

Department Budget Submission Checklist

To be completed by: All departments.

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

Department Name: Board of Supervisors

- ☒ **Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - ☐ **Proposed GF 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 4B.1 and 4B.2) to be made in BFM.
- ☒ **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 J
- ☒ **Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing F
- ☒ **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: Edward D. de Asis

Signature: Edward D. de Asis

**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? 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.	FY 2023-24 & FY 2024-25 budget changes are proposed to address the urgent needs of the department in fulfilling its core duties including the following: 1) New legislative management system. The proposed budget includes a placeholder budget for the implementation of a new legislative management system, which is a major critical IT system needed by the City. 2) A de minimis employee recognition morale budget to recognize exemplary performance by department staff in the midst of the pandemic and to stave off staff attrition as per the Controller's finding that spending on employee recognition initiatives using the department's budget is part of good governance. 3) An increase in the budget for expanding language access to pay for consecutive interpretation services by an external vendor for Board and Committee meetings when OCEIA (Office of Civic Engagement and Immigrant Affairs) staff are unavailable. 4) Position changes in Local Agency Formation Commission (LAFCo), Assessment Appeals Broad (AAB), and Clerk of the Board (COB) to support on-going existing services and new initiatives.
2. GENERAL FUND TARGET. 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?	Pursuant to the Board Rule 6.8, the department receives budget balancing guidelines from the Board of Supervisor's Budget and Finance Committee in crafting its proposed budget. The Budget and Finance Committee has approved the proposed budget which results in an insignificant increase in the department's General Fund support. Essentially, the proposed budget for the Board of Supervisors for FY 2023-24 and FY 2024-25 remains flat with respect to the base and prior year. Historically, the budget for the Board of Supervisors has remained flat in prior years. The Board of Supervisors has demonstrated and exemplified fiscal responsibility by refraining from growing the department's budget in prior fiscal years particularly during times of positive revenue outlook citywide.
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.	Position Changes: <u>Office of the Clerk of the Board</u> - New: 1 FTE 1094_C IT Operations Support Administrator IV starting pay period 1 of FY 2023-24 to support critical department functions including operating the remote system for hybrid Full Board and Committee meetings, assisting with implementation of the new legislative management system, managing the IT helpdesk, and backfilling on on-going IT projects. - Substitution: 1 FTE from 1244_C Senior Human Resources Analyst to a 1246_C Principal Human Resources Analyst to promote longevity in this position and to align the job class to this position's current job duties which includes supervising a 1244 Senior Payroll Clerk and serving as a payroll and human resources subject-matter-expert. - Transfer of Function: 1.0 FTE for a regular, on-going, permanent civil service 1063_C IS Programmer Analyst-Senior from Assessor-Recorder to the Clerk of the Board. This position is critically needed to develop and build a new Assessment Appeals Application System to replace the current system which is expected to reach the end of its useful life in FY 2024-25. The Clerk of the Board will keep this 1063_C position vacant until funding becomes available in FY 2024-25. <u>Assessment Appeals Board</u> - Substitution: 1 FTE 1840 Jr. Management Assistant (limited to 3 years) to permanent civil service 1840 Jr. Management Assistant to assist with an expected onslaught of assessment appeals in the coming years and to assist with development of a new AAB system. <u>LAFCo</u> - Substitution: 150,000 of on-going temporary budget to regular, ongoing, permanent civil service 1823_C Policy Analyst recognizing the need for a second permanent position in LAFCo to assist with on-going studies including the Public Bank project for Reinvestment Working Group and the Midtown Task Force and other studies and projects requested by the Board that the City Attorney stated during the 10/31/22 Rules Committee Hearing that Board of Supervisors does not have the authority to execute.
4. EXPENDITURES. 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.	1) The proposed budget includes a placeholder budget for the implementation of a new legislative management system. The department submitted an application to the Committee on Information Technology (COIT) for funding the new legislative management system. If COIT fully funds the new legislative management system, this placeholder budget can be removed from the department's budget. 2) Addition of \$7,000 for de minimis employee recognition morale budget. 3) A increase of \$25,000 to the budget for interpretation services for expanding language access for Board and Committee meetings when OCEIA (Office of Civic Engagement and Immigrant Affairs) staff are unavailable.
5. REVENUES. 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 are no changes to the department's revenue budget.
6. LEGISLATION. Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?	No

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

DEPT NAME HERE	
Major Changes	Department Response to Major Changes
7. PROP J. Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.	Prop J Analysis for the Budget and Legislative Analyst Services will continue. The Prop J analysis clearly demonstrates that the Budget and Legislative Analyst Services provides cost savings to the city both on the low and high side compared to providing these services in-house. There are no new contracting out of work previously done by City workers.
8. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	Yes, the department's proposed budget contains the transfer of function of 1.0 FTE for a regular, on-going, permanent civil service 1063_C IS Programmer Analyst-Senior from Assessor-Recorder to the Clerk of the Board.
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?	Yes, the department's proposed budget contains 1.0 FTE for a new, regular, on-going, permanent civil services 1094_C IT Operations Support Administrator IV starting pay period 1 of FY 2023-24. The department currently employs a temporary 1094_C and is planning to convert this employee to permanent civil service using this budget position.
10. BUDGET EQUITY. How has the department considered equity in its budget proposal?	<p>As the legislative branch of government, the Board of Supervisors has had long-standing history of introducing legislation to advance equity for the City and its constituents. The Board is committed to ensuring that legislation is reviewed through a racial equity lens, and invites the Office on Racial Equity as a collaborative partner to define and provide metrics of potential harm and identify current and effective legislation that may present opportunities for reconciliation. The Office of the Clerk of the Board has continuously developed proactive strategies to ensure that we account for racial and socioeconomic disparities in the consideration of access to the legislative process. Internally, the department continues to work closely with the Department of Human Resources, Civil Service Commission, and Office on Racial Equity to ensure an inclusive and diverse workforce and provide training courses on microaggression and diversity in workplace for the department's staff.</p> <p>Specifically, the department's budget proposal includes the following:</p> <ol style="list-style-type: none"> 1) Upgrade of a 1244_C Senior Human Resources Analyst to a 1246_C Principal Human Resources Analyst, who will lead the implementation of the department's racial equity plan. 2) The department's base budget supports equity initiatives including internship and volunteer programs in the District Offices, in Clerk of the Board, and Youth Commission through Youthworks and partnerships with local educational institutions to provide students from local high schools, colleges, and universities and underprivileged communities with on-the-job professional work experience to augment classroom learning.

