

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 Supervisors

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

Signature: Junko Laxamana

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

Board of Supervisors	
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.	FY 2022-23 & FY 2023-24 budget changes are proposed to address the urgent needs of the department in fulfilling its core duties. Four new positions are added to manage the workload with increasing complexity and demands and to maintain an equitable, productive environment for the department's workforce. The budget changes also include funding for the technology needs, replacing aging equipment to support the critical operations of the department.
2. TARGET. How did the department meet its General Fund cost neutral target?	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 Budget and Finance Committee has approved the proposed budget which increases the department's General Fund cost.
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.	Position Changes: <u>Office of the Clerk of the Board</u> - New: 1 FTE 1492 Assistant Clerk - New: 1 FTE 1222 Sr. Personnel and Payroll Clerk - Substitution: 1 FTE from 1454 Executive Secretary III to 0922 Manager I <u>Assessment Appeals Board</u> - New: 1 FTE 1840 Jr. Management Assistant (limited to 3 years) <u>Youth Commission</u> - Substitution: 2 FTEs from 1362 Special Assistant III to 1820 Jr. Administrative Analyst <u>Sunshine Ordinance Task Force</u> - New: 1 FTE 8173 Legal Assistant Technology Needs: \$130k in FY 2022-23 and \$80k in FY 2023-24 for replacement and ongoing maintenance of desktops, laptops, monitors, and servers. Professional Services: 3.25% COLA for the Budget and Legislative Analyst Services contract
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.	Assessment Appeals Board's revenue is expected to increase by \$30k and \$63k in FY 2022-23 and FY 2023-24, respectively, from an increase in assessment appeals applications due to the economic impact of the health emergency.
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?	No.
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 Analysis for the Budget and Legislative Analyst 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 0.79 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.	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 and provide training courses on microaggression and diversity in workplace for the department's staff.

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

Department Total Budget Historical Comparison (Department's Submission)

Budget Year 2022-2023 and 2023-2024

Department Total Budget Historical Comparison

BOS Board Of Supervisors

Authorized Positions	2021-2022 Original Budget	2022-2023 Proposed Budget	Changes from 2021-2022	2023-2024 Proposed Budget	Changes from 2022-2023
Total Authorized	86.70	90.70	4.00	91.55	0.84
Non-Operating Positions (CAP/Other)	0.00	0.00	0.00	0.00	0.00
Net Operating Positions	86.70	90.70	4.00	91.55	0.84

Sources

Charges for Services	237,310	311,140	73,830	344,150	33,010
Expenditure Recovery	261,996	161,996	(100,000)	161,996	0
Unappropriated Fund Balance	42,765	0	(42,765)	0	0
General Funds	20,036,535	20,669,095	632,560	20,726,257	57,162
Sources Total	20,578,606	21,142,231	563,625	21,232,403	90,172

Uses - Operating Expenditures

Salaries	11,173,106	12,029,574	856,468	12,424,246	394,672
Mandatory Fringe Benefits	4,658,657	4,606,523	(52,134)	4,350,806	(255,717)
Non-Personnel Services	4,281,686	3,859,221	(422,465)	3,859,580	359
Materials & Supplies	96,916	226,916	130,000	176,916	(50,000)
Services Of Other Depts	368,241	419,997	51,756	420,855	858
Uses Total	20,578,606	21,142,231	563,625	21,232,403	90,172

Uses - By Division Description

BOS Assessment Appeals Board	782,972	896,456	113,484	928,841	32,385
BOS Budget & Legis Analysis	2,440,567	2,579,318	138,751	2,579,318	0
BOS Clerk Of The Board	4,710,465	5,222,057	511,592	5,245,373	23,316
BOS Local Agency Formation Comm	691,240	341,240	(350,000)	341,240	0
BOS Sunshine Ord Task Force	186,329	318,789	132,460	353,891	35,102
BOS Supervisors	11,369,168	11,349,041	(20,127)	11,348,053	(988)
BOS Youth Commission	397,865	435,330	37,465	435,687	357
Uses by Division Total	20,578,606	21,142,231	563,625	21,232,403	90,172

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?

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 and provide training courses on microaggression and diversity in workplace for the department's staff.

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?

The Board of Supervisors will continue to legislate through a racial equity lens in the upcoming year. The Office of the Clerk of the Board is committed to expanding its language access policy and practice, including but not limited to exploring the option of offering simultaneous interpretation of the legislative proceedings in addition to the consecutive interpretation of the public comment.

BUDGET FORM 2A: Revenue Report

DEPARTMENT: Board of Supervisors

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.

Budget System Report 15.30.005 filtered on Regular Revenues																					Total BY Revenue Variance: 30,000.00			Total BY+1 Revenue Variance: 63,010.00			FORMULA	FILL IN
																					FY 2022-23			FY 2023-24				
GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account - Title	TRIO	TRIO Title		Agency Use	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?	Revenue Description & Explanation of Change
GFS	BOS					229018	BOS Clerk Of The Board	10000	GF Annual Account Cnt	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	4600C4svcs	460199 - Other General Government Chrgs				0	\$223,140	\$253,140	\$30,000	\$223,140	\$286,150	\$63,010	YES	Projected increase in Assessment Appeals Board revenue due to an increase in assessment appeals

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

Inflation Factor for FY 2023-23 Fee Auto Increase as per Code Section **	1.31%
Inflation Factor for FY 2023-24 Fee Auto Increase as per Code Section **	1.65%

