	TV Ame	Try fresh	Try Ame	W. 1 Barra   W. 1 Ame	W. 1 Ams	MY-1 Ame M	N. 1 fms	DV-1 feet
Dept	Dept	Pair	Annen L	oryan criteria Code	Department rice	Code	Cod	, ,	scipion (0721)	Cod	de Paris III.	Code	, Mariany nas	Code	Project rise	Code	Delivery rate	Code	ACCOUNT THE	, ord ord	nt ann An	Dept	Mayor		Committee	Board I	Amt Dept Reque			Committee B	Board
200	4DM	205.6	VOM 2	WWW	BOS Youth	202000	BOS Youth		CTT	100	000 GF Annual Account	10000	Consider	100001458	BD Youth Commission	0000	Youth Commission	FE1 700	GF-Purch-Mail Services	60	-	0 1	Proposed	Adjust	Recommended	Approved		Proposed	Adjust Re	lecommended A	Approved
805	ADM				Commission		Commission		60.2		Ctrl	10000	Operating							50	۰		30 31	,	90	30	,	50 50	30	50	50
805	ADM	805-A	LOM 2	207666	BOS Youth		BOS Youth		GFS	100	000 GF Annual Account	10000	Operating	10003458	BD Youth Commission	0001	Youth Commission	581820	Is-Purch-Reproduction	(\$1,301)	-1301 -130	1 (\$1,30	1) (\$1,300)	-\$1,10	1 (\$1,301)	(\$1,301)	-1301 (\$1,30*	1) (\$1,301)	(\$1,301)	(\$1,301)	(\$1,301)
805	ADM	805-4	VOM 2	70367	Commission BOS Sunshine Ord		Commission BOS Supplying Ont		crs	100	000 GF Annual Account	10000	Orecating	10003460	BD Sunshine Ordinance Task	0001	Sunshine Ontinence	581790	GE.Durch Mail Services	50	0	0 .	en e		0 50	50	0	en en	Sn	50	50
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805	ADM	805-A	KOM 2	207667	BOS Sunshine Ord Task Force	207667	BOS Sunshine Ord Task Force		GFS	100	000 GF Annual Account	10000	Operating	10003460	BD Sunshine Ordinance Task	0001	Sunshine Ordinance	581820	Is-Purch-Reproduction	(\$618)	-618 -61	(\$61	8) (5618	-561	(\$618)	(\$618)	-618 (561)	8) (\$618)	(\$618)	(\$618)	(\$618)
805	ADM	805-A	LOM 2	22860	ADM Risk	296644	ADM Internal 228	ISO AOM RIsk	GFS	100	060 GF Work Order	10002	Interdepartmental-Overhead	10003072	ADRM Risk Management	0001	Risk Management	486090	Exp Rec Fr Board Of Supv	\$7,759	8075 807	5 \$7,75	59 \$7,750	\$7,75	9 \$7,759	\$7,759	8075 \$7,75	59 \$7,759	\$7,759	\$7,759	\$7,759
	ADM		VOM 2		Management ADM ReproMail	-	Services	Managem ISO AOM Reor	ent pMail Self		110		Operating		ADRP Repromail		Operations		(AAO) Exp Rec Fr Board Of Supy	\$26,914	26914 2691	4 526.93		526.91	4 526.914	526,914	26914 526.91	14 526.914	526,914	526,914	526.914
805	ALIM	BUS-A	www.	22800	ALIM Reproval		Services 228	ISU AUN HIPE	Suppo		REPRODUCTION	10000	Operating	20003088	AURIF Repromas	0001	sepromai Operations		(AACI)	270,914	20914 2091	6 525,91	526,914	520,91	4 520,914	220,914	20914 520,91	220,914	526,914	520,914	520,914
	ADM		VOM 2		BOS Clerk Of The				GFS		FUND 000 GF Annual Account				BD Clerk of the Board		Clerk of the Board														
805	ALIM	BUS-A	www.	23018	Board 188		Board		645	100	Ctrl	20000	Operating	10003454	BID CIERX OF the Board	0001	Carrix of the sound	581790	GI-PUICH-MBI Services	50	٩		30 31	, ,	90	30	,	50 50	30	50	50