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

DEPARTMENT: BOS

Inflation Factor for FY 2023-24 Fee Auto Increase as per Code Section **	5.6%
Inflation Factor for FY 2024-25 Fee Auto Increase as per Code Section **	2.9%

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
1																		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
2																		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
3																		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
4																		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
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10																		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	

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
1																		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
2																		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
3																		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
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10																		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	

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	AAB Filing Fee	Admin Code Sec. 2B.9	No	460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Application	\$ 60.00	3300	\$ 198,000		28%	\$ 60.00	3600	\$ 216,000		30%	\$ 60.00	3800	\$ 216,000		30%	FY2010/11	\$ 30.00
12	C	AAB Hearing Fee	Admin Code Sec. 2B.10	No	460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Hearing	\$0-\$1,200	Variable	\$ 40,000		28%	\$0-\$1,200	Variable	\$ 50,000		30%	\$0-\$1,200	Variable	\$ 50,000		30%		\$ -
13	C	AAB Finding of Fact Fee	Admin Code Sec. 2B.11	No	460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Request	\$0-\$6,450	8	\$ 15,140			\$0-\$6,450	10	\$ 20,150			\$0-\$6,450	10	\$ 20,150				\$ -
14	C	Planning Appeal Surcharge	Admin Code Sec.31.22	No	460147	BOS - Planning Appeal Surcharge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Appeal	\$ 120.00	\$ 333	\$ 40,000			\$ 120.00	\$ 333	\$ 40,000			\$ 120.00	\$ 333	\$ 40,000				\$ -
15	C	Certification of Document	Admin Code Sec. 8.37	Yes	460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Document	\$ 2.00		\$ -			\$ 2.11		\$ -			\$ 2.17		\$ -				\$ -
16	C	Copies of audio tape, CD, or USB	Admin Code Sec. 8.37	Yes	460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Copy	\$ 1.00		\$ -			\$ 1.06		\$ -			\$ 1.09		\$ -				\$ -
17	C	Photocopies of routine documents produced in multiple copies (i.e. agendas and related materials)	Admin Code Sec. 8.37	Yes	460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Copy	\$ 0.01		\$ -			\$ 0.01		\$ -			\$ 0.01		\$ -				\$ -
18	C	Photocopies of documents produced on a one-time basis	Admin Code Sec. 8.37	Yes	460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Copy	\$ 0.10		\$ -			\$ 0.11		\$ -			\$ 0.11		\$ -				\$ -
19	C	Appeals Fee: Temporary Use of Streets for Street Fairs	Transportatio n Code Sec. 6.6	Yes	460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Appeal	\$ 58.00		\$ -			\$ 61.25		\$ -			\$ 63.02		\$ -				\$ -
20	C	Appeals Fee: Temporary Use or Occupancy of Public Streets	Transportatio n Code Sec. 6.2	No	460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Appeal	\$ 58.00		\$ -			\$ 58.00		\$ -			\$ 58.00		\$ -				\$ -

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	
21	C	Appeals Fee: Autonomous Delivery Devices on Sidewalks Permit	Public Works Code Sec 794	No	460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Appeal	\$ 300.00		\$ -				\$ 300.00		\$ -			\$ 300.00		\$ -				\$ -
22	C	Appeals Fee: Major Encroachment Permit	Public Works Code Sec 786	No	460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Appeal	\$ 635.00		\$ -				\$ 635.00		\$ -			\$ 635.00		\$ -				\$ -
23	C	Appeals Fee: Review of Municipal Transportation Agency Decisions	Transportation Code, Sec. 10.1 (b)(3)	No	460199	Other General Government Charge	10000	GF Annual Account Ctrl	10000	Operating	229018	BOS Clerk of the Board	10003454	BD Clerk of the Board	0001	Clerk of the Board	Appeal	\$ 250.00		\$ -				\$ 250.00		\$ -			\$ 250.00		\$ -				\$ -

Fee Status: C Continuing
M Modified
N New
D Discontinued

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.

DEPARTMENT: BOS

Note: To submit this information, run the **15.30.005c - Snapshot to Current Comparison by Stage (Audit Trail)** report from BFM Reporting

Select the following criteria before running the report:

Snapshot: **Start of Dept**

Budget Stages: M2 Department Phase

GFS Type: Do not select a value.

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

Do not select values for any other prompts.

For any proposed changes, provide an explanation in the "Explanation of Change" for each Budget Year column.