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

TABLE 1 - MODIFIED AND NEW FEES

Item	Fee Status MN	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 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 Units (Est.)	FY 2022-23 Revenue Proposed	FY 2022-23 Cost Recovery (Est.)		FY 2023-24 Fee **	FY 2023-24 Units (Est.)	FY 2023-24 Revenue Proposed	FY 2023-24 Cost Recovery (Est.)		Fiscal Year of Last Increase	Fee Prior to Last Increase
1																		\$ -	\$ -				\$ -	\$ -				\$ -	\$ -			\$ -		
2																		\$ -	\$ -				\$ -	\$ -				\$ -	\$ -			\$ -		
3																		\$ -	\$ -				\$ -	\$ -				\$ -	\$ -			\$ -		
4																		\$ -	\$ -				\$ -	\$ -				\$ -	\$ -			\$ -		
5																		\$ -	\$ -				\$ -	\$ -				\$ -	\$ -			\$ -		
6																		\$ -	\$ -				\$ -	\$ -				\$ -	\$ -			\$ -		
7																		\$ -	\$ -				\$ -	\$ -				\$ -	\$ -			\$ -		
8																		\$ -	\$ -				\$ -	\$ -				\$ -	\$ -			\$ -		
9																		\$ -	\$ -				\$ -	\$ -				\$ -	\$ -			\$ -		
10																		\$ -	\$ -				\$ -	\$ -				\$ -	\$ -			\$ -		

TABLE 2 - CONTINUING FEES

Item	Fee Status	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 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 Units (Est.)	FY 2022-23 Revenue Proposed	FY 2022-23 Cost Recovery (Est.)		FY 2023-24 Fee **	FY 2023-24 Units (Est.)	FY 2023-24 Revenue Proposed	FY 2023-24 Cost Recovery (Est.)		Fiscal Year of Last Increase	Fee Prior to Last Increase
11	C	AAB Filing Fee	Admin Code Sec. 2B.9	No	460199	Other General Government Charge	10000	GF Annual Account Cnt	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Application	\$ 60.00	2,300	\$ 138,000			\$ 60.00	3,300	198,000			\$ 60.00	3,600	216,000			FY2010/11	\$ 30.00
12	C	AAB Hearing Fee	Admin Code Sec. 2B.10	No	460199	Other General Government Charge	10000	GF Annual Account Cnt	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Hearing	\$0-\$1,200	Variable	\$ 30,000			\$0-\$1,200	Variable	40,000			\$0-\$1,200	Variable	50,000				\$ -
13	C	AAB Finding of Fact Fee	Admin Code Sec. 2B.11	No	460199	Other General Government Charge	10000	GF Annual Account Cnt	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Request	\$0-\$6,450	6	\$ 11,310			\$0-\$6,450	8	15,140			\$0-\$6,450	10	20,150				\$ -
14	C	Planning Appeals Surcharge	Admin Code Sec. 31.22	No	460147	BOS - Planning Appeal Surcharge	10000	GF Annual Account Cnt	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	%		\$ 120.00	333	40,000				\$ -
15	C	Certification of Document	Admin Code Sec. 8.37	Yes	460199	Other General Government Charge	10000	GF Annual Account Cnt	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Document	\$ 2.00		\$ -			\$ 2.06		\$ -			\$ 2.13		\$ -				\$ -
16	C	Copies of audio tape, CD, or USB	Admin Code Sec. 8.37	Yes	460199	Other General Government Charge	10000	GF Annual Account Cnt	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Copy	\$ 1.00		\$ -			\$ 1.03		\$ -			\$ 1.06		\$ -				\$ -
17	C	Photocopies of routine documents produced in multiple copies (i.e. agendas and related materials)	Admin Code Sec. 8.37	Yes	460199	Other General Government Charge	10000	GF Annual Account Cnt	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Copy	\$ 0.01		\$ -			\$ 0.01		\$ -			\$ 0.01		\$ -				\$ -
18	C	Photocopies of documents produced on a one-time basis	Admin Code Sec. 8.37	Yes	460199	Other General Government Charge	10000	GF Annual Account Cnt	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Copy	\$ 0.10		\$ -			\$ 0.10		\$ -			\$ 0.11		\$ -				\$ -
19	C	Appeals Fee: Temporary Use of Streets for Street Fairs	Transportation Code Sec. 6.6	Yes	460199	Other General Government Charge	10000	GF Annual Account Cnt	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Appeal	\$ 58.00		\$ -			\$ 59.86		\$ -			\$ 61.68		\$ -				\$ -
20	C	Appeals Fee: Temporary Use or Occupancy of Public Streets	Transportation Code Sec. 6.2	No	460199	Other General Government Charge	10000	GF Annual Account Cnt	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Appeal	\$ 58.00		\$ -			\$ 58.00		\$ -			\$ 58.00		\$ -				\$ -
21	C	Appeals Fee: Autonomous Delivery Devices on Sidewalks	Public Works Code Sec. 794	No	460199	Other General Government Charge	10000	GF Annual Account Cnt	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Appeal	\$ 300.00		\$ -			\$ 300.00		\$ -			\$ 300.00		\$ -				\$ -
22	C	Appeals Fee: Major Encroachment Permit	Public Works Code Sec. 786	No	460199	Other General Government Charge	10000	GF Annual Account Cnt	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Appeal	\$ 635.00		\$ -			\$ 635.00		\$ -			\$ 635.00		\$ -				\$ -
23	C	Appeals Fee: Review of Municipal Transportation Agency Decisions	Transportation Code, Sec. 10.1 (b)(3)	No	460199	Other General Government Charge	10000	GF Annual Account Cnt	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Appeal	\$ 250.00		\$ -			\$ 250.00		\$ -			\$ 250.00		\$ -				\$ -

BUDGET FORM 3A: Expenditure Changes

DEPARTMENT: Board of Supervisors

Please identify proposed expenditure 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 BFM Reporting.

Select the following criteria before running the report:

Snapshot: Start of Dept

Budget Stages: M2 Department Phase

GFS Type: Do not select a value.

