Department Budget Submission Checklist

<u>To be completed by</u>: 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.

-	nent Name: _San Francisco Health Service Ssytem 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"
Г	☑ Revenue Report: Completed "Form 2A: Revenue Report."
	☑ Fees & Fines: Completed "Form 2B: Fees & Fines."
	☑ Cost Recovery: Completed "Form 2C: Cost Recovery."
	Expenditure Changes: Completed "Form 3A: Expenditure Changes."
	☑ 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."
Г	☑ Equipment & Fleet Requests: New General Fund Equipment (Form 4A)and Fleet Requests (Forms
1	4B.1 and 4B.2) to be made in BFM.
	☑ 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 Department - IDS Form Balancing Form Ba
	☑ 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
Γ	New Legislation: ■ The state of
	☐ Included draft legislation that department would like to submit with the budget; or,
	\square 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
Γ	☑ Other Requests: Submitted requests for the following item (through a separate form), if applicable:
	☐ COIT, Capital
For Chief	f Financial Officer/Budget Manager:
	viewed the attached budget submission and affirm that all applicable forms checked off above are either
	in this submission or have been submitted through the proper online forums.
Full Nam	ne: _Iftikhar Hussain
	DocuSigned by:
Signature	e: Iftikhar Hussain

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(enable content and macros)

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TRIO ID	Go To Sheet
Job Class	Go To Sheet
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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.	There are no major changes that the department is proposing. In FY22-23, there is a position substitution for a 2594 EAP Counselor to a 2595 Senior EAP Counselor. The Salary & MFB increase of \$20,718 in FY22-23 and \$20,712 in FY23-24 were funded through savings found in non personnel services. There were increased DHR work order training costs for diversity equity inclusion training of \$5,000 in FY22-23 & FY23-24, and increased COLAS for DHR staff of \$9,407 in FY22-23 and \$18,571 in FY23-24. These increased costs were also funded by internal savings found from non personnel and other work order departments. Due to the competitive hiring environment for mental health personnel at this time, the substitution will allow SFHSS to to ensure that EAP services can continue to be offered to SFHSS members without interruptions to core service delivery.								
2. TARGET. How did the department meet its General Fund cost neutral target?	SFHSS met its General Fund cost neutral target in both FY22-23 & FY23-24 primarily by expenditure control: reducing non personnel costs to fund a position substitution, reducing non personnel costs and reallocating work orders to fund DHR work order that were projected to increase.								
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.	There are no major spending changes that SFHSS is proposing. As stated in the item 1 Summary, the only changes that the department are proposing is a position substitution for a 2594 EAP Counselor to a 2595 Senior EAP Counselor. The Salary and MFB increase of \$20,178 in FY22-23 and \$20,712 in FY23-24 were fund through savings found in non personnel services. The only increase relate to DHR work order training cost for diversity equity inclusion training of \$5,000 in FY22-23 & FY23-24, and increased COLAS for DHR staff of \$9,407 in FY22-3 and \$18,571 in FY23-24. The increased costs associated with these work orders were also funded by internal savings found from non personnel and other work order departments.								
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.	There were no changes in HSS's revenue approach. HSS administrative costs are funded through an allocation to other departments. The overall revenues are reduced by a reduction of \$175,958 in FY22-23 and \$180,958 in FY23-24 to more accurately align other revenues to historical actuals.								
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?	SFHSS is not seeking to submit any legislation with the budget								
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.	SFHSS does not have Prop J.								
7. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	SFHSS is not requesting any transfer of functions of positions between departments.								
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 is the request being made?	SFHSS is not requesting any interim exceptions.								
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.	SFHSS serves 122,250 covered lives including actives, dependents and retirees. Our community engagement efforts are currently centered around our Member Services division that provides front-line support through consultation and enrollment; our Well-Being division that advises city departments on Well-Being Annual Plans; our Wellness Center that offers exercise challenges; flu-clinics and benefit fairs; our Employee Assistance Program that provides individual counseling sessions, organizational development consultation, and critical incident response; and our Well-Being network representing 34 City departments.								
	SFHSS serves as the City's subject matter expert in the area of health benefit administration. As Phase II of the Racial Equity Action Plan takes shape our organization is leveraging stakeholder engagement experiences at the membership, interdivisional, board, and staff levels. SFHSS will continue to engage our health plan partners and serve as a conduit for the specific whole person health and well-being needs of our membership, including those that identify as Black, Indigenous, and People of Color (BIPOC) and that face disproportionate health inequities.								
	Form 1C speaks in detail to the robust financial, utilization, and population health data we are receiving from our health plan partners. SFHSS is examining areas of high prevalence, cost and evidence of disparity to prioritize and standardize data that is foundational and actionable. These partnerships manifest in health plan pilot programs centering the Social Determinants of Health and partnerships with national purchasers and stakeholders in support of Health 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.

HSS Health Service System

Authorized Positions	2021-2022 Original Budget	2022-2023 Proposed Budget	Changes from 2021-2022	2023-2024 Proposed Budget	Changes from 2022-2023
Total Authorized	56.32	56.59	0.27	56.83	0.24
Non-Operating Positions (CAP/Other)	(9.15)	(9.40)	(0.25)	(9.61)	(0.21)
Net Operating Positions	47.17	47.19	0.02	47.22	0.03
Sources					
Charges for Services	9,131	9,131	0	9,131	(
Expenditure Recovery	11,935,680.00	12,273,716.00	338,036.00	12,273,716.00	-
Other Revenues	625,958.00	450,000.00	(175,958.00)	445,000.00	(5,000.00)
General Funds	-	74,104.00	74,104.00	114,880.00	40,776.00
Sources Total	12,570,769.00	12,806,951.00	236,182.00	12,842,727.00	183,984.00
Uses - Operating Expenditures					
Salaries	5,635,247.00	5,859,750.00	224,503.00	6,019,471.00	159,721.00
Mandatory Fringe Benefits	2,724,533.00	2,642,267.00	(82,266.00)	2,518,316.00	(123,951.00)
Non-Personnel Services	2,291,057.00	2,285,150.00	(5,907.00)	2,268,873.00	(16,277.00)
Materials & Supplies	47,717.00	61,362.00	13,645.00	68,481.00	7,119.00
Services Of Other Depts	1,872,215.00	1,958,422.00	86,207.00	1,967,586.00	9,164.00
Uses Total	12,570,769.00	12,806,951.00	236,182.00	12,842,727.00	35,776.00
Uses - By Division Description					
HSS Health Service System	12,570,769.00	12,806,951.00	236,182.00	12,842,727.00	35,776.00
Uses by Division Total	12,570,769	12,806,951	236,182	12,842,727	35,776



HSS Health Service System

2021-2022 Original Budget	2022-2023 Proposed Budget	Changes from 2021-2022	2023-2024 Proposed Budget	Changes from 2022-2023
56.32	56.59	0.27	56.83	0.24
(9.15)	(9.40)	(0.25)	(9.61)	(0.21)
47.17	47.19	0.02	47.22	0.03
9,131	9,131	0	9,131	0
11,935,680	12,273,716	338,036	12,273,716	0
625,958	450,000	(175,958)	445,000	(5,000)
0	74,104	74,104	114,880	40,776
12570769	12806951	236,182	12,842,727	183,984
6				
5,635,247	5,859,750	224,503	6,019,471	159,721
2,724,533	2,642,267	(82,266)	2,518,316	(123,951)
2,291,057	2,285,150	(5,907)	2,268,873	(16,277)
47,717	61,362	13,645	68,481	7,119
1,872,215	1,958,422	86,207	1,967,586	9,164
12,570,769	12,806,951	236,182	12,842,727	35,776
1				
12,570,769	12,806,951	236,182	12,842,727	35,776
	9,131 11,935,680 625,958 0 12570769 5 5,635,247 2,724,533 2,291,057 47,717 1,872,215	Original Budget Proposed Budget 56.32 56.59 (9.15) (9.40) 47.17 47.19 9,131 9,131 11,935,680 12,273,716 625,958 450,000 0 74,104 12570769 12806951 5 5,635,247 5,859,750 2,724,533 2,642,267 2,291,057 2,285,150 47,717 61,362 1,872,215 1,958,422	Original Budget Proposed Budget 2021-2022 56.32 56.59 0.27 (9.15) (9.40) (0.25) 47.17 47.19 0.02 9,131 9,131 0 11,935,680 12,273,716 338,036 625,958 450,000 (175,958) 0 74,104 74,104 12570769 12806951 236,182 5 5,635,247 5,859,750 224,503 2,724,533 2,642,267 (82,266) 2,291,057 2,285,150 (5,907) 47,717 61,362 13,645 1,872,215 1,958,422 86,207	Original Budget Proposed Budget 2021-2022 Proposed Budget 56.32 56.59 0.27 56.83 (9.15) (9.40) (0.25) (9.61) 47.17 47.19 0.02 47.22 9,131 9,131 0 9,131 11,935,680 12,273,716 338,036 12,273,716 625,958 450,000 (175,958) 445,000 0 74,104 74,104 114,880 12570769 12806951 236,182 12,842,727 5 5,635,247 5,859,750 224,503 6,019,471 2,724,533 2,642,267 (82,266) 2,518,316 2,291,057 2,285,150 (5,907) 2,268,873 47,717 61,362 13,645 68,481 1,872,215 1,958,422 86,207 1,967,586

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?

Our department recognizes that Race and the Social Determinants of Health (SDOH) — conditions in which people are born, live, learn, work, play, worship, and age — play a significant role in wellness. SFHSS' work with SDOH extends into Member Services (Benefits Navigation), Contracts & Finance (Value-Based Payment Models & Aligning Performance Goals), Communications (Education & Awareness), and Well-Being (Health Promotion and Disease Prevention) to advance equity in the services provided to our membership. The SFHSS Enterprise Systems and Analytics division is working on SDOH integrations within our All Payers Claims Database (APCD), including queries around member benefit eligibility data and SDOH indicators. Member benefit eligibility data includes race, age, gender, employee status, department, wages, etc. SDOH Indicators include factors like distance traveled to work, preferred language, neighborhood deprivation index, etc. Coupled with the tracking of disease and condition prevalence, admissions, outpatient services, risk profiles and utilization metrics from our health plans, SFHSS has been at the table with these plan partners, designing reports and tracking activities that have the potential to impact health outcomes. To this end, SFHSS is standardizing some of the reports (baseline measurement plan) that will build into a more comprehensive Population Health Plan. This Population Health Plan will identify actionable data and support partnerships with health plans to establish a focused, effective and operational framework to addressing health inequities among our membership. In alignment with regulatory and purchaser groups/coalitions we have requested that all of our health plan partners submit a subset of National Committee for Quality Assurance (NCQA) Healthcare Effectiveness Data and Information Set (HEDIS) measures for the SFHSS membership. Understanding the baseline and strenghtening data parterships through health plan report auditing formalizes processes for identifying and addressing health d

The timing of the SFHSS Strategic Plan refresh and mandated Racial Equity Action Plan refresh have also aligned to draw forth key principles of diversity and inclusion that resonate in benefits administration and population health work. SFHSS is scanning the field of subject matter experts to converge on innovative and evidenced based practices that address disproportional health inequities faced by Black, Indigenous and People of Color (BIPOC). These partnerships manifest in health plan pilot programs centering the Social Determinants of Health and partnerships with national purchasers and stakeholders including the Integrated Healthcare Association Health Equity Committee and Pacific Business Group on Health Advanced Primary Care Pilot. Finally, SFHSS is leveraging the analysis of member engagement data from city-wide focus groups attended by 34 unique departments, that can help quantify demographics related to social determinants of health and health inequities faced by our membership. These perspectives help us to effectively manage change, pivot, and respond to dynamic member needs in alignment with organizational capacity and partnership capabilities.