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

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

Budget System Report 15.30.005 filtered on Gross Expenditures													Total BY Expenditure Variance: \$435,000			Total BY+1 Expenditure Variance: \$435,000			FORMULA		FILL IN			
GFS Type	Dept Grp	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account - Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change				
Clerk of the Board																								
GFS	BOS	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	5010Salary	501010 - Perm Salaries-Misc-Regular	\$3,414,293		\$3,594,143	\$179,852		\$3,569,009	\$3,750,932	\$181,923	YES	Office of the Clerk of the Board		
GFS	BOS	233018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	5130Fringe	513010 - Retire City Misc	\$496,143		\$522,164	\$26,019		\$460,047	\$462,251	\$22,205	YES	New 1 FTE 1094_C IT Operations Support Administrator IV starting		
GFS	BOS	233018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	5130Fringe	514010 - Social Security (OASDI & HI)	\$203,065		\$212,956	\$9,891		\$214,678	\$235,140	\$10,462	YES	Superior 1 of FY 2023-24 to support critical department functions		
GFS	BOS	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	5130Fringe	514020 - Social Sec-Medicare(HI Only)	\$50,049		\$52,657	\$2,608		\$52,294	\$54,932	\$2,638	YES	Including operating the remote system for hybrid Full Board and Committee meetings, assisting with implementation of the new legislative management system, managing the IT helpdesk, and backfilling on on-going IT projects.		
GFS	BOS	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	5130Fringe	515010 - Health Service-City Match	\$118,851		\$123,190	\$4,339		\$126,871	\$131,903	\$4,632	YES	Substitution 1 FTE from 1244_C Senior Human Resources Analyst to a 1246_C Principal Human Resources Analyst to promote longevity in this position and to align the job class to this position's current job duties which includes supervising a 1244 Senior Payroll Clerk and serving as a payroll and human resources subject matter expert.		
GFS	BOS	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	5130Fringe	515020 - Retiree Health-Match-Prop B	\$21,383		\$22,498	\$1,115		\$22,348	\$23,475	\$1,127	YES			
GFS	BOS	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	5130Fringe	515030 - RetireeHltH-Care-CityAsstHtPrpC	\$13,134		\$13,818	\$684		\$13,719	\$14,411	\$692	YES			
GFS	BOS	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	5130Fringe	515710 - Dependent Coverage	\$271,896		\$283,559	\$11,663		\$290,237	\$302,686	\$12,449	YES			
GFS	BOS	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	5130Fringe	516010 - Dental Coverage	\$28,683		\$29,870	\$1,187		\$29,541	\$30,764	\$1,223	YES			
GFS	BOS	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	5130Fringe	519120 - Long Term Disability Insurance	\$8,453		\$9,005	\$547		\$8,856	\$9,505	\$649	YES			
GFS	BOS	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454-0001	BD Clerk of the Board	Clerk of the Board	10000	Operating	5210NPsvcs	523050 - Employee Recognition	0		\$7,000	\$7,000	0	\$7,000	\$7,000	\$7,000	YES	Establishing de minimis employee recognition morale budget of \$7,000 to recognize exemplary performance by department staff in the midst of the pandemic and to stave off staff attrition as per the Controller's finding that spending on employee recognition initiatives using the department's budget is part of good governance.		
GFS	BOS	229018	BOS Clerk Of The Board	10020	GF Continuing Authority Ctrl	10029692-0003	BD Legislative Management Syst	NEW LEGISLATIVE MANAGEMENT SYS	19667	BD Legislative Management Syst	5210NPsvcs	527000 - Prof & Specialized Svcs-Bdgt	0	Placeholder	Placeholder	0	0	\$0	\$0	\$0	YES	Placeholder budget has been entered into the system for funding the implementation of a new, state-of-the-art legislative management system		
GFS	BOS	229020	BOS Supervisors	10000	GF Annual Account Ctrl	10003456-0001	BD Supervisors	Supervisors	10000	Operating	5210NPsvcs	526610 - Interpreters	\$5,000		\$30,000	\$25,000		\$5,000	\$30,000	\$25,000	YES	A 25,000 increase in interpretation services budget for expanding language access to pay for consecutive interpretation services by an external vendor for Board and Committee meetings when OCEA (Office of Civic Engagement and Immigrant Affairs) staff are unavailable.		
													Total - Clerk of the Board (FY 2023-24):			\$270,000			Total - Clerk of the Board (FY 2024-25):			\$270,000		
Budget & Legislative Analyst (BLA)																								
GFS	BOS	207668	BOS Budget & Legis Analysis	10000	GF Annual Account Ctrl	10003459-0001	BD Budget and Legis Analysis	Budget and Legis Analysis	10000	Operating	5210NPsvcs	527000 - Prof & Specialized Svcs-Bdgt	\$2,579,318		\$2,721,318	\$142,000		\$2,579,318	\$2,721,318	\$142,000	YES	A 75% COLA for the Budget and Legislative Analyst Services contract with Harvey M Rose Associates LLC.		
													Total - Budget & Legislative Analyst (FY 2023-24):			\$142,000			Total - Budget & Legislative Analyst (FY 2024-25):			\$142,000		
Local Agency Formation Commission (LAFCo)																								
GFS	BOS	232591	BOS Local Agency Formation Comm	10020	GF Continuing Authority Ctrl	10022519-0001	BD Local Agency Formation Comm	Local Agency Formation Comm	16641	BD Bd Of Supervisors Laftco Pro	5010Salary	501010 - Perm Salaries-Misc-Regular	\$155,488		\$281,761	\$126,273		\$162,027	\$290,166	\$128,139	YES	LAFCo		
GFS	BOS	232591	BOS Local Agency Formation Comm	10020	GF Continuing Authority Ctrl	10022519-0001	BD Local Agency Formation Comm	Local Agency Formation Comm	16641	BD Bd Of Supervisors Laftco Pro	5010Salary	501010 - Temp Misc Regular Salaries	\$137,930		\$0	(\$137,930)		\$138,460	(61)	(\$138,462)	YES	Substitution of 150,000 of on-going temporary budget to regular, ongoing, permanent civil service 1821_C Policy Analyst recognizing the need for a second permanent position in LAFCo to assist with on-going studies		
GFS	BOS	232591	BOS Local Agency Formation Comm	10020	GF Continuing Authority Ctrl	10022519-0001	BD Local Agency Formation Comm	Local Agency Formation Comm	16641	BD Bd Of Supervisors Laftco Pro	5130Fringe	513010 - Retire City Misc	\$22,526		\$40,568	\$18,042		\$19,874	\$35,345	\$15,471	YES	Including the Public Bank project for Reinvestment Working Group and the Midtown Task Force and other studies and projects requested by the Board that the City Attorney stated during the 10/31/22 Rules Committee Hearing that Board of Supervisors does not have the authority to execute.		
GFS	BOS	232591	BOS Local Agency Formation Comm	10020	GF Continuing Authority Ctrl	10022519-0001	BD Local Agency Formation Comm	Local Agency Formation Comm	16641	BD Bd Of Supervisors Laftco Pro	5130Fringe	514010 - Social Security (OASDI & HI)	\$18,192		\$17,468	(\$724)		\$18,631	\$17,993	(\$640)	YES			
GFS	BOS	232591	BOS Local Agency Formation Comm	10020	GF Continuing Authority Ctrl	10022519-0001	BD Local Agency Formation Comm	Local Agency Formation Comm	16641	BD Bd Of Supervisors Laftco Pro	5130Fringe	514020 - Social Sec-Medicare(HI Only)	\$4,255		\$4,084	(\$169)		\$4,357	\$4,207	(\$150)	YES			
GFS	BOS	232591	BOS Local Agency Formation Comm	10020	GF Continuing Authority Ctrl	10022519-0001	BD Local Agency Formation Comm	Local Agency Formation Comm	16641	BD Bd Of Supervisors Laftco Pro	5130Fringe	515010 - Health Service-City Match	\$5,448		\$9,787	\$4,339		\$5,815	\$10,447	\$4,632	YES			
GFS	BOS	232591	BOS Local Agency Formation Comm	10020	GF Continuing Authority Ctrl	10022519-0001	BD Local Agency Formation Comm	Local Agency Formation Comm	16641	BD Bd Of Supervisors Laftco Pro	5130Fringe	515020 - Retiree Health-Match-Prop B	\$1,818		\$1,743	(\$73)		\$1,862	\$1,798	(\$64)	YES			
GFS	BOS	232591	BOS Local Agency Formation Comm	10020	GF Continuing Authority Ctrl	10022519-0001	BD Local Agency Formation Comm	Local Agency Formation Comm	16641	BD Bd Of Supervisors Laftco Pro	5130Fringe	515030 - RetireeHltH-Care-CityAsstHtPrpC	\$1,117		\$1,072	(\$45)		\$1,149	\$1,103	(\$46)	YES			
GFS	BOS	232591	BOS Local Agency Formation Comm	10020	GF Continuing Authority Ctrl	10022519-0001	BD Local Agency Formation Comm	Local Agency Formation Comm	16641	BD Bd Of Supervisors Laftco Pro	5130Fringe	515710 - Dependent Coverage	\$10,138		\$21,801	\$11,663		\$10,822	\$23,271	\$12,449	YES			
GFS	BOS	232591	BOS Local Agency Formation Comm	10020	GF Continuing Authority Ctrl	10022519-0001	BD Local Agency Formation Comm	Local Agency Formation Comm	16641	BD Bd Of Supervisors Laftco Pro	5130Fringe	516010 - Dental Coverage	\$1,107		\$2,294	\$1,187		\$1,141	\$2,364	\$1,223	YES			
GFS	BOS	232591	BOS Local Agency Formation Comm	10020	GF Continuing Authority Ctrl	10022519-0001	BD Local Agency Formation Comm	Local Agency Formation Comm	16641	BD Bd Of Supervisors Laftco Pro	5130Fringe	519120 - Long Term Disability Insurance	\$606		\$1,043	\$437		\$632	\$1,074	\$442	YES			
													Total - LAFCo (FY 2023-24):			\$23,000			Total - LAFCo (FY 2024-25):			\$23,000		
Department Total - Board of Supervisors (FY 2023-24):																								
													\$435,000			Department Total - Board of Supervisors (FY 2024-25):			\$435,000					