Account Lvl 5: Filter for all Expenditure Account Lvl 5 codes beginning with "5"

Do not select values for any other prompts.

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:			918,222.00	Total BY+1 Expenditure Variance:			999,868.00	FORMULA	FILL IN
Budget System Report 15.30.005 filtered on Gross Expenditures																					FY 2022-23			FY 2023-24						
GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account - Title	TRIO	TRIO Title		Agency Use	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	BOS					207666	BOS Youth Commission	10000	GF Annual Account Cnt	10003458-0001	BD Youth Commission	Youth Commission	10000	Operating	\$010Salary	\$001010 - Perm Salaries Misc-Regular				0	\$261,885	\$288,407	\$24,522	\$288,265	\$293,385	\$25,120	YES	Substitutions from 1362 Special Assistant III to 1820 Jr.		
GFS	BOS					207666	BOS Youth Commission	10000	GF Annual Account Cnt	10003458-0001	BD Youth Commission	Youth Commission	10000	Operating	\$130Fringe	\$13010 - Retire City Misc				0	\$45,276	\$45,276	\$4,240	\$36,014	\$39,386	\$3,372	YES	Administrative Analyst (2 FTEs). DHR advises that the requirement move away from 1368 Special Assistant class series because there are no City defined job descriptions and they are prone to out of class claims. Based on the current job descriptions, the DHR concurs that the 1820 Jr. Administrative Assistant is an appropriate substitution for these positions.		
GFS	BOS					207666	BOS Youth Commission	10000	GF Annual Account Cnt	10003458-0001	BD Youth Commission	Youth Commission	10000	Operating	\$130Fringe	\$13010 - Social Security (OASDI & HI)				0	\$16,236	\$17,758	\$1,522	\$16,632	\$18,100	\$1,468	YES			
GFS	BOS					207666	BOS Youth Commission	10000	GF Annual Account Cnt	10003458-0001	BD Youth Commission	Youth Commission	10000	Operating	\$130Fringe	\$13020 - Social Sec-Medicare(HI Only)				0	\$3,797	\$4,153	\$356	\$3,890	\$4,254	\$364	YES			
GFS	BOS					207666	BOS Youth Commission	10000	GF Annual Account Cnt	10003458-0001	BD Youth Commission	Youth Commission	10000	Operating	\$130Fringe	\$13010 - Health Service-City Match				0	\$13,277	\$15,111	\$1,834	\$14,074	\$16,000	\$1,926	YES			
GFS	BOS					207666	BOS Youth Commission	10000	GF Annual Account Cnt	10003458-0001	BD Youth Commission	Youth Commission	10000	Operating	\$130Fringe	\$13020 - Retiree Health Match-Prop B				0	\$1,622	\$1,774	\$152	\$1,663	\$1,817	\$154	YES			
GFS	BOS					207666	BOS Youth Commission	10000	GF Annual Account Cnt	10003458-0001	BD Youth Commission	Youth Commission	10000	Operating	\$130Fringe	\$13030 - RetireeHlthCare-CityMatchPropC				0	\$994	\$1,090	\$94	\$1,021	\$1,117	\$94	YES			
GFS	BOS					207666	BOS Youth Commission	10000	GF Annual Account Cnt	10003458-0001	BD Youth Commission	Youth Commission	10000	Operating	\$130Fringe	\$130710 - Dependent Coverage				0	\$33,253	\$30,645	(\$2,608)	\$35,248	\$32,484	(\$2,764)	YES			
GFS	BOS					207666	BOS Youth Commission	10000	GF Annual Account Cnt	10003458-0001	BD Youth Commission	Youth Commission	10000	Operating	\$130Fringe	\$13010 - Dental Coverage				0	\$3,040	\$2,922	(\$118)	\$3,167	\$3,045	(\$122)	YES			
GFS	BOS					207666	BOS Youth Commission	10000	GF Annual Account Cnt	10003458-0001	BD Youth Commission	Youth Commission	10000	Operating	\$130Fringe	\$117010 - Unemployment Insurance				0	\$262	\$286	\$24	\$268	\$294	\$26	YES			
GFS	BOS					207666	BOS Youth Commission	10000	GF Annual Account Cnt	10003458-0001	BD Youth Commission	Youth Commission	10000	Operating	\$130Fringe	\$150120 - Long Term Disability Insurance				0	\$961	\$1,117	\$156	\$986	\$1,144	\$158	YES			
GFS	BOS					207667	BOS Sunshine Ord Task Force	10000	GF Annual Account Cnt	10003460-0001	BD Sunshine Ordinance Task For	Sunshine Ordinance Task For	10000	Operating	\$010Salary	\$001010 - Perm Salaries Misc-Regular				0	\$131,988	\$223,722	\$91,734	\$135,200	\$254,839	\$119,639	YES	A new 8173 Legal Assistant position for the Sunshine Ordinance Task Force to review complaints, research appropriate codes, and to write executive summary.		
GFS	BOS					207667	BOS Sunshine Ord Task Force	10000	GF Annual Account Cnt	10003460-0001	BD Sunshine Ordinance Task For	Sunshine Ordinance Task For	10000	Operating	\$130Fringe	\$13010 - Retire City Misc				0	\$22,822	\$38,681	\$15,859	\$18,153	\$34,215	\$16,062	YES			
GFS	BOS					207667	BOS Sunshine Ord Task Force	10000	GF Annual Account Cnt	10003460-0001	BD Sunshine Ordinance Task For	Sunshine Ordinance Task For	10000	Operating	\$130Fringe	\$13010 - Social Security (OASDI & HI)				0	\$8,451	\$14,139	\$5,688	\$8,650	\$16,068	\$7,418	YES			
GFS	BOS					207667	BOS Sunshine Ord Task Force	10000	GF Annual Account Cnt	10003460-0001	BD Sunshine Ordinance Task For	Sunshine Ordinance Task For	10000	Operating	\$130Fringe	\$13020 - Social Sec-Medicare(HI Only)				0	\$1,376	\$3,300	\$1,924	\$2,002	\$3,757	\$1,755	YES			
GFS	BOS					207667	BOS Sunshine Ord Task Force	10000	GF Annual Account Cnt	10003460-0001	BD Sunshine Ordinance Task For	Sunshine Ordinance Task For	10000	Operating	\$130Fringe	\$13010 - Health Service-City Match				0	\$4,514	\$7,815	\$3,301	\$4,893	\$9,256	\$4,363	YES			
GFS	BOS					207667	BOS Sunshine Ord Task Force	10000	GF Annual Account Cnt	10003460-0001	BD Sunshine Ordinance Task For	Sunshine Ordinance Task For	10000	Operating	\$130Fringe	\$13020 - Retiree Health Match-Prop B				0	\$945	\$1,413	\$568	\$865	\$1,606	\$741	YES			
GFS	BOS					207667	BOS Sunshine Ord Task Force	10000	GF Annual Account Cnt	10003460-0001	BD Sunshine Ordinance Task For	Sunshine Ordinance Task For	10000	Operating	\$130Fringe	\$13030 - RetireeHlthCare-CityMatchPropC				0	\$519	\$668	\$149	\$533	\$986	\$453	YES			
GFS	BOS					207667	BOS Sunshine Ord Task Force	10000	GF Annual Account Cnt	10003460-0001	BD Sunshine Ordinance Task For	Sunshine Ordinance Task For	10000	Operating	\$130Fringe	\$130710 - Dependent Coverage				0	\$10,233	\$19,193	\$8,960	\$10,847	\$23,057	\$12,210	YES			
GFS	BOS					207667	BOS Sunshine Ord Task Force	10000	GF Annual Account Cnt	10003460-0001	BD Sunshine Ordinance Task For	Sunshine Ordinance Task For	10000	Operating	\$130Fringe	\$13010 - Dental Coverage				0	\$965	\$1,768	\$803	\$1,005	\$2,081	\$1,076	YES			
GFS	BOS					207667	BOS Sunshine Ord Task Force	10000	GF Annual Account Cnt	10003460-0001	BD Sunshine Ordinance Task For	Sunshine Ordinance Task For	10000	Operating	\$130Fringe	\$117010 - Unemployment Insurance				0	\$136	\$228	\$92	\$139	\$259	\$120	YES			