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?

SFHSS is continuing to prioritize enhanced mental health resources designed specifically for the City's first responders, and expanded mental health services for all frontline health care workers throughout San Francisco. This includes ComPsych 24/7 one-on-one mental health counseling for any first responder and City employee in need as well as CORDICO, a phone-based wellness application customized for use by all City first responders. The SFHSS Well Being Employee Assistance Program launched these through a participatory planning process with San Francisco Police Department chief, leadership, and frontline first responder staff. To prioritize diversity, equity, and inclusion, these services are provided in Spanish, Chinese (Mandarin and Cantonese) and Tagalog, with access to a language translation line. Combined, these new resources provide critical after-hours support to help the City build resiliency and recover from the trauma caused by COVID-19. SFHSS is seeking increased funding from the Mayor's Office for Compsych (currently \$488,000) with no changes to Cordico funding (currently \$163,000) for FY22-23 & FY23-24.

The Mayor's Budget Office has been working with the Department of Human Resources (DHR) to transition select central services in their budget to a full work-order recovery model, similar to other internal services departments. As such, the cost of the three DHR programs have been incorporated into SFHSS' budgeted FTE. Departments with existing EEO workorders will have those workorders readjusted according to the new model for FY22-23 & FY23-24: Applicant Tracking System & HR Modernization (\$2,620 both years); Citywide Diversity, Equity, and Inclusion Coordination (\$6,094 both years); and Equal Employment Opportunity (\$18,535 both years).

SFHSS continues to adapt monthly updates and quarterly trainings using relevant social context and foundational concepts from the SF Office of Racial Equity, SF Department of Human Resources, Government Alliance on Race and Equity and other thought leaders in the field. Trainings are accompanied by evaluation surveys that assess content utility, levels of understanding, and open-ended reflections of staff voice. The SFHSS Finance Division ensures that budget allocations reflect equitable opportunities and considerations for staff at all levels by proposing \$14,000 of training in FY22-23 and \$11,200 for FY23-24. SFHSS will also continue to sponsor staff members on our Racial Equity Advisory to attend the 2021 Government Alliance for Race Equity (GARE) Annual Conference. This convening featured promising practices in the field of diversity, equity, and inclusion from visionary racial justice leaders across the nation. These insights help to shape SFHSS' racial equity work to improve staff programs, policy, and culture. By continuing our departmental journey inward, we believe that this growth will create both a healthier SFHSS community and a lasting ripple effect for the BIPOC members that we serve.

BUDGET FORM 2A: Revenue Report

DEPARTMENT: San Francisco Health Service System_____
Please identify proposed revenue changes from the FY 2022-23 and FY 2023-24 Base Budget at the account level.

Note: HSS Revenue Allocation follows instructions for HSS Administrative Cost 515510 and show up as Recoveries

There are no proposed changes to Regular Revenues

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.

udgat Systam Pana	ort 15.30.005 filtered on Reg	ular Povonuos												Total b	Y Revenue Variano FY 2022-23	e: (101,854.0	O) TOTA	I BY+1 Revenue Variance: FY 2023-24	(66,078.00)	FORMULA	FILL IN
	Division Division		Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-	Project Title	Activity Title Authority	Authority Title Account Lvl 5	itle Account - Title TRIO	TRIO Title Agency Us	e Start Dept Amt		Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt Var	RV+1 Dent Amt		Revenue Description &
Grp	DIVISION 1	ide Section	Section Title	Бергів	Dept 15 mile	lana	Tuna mic	Activity	rioject ritie	Activity File Authority	Actionty file Account 2013	The Account The Third	Agency os	Start Dept Ame	End Dept Ame	vai Dept Aint	Start B111 Bept Aint	Zild DT 12 Dept Aint	or I bept Ame		Explanation of Change
FS HSS				291644	HSS Health Service Sys	stem 10000	GE Appual Acco	un 10001707-0001	HT Administration	HSS Administration 10000	Operating 4750OthRev	479999 - Other Non-Operating Revenue		\$625,9	\$450,0	(\$175,95	\$625,95	8 \$445,000	(\$180,958		Decrease of \$175,958 in FY2022-23 \$189,958 in FY2023-24 is to align to actual projected forfeitures receive
FS HSS				291644	HSS Health Service Sys					HSS Administration 10000	Operating 4860ExpRec	486990 - Exp Rec-General Unallocated		\$399,C	\$469,5	\$70,5	\$399,05	\$503,043	\$103,98	YE	All City Departments recovery allocations, including City College Department, are made in this line i per MBO and will be allocated to specific departments' after the Ma Phase of the budget process is finalized; some departments recove increased, while others decreased; is attributable to a decrease of Oth Non-Operating Revenues and upda allocation percentages.
														\$2,203,1	92,206,7	\$3,6	\$2,203,10	\$2,213,994	\$10,89	YE	ES Increase allocations to Unified Scholstrict departments due to decrea Other Non-Operating Revenue to balance the budget and updated allocation percentages.
FS HSS				291644	HSS Health Service Sys	stem 10000	GF Annual Acco	un 10001707-0001	HT Administration	HSS Administration 10000	Operating 4860ExpRec	487990 - Exp Rec-Unallocated Non-AAO Fd								N	10
																				N	10
																				N	10
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NOT APPLICABLE

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

DEPARTMENT: San Francisco Health Service System

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

Inflation Factor for FY 2023-24 Fee Auto Increase as per Code Section **

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

TABLE 1 - MODIFIED AND NEW FEES

Item S	ree atus Descr M/N	cription Code Authorization	Auto CPI Adjust Yes/No Account Code Account T	itle Fund Code	Fund Title	Authority Code Authority	Department Code	Department Title Project Code Project Title	Activity Code	Activity Title	Unit Basis (e.g., per sq. ft./)	FY 2021-22 Fee **		Cost	FY 2022-23 FY 2022-23 Units (Est.)	FY 2022-23 Revenue Proposed FY 2022-23 Cost Recovery (Est.)	FY 2023- 24 Fee ** Units (E		FY 2023-24 Cost Recovery (Est.)	Ye	Fiscal 'ear of Last crease Fee Prior Last Increas
1												\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			\$ -
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5												\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			\$ -
6												\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			\$ -
7												\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			\$ -
8												\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			\$ -
9												\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			\$ -
10												\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			\$ -

TABLE 2 - CONTINUING FEES

IABLL 2 -	CINTINUING FE	LS																							
Item Fee Statu	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 Activ	vity Code A	Activity Title	Unit Basis (e.g., per sq. ft./)	FY 2021-22 Fee ** FY 2021-22 Units (Est.)	Proposed F	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 24 Fee ** FY 2023-24 Units (Est.)	FY 2023-24 Revenue Proposed F	Y 2023-24 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
11														\$ -	\$ -		\$ -		\$ -		\$ -	\$ -			\$ -
12														\$ -	\$ -		\$ -		\$ -		\$ -	\$ -			\$ -
13														\$ -	\$ -		\$ -		\$ -		\$ -	\$ -			\$ -
14														\$ -	\$ -		\$ -		\$ -		\$ -	\$ -			\$ -
15														\$ -	\$ -		\$ -		\$ -		\$ -	\$ -			\$ -
16														\$ -	\$ -		\$ -		\$ -		\$ -	\$ -			\$ -
17														\$ -	\$ -		\$ -		\$ -		\$ -	\$ -			\$ -
18														\$ -	\$ -		\$ -		\$ -		\$ -	\$ -			\$ -
19														\$ -	\$ -		\$ -		\$ -		\$ -	\$ -			\$ -
20														\$ -	\$ -		\$ -		\$ -		\$ -	\$ -			\$ -

Fee Status:

C Continuing M Modified

N New

D Discontinued

** 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.

NOT APPLICABLE

Budget Form 2C: Fee Cost Recovery

PLEASE FILL OUT HIGHLIGHTED AREAS AND PROVIDE A DETAILED DESCRIPTION OF THE SERVICE

DEPARTMENT:	HSS				
Fee Name:	Fee XYZ			Department Providing Service:	Department ABC
				Fee Administrator:	Jane Smart
	Numeric Code		<u>Title</u>	Code Authorization/	
PS Department of Proposed Revenue:	XXXXXX			Proposed Fee Ordinance/File No:	Admin Code Section X.X
PS Fund of Proposed Revenue:	XXXXX				
PS Authority of Proposed Revenue:	XXXXX			Proposed Fee (FY 2023-24):	\$ 44.00 (
PS Project of Proposed Revenue:	XXXXXXX			Proposed Fee (FY 2022-23):	\$ 42.00
PS Activity of Proposed Revenue:	XXXX			Current Fee (FY 2021-22):	\$ 40.00
PS Account of Proposed Revenue:	XXXXXX				
Fee Status (New/Modified):	New				
Fee Status (New/Modified):	New				
Detailed Service Description: Please provide description of service					
Proposed Fee (FY 2023-24):		\$	44.00	FY 2023-24 Proposed Fee Increase/Decrease:	\$ 2.00
Proposed Fee (FY 2022-23):		\$	42.00	FY 2023-24 % Proposed Fee Change from FY 2022-23 Fee:	4.76%
Current Fee (FY 2021-22):		\$	40.00	FY 2022-23 Proposed Fee Increase/Decrease:	\$ 2.00
, ,				FY 2022-23 % Proposed Fee Change from Current Fee:	5.00%
Fee Prior to Current:		\$	38.00	Fiscal Year of Prior Fee Change:	2010-11
Current Fee Increase/Decrease from	m Prior Fee:	\$	2.00	% Current Fee Change from Prior Fee:	5.26%
				FY2022-23	
ECTIMATED DEVI	ENITE DEDIVED EDOM SERVIC	-		FETIMATED COSTS TO DROVIDE SERVICE LIST	TWODKSHEET 22 22 DELOW

				FY2022-23					
	ESTIMATED REVENUE DERIVED FROI	VI SERVICE			ESTIMATED COSTS TO PROVIDE SER	VICE - USE WORK		<u> </u>	
								Y 2022-23	
Α	Quantity Estimated			D	Direct Costs		Est	imated Cost	% of Tota
	(# of Units of Service Provided)		5,000		Productive Labor & Benefits (0.75 of 2022-23 Salary	& MFB)	\$	313,702	59.25%
					Leave & Non-Productive Time (0.25 of FY 2022-23 S	alary & MFB)	\$	104,567	19.75%
					Space Rental Equivalent		\$	15,000	2.83%
					Materials & Supplies		\$	-	0.00%
					Other (Please Describe on Worksheet)		\$	-	0.00%
В	Fee per Unit (<i>Proposed</i>)	\$	42	E	Indirect Costs	<u>Rate</u>			
		·			Departmental Overhead	20.00%	\$	83,654	15.80%
					Central Services Overhead	3.00%	\$	12,548	2.37%
С	FY 2022-23 Revenue Budgeted (A x B)	\$	210,000	F	FY 2022-23 Direct & Indirect Costs		\$	529,471	100.00%
G	FY 2022-23 Revenue Recovery Rate (C/F):		39.66%						
Н	Required Fee For 100% Cost Recovery (F/A)	\$	105.89						
I	Over (+) or Under (-) 100% Cost Recovery (B-H)		(\$63.89)						
J	FY 2022-23 Estimated Revenue [(2) x A]:						\$	210,000.00	
K	FY 2021-22 Estimated Revenue [(3) x A]:						\$	200,000.00	
L	FY 2022-23 Estimated Revenue Increase/Decrease Base	d on Proposed	Fee [J -K]:				\$	10,000.00	_

