

Department Budget Submission Checklist

To be completed by: All departments.

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

Department Name: Board of Appeals

☒ **Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.

☐ **Proposed GF cost neutral proposal** N/A

☒ **Department Budget Summary:** Completed "Form 1B: Department Budget Summary" Submission includes copy of report 15.50.012.

☒ **Budget Equity:** Completed "Form 1C: Budget Equity"

☒ **Revenue Report:** Completed "Form 2A: Revenue Report."

☒ **Fees & Fines:** Completed "Form 2B: Fees & Fines."

☐ **Cost Recovery:** Completed "Form 2C: Cost Recovery." N/A

☒ **Expenditure Changes:** Completed "Form 3A: Expenditure Changes."

☐ **Deappropriations from prior years' budget:** Indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A

☒ **Position Changes:** Completed "Form 3B: Position Changes."

☐ **Equipment & Fleet Requests:** New General Fund Equipment (Form 4A) and Fleet Requests (Forms N/A)

☐ **Minimum Compensation Ordinance:** The effects of the MCO in contracting have been considered as N/A

☐ **Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing or new Prop Js N/A

☐ **Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing I N/A

☒ **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:** To be determined after surcharge analysis completed 4/22.

☐ 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 item (through a separate form), if applicable:

☐ COIT, 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: Julie Rosenberg

Signature: Julie Rosenberg 2-16-22

**BUDGET FORM 1A: Summary of Major Changes
FY 2022-23 and FY 2023-24**

DEPT NAME HERE	
Major Changes	Department Response to Major Changes
1. SUMMARY. What major changes is the department proposing? Include a description of changes intended to improve core service delivery. Clearly describe each change and the department's proposal to fund each change without increased General Fund support (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in the Expenditure Changes section below.	None.
2. TARGET. How did the department meet its General Fund cost neutral target?	Not applicable.
3. EXPENDITURE CHANGES. What major spending 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. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.	\$30,000 increase in IDS work order for City Attorney in FY23 due to pending lawsuit against the Board and an anticipated increase in city attorney costs.
4. REVENUE. What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.	None.
5. 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?	Most of the BOA's revenue comes from surcharges imposed on permits. In April, the Controller's Office will conduct a surcharge analysis to determine if there should be an increase in surcharge amounts. Any increases beyond CPI adjustments requires legislation.
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.	Not applicable.
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 0.79 in BY and .78 in BY +1)? If so, for what reason are the request being made?	No.
9. BUDGET EQUITY. How has the department advanced racial equity through its services to the community? Please provide a high level summary in this form and all details in Form 1D.	Maintaining a training budget of \$5,000 to advance racial equity.

BUDGET FORM 1B: Department Budget Summary
FY 2022-23 and FY 2023-24

Please run Department Total Budget Historical Comparison Report saved to the 3 Department Reports folder in BFM Reporting and include with budget submission. Example Report is shown below.

Department Total Budget Historical Comparison

BOA Board Of Appeals

Authorized Positions	2021-2022 Original Budget	2022-2023 Proposed Budget	Changes from 2021-2022	2023-2024 Proposed Budget	Changes from 2022-2023
Total Authorized	4.20	4.20	0.00	4.21	0.00
Non-Operating Positions (CAP/Other)	0.00	0.00	0.00	0.00	0.00
Net Operating Positions	4.20	4.20	0.00	4.21	0.00

Sources

Charges for Services	1,095,914	1,161,202	65,288	1,137,568	(23,634)
General Funds	0	0	0	0	0
Sources Total	1,095,914	1,161,202	65,288	1,137,568	(23,634)

Uses - Operating Expenditures

Salaries	458,393	473,698	15,305	486,771	13,073
Mandatory Fringe Benefits	250,248	264,216	13,968	257,509	(6,707)
Non-Personnel Services	61,700	61,700	0	61,700	0
Materials & Supplies	9,398	9,398	0	9,398	0
Services Of Other Depts	316,175	352,190	36,015	322,190	(30,000)
Uses Total	1,095,914	1,161,202	65,288	1,137,568	(23,634)

Uses - By Division Description

BOA Board of Appeals	1,095,914	1,161,202	65,288	1,137,568	(23,634)
Uses by Division Total	1,095,914	1,161,202	65,288	1,137,568	(23,634)

BUDGET FORM 1C: BUDGET EQUITY
FY 2022-23 and FY 2023-24

1. What is the department's approach to advancing racial equity in the services provided to the residents of San Francisco? Increased training for Commissioners and staff members. Ensuring that services are fully accessible to everyone regardless of race or ethnicity. Update all relevant appeal forms in Spanish, Chinese & Tagalog. Provide interpreters as needed. Continue improvements to the Board's Racial Equity Plan in consultation with ORE.

2. What are the department's top racial equity priorities for the upcoming budget cycle? Are there any existing programs that the department is proposing to modify or recommending new initiatives in order to fulfill racial equity priorities?

DEPARTMENT: _____

Please identify proposed revenue changes from the FY 2022-23 and FY 2023-24 Base Budget at the account level.

Note: To submit this information, run the **15.30.005c - Snapshot to Current Comparison by Stage (audit trail)** report from the budget system.

Select the following criteria before running the report:

Snapshot: **Start of Dept**

Budget Stages: M2 Department Phase

Account Lvl 5: Filter for all Revenue Account Lvl 5 codes beginning with "4"

GFS Type: Do not select a value.

Do not select values for any other prompts.

For any proposed changes, provide an explanation in the "Revenue Description & Explanation of Change" 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.

[illegible]

CPI will be updated in January 2022. Call Controller's Budget Office to confirm CPI before submitting.

[illegible]

Note:
 ** If Auto CPI adjustment = Yes, FY 2022-23 and FY 2023-24 Fee will be automatically generated based on the inflation factor determined by the Controller.
 If Auto CPI adjustment = No, FY 2022-23 and FY 2023-24 Fee will remain the same as previous year or entered by dept according to Code Authorization.

BOARD OF APPEALS ORGANIZATION CHART 2/16/22