GFS	BOS					207667	BOS Sunshine Ord Task Force	10000	GF Annual Account Cnt	10003460-0001	BD Sunshine Ordinance Task For	Sunshine Ordinance Task For	10000	Operating	\$130Fringe	\$150120 - Long Term Disability Insurance				0	\$515	\$836	\$321	\$528	\$947	\$419	YES			
GFS	BOS					207668	BOS Budget & Legis Analysis	10000	GF Annual Account Cnt	10003459-0001	BD Budget and Legis Analysis	Budget and Legis Analysis	10000	Operating	\$210Psvcs	\$210000 - Prof & Specialized Svcs-Bdgt				0	\$2,440,567	\$2,579,318	\$138,751	\$2,440,567	\$2,579,318	\$138,751	YES	1.20% COLA for the Budget and Legislative Analyst Services contract.		
GFS	BOS					229018	BOS Clerk Of The Board	10000	GF Annual Account Cnt	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	\$010Salary	\$001010 - Perm Salaries Misc-Regular				0	\$2,947,551	\$3,242,248	\$294,697	\$3,025,893	\$3,376,582	\$350,689	YES	Position changes:		
GFS	BOS					229018	BOS Clerk Of The Board	10000	GF Annual Account Cnt	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	\$130Fringe	\$13010 - Retire City Misc				0	\$500,703	\$550,909	\$50,206	\$398,266	\$444,586	\$46,320	YES	1 FTE 1492 Assistant Clerk		
GFS	BOS					229018	BOS Clerk Of The Board	10000	GF Annual Account Cnt	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	\$130Fringe	\$13010 - Social Security (OASDI & HI)				0	\$171,598	\$189,590	\$17,992	\$176,355	\$197,859	\$21,504	YES	A substitution from 1454 Executive Secretary III to 0922 Manager I		
GFS	BOS					229018	BOS Clerk Of The Board	10000	GF Annual Account Cnt	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	\$130Fringe	\$13020 - Social Sec-Medicare(HI Only)				0	\$43,286	\$47,559	\$4,273	\$44,415	\$49,499	\$5,084	YES	\$75k reduction in attrition savings		
GFS	BOS					229018	BOS Clerk Of The Board	10000	GF Annual Account Cnt	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	\$130Fringe	\$13030 - Health Service-City Match				0	\$18,025	\$112,118	\$93,093	\$109,220	\$121,123	\$11,903	YES			
GFS	BOS					229018	BOS Clerk Of The Board	10000	GF Annual Account Cnt	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	\$130Fringe	\$13020 - Retiree Health Match-Prop B				0	\$18,496	\$20,322	\$1,826	\$18,983	\$21,157	\$2,174	YES			
GFS	BOS					229018	BOS Clerk Of The Board	10000	GF Annual Account Cnt	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	\$130Fringe	\$13030 - RetireeHlthCare-CityMatchPropC				0	\$11,360	\$12,482	\$1,122	\$11,653	\$12,987	\$1,334	YES			
GFS	BOS					229018	BOS Clerk Of The Board	10000	GF Annual Account Cnt	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	\$130Fringe	\$130710 - Dependent Coverage				0	\$245,023	\$271,647	\$26,624	\$259,725	\$292,764	\$33,039	YES			
GFS	BOS					229018	BOS Clerk Of The Board	10000	GF Annual Account Cnt	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	\$130Fringe	\$13010 - Dental Coverage				0	\$22,864	\$25,269	\$2,405	\$23,814	\$26,769	\$2,955	YES			
GFS	BOS					229018	BOS Clerk Of The Board	10000	GF Annual Account Cnt	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	\$130Fringe	\$117010 - Unemployment Insurance				0	\$2,983	\$3,278	\$295	\$3,063	\$3,431	\$368	YES			
GFS	BOS					229018	BOS Clerk Of The Board	10000	GF Annual Account Cnt	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	\$130Fringe	\$130110 - Flexible Benefits Package				0	\$23,655	\$28,386	\$4,731	\$25,075	\$30,090	\$5,015	YES			
GFS	BOS					229018	BOS Clerk Of The Board	10000	GF Annual Account Cnt	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	\$130Fringe	\$150120 - Long Term Disability Insurance				0	\$7,475	\$8,026	\$551	\$7,684	\$8,439	\$755	YES			
GFS	BOS					229018	BOS Clerk Of The Board	10000	GF Annual Account Cnt	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	\$400Mat&Sv	\$400000 - Materials & Supplies-Budget				0	\$32,717	\$36,717	\$4,000	\$32,717	\$37,717	\$5,000	YES	Replacement and ongoing maintenance of technology needs such as desktop, laptop, monitor, and server.		
GFS	BOS					229019	BOS Assessment Appeals Board	10000	GF Annual Account Cnt	10003457-0001	BD Assessment Appeals Board	Assessment Appeals Board	10000	Operating	\$010Salary	\$001010 - Perm Salaries Misc-Regular				0	\$477,130	\$549,557	\$72,367	\$488,461	\$582,841	\$94,380	YES	A new 1840 Jr. Management Assistant for 3 years to help manage an increase in assessment appeals applications and work through 4000+ open appeals within a statutory two-year deadline for the next few years.		
GFS	BOS					229019	BOS Assessment Appeals Board	10000	GF Annual Account Cnt	10003457-0001	BD Assessment Appeals Board	Assessment Appeals Board	10000	Operating	\$130Fringe	\$13010 - Retire City Misc				0	\$62,366	\$74,877	\$12,511	\$50,005	\$62,676	\$12,671	YES			
GFS	BOS					229019	BOS Assessment Appeals Board	10000	GF Annual Account Cnt	10003457-0001	BD Assessment Appeals Board	Assessment Appeals Board	10000	Operating	\$130Fringe	\$13010 - Social Security (OASDI & HI)				0	\$11,275	\$35,762	\$24,487	\$32,006	\$37,858	\$5,852	YES			
GFS	BOS					229019	BOS Assessment Appeals Board	10000	GF Annual Account Cnt	10003457-0001	BD Assessment Appeals Board	Assessment Appeals Board	10000	Operating	\$130Fringe	\$13020 - Social Sec-Medicare(HI Only)				0	\$7,306	\$9,420	\$2,114	\$7,542	\$9,691	\$2,149	YES			
GFS	BOS					229019	BOS Assessment Appeals Board	10000	GF Annual Account Cnt	10003457-0001	BD Assessment Appeals Board	Assessment Appeals Board	10000	Operating	\$130Fringe	\$13030 - Health Service-City Match				0	\$16,984	\$20,913	\$3,929	\$18,015	\$22,351	\$4,336	YES			
GFS	BOS					229019	BOS Assessment Appeals Board	10000	GF Annual Account Cnt	10003457-0001	BD Assessment Appeals Board	Assessment Appeals Board	10000	Operating	\$130Fringe	\$13020 - Retiree Health Match-Prop B				0	\$2,490	\$2,938	\$448	\$2,560	\$3,145	\$585	YES			
GFS	BOS					229019	BOS Assessment Appeals Board	10000	GF Annual Account Cnt	10003457-0001	BD Assessment Appeals Board	Assessment Appeals Board	10000	Operating	\$130Fringe	\$13030 - RetireeHlthCare-CityMatchPropC				0	\$1,529	\$1,804	\$275	\$1,571	\$1,930	\$359	YES			
GFS	BOS					229019	BOS Assessment Appeals Board	10000	GF Annual Account Cnt	10003457-0001	BD Assessment Appeals Board	Assessment Appeals Board	10000	Operating	\$130Fringe	\$130710 - Dependent														