				FY2023-24					
	ESTIMATED REVENUE DERIVED FROM	<u>I SERVICE</u>		_	ESTIMATED COSTS TO PROVIDE SE	RVICE - USE WORK	(SHEET :	23-24, BELOV	V
							F	Y 2023-24	
Α	Quantity Estimated			D	Direct Costs		Est	imated Cost	% of Total
	(# of Units of Service Provided)		5,000		Productive Labor & Benefits (0.75 of 2023-24 Salar	/ & MFB)	\$	-	#DIV/0!
					Leave & Non-Productive Time (0.25 of FY 2023-24		\$	-	#DIV/0!
					Space Rental Equivalent		\$	-	#DIV/0!
					Materials & Supplies		\$	-	#DIV/0!
					Other (Please Describe on Worksheet)		\$	-	0.00%
В	Fee per Unit (<i>Proposed</i>)	\$	44	E	Indirect Costs	<u>Rate</u>			
					Departmental Overhead	0.00%	\$	-	#DIV/0!
					Central Services Overhead	3.00%	\$	-	#DIV/0!
С	FY 2023-24 Revenue Budgeted (A x B)	\$	220,000	F	FY 2023-24 Direct & Indirect Costs		\$	-	#DIV/0!
G	FY 2023-24 Revenue Recovery Rate (C/F):		#DIV/0!						
Н	Required Fee For 100% Cost Recovery (F/A):	\$	-						
I	Over (+) or Under (-) 100% Cost Recovery (B-H):		\$44.00						
J	FY 2023-24 Estimated Revenue [(1) x A]:						\$	220,000.00)
K	FY 2022-23 Estimated Revenue [(2) x A]:						\$	210,000.00	1
L	FY 2023-24 Estimated Revenue Increase/Decrease Based	d on Proposed	Fee [J - K]:				\$	10,000.00	

SERVICE			
(1)			
(1) (2) (3)			
59.25% 19.75% 2.83% 0.00% 0.00%			
15.80% 2.37% 100.00%			
#DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! 0.00%			
#DIV/0! 0.00% #DIV/0! #DIV/0! #DIV/0!			
#51476.			

Worksheet 22-23

Estimated Costs Worksheet FY 2022-23

Direct Costs

Labor and Benefits

Please use the worksheet below to list all job classes necessary to support the services provided. Add rows if necessary.

Please also provide a description of the work and the estimated hours for each job class required to perform each unit of service

JobClas			Hours per Unit of
S	Job Class Title	Description of Work	Service
1234	Test	Processes Payment	1.20

Please fill out the Salary and Benefits Amount per FTE column

Job		Salary and Benefits Amount			Salary and
Class	Job Class Title	per FTE	Hours Worked	Hourly Rate	Benefits Amount
1234	Test	\$145,000.00	6000.0	\$69.71	\$418,269.23
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
				Total:	\$418,269.23

Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information. Space Rental Equivalent Description

15000 Payment facility

\$15,000.00

Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information. **Materials and Supplies**

Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.

Description

\$0.00

Indirect Costs

Rate Source

20.0% Please provide supporting documentation for how Departmental overhead rate was derived.

\$0.00

Worksheet 23-24

Estimated Costs Worksheet FY 2023-24

Direct Costs

Labor and Benefits

Please use the worksheet below to list all job classes necessary to support the services provided. Add rows if necessary.

Please also provide a description of the work and the estimated hours for each job class required to perform each unit of service

JobClas			Hours per Unit of
S	Job Class Title	Description of Work	Service

Please fill out the Salary and Benefits Amount per FTE column

Job		Salary and Benefits Amount			Salary and
Class	Job Class Title	per FTE	Hours Worked	Hourly Rate	Benefits Amount
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
				Total:	\$0.00

Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information. Space Rental Equivalent Description

\$0.00

Materials and Supplies Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.

Description

\$0.00

Other Costs

Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.

Description

\$0.00

Indirect Costs

Rate Source Please provide supporting documentation for how Departmental overhead rate was derived.

BUDGET FORM 3A: Expenditure Changes

DEPARTMENT: _San Francisco Health Service System_

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 LvI 5: Filter for all Expenditure Account LvI 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.

												Tota		Total B		
													FY 2022-23			
Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Account Lvl 5 Title	Account - Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Star [*]	art BY+1 Dept Amt
HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	5010Salary	501000 - Perm Salaries-Misc-Budget	<u>(6</u>	14)	0	94	(94
1100					204644	LICC Lie alle Comine System	40000	OF A resized A opposite Ctri	10001707 0001	FOAGO elem.	501010 Paris Calarias Mico Pogular	4.022			10.744	F 074.0
HSS					291644	HSS Health Service System	10000	GF Annual Account Ctri	10001707-0001	5010Salary	501010 - Perm Salaries-Misc-Regular	4,933,514	4,944	,,255	10,741	5,071,023
HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	5130Fringe	513000 - Retirement - Budget	15,3	<u>)4</u>	0	(15,304)	15,304
IHSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	5130Fringe	513010 - Retire City Misc	840,	160 8	i42.017	1,857	668,232
1100									0000.	0.00090	0.00.00			,,,,,	1,00.	
HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	5130Fringe	514010 - Social Security (OASDI & HI)	280,62	29 28	1,295	666	288,984
HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	5130Fringe	514020 - Social Sec-Medicare(HI Only)	71,7	/02	71,858	156	73,69
HSS	+				291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	5130Fringe	515010 - Health Service-City Match	197,86	.0 198	3,161	301	209,75
HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	5130Fringe	515020 - Retiree Health-Match-Prop B	30,6	.37 ?	30,704	67	31,49
HSS	+				291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	5130Fringe	515030 - RetireeHlthCare-CityMatchPropu	18,811	1 18	<i>s</i> ,852	41	19,32
HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	5130Fringe	515710 - Dependent Coverage	415,2	74 41	46,499	1,225	440,19
HSS					291644	HSS Health Service System	10000	GE Annual Account Ctrl	10001707-0001	5130Fringe	516010 - Dental Coverage	39./	501	20 605	104	41,15
1100						11001100	1555		.0001707 033		010010 50100.5512.55	·	1	,,,,,,	- 151	· · · · · · · · · · · · · · · · · · ·
HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	5130Fringe	517010 - Unemployment Insurance	4,94	44 (4,955	11	5,08
HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	5130Fringe	519120 - Long Term Disability Insurance	13,5	<i>3</i> 04	13,946	42	14,30
1166					201644	LISS Ligath Sonice System	10000	CE Applied Account Ctrl	40004707 0001	5420F*ingo			((04.500	2.408	(67,00
	HSS HSS HSS HSS HSS HSS HSS	HSS	H58	Dept Grp Division Division Title Section HSS HSS HSS HSS HSS HSS HSS H	Dept Grp	Dept Grap Division Division Title Section Section Title Dept ID	Dept Grip Division Division Title Section Section Title Dept ID Dept ID Title	Dept Grap Division Division Title Section Section Table Dept ID Dept I	Dept. Division Division Division Division Section Section Title Dept. Division Fund Fund	Dept Division	Dept Direct Dir	Dept. Comp. Dept. Comp. Comp. Dept. Comp. Comp. Comp. Dept. Comp. Comp		Part Part	Property December	Triggle Trig

GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl 10001707-0001	5210NPSvcs	527000 - Prof & Specialized Svcs-Bdgt	1,319,867	1,319,867	0	1,319,867
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl 10001707-0001	5210NPSvcs	529990 - Other Equip Maint	1,550	1,550	0	1,550
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl 10001707-0001	5210NPSvcs	535510 - Copy Machine	22,861	17,861	(5,000)	22,861
GFS	HSS	291644		10000	GF Annual Account Ctrl 10001707-0001	5210NPSvcs	535950 - Credit Card Processing Fees	20,000	9.375	(10,625)	20,000
3. 5		25.6.1.		70000	5	32.3 3400	555555 5.53 53 1 100000 mg 1 000	20,000	0,070	(10,020)	20,000
GFS	HSS	291644	HSS Health Service System	10000	GF Annual Account Ctrl 10001707-0001	5210NPSvcs	535990 - Other Current Expenses	2,000	1,500	(500)	2,000

'+1 Expenditure Variance:	1.00		
FY 2023-24		FORMULA	FILL IN
End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submittted?	Explanation of Change
		YES	Relates to clearing off budget balances from variances
			for special job classes in the conversion from the prior budget system to the new budget system - clearing off
0	94		beginning phase base balances in 501000 and 513000
0	94	YES	Relates to clearing off budget balances from variances
			for special job classes in the conversion from the prior
			budget system to the new budget system - clearing off beginning phase base balances in 501000 and 513000
5,081,994	10,971	VEC	Delete to election off builded belongs from a given
		, AE2	Relates to clearing off budget balances from variances for special job classes in the conversion from the prior
			budget system to the new budget system - clearing off
0	(15,304)		beginning phase base balances in 501000 and 513000
		YES	Relates to clearing off budget balances from variances
			for special job classes in the conversion from the prior budget system to the new budget system - clearing off
000 705	4 470		beginning phase base balances in 501000 and 513000
669,705	1,473	YES	Relates to clearing off budget balances from variances
			for special job classes in the conversion from the prior
			budget system to the new budget system - clearing off beginning phase base balances in 501000 and 513000
289,664	680		
		YES	Relates to clearing off budget balances from variances for special job classes in the conversion from the prior
			budget system to the new budget system - clearing off
73,856	159		beginning phase base balances in 501000 and 513000
		YES	Relates to clearing off budget balances from variances
			for special job classes in the conversion from the prior budget system to the new budget system - clearing off
			beginning phase base balances in 501000 and 513000
210,080	326	YES	Relates to clearing off budget balances from variances
			for special job classes in the conversion from the prior
			budget system to the new budget system - clearing off beginning phase base balances in 501000 and 513000
31,561	68		· .
		YES	Relates to clearing off budget balances from variances for special job classes in the conversion from the prior
			budget system to the new budget system - clearing off
19,366	42		beginning phase base balances in 501000 and 513000
12,900		YES	Relates to clearing off budget balances from variances
			for special job classes in the conversion from the prior budget system to the new budget system - clearing off
			beginning phase base balances in 501000 and 513000
441,521	1,327	YFS	Relates to clearing off budget balances from variances
		1.23	for special job classes in the conversion from the prior
			budget system to the new budget system - clearing off beginning phase base balances in 501000 and 513000
41,267	111		
		YES	Relates to clearing off budget balances from variances for special job classes in the conversion from the prior
			budget system to the new budget system - clearing off
5,103	11		beginning phase base balances in 501000 and 513000
2,,00		YES	Relates to clearing off budget balances from variances
			for special job classes in the conversion from the prior budget system to the new budget system - clearing off
			beginning phase base balances in 501000 and 513000
14,352	43	VEC	To off set the benefits variance attributable to the
		163	substitution of the 2594 EAP Counselor to a 2595 Sr. EAP
(64,460)	2,546		Counselor - see Activity 2 Salary & MFB lines
(04,400)	2,540	<u>I</u>	

		YES	Decrease in Prof & Specialized Svs of \$5,000 in FY2023-
			24 is to align voluntary benefits administration expenses
1,314,867	(5,000)		to actuals
		YES	Decrease in Other Equip Main of \$5,000 in FY2022-23 is
			due to HVAC services not being required for server
0	(1,550)		room
		YES	Decrease in copy machine of \$5,000 in FY 2022-23 and
			in FY2023-24 is to align the budget with projected actual
17,861	(5,000)		expenditures.
		YES	Decrease in credit card process of \$10,625 in FY2022-23
			and \$15,000 in FY2023-24 is to align budget with
5,000	(15,000)		projected actual expenditures
		YES	Decrease in other current expenses of \$500 in FY2022-23
			and FY2023-24 due to change in shredding service
			supplier resulting in greater cost savings
1,500	(500)		

BUDGET FORM 3B: Position Changes

DEPARTMENT: _San Francisco Health Service System_____
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