805	ADM	805-A	LOM 2	229018	BOS Clerk Of The				GFS	100	000 GF Annual Account	10000	Operating	10003454	BID Clerk of the Board	0001	Clerk of the Board	581820	Is-Purch-Reproduction	(\$13,324)	-13324 -1332	(\$13,32	4) (513,324)	-\$13,32	4 (\$13,324)	(\$13,324)	-13324 (\$13,324	4) (\$13,324)	(\$13,324)	(\$13,324)	(\$13,324)
ans	ADM	805.4	LOM 2	739019	Board BOS Assessment		Board BOS Assessment		GFS	100	Otri Otri Otri Otri	10000	Operating	10003457	BD Assessment Appeals	0001	Assessment Appeals	581790	GE.Durch Mail Services	50	0	0 .	en ei	1 5	0 50	50	- 0	sn sn	50	50	50
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aos	ADM	805-A	LOM 2	229019	BOS Assessment Appeals Board	229019	BOS Assessment Appeals Board		GFS	100	000 GF Annual Account	10000	Operating		BD Assessment Appeals Board		Assessment Appeals Board	581820	Is-Purch-Reproduction	(\$4,554)	-4554 -455	4 (\$4,55	4) (\$4,554)	-\$4,55	(\$4,554)	(\$4,554)	-4554 (\$4,554	4) (\$4,554)	(\$4,554)	(\$4,554)	(\$4,554)
805	ADM	805-A	NOM 2	229020	BOS Supervisors	229020	BOS Supervisors		GFS	100	000 GF Annual Account	10000	Operating	10003456	BD Supervisors	0001	Supervisors		GF-Risk Management Sucs	(\$7,759)	-8075 -807	5 (\$8,07	5) (\$8,075)	-\$8,07	(\$8,075)	(\$8,075)	-8075 (\$8,075	5) (\$8,075)	(\$8,075)	(\$8,075)	(\$8,075)
	ADM		LOM 2		BOS Supervisors	-					Ctrl		Operating		BD Supervisors	-	Supervisors		(AAO)	- 44	-					-			-		-
805									64.5		000 GF Annual Account Orl								GF-Purch-Mail Services	50	٩		30 31	,	50	50	,	50 50	30	50	50
805	ADM	805-A	LOM 2	229020	BOS Supervisors	229020	BOS Supervisors		GFS	100	000 GF Annual Account	10000	Operating	10003456	BD Supervisors	0001	Supervisors	581820	Is-Purch-Reproduction	(\$7,117)	-7117 -711	7 (\$7,11	7) (\$7,117)	-57,11	7 (\$7,117)	(\$7,117)	-7117 (\$7,117	7) (\$7,117)	(\$7,117)	(\$7,117)	(\$7,117)
805	CHF	805-C	OHF 2	229018	BOS Clerk Of The	229018	BOS Clerk Of The		GFS	100	OD GF Annual Account	10000	Operating	10003454	BD Clerk of the Board	0001	Clerk of the Board	581660	GF-Chf-Youth Works	(\$4,200)	-4200 -420	0 (\$4,20	0) (\$4,200	-\$4,20	0 (\$4,200)	(\$4,200)	-4200 (\$4,200	0) (\$4,200)	(\$4,200)	(\$4,200)	(\$4,200)
					Board		Board	_			Ctrl																				
aos	CHF		OHF 2		CHF Children;Youth Families				GFS		060 GF Work Order						Elieble		Exp Rec Fr Board Of Supv (AAO)		4200 420									\$4,200	
805	DPW	805-D	OPW 2	207951	DPW BBR Budgetary	y 207990	DPW Operations 229	122 DPW Build	ing Repair GFS	100	MO GF PW Work Order	10002	Development Interdepartmental-Overhead	10036115	PW BOS IDS	0002	BER BOS MER		Exp Rec Fr Board Of Supv	\$22,895	23697 2369	7 \$23,60	97 \$23,693	\$23,69	7 \$23,697	\$23,697	23697 \$23,69	97 \$23,697	\$23,697	\$23,697	\$23,697