BUDGET FORM 38: Position Changes

DEPARTMENT: Board of Supervisors

Please identify proposed position changes from the FY 2022-23 and FY 2023-24 Base Budget at the account level (reflecting both salary and discretionary special class changes).

Note: To submit this information, run the 15.30.004 Position Snapshot Comparison (Audit Trail) report from the BFM Reporting.

Select the following criteria before running the report:

Snapshot: Start of Dept

Budget Stages: M2 Department Phase

OPS Type: Do not select a value.

Do not select values for any other prompts.

For any proposed changes, provide an explanation in the "Explanation of FTE and/or Amount Change" column.

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

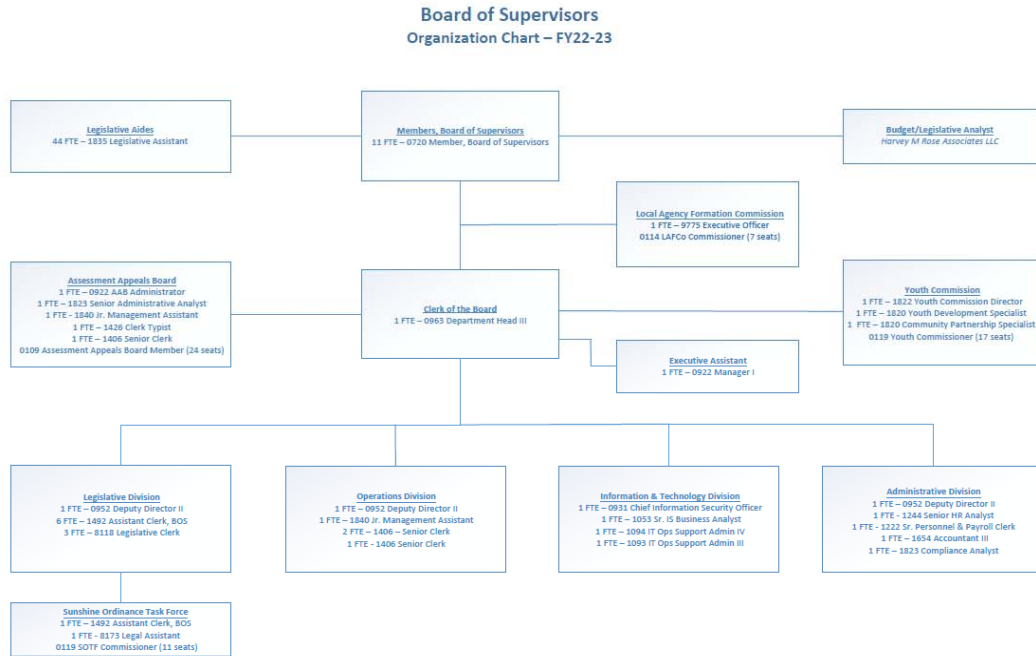
All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Budget System Report 15.30.004 filtered on Gross Expenditures																									Total BY FTE Variance:		2.80		Total BY Amount Variance:		648,453.00		Total BY1 FTE Variance:		4.63		Total BY1 Amount Variance:		778,802.00		FORMULA		FTE IN		
Ops Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project/Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	Agency Use	Class	Job Class Title	Employee Org Code	Employee Org Title	Ret	Status	Action	Start Dept FTE	End Dept FTE	FY 2022-23	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY1 FTE	End BY1 FTE	Var BY1 FTE	Start BY1 Amt	End BY1 Amt	Var BY1 Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change					
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	0100Salary	00000	Perm Salaries Misc-Reg	0	1042_C	General Assistant II	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	A			2.0		(2.0)	\$148,270		\$0	(\$148,270)		2.0		(2.0)	\$148,270		\$0	(\$148,270)	YES		Substitution from 1302 Special Assistant II to 1000-11 Administrative Worker II (FTE). 2008 states that the department move away from 1302 Special Assistant class since there are no 1302 defined job descriptions and they are prone to out of class claims. Based on the current job descriptions, the 1000-11 Administrative Worker II Assistant is an appropriate substitution for these positions.		
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1100Wage	11000	Referral City Misc-Reg	0	1042_C	General Assistant II	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	C	A						\$25,434		\$0	(\$25,434)					\$25,434		\$0	(\$25,434)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	134000	Social Security (DASOS & Social Sec-Medicaid)	0	1042_C	General Assistant II	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	C	A						\$5,192		\$0	(\$5,192)					\$5,192		\$0	(\$5,192)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	134000	Social Sec-Medicaid	0	1042_C	General Assistant II	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	C	A						\$2,192		\$0	(\$2,192)					\$2,192		\$0	(\$2,192)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	131000	Health Service City	0	1042_C	General Assistant II	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	C	A						\$6,240		\$0	(\$6,240)					\$6,240		\$0	(\$6,240)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	131000	Referral Health Match-Reg	0	1042_C	General Assistant II	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	C	A						\$603		\$0	(\$603)					\$603		\$0	(\$603)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	131000	ReferralHealthCare-Independent/Reg	0	1042_C	General Assistant II	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	C	A						\$576		\$0	(\$576)					\$576		\$0	(\$576)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	131710	Independent Coverage	0	1042_C	General Assistant II	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	C	A						\$23,038		\$0	(\$23,038)					\$23,038		\$0	(\$23,038)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	138000	General Coverage	0	1042_C	General Assistant II	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	C	A						\$2,099		\$0	(\$2,099)					\$2,099		\$0	(\$2,099)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	137000	Unemployment Insurance	0	1042_C	General Assistant II	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	C	A						\$109		\$0	(\$109)					\$109		\$0	(\$109)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	138120	Long Term Disability Insurance	0	1042_C	General Assistant II	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	C	A						\$519		\$0	(\$519)					\$519		\$0	(\$519)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	0100Salary	00000	Perm Salaries Misc-Reg	0	1042_C	Senior Administrative Manager	000	000 - LOCAL 790, SEIU	C	A						\$17,700		\$0	(\$17,700)					\$17,700		\$0	(\$17,700)	YES		Substitution from 1302 Special Assistant II to 1000-11 Administrative Worker II (FTE). 2008 states that the department move away from 1302 Special Assistant class since there are no 1302 defined job descriptions and they are prone to out of class claims. Based on the current job descriptions, the 1000-11 Administrative Worker II Assistant is an appropriate substitution for these positions.	