GFS 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 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 B
Budget System Report 15.30.004 filtered on Gross Expenditures																									
	Dept Grp Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authorit	Authority Title	Account LvI 5	Title Account	Account Title	Agency Class Use	Job Class Title	Employee Org Code		Ret	Status	Action	Start Dept FTE	End Dept
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	1 10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary	501010	Perm Salaries-Misc-Regular	0 9993M_C	Attrition Savings - Miscellaneous	B <i>Z</i> M	BZM - Special Class Pro-rated Misc	С	S		(5	5.61)
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary	501010	Perm Salaries-Misc-Regular	0 9995M_E	Positions Not Detailed - Miscellaneous	BZ0	BZ0 - Special Class No FTE	E	s		(0.32
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	513010	Retire City Misc	0 9993M_C	Attrition Savings - Miscellaneous	BZM	BZM - Special Class Pro-rated Misc	С	s		(0.00
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	514010	Social Security (OASDI & HI)	0 9993M_C	Attrition Savings - Miscellaneous	B <i>Z</i> M	BZM - Special Class Pro-rated Misc	С	s		(ე.00
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	514020	Social Sec-Medicare(HI Only)	0 9993M_C	Attrition Savings - Miscellaneous	BZM	BZM - Special Class Pro-rated Misc	С	S		(5.00
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	515010	Health Service-City Match	0 9993M_C	Attrition Savings - Miscellaneous	BZM	BZM - Special Class Pro-rated Misc	С	S		(5.00
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	515020	Retiree Health-Match-Prop B	0 9993M_C	Attrition Savings - Miscellaneous	BZM	BZM - Special Class Pro-rated Misc	С	S		(٥.00
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	515030	RetireeHlthCare-CityMatchPropC	0 9993M_C	Attrition Savings - Miscellaneous	BZM	BZM - Special Class Pro-rated Misc	С	S		(0.00
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	515710	Dependent Coverage	0 9993M_C	Attrition Savings - Miscellaneous	BZM	BZM - Special Class Pro-rated Misc	С	S		(<u>J.00</u>
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	516010	Dental Coverage	0 9993M_C	Attrition Savings - Miscellaneous	BZM	BZM - Special Class Pro-rated Misc	С	S		(ე.00
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	517010	Unemployment Insurance	0 9993M_C	Attrition Savings - Miscellaneous	BZM	BZM - Special Class Pro-rated Misc	С	S		(5.00
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	519120	Long Term Disability Insurance	0 9993M_C	Attrition Savings - Miscellaneous	BZM	BZM - Special Class Pro-rated Misc	С	s		(0.00
050	Luca				201011		40000				1005	40000		50400	504040		2 2724 0		201						0.00
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0002	HT Administration	HSS Employee Assistance Pgr	m 10000	Operating	5010Salary	501010	Perm Salaries-Misc-Regular	0 2594_C	Employee Assistance Counselor	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	3 C	A		2	2.00
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctr	rl 10001707-0002	HT Administration	HSS Employee Assistance Pgr	ım 10000	Operating	5010Salary	501010	Perm Salaries-Misc-Regular	0 2595_C	Senior Employee Assistance Counseld	or 021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	G C	A			1.00
																3,000		(),		, 111					
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0002	HT Administration	HSS Employee Assistance Pgr	m 10000	Operating	5130Fringe	513010	Retire City Misc	0 2594_C	Employee Assistance Counselor	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	G C	A		(0.00
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	d 10001707-0002	HT Administration	HSS Employee Assistance Pgr	ım 10000	Operating	5130Fringe	513010	Retire City Misc	0 2595 C	Senior Employee Assistance Counselo	or 021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	a C	A			0.00
<u> </u>					201011		10000			,		,	graining	0.000.1mgc	0.00.0	Treame only made		Solito Employeer solitaines Soliton	921						
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0002	HT Administration	HSS Employee Assistance Pgr	m 10000	Operating	5130Fringe	514010	Social Security (OASDI & HI)	0 2594_C	Employee Assistance Counselor	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	G C	A		(J.00
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0002	HT Administration	HSS Employee Assistance Pgr	ım 10000	Operating	5130Fringe	514010	Social Security (OASDI & HI)	0 2595_C	Senior Employee Assistance Counselo	or 021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	G C	A			0.00
											-														
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0002	HT Administration	HSS Employee Assistance Pgr	10000	Operating	5130Fringe	514020	Social Sec-Medicare(HI Only)	0 2594_C	Employee Assistance Counselor	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	G C	A		(J.00
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	rl 10001707-0002	HT Administration	HSS Employee Assistance Pgr	ım 10000	Operating	5130Fringe	514020	Social Sec-Medicare(HI Only)	0 2595_C	Senior Employee Assistance Counselo	or 021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	G C	A			0.00
											. ,		. ,	<u> </u>			1002								
GFS	HSS				291644	HSS Health Service Syst	tem 10000	GF Annual Account Ctrl	10001707-0002	HT Administration	HSS Employee Assistance Pgr	ım 10000	Operating	5130Fringe	515010	Health Service-City Match	0 2594_C	Employee Assistance Counselor	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	G C	А		(ე.00

	0.01	T	otal BY Amount Variance:	33,521.00	1	otal BY+1 FTE Variance	: 0.03	Total I	3Y+1 Amount Variance:	33,377.00			
	FY 2022-23						FY 20	023-24			F	ORMULA	FILL IN
Var Dept FTE	Start Dept Amt		End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change
	0.09	(661,026)	(650,285)	10,741	(5.59	(5.50	0.09	(661,025	(650,054)	10,971		YES	YES Clear Off Conversion Balances through reduction in Attrition - Salaries
	(0.10)	0	0	0	0.32	0.2	3 (0.09		0	()		NO Clear Off Conversion Balances through reduction in Attrition - Salaries
	0.00	(114,281)	(112,424)	1,857	0.00	0.0	0.00	(88,743)	(87,270)	1,473	3		YES Clear Off Conversion Balances through reduction in Attrition - Benefits
	0.00	(40,984)	(40,318)	666	0.00	0.0	0.00	(40,984)	(40,304)	680)		YES Clear Off Conversion Balances through reduction in Attrition - Benefits YES Clear Off Conversion Balances through reduction in Attrition -
	0.00	(9,585)	(9,429)	156	0.00	0.0	0.00	(9,585)	(9,426)	159)		Benefits YES Clear Off Conversion Balances through reduction in Attrition -
	0.00	(18,519)	(18,218)	301	0.00			, , , ,	(19,304)	326	6		Benefits YES Clear Off Conversion Balances through reduction in Attrition -
	0.00	(4,096)	(4,029)	67	0.00			,	(4,028)	68	3	NO ,	Benefits YES Clear Off Conversion Balances through reduction in Attrition -
	0.00	(2,515)	(2,474)	1,225	0.00				(2,473)	1,327	2	NO	Benefits YES Clear Off Conversion Balances through reduction in Attrition - Benefits
	0.00	(6,427)	(6,323)	104	0.00	0.0		, , , , ,	(6,586)	111		NO	YES Clear Off Conversion Balances through reduction in Attrition - Benefits
	0.00	(661)	(650)	11	0.00	0.0	0.00	(661)	(650)	11			YES Clear Off Conversion Balances through reduction in Attrition - Benefits
	0.00	(2,578)	(2,536)	42	0.00	0.0	0.00	(2,578)	(2,535)	43	3		YES Clear Off Conversion Balances through reduction in Attrition - Benefits
	(1.00)	242,158	121,079	(121,079)	2.00	1.0	00 (1.00	248,056	i 124,028	(124,028)		YES	Increase due to substitution of 2594 EAP Counselor to a 2595 Sr. EAP Counselor; doing more program management and managing suppliers; previous incumbent at top of their steps; promotional opportunity for existing staff
	1.00	136,088	272,176	136,088	1.00	2.0	1.00	139,404	278,808	139,404		YES	Increase due to substitution of 2594 EAP Counselor to a 2595 Sr. EAP Counselor; doing more program management and managing suppliers; previous incumbent at top of their steps; promotional opportunity for existing staff
	1.00				1.00							NO	Increase due to substitution of 2594 EAP Counselor to a 2595 Sr. EAP Counselor; doing more program management and managing suppliers; previous incumbent at top of their steps; promotional opportunity for existing staff
	0.00	41,866	20,933	(20,933)	0.00	0.0	0.00	33,302	16,651	(16,651)		NO	YES Increase due to substitution of 2594 EAP Counselor to a 2595 Sr. EAP Counselor; doing more program management and managing suppliers; previous incumbent at top of their steps; promotional opportunity for existing staff
	0.00	22,870	45,740	22,870	0.00	0.0	0.00	18,042	36,084	18,042	2		
	0.00	45.044	7.507	(7.507)				45.000	7,000	(7,000)		NO	Increase due to substitution of 2594 EAP Counselor to a 2595 Sr. EAP Counselor; doing more program management and managing suppliers; previous incumbent at top of their steps; promotional opportunity for existing staff
	0.00	15,014	7,507	(7,507)	0.00	0.0	0.00	15,380	7,690	(7,690)		NO	YES Increase due to substitution of 2594 EAP Counselor to a 2595 Sr.
													EAP Counselor; doing more program management and managing suppliers; previous incumbent at top of their steps; promotional opportunity for existing staff
	0.00	8,437	16,874	8,437	0.00	0.0	0.00	8,643	17,286	8,643	3	NO.	YES Increase due to substitution of 2594 EAP Counselor to a 2595 Sr.
	0.00	3,512	1,756	(1,756)	0.00	0.0	0.00	3,596	1,798	(1,798		NO	EAP Counselor; doing more program management and managing suppliers; previous incumbent at top of their steps; promotional opportunity for existing staff
	5.55	5,012	1,730	(1,100)	3.00	0.0	- 0.00	3,030	1,790	(1,730)		NO	Increase due to substitution of 2594 EAP Counselor to a 2595 Sr. EAP Counselor; doing more program management and managing suppliers; previous incumbent at top of their steps; promotional opportunity for existing staff
	0.00	1,973	3,946	1,973	0.00	0.0	0.00	2,021	4,042	2,021			
	0.00	6.045		(4.422)						,,		NO	Increase due to substitution of 2594 EAP Counselor to a 2595 Sr. EAP Counselor; doing more program management and managing suppliers; previous incumbent at top of their steps; promotional opportunity for existing staff
	0.00	8,240	4,120	(4,120)	0.00	0.0	0.00	8,734	4,367	(4,367)			

BUDGET FORM 4A: New General Fund Equipment Requests - No Vehicles

NOT APPLICABLE

Departments that are making General Fund equipment requests should complete form 4A in BFM.

Do not load General Fund equipment requests in the budget system - they will be loaded centrally in Mayor phase. Completing this form in BFM will not load General Fund to departmental budgets.

Equipment numbers will be finalized after the Mayor's Budget Office determines citywide equipment allocations.

Where applicable, include installation/outfitting costs in the same line item budget request.

Equipment Numbers: BFM has prepopulated numbers to be used. Equipment Numbers in BFM have 8 characters with the format %dept%budget year%seq (ex. AAM23001).

BUDGET FORM 4B: Fleet
NOT APPLICABLE

Requests will be reviewed by Fleet Management and MBO.

All departments requesting to purchase new or replacement vehicles must fill out forms 4B. 1 and 4B. 2 in BFM, whether requesting General Fund support or not.

Term Contract Prices are provided by Fleet Management and will be updated in January for select vehicles. Prices are expected to increase slightly. Please contact Keigo Yoshida to confirm pricing.