805	DPW	805.0	PW 2	739020	BOS Supervisors	229020	BDS Supervisors		GFS	100	000 GF Annual Account	10000	Oneratine	10003456	BD Supervisors	0001	Supervisors		(AAO) Sr-DPW-Building Repair	(522 895)	-23697 -2365	7 (523.69	21 (523.697	.523.60	7 (523 697)	(523 602)	-23697 (524.526	6) (524 526)	(524 536)	(\$24.526)	(524 526)
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805	TIS	BOS-TI	15 2	207917	DT Adm Telephone	207915	DT Administration 207	127 DT Adm Te			100 ISTIF NON PROJECT	10000	Operating	10024777	DT Dt Operating Master	0001	DT Operating Master	486090	Exp Rec Fr Board Of Supv	\$20,911	21031 2103	1 \$21,00	11 521,031	\$21,03	1 \$21,031	\$21,031	21031 \$21,03	11 \$21,031	\$21,031	\$21,031	\$21,031
805	TIS	BOS-TI	15 2	207921	DT Adm IDS Pass-	207915	DT Administration 207	21 DT Adm ID			270 ISTIF Annual	17606	Dt Work Order Projects			0008	EAs - Adobe -01		Exp Rec Fr Board Of Supv	\$0	0 195	4 \$1,95	54 \$1,954	\$1,95	4 \$1,954	\$1,954	1954 \$1,95	54 \$1,954	\$1,954	\$1,954	\$1,954
805	TIS	BOS-T	95 3	207921	DT Aries IDS Pass.	207915	DT Administration 207	thru 21 DT Adm ID	Suppo S Pass- Self	rting 200	Authority Ctrl 270   STIF Annual	12606	Dt Work Order Projects		DT INTERDEPARTMENTAL	0008	Eas - Mirrough		(AAO) Exp Rec Fr Board Of Supy	Sn	0 1935	7 \$19.35	51935	\$19.35	7 519.357	\$19.357	19357 519.35	57 \$19.357	\$19.357	\$19.357	\$19.357
					thru			thru	Suppo	rting	Authority Ctrl				SERV				(AAO)	**											
BOS	TIS		15 2	207921	DT Adm IDS Pass-	207915	DT Administration 207	121 DT Adm ID	S Pass- Self Sunno		270 ISTIF Annual Authority Ctrl	17606	Dt Work Order Projects		DT INTERDEPARTMENTAL STEV		DT Depts' IT Misc	486090	Exp Rec Fr Board Of Supv	\$0	0 334	9 \$3,34	69 \$3,349	\$1,34	9 \$3,349	\$3,349	3349 \$3,34	19 \$1,349	\$1,349	\$3,349	\$3,349
200	TIS	BOS-TI	15 2	207921		nt 207915	DT Administration 207				Authority Ctrl 370 ISTIF Annual	17608	Dt Work Order Projects			0001	CO - Controller Projects			\$0	0		50 51	5	0 50	50	0 :	50 50	50	50	50
ans	TIS	805.7	15 2	107921	Pass-thru DT Arim Programma	nt 207915	DT Administration 207	Pass-thru DT Adm Pr	Suppo prorement Self	rting 280	Authority Ctrl	12506	Dt Work Order Projects		SERV DT INTERDEPARTMENTAL	0008	Eas - Adobs -01		(AAO) Eve Bar Er Beard Of Surv	\$1.054	1954	0 .	en e		0 50	50	0	en en	Sn	50	50
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805	TIS	BOS-TI		207921	DT Adm Procureme	int 207915	DT Administration 207	121 DT Adm Pr			370 ISTIF Annual Authority Ctrl		Dt Work Order Projects		snav				Exp Rec Fr Board Of Supv	\$17,970	19357	0 :	\$0 SI	9 8	0 50	50	0 5	\$0 \$0	50	50	50
805	TIS	BOS-TI	15 2	207921		nt 207915	DT Administration 207				270 STIF Annual	17608	Dt Work Order Projects		DT INTERDEPARTMENTAL				Exp Rec Fr Board Of Supv	\$3,349	3349	0 :	50 51	5	0 50	50	0 :	\$0 \$0	50	50	50
805	TIS.	BOS-T	15 1	207928	Pass-thru DT Communicators	110579	DT Communications 207	Pass-thru		rting 100	Authority Ctrl 000 GF Annual Account	10000	Orecating		SERV DT Dt Operating Master		Procurements OT Operating Master		(AAO) Exp Rec Fr Board Of Supv	\$30,120	30120 3012	0 \$30,12	20 530.120	530.12	0 \$30.120	\$30,120	30120 \$30,12	20 \$30,120	\$30,120	\$30,120	\$30,120
					SFGovTV			SFGoVTV			Ctrl				Project		Project		(AAO)												
BOS	TIS	BOS-TI	15 2	229018	BOS Clerk Of The Board		Board		GFS		000 GF Annual Account	10000	Operating	10003454	BD Clerk of the Board	0001	Clerk of the Board		DT Technology Infrastructure	(\$131,356)	-111554 -13155	(\$131,55	4) (\$131,554)	-\$131,55	(\$131,554)	(\$131,554)	-131554 (\$131,554	4) (\$131,554)	(\$131,554)	(\$131,554)	(\$131,554)
200	TIS	BOS-TI	15 2	229018	BOS Clerk Of The	229018	BOS Clerk Of The		GFS	100	000 GF Annual Account	10000	Operating	10003454	BID Clerk of the Board	0001	Clerk of the Board	581280	DT SFGov TV Services	(\$10,168)	-10168 -1016	(\$10,16	8) (\$10,168)	-\$10,16	(\$10,168)	(\$10,168)	-10168 (\$10,168	m) (\$10,160)	(\$10,168)	(\$10,168)	(\$10,168)
805	TIS	005-T	15 2	229018	BOS Clerk Of The	229018	BOS Clerk Of The		GFS	100	000 GF Annual Account	10000	Operating	10003454	BD Clerk of the Board	0001	Clerk of the Soard	581360	DT Telecommunications	(\$8,592)	-0642 -064	2 (58.64	2) (\$8.642	-58.64	2 (58.642)	(\$8,642)	-8642 (58.642	21 (58.642)	(\$8,642)	(58,642)	(\$8,642)
					Board		Board				Ctrl					-			Services												
BOS	TIS		15 2		BOS Assessment Appeals Board		Anneals Board		GFS	100	000 GF Annual Account	10000	Operating		Board		Assessment Appeals Board			(\$1,847)	-1847 -184	(\$1,84	7) (\$1,847)	-51,84	7 (\$1,847)	(\$1,847)	-1847 (\$1,847	7) (\$1,847)	(\$1,847)	(\$1,847)	(\$1,847)
805	TIS	BOS-TI	15 2	229019	BOS Assessment	229019	BOS Assessment		GFS	100	000 GF Annual Account	10000	Operating		BD Assessment Appeals				DT Enterprise Tech	(\$4,402)	-6709 -670	9 (\$4,70	9) (\$4,709)	-\$4,70	9 (\$4,709)	(\$4,709)	-4709 (\$4,70°	9) (\$4,709)	(\$4,709)	(\$4,709)	(\$4,709)
805	TIS	BOS-TI	15 2	229020	Appeals Board BOS Supervisors	229020	Appears would BOS Supervisors		GFS	100	ODD GF Annual Account	10000	Operating	10003456	Board BO Supervisors		Board Supervisors	581140	Contracts DT Technology Projects	(\$1,502)	-1502 -150	2 (\$1,50	2) (\$1,502	-61,50	2 (\$1,502)	(\$1,502)	-1502 (\$1,50)	2) (\$1,502)	(\$1,502)	(\$1,502)	(\$1,502)
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aos	TIS	BOS-TI	15 2	28020	BOS Supervisors	229020	aus supervisors		GFS	100	000 GF Annual Account Otri	10000	Operating	10003456	BID Supervisors	0001	Supervisors		DT Technology Infrastructure	(5103,409)	-103566 -10356	(\$103,56	6) (\$101,566)	-\$103,56	(\$103,566)	(\$103,566)	-103566 (\$103,566	6) (\$103,566)	(5103,566)	(\$103,566)	(5103,566)
805	TIS	BOS-TI	15 2	229020	BOS Supervisors	229020	BOS Supervisors		GFS	100	000 GF Annual Account	10000	Operating	10003456	BD Supervisors	0001	Supervisors		DT SFGov TV Services	(\$19,952)	-19952 -1995	(\$19,95	2) (519,952	-\$19,95	(\$19,952)	(\$19,952)	-19952 (\$19,953	2) (\$19,952)	(\$19,952)	(\$19,952)	(\$19,952)
805	TIS	BOS-TI	15 2	229020	BOS Supervisors	229020	BOS Supervisors		GFS	100	Otri Otri Annual Account	10000	Operating	10003456	BD Supervisors	0001	Supervisors		DT Enterprise Tech	(\$15,522)	-16602 -1660	2 (\$16,60	2) (\$16,602)	-\$16,60	2 (\$16,602)	(\$16,602)	-16602 (\$16,602	2) (\$16,602)	(\$16,602)	(\$16,602)	(\$16,602)
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805	TIS	BOS-TI	15 2	232341	DT Adm Administration	207915	DT Administration 232	M1 DT Adm	Self	280	370 ISTIF Annual		DT Dt Operating Master Project	10024777	DT Dt Operating Master			486090	Exp Rec Fr Board Of Supv	\$234,765	235121 23512	1 \$235,12	21 \$235,121	\$235,12	\$235,121	\$235,121	235121 \$235,12	21 \$235,121	\$235,121	\$235,121	\$235,121
MTA	805	MTA-0	00S 2	208657	Administration MTAAW Transit-wid			IS7 MTAAW T	ransit-wide Self		Authority Ctrl DGS MTA OH OPR	10000	Operating	10001719	MT Administration	0023	Project Adm General	581070	(GAAO) GF-Board Of Supervisors	(\$35,318)	-35318 -3531	(\$35,31	8) (\$35,318)	-\$35,31	(\$35,318)	(\$35,318)	-35318 (\$35,318	n) (\$35,318)	(\$35,318)	(\$35,318)	(\$35,318)
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PRT	805	PRT-BI	05 1	109754		232112	PRT Finance And 109	S4 PRT FA-	Self	236	SBO PRT-OP Annual Account Ctrl	10000	Operating	10026768	PO Administration	0001	PO Administration	581070	GF-Board Of Supervisors	(\$3,609)	-3609 -360	9 (\$3,60	9) (\$3,609)	-\$1,60	(\$1,609)	(\$3,609)	-3609 (\$3,600	9) (\$1,609)	(\$3,609)	(\$3,609)	(\$1,609)
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THE STATE OF	805	PUC-B		229018	BOS Clerk Of The				er-		Otri OCO GF Annual Account	10000	Operating	toomar.	BD Clerk of the Board	2000	Clerk of the Soard		Commission AAO	froor	90000 9000	0 590.00	20 505	\$90.00	0 590,000	\$90,000	90000 590.00	00 590,000	\$90,000	\$90,000	590,000
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PUC	805	PUC-B	105 2	2027			PUB Public Utilities 232				LBO PUC Operating Fund	10000	Operating	10026772	UB Administration	0001	General Manager	581070	GF-Board Of Supervisors	(\$123,069)	-123069 -12306	(\$123,00	9) (\$123,069	-\$123,06	9 (\$123,069)	(\$123,069)	-123069 (\$123,066	9) (\$123,069)	(\$123,069)	(\$123,069)	(\$123,069)
and	805	arc -	105 2	229018	Manager BOS Clerk Of The		Bureaus BOS Clark Of The	Manager	Suppo	rting	000 GF Annual Account	10000	Operating	10000474	BD Clerk of the Board	0001	Clerk of the Soard	486610	Exp Rec Fr Resitar Of Votr	ęn	0	0 5100.00	00 \$100,000	5100 ~	5100.000	\$100,000		sn en	- Fr		50