DEPARTMENT: BOS

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:

[illegible]

[illegible]

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

Department: Board of Supervisors
Contract: Budget and Legislative Analyst Services

SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED

Any officer, department or agency seeking Board approval of a contract for personal services under Charter Section 10.104(15) shall submit a supplemental report to the Board of Supervisors in connection with the contract and the Controller's certification.

The report shall summarize the essential terms of the proposed contract and address the following subjects:

1. The department's basis for proposing the Prop J certification;

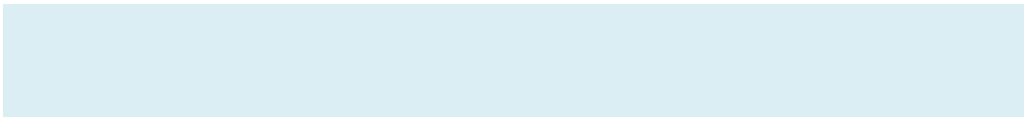
Per the Charter Section 2.117, the Board of Supervisors shall appoint and may remove a Budget Analyst and such appointment shall be made solely on the basis of qualifications by education, training and experience for the position to be filled. The Board of Supervisors has appointed Harvey M Rose, LLC through a competitive process based on such qualifications and the cost of services is lower than similar work performed by City employees as shown in the analysis.

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor;

The contractor provided 19,475 hours of service in FY 2022-23. The most recent year the service was provided by City employees was FY 1977-78. The Department is not able to verify the hours of service provided by City employees in FY1977-78 and to provide meaningful comparisons as it is reasonably assumed that the scope of work has substantially changed in 40 years.

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract:

Contract is monitored by Deputy Director, Administration & Finance for compliance and reporting requirements.



4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract:

As part of a contract amendment each year, the department verifies contractor's 12B compliance in the financial system. Compliance with 12P and 12Q requirements are ensured by verifying the contractor's declaration forms annually.

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);

No City employees are displaced by the contract.

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

N/A

7. A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004)

Per the Charter Section 2.117, the Board of Supervisors shall appoint and may remove a Budget Analyst and such appointment shall be made solely on the basis of qualifications by education, training and experience for the position to be filled. As such, the service could be provided in the future using City employees if the Board of Supervisors removes the current Budget Analyst and appoints City employees who meet the above qualifications.

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

The FY 2022-23 & FY 2023-24 AAO appropriated an additional \$400,000 on-going for each fiscal year beginning FY 2022-23 for additional audits by request of the Board of Supervisors.