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	134000	Referral City Misc-Reg	0	1042_C	Senior Administrative Manager	000	000 - LOCAL 790, SEIU	C	A						\$25,974		\$0	(\$25,974)					\$25,974		\$0	(\$25,974)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	134000	Social Security (DASOS & Social Sec-Medicaid)	0	1042_C	Senior Administrative Manager	000	000 - LOCAL 790, SEIU	C	A						\$16,714		\$0	(\$16,714)					\$16,714		\$0	(\$16,714)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	134000	Social Sec-Medicaid	0	1042_C	Senior Administrative Manager	000	000 - LOCAL 790, SEIU	C	A						\$2,299		\$0	(\$2,299)					\$2,299		\$0	(\$2,299)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	131000	Health Service City	0	1042_C	Senior Administrative Manager	000	000 - LOCAL 790, SEIU	C	A						\$10,070		\$0	(\$10,070)					\$10,070		\$0	(\$10,070)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	131000	Referral Health Match-Reg	0	1042_C	Senior Administrative Manager	000	000 - LOCAL 790, SEIU	C	A						\$1,070		\$0	(\$1,070)					\$1,070		\$0	(\$1,070)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	131000	ReferralHealthCare-Independent/Reg	0	1042_C	Senior Administrative Manager	000	000 - LOCAL 790, SEIU	C	A						\$984		\$0	(\$984)					\$984		\$0	(\$984)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	131710	Independent Coverage	0	1042_C	Senior Administrative Manager	000	000 - LOCAL 790, SEIU	C	A						\$10,490		\$0	(\$10,490)					\$10,490		\$0	(\$10,490)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	138000	General Coverage	0	1042_C	Senior Administrative Manager	000	000 - LOCAL 790, SEIU	C	A						\$1,999		\$0	(\$1,999)					\$1,999		\$0	(\$1,999)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	137000	Unemployment Insurance	0	1042_C	Senior Administrative Manager	000	000 - LOCAL 790, SEIU	C	A						\$100		\$0	(\$100)					\$100		\$0	(\$100)	NO			
OPS	BOB					27604	BOB Youth Commission	0000	00 Annual Account C01	1000416-0001	NO Youth Commission	Youth Commission	0000	Operating	1300Wage	138120	Long Term Disability Insurance	0	1042_C	Senior Administrative Manager	000	000 - LOCAL 790, SEIU	C	A						\$509		\$0	(\$509)					\$509		\$0	(\$509)	NO			
OPS	BOB					27607	BOB Supervisor Desk Tasks	0000	00 Annual Account C01	1000416-0001	NO Supervisor Desk Tasks	Supervisor Desk Tasks	0000	Operating	0100Salary	00000	Perm Salaries Misc-Reg	0	0171_C	Legal Assistant	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	A							0.0		0.0						\$0		\$0	(\$0)	YES		new BFM legal assistant position for the Incident Response Task Force to review complaints, conduct appropriate codes, and to write executive summary.	
OPS	BOB					27607	BOB Supervisor Desk Tasks	0000	00 Annual Account C01	1000416-0001	NO Supervisor Desk Tasks	Supervisor Desk Tasks	0000	Operating	1300Wage	134000	Referral City Misc-Reg	0	0171_C	Legal Assistant	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	A								\$16,000		\$0	(\$16,000)					\$16,000		\$0	(\$16,000)	NO		
OPS	BOB					27607	BOB Supervisor Desk Tasks	0000	00 Annual Account C01	1000416-0001	NO Supervisor Desk Tasks	Supervisor Desk Tasks	0000	Operating	1300Wage	134000	Social Security (DASOS & Social Sec-Medicaid)	0	0171_C	Legal Assistant	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	A								\$6,000		\$0	(\$6,000)					\$6,000		\$0	(\$6,000)	NO		
OPS	BOB					27607	BOB Supervisor Desk Tasks	0000	00 Annual Account C01	1000416-0001	NO Supervisor Desk Tasks	Supervisor Desk Tasks	0000	Operating	1300Wage	134000	Social Sec-Medicaid	0	0171_C	Legal Assistant	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	A								\$1,700		\$0	(\$1,700)					\$1,700		\$0	(\$1,700)	NO		
OPS	BOB					27607	BOB Supervisor Desk Tasks	0000	00 Annual Account C01	1000416-0001	NO Supervisor Desk Tasks	Supervisor Desk Tasks	0000	Operating	1300Wage	131000	Health Service City	0	0171_C	Legal Assistant	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	A								\$2,300		\$0	(\$2,300)					\$2,300		\$0	(\$2,300)	NO		
OPS	BOB					27607	BOB Supervisor Desk Tasks	0000	00 Annual Account C01	1000416-0001	NO Supervisor Desk Tasks	Supervisor Desk Tasks	0000	Operating	1300Wage	131000	Referral Health Match-Reg	0	0171_C	Legal Assistant	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	A								\$200		\$0	(\$200)					\$200		\$0	(\$200)	NO		
OPS	BOB					27607	BOB Supervisor Desk Tasks	0000	00 Annual Account C01	1000416-0001	NO Supervisor Desk Tasks	Supervisor Desk Tasks	0000	Operating	1300Wage	131000	ReferralHealthCare-Independent/Reg	0	0171_C	Legal Assistant	001	001 - LOCAL 21, PROFESSIONAL AND TECHNICAL EMPLOYEES	A								\$100														