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REG	805	REG-B	105 2	232302	REG Elections Services		REG Elections Services		GFS	100	000 GF Annual Account	21281	Redistricting	10036071	Redistricting	0001	Redistricting	581070	GF-Board Of Supervisors	\$0	0	(\$100,00	0) (\$100,000)	-\$100,00	(\$100,000)	(\$100,000)	0 5	\$0 \$0	50	50	50

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# **Board of Supervisors**Organization Chart – FY21-22



1 [Cost of Living Adjustment to the Contract for Budget and Legislative Analyst Services -\$2,440,567 - FY 2021-2022] 2 3 Motion enacting a 3.25% cost of living adjustment (COLA) to the base FY 2020-2021 4 contract amount of \$2,363,745 for Budget and Legislative Analyst Services, to be 5 effectuated as of July 1, 2021, resulting in a new FY 2021-22 contract amount of \$2,440,567, an increase of \$76,822; and directing the Clerk of the Board to take all 6 7 necessary administrative action to amend the contract accordingly. 8 9 WHEREAS, A Request for Proposal ("RFP") for Budget and Legislative Analyst 10 Services was issued on May 24, 2013, and the City selected Harvey M. Rose Associates, 11 LLC, Debra A. Newman, Louie & Wong, LLP, A Joint Venture, as the highest qualified scorer 12 pursuant to the RFP; and 13 WHEREAS, The Agreement was made on December 19, 2013 between Harvey M. 14 Rose Associates, LLC, Debra A. Newman, Louie & Wong, LLP, A Joint Venture and the City 15 and County of San Francisco; and 16 WHEREAS, The sixth amendment to the contract dated February 8, 2019 amended the 17 agreement to be between Harvey M. Rose Associates, LLC and Debra A. Newman, A Joint 18 Venture and the City and County of San Francisco; and 19 WHEREAS, The eighth amendment to the contract dated November 1, 2019 amended 20 the agreement to be between Budget and Legislative Analyst, Joint Venture, and the City and 21 County of San Francisco; and WHEREAS, The contract for Budget and Legislative Analyst Services allows the 22 23 contractor to request a COLA to their billing rates at least 60 days in advance of each January 24 1 anniversary date of the contract; and 25

1	WHEREAS, the Budget and Legislative Analyst Joint Venture submitted a request for
2	3.25% COLA to their contract, to be effectuated as of July 1, 2021; and
3	WHEREAS, The compensation provision of the contract establishes a not-to-exceed
4	amount of \$2,363,745 per fiscal year beginning in FY 2020-21 unless the Board of
5	Supervisors adopts a motion enacting a COLA; now, therefore, be it
6	MOVED, That the Board of Supervisors enact a 3.25% COLA to the FY 2020-21 base
7	contract of \$2,363,745 for Budget and Legislative Analyst Services, to be effective on July 1,
8	2021, resulting in a new base contract in FY 2021-22 of not to exceed \$2,440,567, an
9	increase of \$76,822; and directs the Clerk of the Board to take all necessary administrative
10	action to amend the contract accordingly.
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