Name and job title of the person completing this questionnaire:

Edward de Asis, Deputy Director, Administration & Finance

PROP J ANALYSIS SUMMARY

Board of Supervisors

Budget and Legislative Analyst Services

FISCAL YEAR 2023-24

City cost if services are not contracted out

	<i>low range</i>		<i>high range</i>	
Total Annual Salary	\$	3,010,625	\$	3,915,993
Total Other Pay	\$	-	\$	-
Total Fringe Benefits	\$	887,113	\$	1,010,832
Additional City Costs	\$	342,255	\$	342,255
	\$	4,239,993	\$	5,269,080

City cost if services are contracted out

Contract Cost	\$	3,121,318	\$	3,121,318
City Contract Monitoring	\$	16,284	\$	20,201
	\$	3,137,602	\$	3,141,519

City Savings from Contracting Out,

Savings/(Cost)	\$	1,102,391	\$	2,127,561
		26%		40%

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

FISCAL YEAR 2023-24

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

			Bi-Weekly Rate per FTE		Annual Cost	
Job Class Title	Class	# of Full Time Equivalent Positions	Low	High	Low	High
Deputy Director III	0953	1.0	9,792	11,756	\$ 254,605	\$ 305,648
Manager IV	0932	1.0	8,604	10,329	\$ 223,705	\$ 268,553
Manager III	0931	1.0	8,090	9,712	\$ 210,343	\$ 252,513
Principal Administrative Analyst II	1825	1.0	8,033	9,643	\$ 208,854	\$ 250,725
Principal Administrative Analyst	1824	3.0	6,931	8,321	\$ 540,656	\$ 649,047
Senior Administrative Analyst	1823	3.0	6,062	7,277	\$ 472,823	\$ 567,615
Performance Analyst III	1830	4.0	5,517	9,525	\$ 573,806	\$ 990,640
Mayoral Staff IX	0889	2.0	5,545	6,657	\$ 288,360	\$ 346,170
Mayoral Staff VII	0887	1.0	4,578	5,495	\$ 119,020	\$ 142,881
Executive Secretary I	1450	1.0	4,556	5,469	\$ 118,453	\$ 142,201
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			18.0			
Total Salary Costs-->					\$ 3,010,625	\$ 3,915,993
Total of Other Compensation-->					\$ -	\$ -

FRINGE BENEFITS

Job Class	\$ Amount		
Benefits per FTE--Job Class #:	0953	73063	
Benefits per FTE--Job Class #:	0932	67701	
Benefits per FTE--Job Class #:	0931	65372	
Benefits per FTE--Job Class #:	1825	60460	
Benefits per FTE--Job Class #:	1824	55069	
Benefits per FTE--Job Class #:	1823	49907	
Benefits per FTE--Job Class #:	1830	60008	
Benefits per FTE--Job Class #:	0889	51351	
Benefits per FTE--Job Class #:	0887	45580	
Benefits per FTE--Job Class #:	1450	40994	
Total Fringe Benefits		Low	High
		\$ 887,113	\$ 1,010,832

ADDITIONAL CITY COSTS

Operating expenses (materials & supplies, travel & training, membership, copier lease, off-site)	\$ 69,493	\$ 69,493
Space rental	\$ 215,469	\$ 215,469
Equipment & furniture	\$ 28,172	\$ 28,172
Email & software licenses	\$ 29,121	\$ 29,121
Total Capital & Operating	\$ 342,255	\$ 342,255

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 4,239,993	\$ 5,269,080
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 3,137,602	\$ 3,141,519
ESTIMATED SAVINGS	\$ 1,102,391	\$ 2,127,561
% of Savings to City Cost	26%	40%

Comments/Assumptions:

1. FY 1979 would be/was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2023. Costs are represented as annual 12 month costs.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. Classifications based on current configuration of Budget and Legislative Analyst services.
6. Full time equivalent (FTE) positions include 14 managers and analyst staff and 1 administrative staff. The staff level of 14 managers and analysts is based on the number of staff required to provide 19,475 hours of services not including paid leaves (legal holidays, vacation, sick, etc.) and other non-productive administrative hours such as training and staff meetings consistent with Association of Local Government Auditors standards.
7. Space rental cost is calculated using the Real Estate Division's appraisal review for 1390 Market Street (Fox Plaza)
8. Calculations do not include liability for retiree health. Based on the CAFR for year ending June 30, 2017, the City's annual liability for post retirement employee health benefits is \$421 million. If the Budget and Legislative Analyst services were provided by City employees, the annual liability for retiree health benefits would be \$171,992 (equal to 0.04 percent of the City's total annual retiree health liability based on FTE count.)

FISCAL YEAR 2023-24

	Low	High
Estimated Contract Cost	\$ 3,121,318	\$ 3,121,318
Estimated Monitoring Cost	\$ 16,284	\$ 20,201

List of all contract components	Number of Units	Notes	Total Cost - low end est	Total Cost - high end est
Principal Analyst @ \$222.14 per hour	4,499		999,408	999,408
Senior Analyst @ \$168.86 per hour	6,341		1,070,741	1,070,741
Analyst @ \$121.68 per hour	8,634		1,051,169	1,051,169
TOTAL CONTRACT COST			3,121,318	3,121,318

Does/would contract require monitoring? If yes, fill out the details below. If not, explain why, as this would be unusual.	Yes
--	-----

Job Class	Job Class Title	# of FTEs (can be partial; e.g. a half time employee would be 0.5 FTE)	Biweekly Rate		Annual Salary Expense		Benefits per FTE		Annual Benefit Expense		TOTAL EXPENSES	
			Low	High	Low	High	Low	High	Low	High	Low	High
0952	Deputy Director II	0.08	5,638	7,198	\$ 11,728	\$ 14,971	\$ 56,955	\$ 65,366	\$ 4,556	\$ 5,229	\$ 16,284	\$ 20,201
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT MONITORING COST					\$ 11,728	\$ 14,971	\$ 56,955	\$ 65,366	\$ 4,556	\$ 5,229	\$ 16,284	\$ 20,201

- 1)
- 2)
- 3)
- 4)

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

FY 2023-24 estimated contract rates based on FY 2022-23 rates in the current contract inflated by COLA are used.

4. If contract cost is based on an RFP and before a contract has been approved, was the RFP for comparable services?

Dept Pair	Requesting	Performing	WO Ref ID	Dept ID	Dept ID Title	Fund	Fund Title	Project	Project Title	Activity	Activity Title	Authority Lvl	Authority Lvl 1 Title	Authority	Authority Title	Account	Account Title	Agency Use	Agency Use Title	FY 2022-23 Original	FY 2023-24 Rollover	FY 2023-24 Requesting Changes	FY 2023-24 Performing Changes	FY 2023-24 Requesting Proposal	FY 2023-24 Performing Proposal	FY 2023-24 Form Spread	FY 2024-25 Rollover	FY 2024-25 Requesting Changes	FY 2024-25 Performing Changes	FY 2024-25 Requesting Proposal	FY 2024-25 Performing Proposal	FY 2024-25 Form Spread	
BOS-CHF	BOS	CHF	CHF-YOUTHWRKS	229218	CHF Children/Youth & Families	10060	GF Work Order	10033022	CH YouthWorks Program	8000	Children's Baseline Eligible	20117	CH Youth Workforce Development	20117	CH Youth Workforce Development	486090	Exp Rec Fr Board Of Supv (AAO)			4,200	4,200	0	0	4,200	4,200	0	4,200	0	0	4,200	4,200	0	
BOS-CHF	BOS	CHF	CHF-YOUTHWRKS	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454	BD Clerk of the Board	0001	Clerk of the Board	10000	Operating	10000	Operating	581660	GF-CHF-Youth Works			-4,200	-4,200	0	0	-4,200	-4,200	0	-4,200	0	0	-4,200	-4,200	0	
BOS-DPW	BOS	DPW	DPW-BLDGREPAIR	207951	DPW BSR Budgetary	10040	GF PW Work Order	10036115	PW BOS IDS	0002	BBR BOS M&R	10002	Interdepartmental-Overhead	10002	Interdepartmental-Overhead	486090	Exp Rec Fr Board Of Supv (AAO)			6,132	0	25,384	25,384	25,384	25,384	0	0	25,384	25,384	25,384	-25,384	0	
BOS-DPW	BOS	DPW	DPW-BLDGREPAIR	229020	BOS Supervisors	10000	GF Annual Account Ctrl	10003456	BD Supervisors	0001	Supervisors	10000	Operating	10000	Operating	581067	Sr-DPW-Building Repair			-6,132	0	-25,384	-25,384	-25,384	-25,384	0	0	-25,384	-25,384	-25,384	-25,384	0	
BOS-DPW	BOS	DPW	DPW-BLDGREPAIR	229020	BOS Supervisors	10000	GF Annual Account Ctrl	10003456	BD Supervisors	0001	Supervisors	10000	Operating	10000	Operating	581088	Sr-SAS-Building Repair			0	0	0	0	0	0	0	0	0	0	0	0	0	0
BOS-SAS	BOS	SAS	SAS-BLDGREPAIR	210752	SAS BBR Budgetary	10060	GF Work Order	10038497	SAS BOS IDS	0002	BBR BOS M&R	10002	Interdepartmental-Overhead	10002	Interdepartmental-Overhead	486090	Exp Rec Fr Board Of Supv (AAO)			18,394	25,384	0	0	0	0	0	25,384	0	0	0	0	0	
BOS-SAS	BOS	SAS	SAS-BLDGREPAIR	229020	BOS Supervisors	10000	GF Annual Account Ctrl	10003456	BD Supervisors	0001	Supervisors	10000	Operating	10000	Operating	581088	Sr-SAS-Building Repair			-18,394	-25,384	0	0	0	0	0	-25,384	0	0	0	0	0	
BOS-TIS	BOS	TIS	TIS-TECHPROJ	207921	DT Adm IDS Pass-thru	28070	ISTIF Annual Authority Ctrl	10024810	DT INTERDEPARTMENTAL SERV	0091	DT BOS 181 IT Support Services	17608	Dt Work Order Projects	17608	Dt Work Order Projects	486090	Exp Rec Fr Board Of Supv (AAO)			3,349	3,349	0	0	3,349	3,349	0	3,349	0	0	3,349	3,349	0	
BOS-TIS	BOS	TIS	TIS-TECHPROJ	229019	BOS Assessment Appeals Board	10000	GF Annual Account Ctrl	10003457	BD Assessment Appeals Board	0001	Assessment Appeals Board	10000	Operating	10000	Operating	581140	DT Technology Projects			-1,847	-1,847	0	0	-1,847	-1,847	0	-1,847	0	0	-1,847	-1,847	0	
BOS-TIS	BOS	TIS	TIS-TECHPROJ	229020	BOS Supervisors	10000	GF Annual Account Ctrl	10003456	BD Supervisors	0001	Supervisors	10000	Operating	10000	Operating	581140	DT Technology Projects			-1,502	-1,502	0	0	-1,502	-1,502	0	-1,502	0	0	-1,502	-1,502	0	
MTA-BOS	MTA	BOS	BOS	229020	BOS Supervisors	10000	GF Annual Account Ctrl	10003456	BD Supervisors	0001	Supervisors	10000	Operating	10000	Operating	486550	Exp Rec Fr Public TransprtAAO			35,318	35,318	0	0	35,318	35,318	0	35,318	0	0	35,318	35,318	0	
MTA-BOS	MTA	BOS	BOS	208657	MTAAW Transit-wide	22265	MTA OH OPR AGENCYWIDE NEW	10001719	MT Administration	0023	Adm General Administration-UND	10000	Operating	10000	Operating	581070	GF-Board Of Supervisors			-35,318	-35,318	0	0	-35,318	-35,318	0	-35,318	0	0	-35,318	-35,318	0	
PRT-BOS	PRT	BOS	BOS	229020	BOS Supervisors	10000	GF Annual Account Ctrl	10003456	BD Supervisors	0001	Supervisors	10000	Operating	10000	Operating	486530	Exp Rec Fr Port Commission AAO			3,609	3,609	0	0	3,609	3,609	0	3,609	0	0	3,609	3,609	0	
PRT-BOS	PRT	BOS	BOS	109754	PRT FA-Administration	23680	PRT-OP Annual Account Ctrl	10026788	PO Administration	0001	PO Administration	10000	Operating	10000	Operating	581070	GF-Board Of Supervisors	10264	PRT IND Finance and Admin Ind	-3,609	-3,609	0	0	-3,609	-3,609	0	-3,609	0	0	-3,609	-3,609	0	
PUC-BOS	PUC	BOS	BOS	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454	BD Clerk of the Board	0001	Clerk of the Board	10000	Operating	10000	Operating	486740	Exp Rec Fr PUC (AAO)			90,000	90,000	0	0	90,000	90,000	0	90,000	0	0	90,000	90,000	0	
PUC-BOS	PUC	BOS	BOS	229020	BOS Supervisors	10000	GF Annual Account Ctrl	10003456	BD Supervisors	0001	Supervisors	10000	Operating	10000	Operating	486740	Exp Rec Fr PUC (AAO)			33,069	33,069	0	0	33,069	33,069	0	33,069	0	0	33,069	33,069	0	
PUC-BOS	PUC	BOS	BOS	232127	PUB0101 General Manager	27180	PUC Operating Fund	10026772	UB Administration	0001	General Manager	10000	Operating	10000	Operating	581070	GF-Board Of Supervisors			-123,069	-123,069	0	0	-123,069	-123,069	0	-123,069	0	0	-123,069	-123,069	0	

																				FY 2023-24 Centrally Loaded Changes	FY 2023-24 Centrally Loaded Proposal	FY 2024-25 Centrally Loaded Changes	FY 2024-25 Centrally Loaded Proposal				
Dept Pair	Requesting	Performing	WO Ref ID	WO Ref Title	Dept ID	Dept ID Title	Fund	Fund Title	Project	Project Title	Activity	Activity Title	Authority Lvl	Authority Lvl 1 Title	Authority	Authority Title	Account	Account Title	Agency Use	Agency Use Title	FY 2022-23 Original	FY 2023-24 Rollover					
BOS-ADM	BOS	ADM	ADM-REPRO	581820-Is-Purch-Reproduction	228880	ADM Repromail	28310	ISOIS REPRODUCTION FUND	10003088	ADRP Repromail	0001	Repromail Operations	10000	Operating	10000	Operating	486090	Exp Rec Fr Board Of Supv (AAO)			26,914	26,914	0	26,914	26,914	0	26,914
BOS-ADM	BOS	ADM	ADM-REPRO	581820-Is-Purch-Reproduction	207666	BOS Youth Commission	10000	GF Annual Account Ctrl	10003458	BD Youth Commission	0001	Youth Commission	10000	Operating	10000	Operating	581820	Is-Purch-Reproduction			-1,301	-1,301	0	-1,301	-1,301	0	-1,301
BOS-ADM	BOS	ADM	ADM-REPRO	581820-Is-Purch-Reproduction	207667	BOS Sunshine Ord Task Force	10000	GF Annual Account Ctrl	10003460	BD Sunshine Ordinance Task For	0001	Sunshine Ordinance Task For	10000	Operating	10000	Operating	581820	Is-Purch-Reproduction			-618	-618	0	-618	-618	0	-618
BOS-ADM	BOS	ADM	ADM-REPRO	581820-Is-Purch-Reproduction	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454	BD Clerk of the Board	0001	Clerk of the Board	10000	Operating	10000	Operating	581820	Is-Purch-Reproduction			-13,324	-13,324	0	-13,324	-13,324	0	-13,324
BOS-ADM	BOS	ADM	ADM-REPRO	581820-Is-Purch-Reproduction	229019	BOS Assessment Appeals Board	10000	GF Annual Account Ctrl	10003457	BD Assessment Appeals Board	0001	Assessment Appeals Board	10000	Operating	10000	Operating	581820	Is-Purch-Reproduction			-4,554	-4,554	0	-4,554	-4,554	0	-4,554
BOS-ADM	BOS	ADM	ADM-REPRO	581820-Is-Purch-Reproduction	229020	BOS Supervisors	10000	GF Annual Account Ctrl	10003456	BD Supervisors	0001	Supervisors	10000	Operating	10000	Operating	581820	Is-Purch-Reproduction			-7,117	-7,117	0	-7,117	-7,117	0	-7,117
BOS-ADM	BOS	ADM	ADM-RISKMGMT	581170-GF-Risk Management Svcs (AAO)	228860	ADM Risk Management	10060	GF Work Order	10003072	ADRM Risk Management	0001	Risk Management Operations	10002	Interdepartmental-Overhead	10002	Interdepartmental-Overhead	486090	Exp Rec Fr Board Of Supv (AAO)			7,735	8,080	0	8,080	8,080	0	8,080
BOS-ADM	BOS	ADM	ADM-RISKMGMT	581170-GF-Risk Management Svcs (AAO)	229020	BOS Supervisors	10000	GF Annual Account Ctrl	10003456	BD Supervisors	0001	Supervisors	10000	Operating	10000	Operating	581170	GF-Risk Management Svcs (AAO)			-7,735	-8,080	0	-8,080	-8,080	0	-8,080
BOS-HRD	BOS	HRD	HRD-DIVERSITY-EQUITY	581016-HR-Diversity Equity Inclusion	232029	HRD Workforce Development	10000	GF Annual Account Ctrl	10026743	HR Workforce Development	0002	Diversity Equity Inclusion	10000	Operating	10000	Operating	486090	Exp Rec Fr Board Of Supv (AAO)			2,213	2,224	0	2,224	2,224	0	2,224
BOS-HRD	BOS	HRD	HRD-DIVERSITY-EQUITY	581016-HR-Diversity Equity Inclusion	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454	BD Clerk of the Board	0001	Clerk of the Board	10000	Operating	10000	Operating	581016	Diversity Equity Inclusion			-2,213	-2,224	0	-2,224	-2,224	0	-2,224
BOS-HRD	BOS	HRD	HRD-EOO	581430-GF-HR-Equal Emplmnt Opportuni	232023	HRD Equal Emplmnt Opportunity	10000	GF Annual Account Ctrl	10026742	HR Administration	0001	HR Administration	10000	Operating	10000	Operating	486090	Exp Rec Fr Board Of Supv (AAO)			36,347	36,603	0	36,603	36,603	0	36,603
BOS-HRD	BOS	HRD	HRD-EOO	581430-GF-HR-Equal Emplmnt Opportuni	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454	BD Clerk of the Board	0001	Clerk of the Board	10000	Operating	10000	Operating	581430	GF-HR-Equal Emplmnt Opportuni			-36,347	-36,603	0	-36,603	-36,603	0	-36,603
BOS-HRD	BOS	HRD	HRD-HR-MODERNIZATION	581015-HR-Modernization	232022	HRD Administration	10020	GF Continuing Authority Ctrl	10033390	HIRING MODERNIZATION	0001	Hiring Modernization	20357	HIRING MODERNIZATION	20357	HIRING MODERNIZATION	486090	Exp Rec Fr Board Of Supv (AAO)			5,915	6,056	0	6,056	6,056	0	6,056
BOS-HRD	BOS	HRD	HRD-HR-MODERNIZATION	581015-HR-Modernization	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454	BD Clerk of the Board	0001	Clerk of the Board	10000	Operating	10000	Operating	581015	Human Resources Modernization			-5,915	-6,056	0	-6,056	-6,056	0	-6,056
BOS-TIS	BOS	TIS	TIS-SFGOVTV	581280-DT SFGov TV Services	207938	DT Communications SFGovTV	10000	GF Annual Account Ctrl	10024777	DT Dt Operating Master Project	0001	DT Operating Master Project	10000	Operating	10000	Operating	486090	Exp Rec Fr Board Of Supv (AAO)			40,782	35,013	0	35,013	35,013	0	35,013
BOS-TIS	BOS	TIS	TIS-SFGOVTV	581280-DT SFGov TV Services	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454	BD Clerk of the Board	0001	Clerk of the Board	10000	Operating	10000	Operating	581280	DT SFGov TV Services			-13,768	-11,802	0	-11,802	-11,802	0	-11,802
BOS-TIS	BOS	TIS	TIS-SFGOVTV	581280-DT SFGov TV Services	229020	BOS Supervisors	10000	GF Annual Account Ctrl	10003456	BD Supervisors	0001	Supervisors	10000	Operating	10000	Operating	581280	DT SFGov TV Services			-27,014	-23,211	0	-23,211	-23,211	0	-23,211
BOS-TIS	BOS	TIS	TIS-TECHCONTRACTS	581325-DT Enterprise Tech Contracts	210699	DT Adm ELA Pass-thru	28070	ISTIF Annual Authority Ctrl	10024810	DT INTERDEPARTMENTAL SERV	0008	EAs - Adobe -01	17608	Dt Work Order Projects	17608	Dt Work Order Projects	486090	Exp Rec Fr Board Of Supv (AAO)			564	599	0	599	599	0	599
BOS-TIS	BOS	TIS	TIS-TECHCONTRACTS	581325-DT Enterprise Tech Contracts	210699	DT Adm ELA Pass-thru	28070	ISTIF Annual Authority Ctrl	10024810	DT INTERDEPARTMENTAL SERV	0018	EAs - Microsoft	17608	Dt Work Order Projects	17608	Dt Work Order Projects	486090	Exp Rec Fr Board Of Supv (AAO)			28,773	37,894	0	37,894	37,894	0	37,894
BOS-TIS	BOS	TIS	TIS-TECHCONTRACTS	581325-DT Enterprise Tech Contracts	229019	BOS Assessment Appeals Board	10000	GF Annual Account Ctrl	10003457	BD Assessment Appeals Board	0001	Assessment Appeals Board	10000	Operating	10000	Operating	581325	DT Enterprise Tech Contracts			-6,482	-8,505	0	-8,505	-8,505	0	-8,505
BOS-TIS	BOS	TIS	TIS-TECHCONTRACTS	581325-DT Enterprise Tech Contracts	229020	BOS Supervisors	10000	GF Annual Account Ctrl	10003456	BD Supervisors	0001	Supervisors	10000	Operating	10000	Operating	581325	DT Enterprise Tech Contracts			-22,855	-29,988	0	-29,988	-29,988	0	-29,988
BOS-TIS	BOS	TIS	TIS-TECHINFRASTRUCTURE	581210-DT Technology Infrastructure	232341	DT Adm Administration	28070	ISTIF Annual Authority Ctrl	10024777	DT Dt Operating Master Project	0001	DT Operating Master Project	17582	DT Dt Operating Master Project	17582	DT Dt Operating Master Project	486090	Exp Rec Fr Board Of Supv (AAO)			213,491	233,795	0	233,795	233,795	0	233,795
BOS-TIS	BOS	TIS	TIS-TECHINFRASTRUCTURE	581210-DT Technology Infrastructure	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454	BD Clerk of the Board	0001	Clerk of the Board	10000	Operating	10000	Operating	581210	DT Technology Infrastructure			-119,452	-130,813	0	-130,813	-130,813	0	-130,813
BOS-TIS	BOS	TIS	TIS-TECHINFRASTRUCTURE	581210-DT Technology Infrastructure	229020	BOS Supervisors	10000	GF Annual Account Ctrl	10003456	BD Supervisors	0001	Supervisors	10000	Operating	10000	Operating	581210	DT Technology Infrastructure			-94,039	-102,982	0	-102,982	-102,982	0	-102,982
BOS-TIS	BOS	TIS	TIS-TELECOMSVCS	581360-DT Telecommunications Services	207917	DT Adm Telephone Billing	28100	ISTIF NON PROJECT CONTROLLED	10024777	DT Dt Operating Master Project	0001	DT Operating Master Project	10000	Operating	10000	Operating	486090	Exp Rec Fr Board Of Supv (AAO)			24,509	24,817	0	24,817	24,817	0	24,817
BOS-TIS	BOS	TIS	TIS-TELECOMSVCS	581360-DT Telecommunications Services	229018	BOS Clerk Of The Board	10000	GF Annual Account Ctrl	10003454	BD Clerk of the Board	0001	Clerk of the Board	10000	Operating	10000	Operating	581360	DT Telecommunications Services			-10,071	-10,197	0	-10,197	-10,197	0	-10,197
BOS-TIS	BOS	TIS	TIS-TELECOMSVCS	581360-DT Telecommunications Services	229020	BOS Supervisors	10000	GF Annual Account Ctrl	10003456	BD Supervisors	0001	Supervisors	10000	Operating	10000	Operating	581360	DT Telecommunications Services			-14,438	-14,620	0	-14,620	-14,620	0	-14,620

Board of Supervisors Organization Chart – FY22-23 (Current)