[illegible]

BUDGET FORM: Organizational Chart

FY 2022-23 and FY 2023-24



Updated 02/14/2022

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 Services

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 position 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 2020-21 and is expected to provide the same number of hours in FY 2022-23. 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 meaningful comparisons 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.

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.

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 financial system. Compliance with 12P and 12Q requirements are ensured by verifying 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 position 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.

8 Changes in any elements of the Contractor and/or City side since the prior approved Prop J.

N/A

Name and job title of the person completing this questionnaire:

Junko Laxamana, Deputy Director, Administration & Finance

Form will autopopulate

PROP J ANALYSIS SUMMARY

Board of Supervisors

Budget and Legislative Analyst Services

FISCAL YEAR 2022-23

City cost if services are not contracted out

	<i>low range</i>		<i>high range</i>	
Total Annual Salary	\$	1,564,051	\$	1,891,288
Total Other Pay	\$	-	\$	-
Total Fringe Benefits	\$	596,935	\$	679,019
Additional City Costs	\$	330,729	\$	330,729
	\$	2,491,716	\$	2,901,036

City cost if services are contracted out

Contract Cost	\$	2,579,318	\$	2,579,318
City Contract Monitoring	\$	15,749	\$	19,510
	\$	2,595,067	\$	2,598,828

**City Savings from Contracting Out,
Savings/(Cost)**

\$	(103,351)	\$	302,208
	-4%		10%

Please Fill Out Blue Shaded Areas Only.

