

# Department Budget Submission Checklist

To be completed by: All departments.

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

Department Name: Board of Appeals

- ☒ **Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
  - ☐ **Proposed GF target reductions**
  - ☒ **Department Budget Summary:** Completed "Form 1B: Department Budget Summary". The submission includes a copy of report 15.50.012.
- ☒ **Revenue Report:** Completed "Form 2A: Revenue Report." (15.30.005 Snapshot Comparison)
- ☒ **Fees & Fines:** Completed "Form 2B: Fees & Fines."
- ☐ **Cost Recovery:** Completed "Form 2C: Cost Recovery."
- ☒ **Expenditure Changes:** Completed "Form 3A: Expenditure Changes." (15.30.005 Snapshot Comparison)
- ☐ **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." (15.30.004 Position Snapshot Comparison)
- ☐ **Equipment & Fleet Requests:** New General Fund Equipment (Form 4A) and Fleet Requests (Forms
- ☐ **Minimum Compensation Ordinance:** By checking this box, the department confirms that the effects of the MCO in contracting have been considered as part of the budget submission.
- ☐ **Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing and new Prop.
- ☐ **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:**
  - ☐ 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:
  - ☐ COIT (through a separate form - see page 31 of the budget instructions MS Word document)
  - ☐ Capital - CPC funded capital requests are made through the new budget system, BFM by 1/20

## For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

Full Name: Julie Rosenberg

Signature: Julie Rosenberg 2-16-23

**BUDGET FORM 1A: Summary of Major Changes  
FY 2023-24 and FY 2024-25**

**DEPT NAME HERE**

Major Changes	Department Response to Major Changes
<b>1. SUMMARY.</b> What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. Alternatively, you may submit a 1-2 page memo with your budget submission summarizing the major changes.	None.
<b>2. GENERAL FUND TARGET.</b> How did the department meet its target in each year? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction? For non-GFS departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund?	Surcharges will be increased as needed to cover expected reduction in revenue from appeal filing fees.
<b>3. POSITIONS.</b> How are current year staffing levels and vacancies factored into your budget submission? What position changes is the department proposing to prioritize core service delivery while meeting the General Fund reduction target or NGF revenue reductions? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, and provide details in Form 3B.	No Changes.
<b>4. EXPENDITURES.</b> 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.	Controller's FAST Work Order was increased to reflect current rates of accountants. Increase in amount of fringe benefits due to the fact that 3 commissioners are electing health benefits.
<b>5. REVENUES.</b> 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.	\$15,000 reduction in expected revenue from appeal filing fees. Surcharges will be increased to balance expenditures.
<b>6. LEGISLATION.</b> Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?	Most of the BOA's revenue comes from surcharges imposed on permits. In April, the Controller's Office will conduct a surcharge analysis to determine if there should be an increase in surcharge amounts. Any increases beyond CPI adjustments require legislation.
<b>7. PROP J.</b> Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.	Not applicable.
<b>8. TRANSFER OF FUNCTION.</b> Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	Not applicable.
<b>9. INTERIM EXCEPTIONS.</b> 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 applicable.
<b>10. BUDGET EQUITY.</b> How has the department considered equity in its budget proposal?	'Maintaining a training budget of \$5,000 to advance racial equity.

**BUDGET FORM 1B: Department Budget Summary  
FY 2023-24 and FY 2024-25**

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. [BFM Report: 15.50.012](#)

**Department Total Budget Historical Comparison**

**BOA Board Of Appeals**

Authorized Positions	2022-2023 Original Budget	2023-2024 Proposed Budget	Changes from 2022-2023	2024-2025 Proposed Budget	Changes from 2023-2024
Total Funded	4.22	4.25	0.03	4.25	(0.00)
Non-Operating Positions (CAP/Other)	0.00	0.00	0.00	0.00	0.00
Net Operating Positions	4.22	4.25	0.03	4.25	(0.00)

**Sources**

Charges for Services	1,195,116	1,147,651	(47,465)	1,174,166	26,515
General Funds	0	3,328	3,328	3,328	0
Sources Total	1,195,116	1,150,979	(44,137)	1,177,494	26,515

**Uses - Operating Expenditures**

Salaries	484,100	501,705	17,605	525,454	23,749
Mandatory Fringe Benefits	272,831	256,067	(16,764)	258,833	2,766
Non-Personnel Services	61,700	61,700	0	61,700	0
Materials & Supplies	9,398	9,398	0	9,398	0
Services Of Other Depts	367,087	322,109	(44,978)	322,109	0
Uses Total	1,195,116	1,150,979	(44,137)	1,177,494	26,515

**Uses - By Division Description**

BOA Board of Appeals	1,195,116	1,150,979	(44,137)	1,177,494	26,515
Uses by Division Total	1,195,116	1,150,979	(44,137)	1,177,494	26,515

## DEPARTMENT: \_\_\_\_\_

Please identify proposed revenue changes from the FY 2023-24 and FY 2024-25 Base Budget at the account level.

**Select the following criteria before running the report:**

Snapshot: **Start of Dept**

### Budget Stages: M2 Department Phase

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

GFS Type: Do not select a value.

Do not select values for any other prompts.

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

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

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

[illegible]

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

Inflation Factor for FY 2023-24 Fee Auto Increase as per Code Section **	
Inflation Factor for FY 2024-25 Fee Auto Increase as per Code Section **	

CPI will be updated in January 2023. Call Controller's Budget Office to confirm CPI before submitting.

TABLE 1 - FEES TO BE CERTIFIED BY CON [Please click here for the latest fee certification letter for reference.](#)

Item	Fee Status M/N	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 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.)		FY 2024-25 Fee **	FY 2024-25 Units (Est.)	FY 2024-25 Revenue Proposed	FY 2024-25 Cost Recovery (Est.)		Fiscal Year of Last Increase	Fee Prior to Last Increase
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TABLE 2 - MODIFIED AND NEW FEES

Item	Fee Status M/N	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 2022-23 Fee **	FY 2022-23 Units (Est.)	FY 2022-23 Revenue Proposed	FY 2022-23 Cost Recovery (Est.)		FY 2022-24 Fee	FY 2023-24 Units (Est.)	FY 2023-24 Revenue Proposed	FY 2023-24 Cost Recovery (Est.)		FY 2024-25 Fee **	FY 2024-25 Units (Est.)	FY 2024-25 Revenue Proposed	FY 2024-25 Cost Recovery (Est.)		Fiscal Year of Last Increase	Fee Prior to Last Increase
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TABLE 3 - 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 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.)		FY 2024-25 Fee **	FY 2024-25 Units (Est.)	FY 2024-25 Revenue Proposed	FY 2024-25 Cost Recovery (Est.)		Fiscal Year of Last Increase	Fee Prior to Last Increase
11	C	Appeal Fees - Zoning Administrator Variance	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(1)(A)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001		Per Appeal	\$ 600	2	\$ 1,200.00	6%		\$ 600.00	2	\$ 1,200.00	6%		\$ 600.00	2	\$ 1,200.00	6%			\$ -
12	C	Appeal Fees - Other ZA, PD & PC Decisions	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(1)(B)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001		Per Appeal	\$ 600	10	\$ 6,000.00	6%		\$ 600.00	10	\$ 6,000.00	6%		\$ 600.00	10	\$ 6,000.00	6%			\$ -
13	C	Appeal Fees - Dept. of Building Inspection, residential hotel or apartment conversion permit	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(2)(A)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001		Per Appeal	\$ 525	0	\$ -	0%		\$ 525.00	0	\$ -	0%		\$ 525.00	0	\$ -	0%			\$ -
14	C	Appeal Fees - Dept. of Building Inspection, building demolition or other permit	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(2)(B)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001		Per Appeal	\$ 175	66	\$ 11,550.00	2%		\$ 175.00	66	\$ 11,550.00	2%		\$ 175.00	66	\$ 11,550.00	2%			\$ -
15	C	Appeal Fees - Dept. of Building Inspection, imposition of penalty	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(2)(C)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001		Per Appeal	\$ 300	0	\$ -	0%		\$ 300.00	0	\$ -	0%		\$ 300.00	0	\$ -	0%			\$ -
16	C	Appeal Fees - Police Dept. & Entertainment Comm., denial or grant of permit to business owner/operator	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(3)(A)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001		Per Appeal	\$ 375	0	\$ -	0%		\$ 375.00	0	\$ -	0%		\$ 375.00	0	\$ -	0%			\$ -
17	C	Appeal Fees - Police Dept. & Entertainment Comm., permit to employee or contract worker	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(3)(A)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001		Per Appeal	\$ 150	0	\$ -	0%		\$ 150.00	0	\$ -	0%		\$ 150.00	0	\$ -	0%			\$ -
18	C	Appeal Fees - Police Dept. & Entertainment Comm., permit revocation or suspension	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(3)(B)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001		Per Appeal	\$ 375	0	\$ -	0%		\$ 375.00	0	\$ -	0%		\$ 375.00	0	\$ -	0%			\$ -
19	C	Appeal Fees - Dept. of Public Works, tree removal by City	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(4)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000		232076	BOA	10026677		0001		Per Appeal	\$ 100	2	\$ 200.00	1%		\$ 100.00	2	\$ 200.00	0.99%		\$ 100.00	2	\$ 200.00	0.97%			\$ -





BUDGET FORM: Organizational Chart  
FY 2023-24 and FY 2024-25

\*Please insert an org

0113 Board Members

President Rick Swig  
Vice President Jose Lopez  
Commissioner John Trasviña  
Commissioner Alex Lemberg  
Commissioner J.R. Eppler

0961 Department Head  
Julie Rosenberg (1FTE)

8173 Legal Assistant  
Alec Longaway (1FTE)

8106 Legal Process Clerk  
(2 FTES plus one vacancy)  
Xiomara Mejia  
Anita Lau  
Vacant