	COIT and Capital Budget Submissions FY 2022-23 and FY 2023-24					
		_	request at the giver ent for more informa	-	r to	
COIT>	Technology project pr	oposals: https://	/sfgov1.sharepoint.com/sites/	ADM-COIT/SitePages/0	COITBudgetPerfo	ormanceSystem.aspx
	GFS CPC Capital Requ	ests: Please enter ir	n BFM form, Capital - Dept Re	quest - CPC GFS (7900)		
	NGFS CPC Capital Req	uests: Please enter	in BFM form, Capital - Dept R	equest - CPC NGFS+ (7	'200)	
	All Other Capital Requ	uests: Please enter	in BFM form, Capital - Dept R o	equest -Non-CPC (7300))	
	SF BUDGET	Home	Budget Formulation	Capital	PCF	Chart of Accounts
	V see of the see of the see	and the state of t	s a second Control of the Control of	Capital - Dept Request - Nor	n-CPC (7300)	under 18 mer Amerikansk van de Samerikansk op de 1991 in de 1991 in de 1991
				Capital - Dept Request - CPC	C NGFS + (7200)	
CAPITAL>				Capital - Dept Request - CPC	C GFS (7900)	
				Capital Project-Activity		

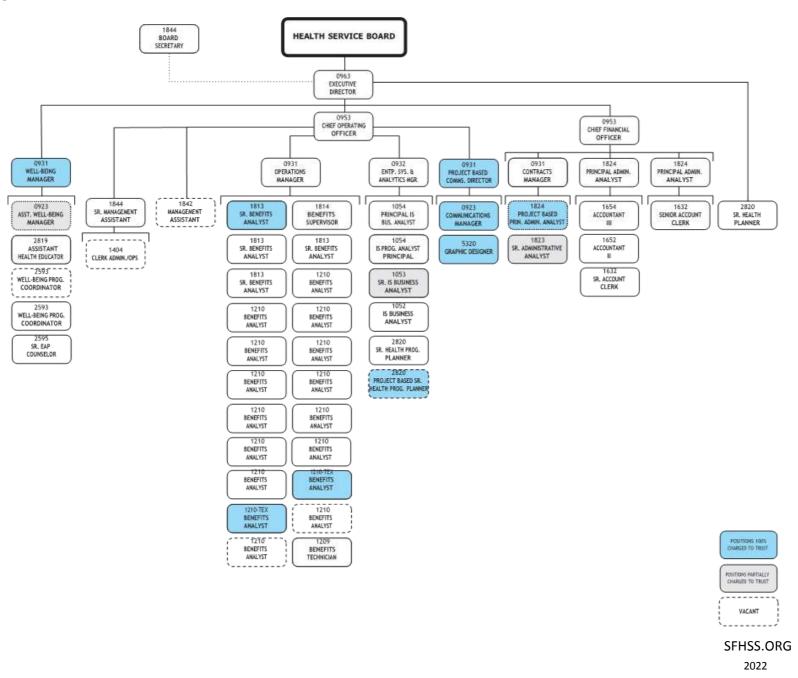
BUDGET FORM: Organizational Chart FY 2022-23 and FY 2023-24

*Please insert an organizational chart

SAN FRANCISCO HEALTH SERVICE SYSTEM

FY 2022-23 and FY 2023-24

Proposed Budget



Please complete all shaded sections in this worksheet, as is required by San Francisco Administrative Code Section 2.15:

NOT APPLICABLE

Department: Insert name of Department and Division here
Contract: Insert name of the contract's main purpose here

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:

The department's basis for proposing the Prop J certification;
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;
3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract:

Prop J Description FY23 Page 24 of 108

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:
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);
6. The department's plan for City employees displaced by the contract; and,
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)

Prop J Description FY23 Page 25 of 108

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

Prop J Description FY23 Page 26 of 108

Form will autopopulate NOT APPLICABLE

PROP J ANALYSIS SUMMARY

Insert name of Department and Division here Insert name of the contract's main purpose here

FISCAL YEAR 2022-23

City cost if services are not contracted out

		low range			high range	Э
Total Annual Salary	\$		-	\$		-
Total Other Pay	\$		-	\$		-
Total Fringe Benefits	\$		-	\$		-
Additional City Costs	\$		-	\$		-
•	\$		-	\$		-
City cost if services <u>are</u> contracted out	t					
City cost if services <u>are</u> contracted out	t \$		_	\$		_
-	t \$ \$		-	\$ \$		- -
Contract Cost	\$ \$		- - -	\$ \$		- - -

City Savings from Contracting Out,				
Savings/(Cost)	\$	-	\$	-
	#DIV/0!		#DIV/0!	

Note: All departments should complete Prop J Analyses for FY 22/23

Fixed departments AIR, PRT, MTA, and PUC should also complete Prop

J Analysis for FY 23-24.

[DEPARTMENT] [PS DIVISION CODE + TITLE]

Insert name of the contract's main purpose here COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2022-23

PPE FY23 26.1

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

	PROJEC	I ED PERSONN	EL COSTS				
			Bi-Weekly R	ate per FTE	Annua	al Cost	
		# of Full Time Equivalent					
Job Class Title	Class	Positions	Low	High	Low		High
0	0.00				\$ -	\$	-
0	0.00				\$ -	\$	-
0	0.00				\$ -	\$	-
0	0.00				\$ -	\$	-
0	0.00				\$ -	\$	-
0	0.00				\$ -	\$	-
0	0.00				\$ -	\$	-
0	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	-					_
			Total Salary	Costs>	\$ -	\$	
		Total of (Other Comper	nsation>	\$ -	\$	-

	FI	RINGE BENEFITS			
	Job Class	\$ Amount			
Benefits per FTEJob Class #:	0	0			
Benefits per FTEJob Class #:	0	0			
Benefits per FTEJob Class #:	0	0			
Benefits per FTEJob Class #:	0	0			
Benefits per FTEJob Class #:	0	0			
Benefits per FTEJob Class #:	0	0			
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	High	
Total Fringe Bei	nefits		\$	- \$	-

ADDITIONAL CITY COSTS		
Insert all additional costs, with a description, that the City would incur if providing the service.	\$ -	\$ -
May include capital costs, materials & supplies, uniforms, technology, as is comparable to the contract		
components.	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
Total Capital & Operating	\$ -	\$ -

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST LESS: ESTIMATED TOTAL CONTRACT COST	\$ \$	-	\$ \$	-
ESTIMATED SAVINGS	\$	-	\$	-
% of Savings to City Cost	#D	IV/0!	#	DIV/0!

Comments/Assumptions:

- FY XXXX would be/was the first year these services are/were contracted out.
 Salary levels reflect proposed salary rates effective July 1, 2018. Costs are represented as annual 12 month costs.
 Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term
 Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
 List any other comments or assumptions>

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 calcuated in the Personnel and Fringe Benefit costs.

Year							
(BY, aka FY	Job Class			5010	5130	Total S	Sal &
22/23)	Number	Job Class Title	FTE	Salary	Benefits	Ber	n
			1.00			\$	-
			1.00			\$	-
			1.00			\$	-
			1.00			\$	-
			1.00			\$	-
			1.00			\$	-
			1.00			\$	-
			1.00			\$	-
			1.00			\$	-
			1.00			\$	-

Please Fill Out Blue Shaded Areas Only. NOT APPLICABLE

FISCAL YEAR 2022-23

Contract Cost Details

	Low		High	
Estimated Contract Cost	\$	-	\$	-
Estimated Monitoring Cost	\$	-	\$	-

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	Cost - high end est
ziot di un doiminant domponomio	0. 00	110100	0.10.000	1001
TOTAL CONTRACT COST			\$ -	\$ -

1. <u>Lis</u> t	all	<u>assumptions</u>	made	in	calculating	contract	cost.
-----------------	-----	--------------------	------	----	-------------	----------	-------

nclude any private wage rates,	population estimates,	square footage	estimates or other	er data used in calc	ulating your
contract cost. Please insert mor	e lines as needed				

1) 2) 3) 4)

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

3. What year is your data from?

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.	

Salai y.																			
		# of FTEs (can be partial; e.g.	Biweek	ly Rate	Ann	nual Sa	lary E	xpense	E	Benefits p	er FTE	Anr	nual Bene	efit Ex	pense	то	TAL E	XPEN	SES
Job Class	Job Class Title	a half time employee would be																	
		0.5 FTE)	Low	High	L	ow		High		Low	High	I	Low	H	ligh	L	ow	Hi	igh
					\$	-	\$	-	\$	-		\$	-	\$		\$	-	\$	-
					\$	-	\$	-	\$	-		\$		\$		\$	-	\$	-
					\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-
					\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-
TOTAL CON	TRACT MONITORING COST				\$	-	\$	-	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-

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

SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE

26.1

PPE FY23

Please Fill Out Blue Shaded Areas Only.

027-Airport Commission Safety and Security Services

General Aviation Security Services COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2022-23

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL	COSTS

		PROJECTED PERS	UNNEL CUSTS			
			Bi-Weekly R	Rate per FTE	Annua	al Cost
Job Class Title	Class	# of Full Time Equivalent Positions	Low	High	Low	High
Security Guard	8202	26.00	1,978	2,403	\$ 1,342,271	\$ 1,630,676
Building and Ground Patrol Officer	8207	5.00	2,403	2,922	\$ 313,592	\$ 381,321
Airport Operations Supervisor	9220	0.05	3,855	4,685	\$ 5,031	\$ 6,114
Manager III	0931	0.05	4,777	6,159	\$ 6,234	\$ 8,037
0	0.00				- \$	\$ -
0	0.00				- \$	\$ -
0	0.00				- \$	\$ -
0	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	31.1				
			Tota	al Salary Costs>	\$ 1,667,127	\$ 2,026,148
			Total of Other	Compensation>	\$ -	\$ -

FRINGE	BENEFITS
٨ 4	

	Job Class	\$ Amount				
Benefits per FTEJob Class #:	8202	33,587				
Benefits per FTEJob Class #:	8207	35,055				
Benefits per FTEJob Class #:	9220	47,672				
Benefits per FTEJob Class #:	0931	61,793				
Benefits per FTEJob Class #:	0	0				
Benefits per FTEJob Class #:	0	0				
Benefits per FTEJob Class #:	0	0				
Benefits per FTEJob Class #:	0	0				
Benefits per FTEJob Class #:	0	0				
Benefits per FTEJob Class #:	0	0				
	<u> </u>		Low	ſ	High	
Total Fringe F	3enefits		\$	955 894	\$ 1	1 054

ADDITIONAL (CITY COSTS

ADDITIONAL OIL 1 00010				
Insert all additional costs, with a description, that the City would incur if providing the service.	\$	-	\$	-
May include capital costs, materials & supplies, uniforms, technology, as is comparable to the contract components.	\$ \$	-	\$ \$	-
Total Capital 9. Operating	\$	-	\$	-
Total Capital & Operating			Ф	

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 2,623,021	\$ 3,080,156
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 2,318,141	\$ 2,322,269
ESTIMATED SAVINGS	\$ 304.880	\$ 757.887
% of Savings to City Cost	 12%	 25%

- Comments/Assumptions:

 1. FY 2007 was the first year these services were contracted out.

 2. Salary levels reflect proposed salary rates effective July 1, 2018. 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.

 <List any other comments or assumptions>
 N/A

SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE

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 calcuated in the Personnel and Fringe Benefit costs.

	Job						
Year	Class						
(BY, aka FY 22/23)	Number	Job Class Title	FTE	5010 Salary	5130 Benefits	Tota	al Sal & Ben
FY 22/23	8202	Security Guard	26.00	\$ 58,775	\$ 33,587	\$	2,401,419
FY 22/23	8207	Building and Ground Patrol Officer	5.00	\$ 71,459	\$ 35,055	\$	532,572
FY 22/23	9220	Airport Operations Supervisor	0.05	\$ 118,010	\$ 47,672	\$	8,284
FY 22/23	0931	Manager III	0.05	\$ 155,115	\$ 61,793	\$	10,845
			-			\$	-
			-			\$	-
			-			\$	-
			-			\$	-
			-			\$	-
			-			\$	-

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Chartfield request forms

Please double click icon below to open form: ChartField Request Forms - Multiple Codes - v08042020.xlsx

CIT	Y	ΑI	NI)	co	UN	11	Y	OF	SA	N	FRANCISCO

PeopleSoft ChartField Table Maintenance Form FUND with Interest Allocation Mapping

Do you need a project, authority, or other code in conjunction with this request? (If so please fill out appropriate form)

General Instructions:

- * For NEW requests, all fields need to be complete unless labeled as optional
- * If MODIFYING existing code, identify the Fund code to update, complete the Description and Effective Date fields and specify if changes take place with a new effective date or as of the latest effective date.
- * If request is for the NEW Fiscal Year's Budget, send the request to your Budget Analyst at the Controller's Budget and Analysis Division.
- * Complete the Requestor and Approver Information on the top right corner, print and obtain the Approver's Signature or Approval email, and email both this Excel file and if applicable pdf file with the signature intact to ChartField.Administrator@sfgov.org.
- * The Interest Allocation Mapping must be provided for every new fund code request. Please scroll to the right of this Fund form to complete the required mapping to avoid delays of creating your fund request.

Requestor Name:		
Approver Name:		
Approver Signature:		

Request Date: Description Budget Budgetar Grant Type Request Type Fund Code Fund Type CAFR Reporting Fund Justification and Other notes Date Definition Category Fund Code *For Proprietary Funds Only Pension Other Employee and Oth Post-Emp Benefit Trust Funds Pension Trust Fund: Employees 7/1/2019 SR Business Tax Fee Fund wide Funds N/A - Not a Proprietary Fund UNA For new FY20 petty cash account within CON. Retirement System n/a Account

Subsetting request forms to the right

For all new Department Groups, Divisions, 5 (Note: Name required but will be over

Sheriff Accountability OIG

Name:

Done (Date) Date Dept Contact Ву Code: 11/1/2021 SDA XXX XXX 11/1/2021 НМ SDA

Sections and Departments		Set to TRUE at E	-	Group level	Set to TRUE for	
rwritten from FSCM)			only		lowest level	Default
	Department Group:	Debt Service:	Revenue:		Postable:	Interface
A PUBLIC PROTECTION		FALSE	FALSE	FALSE	FALSE	UPDATE
						UPDATE
						UPDATE
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Formula	Default	Departme Hiera		
Sequence	Active:	Division	Section	Notes
999	TRUE			

Name required by Date Contact Done (Date) Code: Name: Dept Ву 11/1/2021 MTA XXX XXX 11/1/2021 НМ 10000 GF Annual Account Ctrl

ut will be overwritten from FSCM	FSCM Interface				
AAO Fund Lvl	GFS Type	Fund Group:	Fund Type	Fund Lvl 1	Fund Lvl 2
1 Operating	GFS				

		Default			
Fund Closeout	Budget Definition	Interface	Sequence	Active:	Notes
		UPDATE	0	TRUE	
		UPDATE	0	TRUE	
		UPDATE	0	TRUE	
		UPDATE	0	TRUE	
		UPDATE	0	TRUE	
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		UPDATE	0		
		UPDATE	0	TRUE	

Name r

						Name r
Date	Dept		Contact	Done (Date)	Ву	Code
11/17/2021	CON	Risa		Done (Date) 11/17/2021	НМ	10000021

equired but will be overwritten from FSCM		FSCM Interfa	асе
Name	Grant Flag	Proj Type Code	Project Type Name
AP FY 15-16 Domestic Violence			

re Flag FRUE FRUE FRUE
ΓRUE
IKUF
TRUE
TRUE
TRUE TRUE
TRUE
TRUE
TRUE
ΓRUE
ΓRUE
TRUE
ΓRUE

Notes				

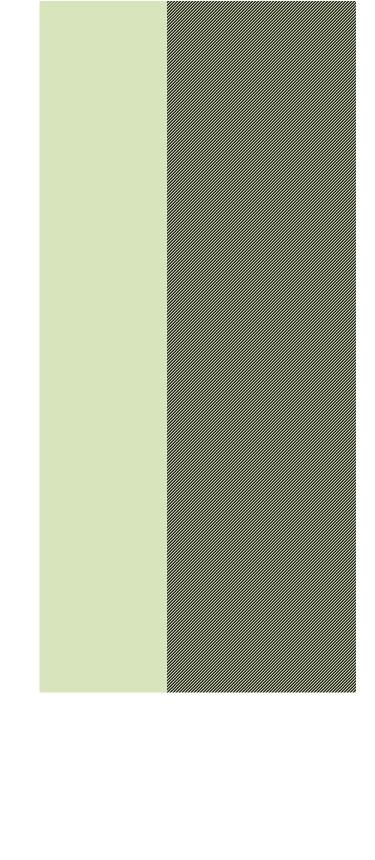
Date	Dept		Contact	Done (Date)	Ву
11/17/2021	CON	Risa		11/17/2021	НМ

Entry (I

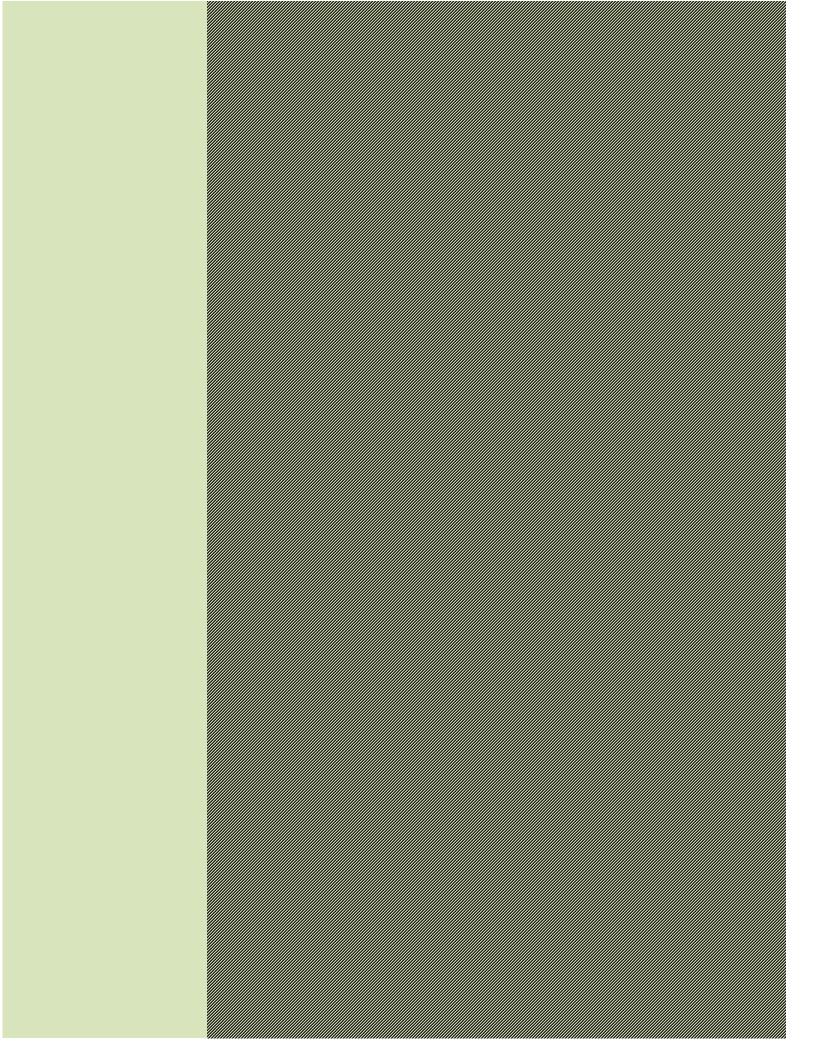
Code

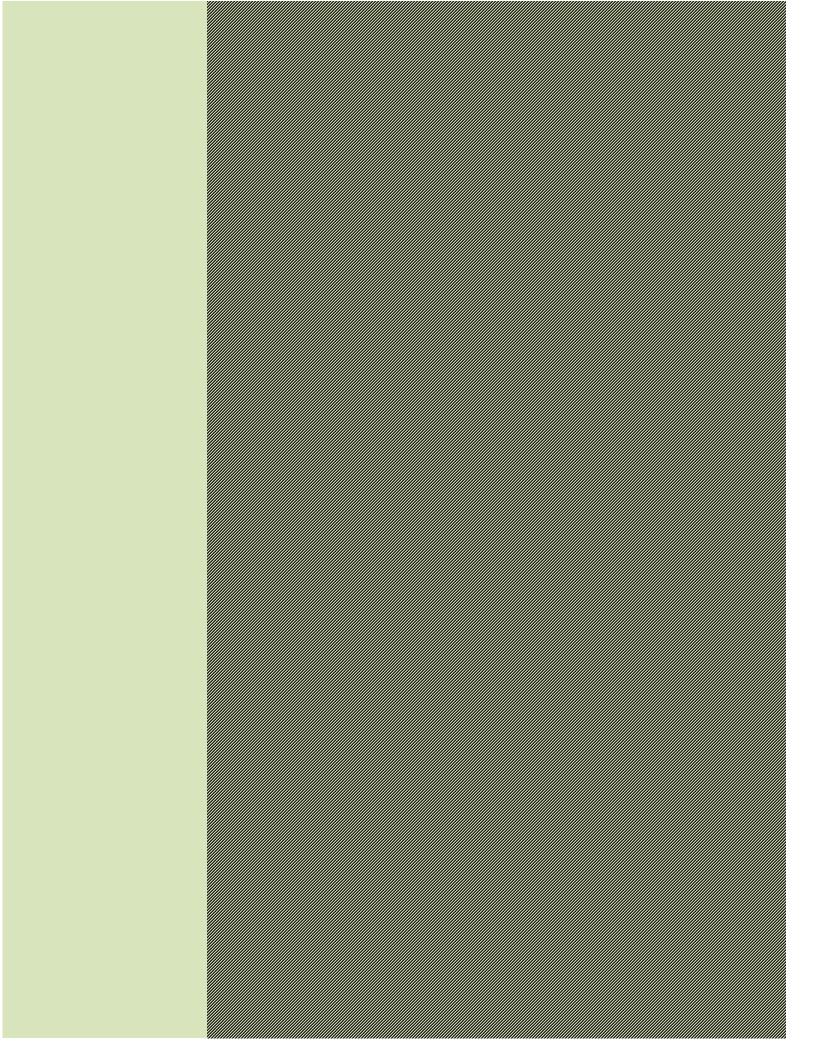
10000021-0001

Name required and will get updated via Interface)		Formula	FSCM Interface
Name	Placeholder Code	Project Activity	Project Name Activity Type
Gy 15-16 SPECILZED SUPV PRG	0	10000021 0001	



CON-SYS Use Only	Not Used			
New Proj-Activ (Grant XWalk)	FSP Descr254 FSP Descrlong	Project Priority	FSP Proj-Activ (No Space)	Project Contact





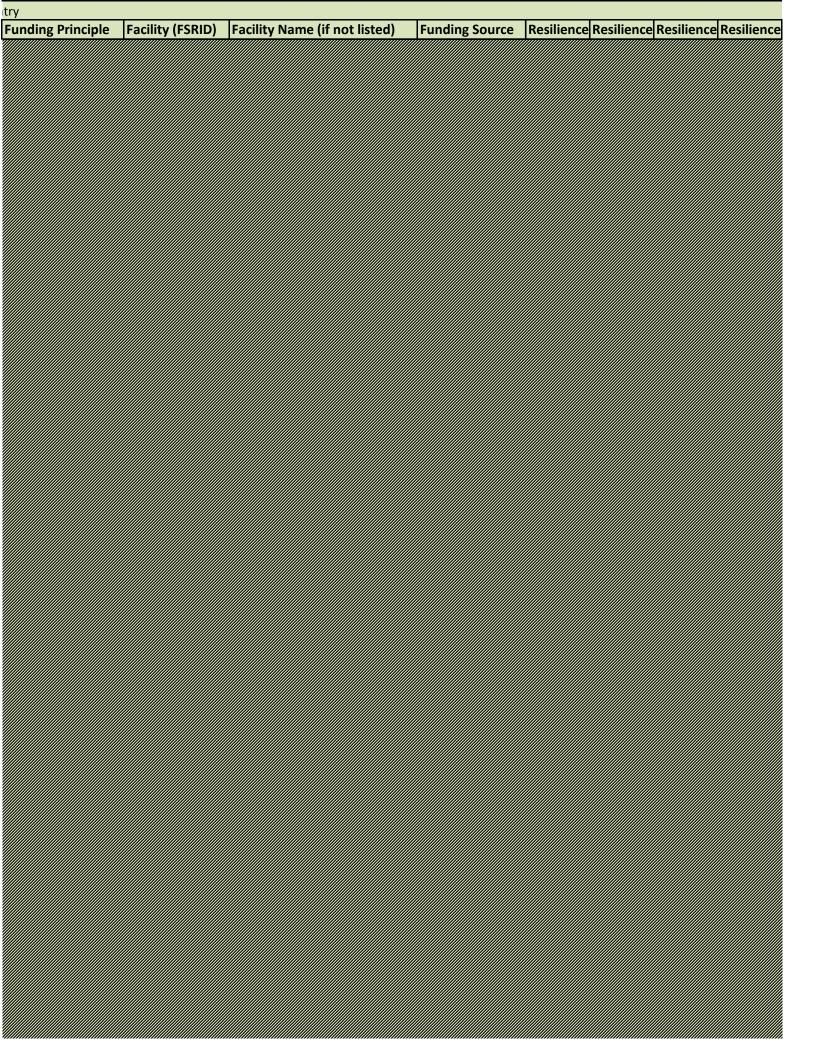


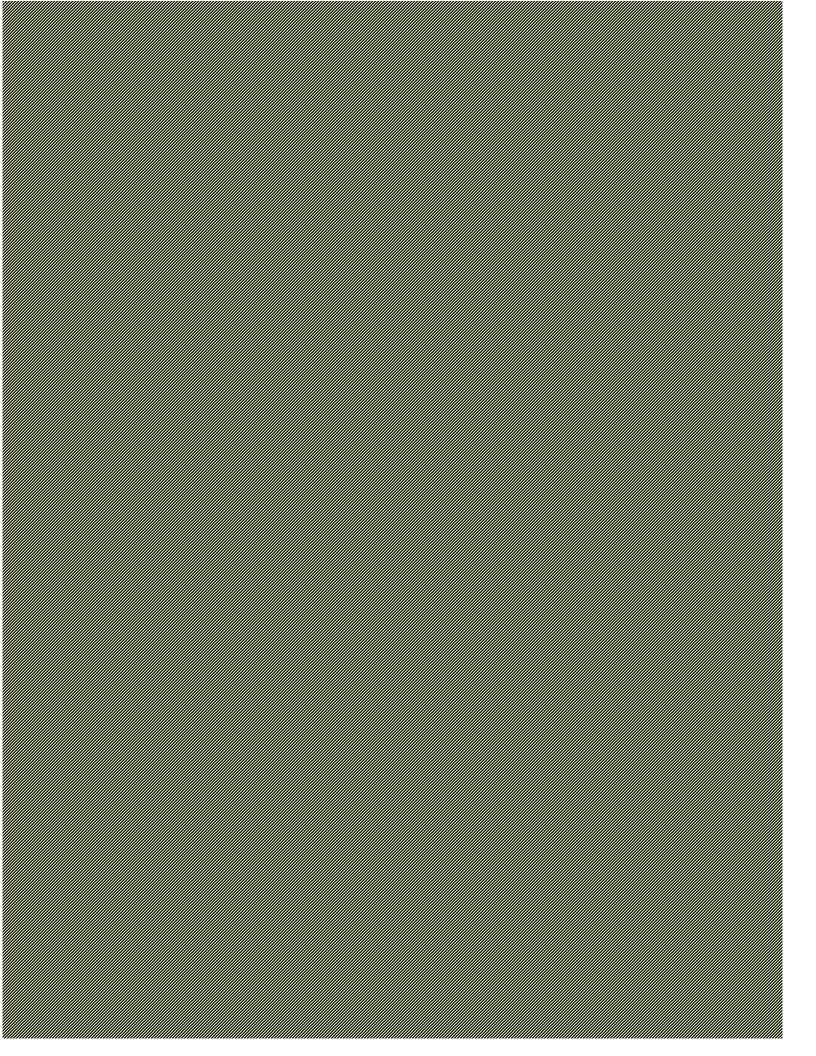
Capital En **Project Cost Justification** Description Project Justification CPC Project Type Expenditure Type Service Area

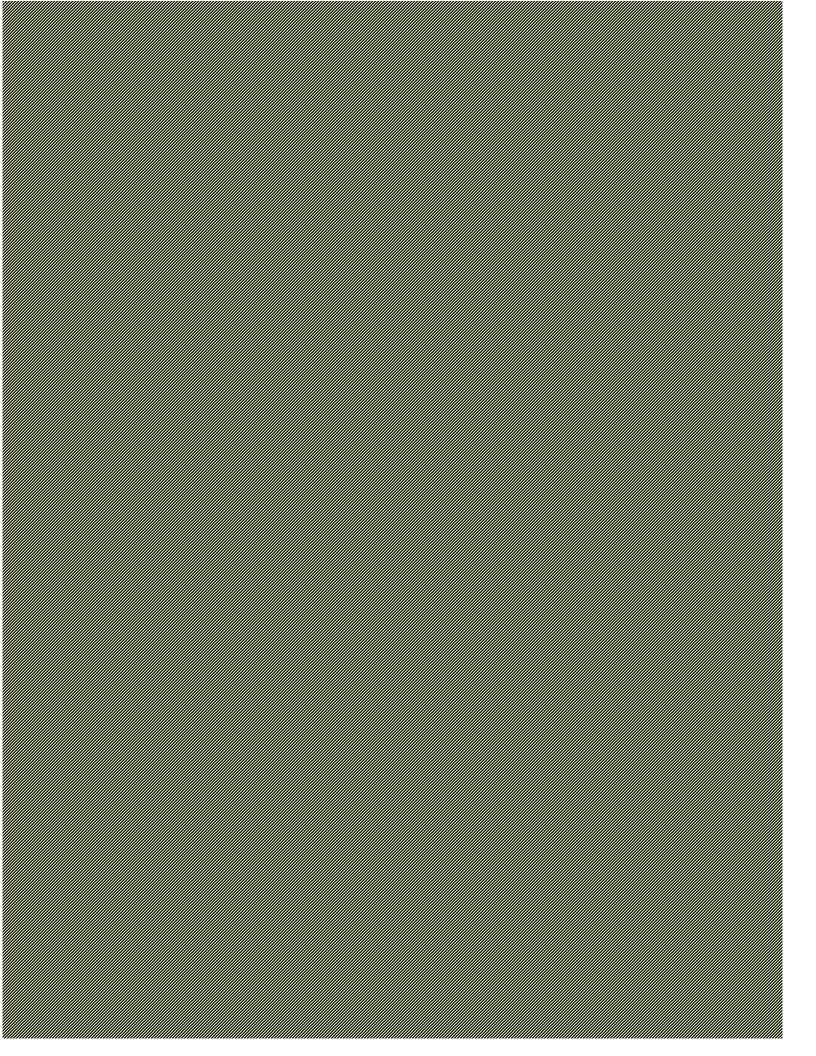














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	TRUE	FALSE	FALSE	UPDATE	0	TRUE



Date Dept Contact Done (Date) By Code Name

11/1/2021 MTA XXX XXX 11/1/2021 HM 10000 Operating

FSCM Interface		Default		
	Interface	Sequence	Active	Notes
	UPDATE	0	TRUE	
	UPDATE	0	TRUE	
	UPDATE	0	TRUE	
	UPDATE	0	TRUE	
	UPDATE	0	TRUE	
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	UPDATE	0	TRUE	
	UPDATE	0	TRUE	
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	UPDATE	0	TRUE	
	UPDATE	0		
	UPDATE	0	TRUE	

Name requi Dept Done (Date) Date Contact Code Name Ву 12/13/2021 581015 Human Resources Modernizatio

Charts Category AAO Category MBB Category Acct Lvl 2 Acct Lvl 3 Acct Lvl 4 Acct Lvl 5 Expense / Revenue

J31 Services of Other IJ01 Gross Expenditures D25 Services of O

C	ON-SYS Use Only	Not Used			Default		
wo i	Dept Specific Use	shrt_nm	PCF	IT	Interface	Sequence	Active
0	0		FALSE	FALSE	UPDATE	0	TRUE
0	0		FALSE	FALSE	UPDATE	0	TRUE
0	0		FALSE	FALSE	UPDATE	0	TRUE
0	0		FALSE	FALSE	UPDATE	0	TRUE
0	0		FALSE	FALSE	UPDATE	0	TRUE
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Name r

					Nam
Date	Dept	Contact	Done (Date)	Ву	Code
Date 11/1/2021		Contact XXX XXX	Done (Date) 11/1/2021	By HM	Code 10026

equired and will get updated via Interface **Name**

PRT PIER 26

	Default		
Interface	Sequence	Active	Notes
UPDATE	0	TRUE	
UPDATE	0	TRUE	

Date Dept Contact Done (Date) By Code Name 11/1/2021 MTA XXX XXX 11/1/2021 HM 100013 22320 10017934_22260 NOPR	 	 		
11/1/2021 MTA XXX XXX 11/1/2021 HM 100013 22320 10017934_22260 NOPR		Done (Date)		
		Done (Date) 11/1/2021		

				Name require	d and will get up	dated via Interface	
Dept Group OUT	OUT Dept II	OUT Fund	OUT Proj-Actv	OUT Authority	OUT Account	OUT Agency Use	Dept Group IN
MTA	208657	22320	10017934-0002	16411	595250	0	MTA

				_	_	
IN Dept ID	IN Fund	IN Proj-Actv	IN Authority	IN Account	IN Agency Use	FSP In/Out
208657	22260	10001719-0001	10000	495025	0	MTA_MTA

Formula
Trio In/Out
OUT:MTA-208657-22320-10017934-0002-16411-595250 IN:MTA-208657-22260-10001719-0001-10000-495025

	Default		
Interface	Sequence	Active	Notes
UPDATE	0	TRUE	

MINDER: MTA Job Classes require two entries: 1) COMMN entry without '_MTA' suffix and 2) COMMNSFMTA or SFMTA entry with '_N Name SetID AnnualOrNonStd FTECalc Tier Object

Police Officer COMMN Annual 2 501010

SF 911 Q002_P P Q002_P	Non Step Union Description Comments PayType Short Name RetireInd Default Grade

			Default			
Salary Table	Default Step	Count Obj	FTE Object	Step Table	Active	Notes
911	2	POS	FTE	SF	FALSE	Added as Inactive for 1% report
0	2	POS	FTE	SF	FALSE	
0	2	POS	FTE	SF	FALSE	
0	2	POS	FTE	SF	FALSE	
0	2	POS	FTE	SF	FALSE	
0	2	POS	FTE	SF	FALSE	
	2	POS	FTE	SF	TRUE	
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TrueFalse	YesNo	DeptGrp	MajorServiceArea
Select	Select	Select	Select
FALSE	N		A PUBLIC PROTECTION
TRUE	Y		B PUBLIC WORKS, TRANSPORTATION & COMMERCE
		ADM	C HUMAN WELFARE & NEIGHBORHOOD DEVELOPMENT
		ADP	D COMMUNITY HEALTH
		AIR	E CULTURE & RECREATION
		ART	F GENERAL ADMINISTRATION & FINANCE
		ASR	G GENERAL CITY RESPONSIBILITIES
		ВОА	N NON MAJOR SERVICE AREA
		BOS	
		CAT	
		CCD	
		CFC	
		CHF	
		CII	
		CON	
		CPC	
		CRT	
		CSC	
		CSS	
		CTA	
		DAT	
		DBI	
		DEC	
		DEM	
		DPA	
		DPH	
		DPW	
		ECN	
		ENV	
		ETH	
		FAM	
		FIR	
		GEN	
		HOM	
		HRC	
		HRD	
		HSA HSS	
		JUV	
		LIB	
		LLB	
		MTA	
		MYR	
		PDR	
		POL	
		PRT	
		PUC	
		REC	
		REG	
		RET	
		RNT	
		SAS	

SCI

SDA

SHF

TIS

TJP

TTX

USD

WAR

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AAOFundLvl	GFSType	FundGroup	FundType	FundCloseout
Select	Select	Select	Select	Select
1 Operating	GFS	FIDUCIARY_FUNDS	CMPNT_UNTS	Α
2 Annual Projects - Authority Control	NGFS	GOV_FUNDS	CPTL_PRJ	С
3 Continuing Projects - Authority Control		GOV_WIDE_FUNDS	DEBT_SRVC	
4 Grants Projects		PROPRI_FUNDS	ENT_FUND	
5 Work Orders/Overhead			GEN_FUND	
6 Continuing Projects - Project Control			INTRL_SRVC	
7 Continuing Projects - Account Control			INVEST_TRST_FUND	
			PERMA_FUND	
			PSN_OTHR_EMP_BEN	
			PVT_PURPS_TRST	
			SP_REV	

BudgetDef	District	Charts Category	AAO Category
Select	Select	Select	Select
FACCT	0	A01 Prior Year Fund Balance	A01 Prior Year Fund Balance
FAUTH	1	A02 Prior Year Reserves	A02 Prior Year Reserves
FPROJ	2	D01 Property Taxes	D01 Regular Revenues
	5	D04 Other Local Taxes	D02 General Fund Support
	6	D07 Business Taxes	G01 Revenue Transfers In
	7	D10 Rents & Concessions	G02 Transfers From the General Fund
	8	D13 Fines and Forfeitures	G06 Transfer Adjustments-Sources (Citywide)
	10	D16 Interest & Investment Income	G07 Transfer Adjustments-Sources
	11	D19 Licenses, Permits & Franchises	J01 Gross Expenditures
	UNKNOWN	D20 Intergovernmental - State	J05 Recoveries
	VARIOUS	D23 Intergovernmental - Federal	M01 Capital Projects
		D26 Intergovernmental - Other	P01 Facilities Maintenance
		D30 Charges for Services	S01 Reserves
		D33 Other Revenues	V01 Revenue Transfers Out
		D36 Other Financing Sources	V02 Transfers Into the General Fund
		D43 General Fund Support	V06 Transfer Adjustments-Uses
		G01 Contribution Transfers In	V07 Transfer Adjustments-Uses (Citywide)
		G04 Operating Transfer In	
		G07 Other Transfers In	
		G10 Transfer Adjustments-Sources (Citywide)	
		G13 Transfer Adjustments-Sources	
		J01 Personnel - Salaries & Wages	
		J04 Personnel - Fringe Benefits	
		J07 Non-Personnel Operating Costs	
		J10 Debt Service	
		J13 Capital & Equipment	
		J16 Aid Assistance	
		J19 Grants	
		J22 Reserves	
		J25 Fund Balance	
		J28 Facilities Maintenance	
		J31 Services of Other Depts, Recoveries & Ov	
		M01 Contribution Transfers Out	
		M04 Operating Transfer Out	
		M07 Other Transfers Out	
		M10 Transfer Adjustments-Uses (Citywide)	
		M13 Transfer Adjustments-Uses	
1			

MBB Category	Specific Use	ExpenseRevenue	Group 1	Group 2
Select	Select	Select	Select	Select
A01 Local Taxes	0	С	COMMN	Nurses
A04 Licenses & Fines	CAP	E	CRT	Other
A07 Use of Money or Property	EQUIP	F	SFMTA	Platform
A10 Intergovernmental Revenue - Federal	PCF	R		Regular
A13 Intergovernmental Revenue - State		Χ		Uniform
A16 Intergovernmental Revenue - Other				
A19 Charges for Services				
A22 Other Revenues				
A25 Transfers In				
A31 Transfer Adjustments-Sources				
A34 Transfer Adjustments-Sources (Citywide)				
A37 Use of / (Deposit to) Fund Balance				
A40 General Fund Support				
D01 Salaries & Wages				
D04 Fringe Benefits				
D07 Overhead				
D10 Professional & Contractual Services				
D13 Aid Assistance / Grants				
D16 Materials & Supplies				
D19 Equipment				
D22 Debt Service				
D25 Services of Other Departments				
D28 Expenditure Recovery				
D31 Transfers Out				
D34 Budgetary Reserves				
D37 Transfer Adjustments-Uses				
D41 Transfer Adjustments-Uses (Citywide)				
G01 Facilities Maintenance				

G03 Capital Renewal G04 Capital Projects

Group 3	Group 4	Group 5	Group 6	Object	Non Step	Union
Select	Select	Select	Select	Select	Select	Select
Annual		0	С	501010	SF	001
Non Standard	SC_FTE	1	E	501070	SPCL	002
	SC_NO_FTE	2	F	503080		003
		3	Р	505010		004
			S	506010		006
			Χ	509010		007
				510050		012
				510210		016
				511010		021
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						651

BTM BTN

> BZ0 BZM

 BZN BZU

Budget System and Reporting Security Access FormSupervisors must submit an online BFM new user SF BUDGET SYSTEM ACCESS REQUEST form available in SF Employee Portal Support.

Contact List for The Mayor's Budget Office and the Controller's Budget Office

62 70 13 27 28 2 1 3 64	AAM ADM ADP AIR	Asian Art Museum			
13 27 28 2 1 3	ADP		Damon Daniels	Kenyetta Hinton	Senna Osby
27 28 2 1 3		General Services Agency - Administrative Services	Camilla Taufic	Nick Leo	Maricar Gratuito
28 2 1 3	AIR	Adult Probation	Damon Daniels	Kenyetta Hinton	Janica Li
2 1 3		Airport	Damon Daniels	Nick Leo	Melson Mangrobang
1 3	ART	Arts Commission	Damon Daniels	Nick Leo	Senna Osby
3	ASR	Assessor/Recorder	Radhika Mehlotra	Michael Mitton	Maricar Gratuito
	BOS	Board of Supervisors	Anna Duning	Michael Mitton	Senna Osby
64	CAT	City Attorney	Caroline Buhse	Edward de Asis	Maricar Gratuito
	CFC	Children & Families Commission	Sally Ma	Kenyetta Hinton	Senna Osby
23	CHF	Children, Youth & Their Families	Camilla Taufic	Kenyetta Hinton	Janica Li
9	CON	Controller	Radhika Mehlotra	Risa Sandler	Melson Mangrobang
29	CPC	City Planning	Radhika Mehlotra	Ysabel Catapang	Maricar Gratuito
10	CRT	Superior Court	Xang Hang	Edward de Asis	Janica Li
30	CSC	Civil Service Commission	Xang Hang	Michael Mitton	Senna Osby
17	CSS	Child Support Services	Xang Hang	Risa Sandler	Senna Osby
4	DAT	District Attorney	Caroline Buhse	Ysabel Catapang	Janica Li
19	DBI	Department of Building Inspection	Radhika Mehlotra	Kenyetta Hinton	Maricar Gratuito
88	DPA	Department of Police Accountability	Damon Daniels	Kenyetta Hinton	Janica Li
81	DPH	Department of Public Health	Morgan Owens	Nick Leo	Josephine Liu
90	DPW	General Services Agency - Public Works	Anna Duning	Edward de Asis	Melson Mangrobang
45	HSA	Human Services Agency	Sally Ma	Nick Leo	Sally Chan
77	DEM	Emergency Communications	Caroline Buhse	Kenyetta Hinton	Janica Li
21	ECN	Economic & Workforce Development	Morgan Owens	Kenyetta Hinton	Maricar Gratuito
22	ENV	Environment	Xang Hang	Michael Mitton	Maricar Gratuito
18	ETH	Ethics Commission	Radhika Mehlotra	Michael Mitton	Maricar Gratuito
61	FAM	Fine Arts Museum	Damon Daniels	Michael Mitton	Senna Osby
31	FIR	Fire Department	Caroline Buhse	Edward de Asis	Janica Li
97	GEN	General City Responsibility	Anna Duning	Michelle Allersma/ Risa Sandler	Melson Mangrobang
4	HRC	Human Rights Commission	Camilla Taufic	Ysabel Catapang	Senna Osby
33	HRD	Human Resources	Anna Duning	Michael Mitton	Maricar Gratuito
84	HOM	Dept. of Homelessness and Supportive Housing	Caroline Buhse	Kenyetta Hinton	Sally Chan
55	HSS	Health Service System	Sally Ma	Kenyetta Hinton	Josephine Liu
12	JUV	Juvenile Probation	Sally Ma	Edward de Asis	Janica Li
41	LIB	Public Library		Michael Mitton	Senna Osby
		,	Morgan Owens		·
63	LLB	Law Library	Xang Hang	Ysabel Catapang	Senna Osby
35	MTA	Municipal Transportation Agency (MTA)	Morgan Owens	Kenyetta Hinton	Melson Mangrobang
25	MYR	Mayor	Radhika Mehlotra	Nick Leo	Maricar Gratuito
37	BOA	Board of Appeals	Damon Daniels	Nick Leo	Maricar Gratuito
5	PDR	Public Defender	Caroline Buhse	Ysabel Catapang	Janica Li
38	POL	Police Department	Caroline Buhse	Edward de Asis	Janica Li
39	PRT	Port	Caroline Buhse	Edward de Asis	Maricar Gratuito
40	PUC	Public Utilities Commission	Radhika Mehlotra	Kenyetta Hinton	Senna Osby
42	REC	Recreation & Park	Morgan Owens	Edward de Asis	Melson Mangrobang
80	REG	Elections	Camilla Taufic	Ysabel Catapang	Maricar Gratuito
44	RET	Retirement System	Anna Duning	Michael Mitton	Senna Osby
65	RNT	Rent Arbitration Board	Xang Hang	Ysabel Catapang	Maricar Gratuito
60	SCI	Academy of Sciences	Damon Daniels	Ysabel Catapang	Senna Osby
6	SHF	Sheriff's Department	Camilla Taufic	Edward de Asis	Janica Li
75	TIS	General Services Agency - Technology	Sally Ma	Ysabel Catapang	Maricar Gratuito
8	TTX	Treasurer / Tax Collector	Radhika Mehlotra	Michael Mitton	Janica Li
99	UNA	General Fund Unallocated		Michelle Allersma/ Risa Sandler	Melson Mangrobang
46	WAR	War Memorial	Damon Daniels	Ysabel Catapang	Senna Osby
48	OCII	Department on the Status of Women Office of Community Investment and Infrastructure	Sally Ma Radhika Mehlotra	Ysabel Catapang Risa Sandler	Maricar Gratuito Josephine Liu

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Carol Lu	(415) 554-7647			
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