Department Budget Submission Checklist

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

To be completed by: All departments.

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 Comparisc ☐ 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: \square Included draft legislation that department would like to submit with the budget; or, $\hfill \square$ 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 ☐ Other Requests: Submitted requests for the following item: ☐ COIT (through a separate form - see page 31 of the budget instructions MS Word document) \square 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.

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

DEPT NAME HERE

Major Changes	Department Response to Major Changes
1. SUMMARY. What major changes is the department proposing?	None.
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.	
2. GENERAL FUND TARGET. How did the department meet its target	Surcharges will be inreased as needed to cover expected reduction in revenue from appeal filing fees.
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?	
3. POSITIONS. 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
	No Changes.
4. EXPENDITURES. What major spending changes is the department	Controller's FAST Work Order was increased to reflect current rates of accountants. Increase in
proposing? Please provide information especially for any grant	amount of fringe benefits due to the fact that 3 commissioners are electing health benefits.
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.	
5. REVENUES. What revenue changes did the department submit?	\$15,000 reduction in expected revenue from appeal filing fees. Surcharges will be increased to
Please differentiate between General Fund and non-General Fund.	balance expenditures.
This should match an Audit Trail, as shown in Form 2A Revenue	
Report, as well as, the Expenditure Report in Form 3A.	
C LECICIATION to the depositment engling to submit any logislation	Mark of the DOA's revenue comes from a wakerras improved an acquaite in Anni the Controller's
6. LEGISLATION. Is the department seeking to submit any legislation	Most of the BOA's revenue comes from surcharges imposed on permits. In April, the Controller's
with the budget? Does the department's budget assume any	Office will conduct a surcharge analysis to determine if there should be an increase in surcharge
revenues/expenditures that require a legislative change?	amounts. Any increases beyond CPI adjustments require legislation.
7. PROP J. Identify existing Prop J Analyses that will continue, and if	Not applicable.
the department's budget proposes any NEW contracting out of work	
previously done by City workers.	
8. TRANSFER OF FUNCTION. Is the department requesting any	Not applicable.
Transfer of Functions of positions between departments? If so, please	1
explain.	
	
9. 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?	
,,	
	No applicable.
10. BUDGET EQUITY. How has the department considered equity in	rec
ts budget proposal?	
as budget proposal:	'Maintaining a training budget of \$5,000 to advance racial equity.
	manifesting a training sauget of \$3,000 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	(
Sources Total	1,195,116	1,150,979	(44,137)	1,177,494	26,515
Jses - Operating Expenditures Salaries	484,100	501,705	17,605	525,454	23,749
Jses - Operating Expenditures Salaries Mandatory Fringe Benefits	484,100 272,831	501,705 256,067		525,454 258,833	23,749
Jses - Operating Expenditures Salaries	484,100	501,705	17,605	525,454	23,749 2,766
Jses - Operating Expenditures Salaries Mandatory Fringe Benefits	484,100 272,831	501,705 256,067	17,605 (16,764)	525,454 258,833	23,749 2,766
Jses - Operating Expenditures Salaries Mandatory Fringe Benefits Non-Personnel Services	484,100 272,831 61,700	501,705 256,067 61,700	17,605 (16,764) 0	525,454 258,833 61,700	23,74 2,766 (
Uses - Operating Expenditures Salaries Mandatory Fringe Benefits Non-Personnel Services Materials & Supplies	484,100 272,831 61,700 9,398	501,705 256,067 61,700 9,398	17,605 (16,764) 0	525,454 258,833 61,700 9,398	23,749 2,766 (
Jses - Operating Expenditures Salaries Mandatory Fringe Benefits Non-Personnel Services Materials & Supplies Services Of Other Depts Uses Total	484,100 272,831 61,700 9,398 367,087	501,705 256,067 61,700 9,398 322,109	17,605 (16,764) 0 0 (44,978)	525,454 258,833 61,700 9,398 322,109	26,515 23,749 2,766 0 0 0 26,515
Uses - Operating Expenditures Salaries Mandatory Fringe Benefits Non-Personnel Services Materials & Supplies Services Of Other Depts	484,100 272,831 61,700 9,398 367,087	501,705 256,067 61,700 9,398 322,109	17,605 (16,764) 0 0 (44,978)	525,454 258,833 61,700 9,398 322,109	23,749 2,766 (

BUDGET FORM 2A: Revenue Report

DEPARTMENT: __

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

Sele S E A	ct the fol Snapshot Budget St Account L GFS Type	lowing criteria b Start of Dept ages: M2 Departe	efore running the r ment Phase Revenue Account Lv value.	report:		Stage (audit trai	I) report from the budget	t system.																		
For a	ny propo	sed changes, prov	vide an explanation i		Description & Expla		" column.																			
					u need assistance ru s are easily readable																					
					s are easily readable	ioi trie public.													Total I	BY Revenue Varia	nce: (8,652.0	0) To	al BY+1 Revenue Varianc	e: 17,863.	00	
			red on Regular Reve								1									FY 2022-23			FY 2023-24	,	FORMULA	FILL IN
GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Titl	e Project- Activity	Project Ti	tle Activity Title Authority	Authority Title	Account Lvl 5 Tit	tle Account - Title	TRIO	TRIO Title	Agency Use	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt		Revenue Description & Explanation of Change
GFS	BOA	1				232076	BOA Board of Appeals	10000	GF Annual	Accoun 10026677-0	001 BA Anneals	Processi BA Appeals Proces 10000	Operating	4600C4Svcs	480124 - Permit A	polication Filing Fees		0	351	000 2	0.000 (15.0	35.0	00 20.0	00 (15)	000) YE	S reduced filing fees to align with projected actuals
	BOA					232076	BOA Board of Appeals	10000				Processi BA Appeals Proces 10000	Operating	4600C4Svcs		Appeals Surcharge		0	1,124,						,863 YES	S surcharges increased to cover
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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 **	

TARLE 1 - FEES TO BE CERTIFIED BY CON	Places click have for the latest fee certification letter for reference

CPI will b	updated in Jar	nuary <u>2023</u> . Ca	III Controlle	er's Budget Office to confirm	CPI before su	ubmitting.																							
TABLE 1 - F	EES TO BE CE	RTIFIED BY	CON	Please click here for the latest f	ee certification le	etter for reference	ce.																						
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.)	Fisca Year Las Increa	r of Last
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TABLE 2 - N	ODIFIED 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.)	Fisca Year Las Increa	st Last
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Item	Eee	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code Acc	count Title	Fund Code	Fund Title	Authority Code	Authority Title Depart			de 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 Units (Est.)	FY 2023-24 Revenue Proposed	FY 2023- 24 Cost Recovery (Est.)		Eee ** 25	Y 2024- 5 Units (Est.)	FY 2024-25 Revenue Proposed	FY 2024- 25 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
11	Z	Zoning Administrator Variance	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(1)(A) Bus. & Tax	No	Pern Appl 460124 Filin	olication	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%		\$ -
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15	li in	Appeal Fees - Dept. of Building Inspection, imposition of penalty	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(2)(C)	No	Pern Appl 460124 Filin	olication	10000	GF Annual	10000	232076	BOA	10026677		0001		Per Appeal	\$ 300	0	s -	0%	\$ 300.00	0	\$ -	0%	\$:	300.00	0 \$	-	0%		\$ -
16	F E C 9	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	Pern Appl 460124 Filin	olication	10000	GF Annual	10000	232076	BOA	10026677		0001		Per Appeal	\$ 375	0	e .	0%	\$ 375.00	0	¢ _	0%	e ·	375.00	0.8		0%		•
17	A F E C	Appeal Fees - Police Dept. & Entertainment	Bus. & Tax Reg. Code Art. 1, Sec, 8(e)(3)(A)	No	Pern	mit olication		GF Annual	10000	232076	BOA	10026677		0001		Per Appeal	\$ 150	0	s -	0%	\$ 150.00	0	s -	0%		150.00	0 \$		0%		s -
18	A F E C	Appeal Fees - Police Dept. & Entertainment	Bus. & Tax Reg. Code Art. 1, Sec, 8(e)(3)(B)	No	Pern	mit olication		GF Annual	10000	232076		10026677		0001		Per Appeal	\$ 375	0	s -	0%	\$ 375.00	0	\$ -	0%		375.00	0 \$	_	0%		\$ -
19	V		Bus. & Tax Reg. Code Art.	No	Pern	mit olication	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%		\$ -

20		Other Order or	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(5)	No		Permit Application Filing Fees	10000	GF Annual	10000	232076	воа	10026677	0001	Per Appeal	\$ 300	12	\$ 3,600	.00	3%	\$ 300.00	12	\$ 3,600.00	2.98%	\$ 300.00	12	\$ 3,600.00	2.91%	
21	С	Fees - Rehearing	Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(6)	No	460124	Permit Application Filing Fees	10000	GF Annual	10000	232076	BOA	10026677	0001	Per Request	\$ 150	4	\$ 600	.00	1%	\$ 150.00	4	\$ 600.00	1.49%	\$ 150.00	4	\$ 600.00	1.46%	
22			Bus. & Tax Reg. Code Art. 1, Sec. 8(e)(7)			Permit Application Filing Fees			10000	232076	BOA	10026677		Per Request	\$ 150	4	\$ 600		1%	\$ 150.00		\$ 600.00	1.49%	\$ 150.00	4	\$ 600.00	1.46%	
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Continuing Modified New Discontinued Fee Status:

Note:

"If Auto CPI adjustment = Yes, FY 2022-23 and FY 2023-24 Fee will be automatically generated based on the inflation factor determined by the Controller.

If Auto CPI adjustment = No, FY 2022-23 and FY 2023-24 Fee will remain the same as previous year or entered by dept according to Code Authorization.

BUDGET FORM 3A: Expenditure Changes

DEPARTMENT: _

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

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