Board of Supervisors

207688 Budget and Legis Analysis

Insert name of the contract's main purpose here

PPE FY23

26.1

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2022-23

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Deputy Director III	0953	1.0	\$ 6,636	\$ 8,470	\$ 173,201	\$ 221,057
Manager III	0931	1.0	5,339	6,814	139,353	177,858
Principal Administrative Analyst	1824	3.0	4,892	5,873	383,049	459,843
Senior Administrative Analyst	1823	4.0	4,226	5,073	441,143	529,584
Performance Analyst III	1830	2.0	5,693	6,834	297,164	356,740
Executive Secretary I	1450	1.0	3,070	3,686	80,140	96,206
Temp	1823	0.5	4,226	5,073	50,000	50,000
		0.00			\$ -	\$ -
0		0.00			\$ -	\$ -
0		0.00			\$ -	\$ -
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	n/a				
Total FTE			12.5			
			Total Salary Costs-->		\$ 1,564,051	\$ 1,891,288
			Total of Other Compensation-->		\$ -	\$ -

FRINGE BENEFITS

Job Class	\$ Amount		
Benefits per FTE--Job Class #:	0953 74,394		
Benefits per FTE--Job Class #:	0931 66,033		
Benefits per FTE--Job Class #:	1824 56,124		
Benefits per FTE--Job Class #:	1823 51,608		
Benefits per FTE--Job Class #:	1830 61,068		
Benefits per FTE--Job Class #:	1450 41,652		
Benefits per FTE--Job Class #:	0 0		
Benefits per FTE--Job Class #:	0 0		
Benefits per FTE--Job Class #:	0 0		
Benefits per FTE--Job Class #:	0 0		
Total Fringe Benefits		Low	High
		\$ 596,935.33	\$ 679,019.00

ADDITIONAL CITY COSTS

Operating expenses (materials & supplies, travel & training, membership, copier lease, off-site storage, telephone, etc.)	\$ 63,175	\$ 63,175
Space rental	\$ 215,469	\$ 215,469
Equipment & furniture	\$ 25,611	\$ 25,611
Email & software licenses	\$ 26,474	\$ 26,474
Total Capital & Operating	\$ 330,729	\$ 330,729

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 2,491,716	\$ 2,901,036
LESS: ESTIMATED TOTAL CONTRACT COST	\$ -	\$ -
ESTIMATED SAVINGS	\$ 2,491,716	\$ 2,901,036
% of Savings to City Cost	100%	100%

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, 2022. 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 disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. 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.
7. Space rental cost is calculated using the Real Estate Division's appraisal review for 1390 Market Street (Fox Plaza).
8. 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.)

Salary and Benefits for Each Job Class from BFM Reporting FTE Cost Report

Complete this with the cost of 1.0 FTE; the actual FTE needs will be calculated in the Personnel and Fringe Benefit costs.

Year (BY, aka FY 22/23)	Job Class Number	Job Class Title	FTE	5010 Salary	5130 Benefits	Total Sal & Ben
FY 22/23	0953	Deputy Director III	1.00	\$ 221,057	\$ 74,394	\$ 295,451
FY 22/23	0931	Manager III	1.00	\$ 177,858	\$ 66,033	\$ 243,891
FY 22/23	1824	Principal Administrative Analyst	1.00	\$ 153,281	\$ 56,124	\$ 209,405
FY 22/23	1823	Senior Administrative Analyst	1.00	\$ 132,396	\$ 51,608	\$ 184,004
FY 22/23	1830	Performance Analyst III	1.00	\$ 178,370	\$ 61,068	\$ 239,438
FY 22/23	1450	Executive Secretary I	1.00	\$ 96,206	\$ 41,652	\$ 137,858
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -

Please Fill Out Blue Shaded Areas Only.

FISCAL YEAR 2022-23

Contract Cost Details

	Low	High
Estimated Contract Cost	\$ 2,579,318	\$ 2,579,318
Estimated Monitoring Cost	\$ 15,749	\$ 19,510

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 - low end est	Total Cost - high end est
1	Principal Analyst @ \$212.07 per hour	3,895		826,013	826,013
2	Senior Analyst @ \$161.20 per hour	5,490		885,052	885,052
3	Analyst @ \$116.16 per hour	7,475		868,253	868,253
4					
5					
6					
7					
8					
9					
10					
11					
12					
	TOTAL CONTRACT COST	16,860		2,579,318	\$ 2,579,318

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)

2)

3)

4)

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

Contract terms and the COLA were used to determine the contract cost.

3. What year is your data from?

FY 2022-23 rates are used.

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:

Job Class	Job Class Title	# of FTEs (can be partial; e.g. a half time employee would be 0.5 FTE)	Biweekly Rate		Annual Salary Expense		Benefits per FTE		Annual Benefit Expense		TOTAL EXPENSES	
			Low	High	Low	High	Low	High	Low	High	Low	High
0952	Deputy Director II	0.08	5,339	6,814	\$ 11,148	\$ 14,228	\$ 57,510	\$ 66,033	\$ 4,601	\$ 5,283	\$ 15,749	\$ 19,510
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT MONITORING COST					\$ 11,148	\$ 14,228	\$ 57,510	\$ 66,033	\$ 4,601	\$ 5,283	\$ 15,749	\$ 19,510

Components of contractor labor costs, including but not limited to: fringe benefits, premiums, shift differentials: