Department Budget Submission Checklist

To be completed by: All departments.

********INFO SUBMITTED IS LIMITED TO SUPPLEMENTAL AND DOES NOT REFLECT FULL BUDGET*******

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

Department Name:Port of San Francisco - Supplemental to FY23-24 (2nd Yr of Biennial Budget)	
■ 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	e
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 Compa	ırison
☐ Deappropriations from prior years' budget: Indicate if these are included in your submitted budg	et,
and please explain in the expenditure changes form 3A	
₱ Position Changes: Completed "Form 3B: Position Changes." (15.30.004 Position Snapshot Company) 1. **The Complete Company Compa	arisor
☐ 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 effe	cts
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 leading to the proposition of the propositi	
☐ Interdepartmental Services Balancing: Included Excel download of Department - IDS Form Balance	ing R
☐ 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,	
\square Draft legislation in progress at this time. A description of the proposed changes is include	d 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 docume	-
☐ 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 ei	ther
included in this submission or have been submitted through the proper online forums.	
Full Name: Nate Cruz	
Signature:	

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

PORT **Major Changes Department Response to Major Changes** 1. SUMMARY. What major changes is the department proposing? This supplemental to the second year of our biennial budget alllows for 2 changes: (1) the earlier Clearly describe each change, including the fiscal impact of the than anticipated transfer of Mission Bay parks from OCII to RPD and Port, and (2) a Prop J contract proposal. Alternatively, you may submit a 1-2 page memo with your for maintenance of non-standard public improvements at Mission Rock and Pier 70 development budget submission summarizing the major changes. project sites. The parks transfer will increase our budget by \$1m, including 4 new positions and matching revenue from OCII. The Prop J contract is no cost to the Port, and therefore has no quantitative impact. 2. GENERAL FUND TARGET. How did the department meet its target n/a 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, In order to maintain and operate the new parks, we're requesting 4 new positions: 2 new gardeners temporary salaries, substitutions, and provide details in Form 3B. and 2 new laborers. **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. In order to maintain and operate the new parks, we're requesting approximately \$1m in additional expenditure authority. 5. **REVENUES.** What revenue changes did the department submit? The cost ot operate the parks is anticiapted to be reimbursed by OCII from CFD funds. 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. **6. LEGISLATION.** Is the department seeking to submit any legislation no with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change? 7. PROP J. Identify existing Prop J Analyses that will continue, and if This supplemental includes a Prop J contract for maintenance of non-standard public improvements the department's budget proposes any NEW contracting out of work at Mission Rock and Pier 70 development project sites. previously done by City workers. **8. TRANSFER OF FUNCTION.** Is the department requesting any No Transfer of Functions of positions between departments? If so, please 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? **10**. **BUDGET EQUITY.** How has the department considered equity in |n/a|

its budget proposal?



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 (Department's Submission)

Budget Year 2023-2024 and 2024-2025

Department Total Budget Historical Comparison

PRT Port

Authorized Positions	2022-2023 Original Budget	2023-2024 Proposed Budget	Changes from 2022-2023	2024-2025 Proposed Budget	Changes from 2023-2024
Total Funded	318.00	327.39	9.38	325.73	(1.66)
Non-Operating Positions (CAP/Other)	(68.53)	(70.00)	(1.47)	(70.00)	0.00
Net Operating Positions	249.47	257.39	7.91	255.73	(1.66)
Sources					
Charges for Services	20,257,614	20,633,997	376,383	20,633,997	0
Fines, Forfeiture, & Penalties	2,750,213	2,819,552	69,339	2,819,552	0
Interest & Investment Income	1,000,000	1,000,000	0	1,000,000	0
Intergovernmental: Federal	74,479,632	27,279,000	(47,200,632)	0	(27,279,000)
Intergovernmental: Other	0	1,000,774	1,000,774	1,000,774	0
IntraFund Transfers In	91,402,040	47,102,435	(44,299,605)	26,673,735	(20,428,700)
Other Revenues	17,196,138	11,415,489	(5,780,649)	9,631,402	(1,784,087)
Rents & Concessions	77,557,481	85,976,464	8,418,983	110,714,498	24,738,034
Transfer Adjustment-Source	(91,402,040)	(47,102,435)	44,299,605	(26,673,735)	20,428,700
Transfers In	500,000	500,000	0	0	(500,000)
General Funds	0	(0)	(0)	(0)	C
Sources Total	193,741,078	150,625,276	(43,115,802)	145,800,223	(4,825,053)
Jses - Operating Expenditures					
Salaries	33,615,334	35,827,687	2,212,353	37,226,211	1,398,524
Mandatory Fringe Benefits	14,925,218	14,902,799	(22,419)	14,837,145	(65,654)
Non-Personnel Services	15,254,479	15,278,943	24,464	17,107,514	1,828,571
Capital Outlay	80,234,610	34,236,151	(45,998,459)	30,264,708	(3,971,443)
Debt Service	6,879,558	6,135,955	(743,603)	6,135,955	C
Intrafund Transfers Out	91,402,040	47,102,435	(44,299,605)	26,673,735	(20,428,700)
Materials & Supplies	1,039,805	1,333,905	294,100	1,323,397	(10,508)
Overhead and Allocations	0	0	0	0	C
Programmatic Projects	4,366,589	4,551,589	185,000	4,701,589	150,000
Services Of Other Depts	32,981,459	35,458,064	2,476,605	35,458,064	(
Transfers Out	31,713	31,713	0	31,713	C
Unappropriated Rev-Designated	361,956	7,905	(354,051)	(4,281,270)	(4,289,175)
Unappropriated Rev Retained	4,050,357	2,860,565	(1,189,792)	2,995,197	134,632
Transfer Adjustment - Uses	(91,402,040)	(47,102,435)	44,299,605	(26,673,735)	20,428,700

PRT Engineering	7,047,185	7,141,136	93,951	7,342,497	201,36
PRT Executive	8,810,113	8,914,296	104,183	8,988,904	74,60
PRT Finance And Administration	32,500,926	33,943,284	1,442,358	34,257,409	314,12
PRT Maintenance	22,934,916	24,071,686	1,136,770	19,106,997	(4,964,689
PRT Maritime	13,762,788	14,052,757	289,969	14,323,868	271,11
PRT Planning & Environment	3,043,955	3,149,124	105,169	3,216,865	67,74
PRT Port Commission (Portwide)	87,341,197	40,353,800	(46,987,397)	37,568,932	(2,784,868
PRT Real Estate & Development	18,299,998	18,999,193	699,195	20,994,751	1,995,558
Uses by Division Total	193,741,078	150,625,276	(43,115,802)	145,800,223	(4,825,053

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.

Note: To submit this information, run the 15.30.005c - Snapshot to Current Comparison by Stage (audit trail) report from the budget system.

Select the following criteria before running the report:

Snapshot: Start of Dept

Budget Stages: M2 Department Phase

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

GFS Type: Do not select a value.

Do not select values for any other prompts.

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

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

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

All Submissions must b	e romatted approp	priately so triat	printed copies a	are easily readable for the	ie public.																					
																			Total	BY Revenue Varianc	e: 1,000,774.00	O To	otal BY+1 Revenue Variance	1,000,774.0	0	
Budget System Report 15.	30.005 filtered on R	Regular Revenue	es																	FY 2022-23			FY 2023-24		FORMULA	FILL IN
GFS Type Dept Division	on Divisio	on Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project- Activity	Project Title	Activity Titl	e Authority	Authority Titl	e Account Lvl 5	Title Account - Title	TRIO	TRIO Title	Agency Use	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt		Revenue Description & Explanation of Change
PRT 23211	13 PRT M	aintenance	109762	PRT MN-Administration	on 109762	PRT MN-Administ	ration 23680	PRT-OP Annual Account Cti	10026769	PO Capital Investment	PO Capital Investment		Operating	4490IGROth	City Depts Revenue From OCII	(blank)	(blank)	10263		\$0 \$1,000,77	74 \$1,000,77	74	\$0 \$1,000,77	4 \$1,000,7		Port taking over Bayfront Park parcels. This is payment anticipated from OCII
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BUDGET FORM 3B: Position ChangesDEPARTMENT: _____

Please identify proposed position changes from the FY 2023-24 and FY 2024-25 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.

e" column.

For any proposed changes, provide an explanation in the "Explanation of FTE and/or Amount Change" c
Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.
All submissions must be formatted appropriately so that printed copies are easily readable for the public.

																		Total BY FTE Va	riance:	3.59	Total BY Amount V	'ariance: 751,962.0) Tota	l BY+1 FTE Variance:	2.00	Total BY+1 Amo	ount Variance: 522,599	9.00		
Budget System Report 15.30.004 filtered GFS Type Dept Grp Division	on Gross Expenditures	C 1 *	Contractula	D ID	Description Freedom	le materia		to a Austria Broth a with	And the winter Annual and	tv Authorit		E TUIL	la		Job Class Title Employ	Is not a second of the last	Issue See See See See See See See See See S	E. J.D ETE		FY 2023-24	E. J. D. J. A. J.	V D A	Charle DV (4 Day of ETE	- JDV 4 Day STE	FY 2024-25	V.4 D 4	//4 David Avel Was BY/4 David	FC Change	DRMULA	FILL IN
GFS Type Dept Grp Division	Division little	Section	Section Title	Dept ID	Dept ID Title Fund	Fund little	e Proje	pect-Activity Project litle	Activity litle Authori	Authori	ty litle Account Lvi	5 litle Account	Account Title Agen	ncy Use Class	Org Co	·. · · ·	Status Action Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FIE	end BY+1 Dept FIE	ar BY+1 Dept FIE Start BY	Y+1 Dept Amt End B	7+1 Dept Amt Var BY+1 Dept A	Submitted?	Submitted?	Explanation of FTE and/or Amoun Change
IGFS PRT 232113	PRT Maintenance			109762	PRT MN-Administration 23680	PRT-OP Annual Ctrl	ual Account 10026	PO Capital Investment	PO Capital Investment 10000	Operating	5010Salary	501010	Perm Salaries-Misc- 0 Regular		Attrition Savings BZM - Miscellaneous	BZM - Special Class Pro-rated C Misc	5	0.00	\$2	\$2	0	\$252,965 \$252,96	0.00	\$0	\$0	0	\$0	\$0	YES YES	
GFS PRT 232113	PRT Maintenance			109762	PRT MN-Administration 23680	PRT-OP Annual Ctrl	ual Account 10026	PO Capital Investment	PO Capital Investment 10000	Operating	5130Fringe	513010	Retire City Misc 0		Attrition Savings BZM - Miscellaneous	BZM - Special Class Pro-rated C Misc	S	0.00	\$0	\$0	0	\$37,870 \$37,83	70 0.00	\$0	\$0	0	\$0	\$0	NO YES	
GFS PRT 232113	PRT Maintenance			109762	PRT MN-Administration 23680	PRT-OP Annual Ctrl	ual Account 10026	PO Capital Investment	PO Capital Investment 10000	Operating	5130Fringe	514010	Social Security (OASDI & 0 HI)		Attrition Savings BZM - Miscellaneous	BZM - Special Class Pro-rated C Misc	S	0.00	\$0	\$0	0	\$15,684 \$15,68	0.00	\$0	\$0	0	\$0	\$0	NO YES	
GFS PRT 232113	PRT Maintenance			109762	PRT MN-Administration 23680	PRT-OP Annual Ctrl	ual Account 10026	26769-0001 PO Capital Investment	PO Capital Investment 10000	Operating	5130Fringe	514020	Social Sec-Medicare(HI 0 Only)		Attrition Savings BZM - Miscellaneous	BZM - Special Class Pro-rated C	S	0.00	\$0	\$0	0	\$3,668 \$3,66	58 0.00	\$0	\$0	0	\$0	\$0	NO YES	
GFS PRT 232113	PRT Maintenance			109762	PRT MN-Administration 23680	PRT-OP Annual	ual Account 10026	PO Capital Investment	PO Capital Investment 10000	Operating	5130Fringe	515010	Health Service-City 0		Attrition Savings BZM	BZM - Special Class Pro-rated C	S	0.00	\$0	\$0	0	\$6,881 \$6,88	0.00	\$0	\$0	0	\$0	\$0	NO YES	
GFS PRT 232113	PRT Maintenance			109762	PRT MN-Administration 23680	O PRT-OP Annual	ual Account 10026	26769-0001 PO Capital Investment	PO Capital Investment 10000	Operating	5130Fringe	515020	Retiree Health-Match- 0		- Miscellaneous Attrition Savings BZM	BZM - Special Class Pro-rated C	S	0.00	\$0	\$0	0	\$1,567 \$1,5	57 0.00	\$0	\$0	0	\$0	\$0	NO YES	
						Ctrl							Prop B		- Miscellaneous	Misc						· · · · · · · · · · · · · · · · · ·	5.50		**					
GFS PRT 232113	PRT Maintenance			109762	PRT MN-Administration 23680	PRT-OP Annual Ctrl	ual Account 10026	PO Capital Investment	PO Capital Investment 10000	Operating	5130Fringe	515030	RetireeHlthCare- CityMatchPropC		Attrition Savings BZM - Miscellaneous	BZM - Special Class Pro-rated C Misc	S	0.00	\$0	\$0	0	\$962 \$96	0.00	\$0	\$0	0	\$0	\$0	NO YES	
NGFS PRT 232113	PRT Maintenance			109762	PRT MN-Administration 23680	PRT-OP Annual Ctrl	ual Account 10026	PO Capital Investment	PO Capital Investment 10000	Operating	5130Fringe	515710	Dependent Coverage 0		Attrition Savings BZM - Miscellaneous	BZM - Special Class Pro-rated C Misc	S	0.00	\$0	\$0	0	\$27,961 \$27,96	0.00	\$0	\$0	0	\$0	\$0	NO YES	
GFS PRT 232113	PRT Maintenance			109762	PRT MN-Administration 23680	PRT-OP Annual Ctrl	ual Account 10026	PO Capital Investment	PO Capital Investment 10000	Operating	5130Fringe	516010	Dental Coverage 0		Attrition Savings BZM - Miscellaneous	BZM - Special Class Pro-rated C Misc	S	0.00	\$0	\$0	0	\$2,672 \$2,67	0.00	\$0	\$0	0	\$0	\$0	NO YES	
FS PRT 232113	PRT Maintenance			109762	PRT MN-Administration 23680	PRT-OP Annual Ctrl	ual Account 10026	PO Capital Investment	PO Capital Investment 10000	Operating	5130Fringe	519120	Long Term Disability 0 Insurance		Attrition Savings BZM - Miscellaneous	BZM - Special Class Pro-rated C Misc	S	0.00	\$0	\$0	0	\$987 \$98	0.00	\$0	\$0	0	\$0	\$0	NO YES	
GFS PRT 232113	PRT Maintenance			109769		Ctrl		PO Capital Investment		Operating	,	501010	Perm Salaries-Misc- 10263 Regular		Gardener ²⁶¹	261 - LOCAL 261, LABORERS C INTERNATIONAL	A N	0.00	\$1	\$1	0	\$142,801 \$142,80	0.00	\$1	\$1	0	\$188,189 \$18	88,189	YES YES	Added 2 Gardeners for Mission Mai
IGFS PRT 232113	PRT Maintenance PRT Maintenance			109769	PRT MN-Gardener 23680 PRT MN-Gardener 23680	Ctrl		PO Capital Investment PO Capital Investment PO Capital Investment		Operating	5130Fringe 5130Fringe	513010	Retire City Misc 10263 Social Security (OASDI & 10263		Gardener 261	261 - LOCAL 261, LABORERS C INTERNATIONAL 261 - LOCAL 261, LABORERS C	A N	0.00	\$0	\$0	0	\$21,378 \$21,3	0.00	\$0	\$0	0	\$23,992 \$2	1 669	NO YES	
NGFS PRT 232113	PRT Maintenance			109769	PRT MN-Gardener 23680	Ctrl		PO Capital Investment PO Capital Investment		Operating	5130Fringe	514020	HI) Social Sec-Medicare(HI 10263		Gardener 261 Gardener 261	INTERNATIONAL 261 - LOCAL 261, LABORERS C	A N	0.00	\$0	\$0	0	\$2,071 \$2.0	71 0.00	\$0	\$0	0	\$2,729	22.729	NO YES	
IGFS PRT 232113	PRT Maintenance			109769		Ctrl		6769-0001 PO Capital Investment		Operating	5130Fringe	515010	Only) Health Service-City 10263		Gardener 261	INTERNATIONAL 261 - LOCAL 261, LABORERS C	A N	0.00	\$0	\$0	0	\$6,585 \$6,58	35 0.00	\$0	\$0	0	\$9,037 \$	59,037	NO YES	
IGFS PRT 232113	PRT Maintenance			109769	PRT MN-Gardener 23680	Ctrl		26769-0001 PO Capital Investment		Operating	5130Fringe	515020	Match Retiree Health-Match- 10263		Gardener 261	INTERNATIONAL 261 - LOCAL 261, LABORERS C	A N	0.00	\$0	\$0	0	\$885 \$88	35 0.00	\$0	\$0	0	\$1,166 \$	51,166	NO YES	
IGFS PRT 232113	PRT Maintenance			109769	PRT MN-Gardener 23680	Ctrl		26769-0001 PO Capital Investment		Operating	5130Fringe	515030	Prop B RetireeHlthCare- 10263		Gardener ²⁶¹	INTERNATIONAL 261 - LOCAL 261, LABORERS C	A N	0.00	\$0	\$0	0	\$543 \$54	13 0.00	\$0	\$0	0	\$716	\$716	NO YES	
GFS PRT 232113	PRT Maintenance			109769	PRT MN-Gardener 23680	Ctrl PRT-OP Annual	ual Account 10026	26769-0001 PO Capital Investment	PO Capital Investment 10000	Operating	5130Fringe	515710	CityMatchPropC Dependent Coverage 10263		Gardener ²⁶¹	INTERNATIONAL 261 - LOCAL 261, LABORERS C	A N	0.00	\$0	\$0	0	\$17,943 \$17,94	13 0.00	\$0	\$0	0	\$24,626 \$2	24,626	NO YES	
IGFS PRT 232113	PRT Maintenance			109769	PRT MN-Gardener 23680	Ctrl D PRT-OP Annual	ual Account 10026	26769-0001 PO Capital Investment	PO Capital Investment 10000	Operating	5130Fringe	516010	Dental Coverage 10263		Gardener ²⁶¹	INTERNATIONAL 261 - LOCAL 261, LABORERS C	A N	0.00	\$0	\$0	0	\$1,794 \$1,79	94 0.00	\$0	\$0	0	\$2,375 \$	52,375	NO YES	
GFS PRT 232113	PRT Maintenance			109769	PRT MN-Gardener 23680	Ctrl D PRT-OP Annual	ual Account 10026	6769-0001 PO Capital Investment	PO Capital Investment 10000	Operating	5130Fringe	519120	Long Term Disability 10263		Gardener ²⁶¹	INTERNATIONAL 261 - LOCAL 261, LABORERS C	A N	0.00	\$0	\$0	0	\$557 \$55	57 0.00	\$0	\$0	0	\$734	\$734	NO YES	
						Ctri							Insurance			INTERNATIONAL														
IGFS PRT 232113	PRT Maintenance PRT Maintenance			109770	PRT MN-Laborer 23680 PRT MN-Laborer 23680	Ctrl		PO Capital Investment PO Capital Investment PO Capital Investment		Operating	5010Salary 5130Fringe	501010	Perm Salaries-Misc- Regular Retire City Misc 10263		General Laborer 261 General Laborer 261	261 - LOCAL 261, LABORERS C INTERNATIONAL 261 - LOCAL 261, LABORERS C INTERNATIONAL	A N	0.00	\$1	\$1	0	\$137,901 \$137,90 \$20,644 \$20,64	0.00	\$1	\$1	0	\$181,732 \$18	31,732	YES	Added 2 Laborers for Mission Bay Parks Mai
NGFS PRT 232113	PRT Maintenance			109770	PRT MN-Laborer 23680	Ctrl		PO Capital Investment PO Capital Investment		Operating	5130Fringe	514010	Social Security (OASDI & 10263		General Laborer 261	INTERNATIONAL 261 - LOCAL 261, LABORERS C INTERNATIONAL C INTERNATIONAL	A N	0.00	\$0	\$0	0	\$8 550 \$8 55	50 0.00	\$0	\$0	0	\$11,267 \$1	1.267	NO YES	
NGFS PRT 232113	PRT Maintenance			109770		Ctrl		PO Capital Investment PO Capital Investment		Operating	5130Fringe		HI) Social Sec-Medicare(HI 10263		General Laborer 261	INTERNATIONAL 261 - LOCAL 261, LABORERS C	A N	0.00	\$0	\$0	0	\$2,000 \$2.00	0.00	\$0	\$0	0	\$2,635	52,635	NO YES	
NGFS PRT 232113	PRT Maintenance			109770		Ctrl		26769-0001 PO Capital Investment		Operating	5130Fringe	515010	Only) Health Service-City 10263	3 7514 C	General Laborer 261	261 - LOCAL 261, LABORERS C	A N	0.00	\$0	\$0	0	\$6,585 \$6,58	35 0.00	\$0	\$0	0	\$9,037	69,037	NO YES	
NGFS PRT 232113	PRT Maintenance			109770		Ctrl		PO Capital Investment		Operating	5130Fringe	515020	Match Retiree Health-Match- 10263		General Laborer 261	INTERNATIONAL 261 - LOCAL 261. LABORERS C	A N	0.00	\$0	\$0	0	\$854 \$85	54 0.00	\$0	\$0	0	\$1,126	51,126	NO YES	
NGFS PRT 232113	PRT Maintenance			109770	PRT MN-Laborer 23680	Ctrl		PO Capital Investment		Operating	5130Fringe	515030	Prop B RetireeHlthCare- 10263		General Laborer 261	INTERNATIONAL 261 - LOCAL 261, LABORERS C	A N	0.00	\$0	\$0	0	\$525 \$52	25 0.00	\$0	\$0	0	\$691	\$691	NO YES	
NGFS PRT 232113	PRT Maintenance			109770		Ctrl		6769-0001 PO Capital Investment		Operating	5130Fringe	515710	CityMatchPropC Dependent Coverage 10263			INTERNATIONAL 261 - LOCAL 261, LABORERS C	A N	0.00	\$0	\$0	0	\$17,943 \$17.94	13 0.00	\$0	\$0	0	\$24.626	24,626	NO VES	
NGFS PRT 232113	PRT Maintenance			109770	PRT MN-Laborer 23680	Ctrl		PO Capital Investment		Operating	5130Fringe	516010	Dental Coverage 10263		General Laborer 261	INTERNATIONAL 261 - LOCAL 261, LABORERS C	A N	0.00	\$0	\$0	0	\$1.794	94 0.00	\$0	\$0	0	\$2.375	52.375	NO VEC	
NGES DDT 222142	PRT Maintenance			100770		Ctrl		PO Capital Investment PO Capital Investment		Operating		510120	Long Term Disability 10263	I	Congress Laborer 201		Δ Δ	0.00	¢n c	\$0	0	¢520	0.00	20	60		\$700	\$700	113	
10013 PM1 232113	rki wamtenance			109//0	PRT IVIN-LADOTEF 23680	Ctrl	aar Account 10026	.0705-0001 PO Capital Investment	ro capital investment 10000	Operating	5130Fringe	219170	Insurance	, /514_C	General Laborer 261	INTERNATIONAL 261 - LOCAL 261, LABORERS C INTERNATIONAL	^ N	0.00	ب 0	JU	١	\$550 \$55	0.00	\$0	\$0	U	501¢	71U3		

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.

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.

																				Total B	Y Expenditure Variance	: 182,228.	.00 Total B	3Y+1 Expenditure Variance	e: 3,564,557.00		
lget Systen	n Report 15	.30.005 filtered on	Gross Expenditures																		FY 2022-24			FY 2024-25		FORMULA	FILL IN
5 Туре	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account - Title TRIO	TRIO Title	Project Type	Agency Use	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submittted?	Explanation of Change
	PRT					232116	PRT Port Commission (Portwide)	23680	PRT-OP Annual Account	t 10026769-0001	PO Capital Investment	PO Capital Investmen	t 10000	Operating	5970UARRet	597095 - General Reserve		OPR	10268	\$2,995,19	7 \$2,860,565	5 (\$134,	632)	\$0 \$2,995,19	97 \$2,995,197	,	YES
	PRT					232116	PRT Port Commission (Portwide)	23690	PRT-OP Annual Authority Ctrl	10025785-0002	Youth Employment & Environment	Youth Employment & Environment	17726	GE Youth Employment	& 5060ProgPr	506070 - Programmatic Projects-Budget		OPR	10268	\$365,00	0 \$415,000	\$50	,000	\$0 \$50,00	\$50,000		YES Increased budget for Mission Bay Parks Maintenance
	PRT	210648	PRT Real Estate & Development			210649	PRT Lease Administration	23680	PRT-OP Annual Account		PO Administration	PO Administration	10000	Operating	5210NPSvcs	532000 - Utilities Expenses- Budget		OPR	10259	\$875,00		\$20			\$20,700		YES Increased budget for Mission Bay Parks Maintenance
	PRT	232112	PRT Finance And Administration			109755	PRT FA-Accounting	23680	PRT-OP Annual Account Ctrl		PO Administration	PO Administration	10000	Operating	5810OthDep	581180 - GF-Con-Fast Team		OPR	10264	\$182,00							YES
	PRT	232113	PRT Maintenance			109762	PRT MN-Administration	23680	PRT-OP Annual Account Ctrl		·	PO Capital Investmen		Operating	5210NPSvcs	528000 - Maint Svcs-Bldgs & Impvts-Bdgt		OPR	10263		0 \$54,560	\$54		0 \$54,56	\$54,560)	YES Increased budget for Mission Bay Parl Maintenance
	PRT	232113	PRT Maintenance			109762	PRT MN-Administration	23680	PRT-OP Annual Account Ctrl			PO Capital Investmer	it 10000	Operating	5210NPSvcs	528010 - Scavenger Services		OPR	10263	\$295,94		\$24	,500 \$295,9	\$320,44	\$24,500		YES Increased budget for Mission Bay Parl Maintenance
	PRT	232113	PRT Maintenance			109762	PRT MN-Administration	23680	PRT-OP Annual Account Ctrl		PO Capital Investment			Operating	5400Mat&Su	540000 - Materials & Supplies-Budget		OPR	10263	\$583,36	3 \$682,463			· í			YES Increased budget for Mission Bay Par Maintenance
	PRT	232113	PRT Maintenance			109762	PRT MN-Administration	23680	PRT-OP Annual Account Ctrl	t 10026769-0001	PO Capital Investment	PO Capital Investmer	it 10000	Operating	5950_ITO	595280 - ITO To 5P-Port of 101688 SanFrancisco	23680 NOPROJ_236 VARIOUS	90 OPR	10263	\$3,221,52	7 \$3,271,527	7 \$50	,000 \$2,969,0	\$3,271,52	\$302,500)	YES to rebalar
																											NO NO
																											NO
																											NO NO
																											NO
																											NO.
																											NO
_																											NO

Please Fill Out Blue Shaded Areas Only

Port

Real Estate Mission Rock Open Space

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

FISCAL YEAR 2023-24

PPE FY23

26.1

ESTIMATED CITY COSTS:

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 Prior Year Benefit costs.

	PRO	JECTED PERS	SONNEL CO	STS			Prior Year
			Bi-Weekly R	ate per FTE	Annu	al Cost	Time
Job Class Title	Class	# of Full Time Equivalent Positions	Low	High	Low	High	Equivale nt Positions
							4
							1
							_
						+	
					\$ -	\$ -	1
					\$ -	\$ -	
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				<u> </u>		
			Total Salary		<u> </u>	<u> </u>	4
		Total of	f Other Comper	nsation>	\$ -	\$ -	J

					\$	-	\$ -
					\$	-	\$ -
					\$	-	\$ -
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 o	f Other Comper	nsation>	\$		\$
		FRINGE BE	NEFITS				
	·				•		
	1-1-01	Φ Δ					

	Job Class	\$ Amount	_		
Benefits per FTEJob Class #:	2718	0	_	0	(
Benefits per FTEJob Class #:	2708	0		0	(
Benefits per FTEJob Class #:	7345	55996		0	(
Benefits per FTEJob Class #:	7510	29744		0	(
Benefits per FTEJob Class #:	7346	46591		0	(
Benefits per FTEJob Class #:	7389	36879		0	(
Benefits per FTEJob Class #:	3417	40203		0	(
Benefits per FTEJob Class #:	8,202	27352		0	
Benefits per FTEJob Class #:	0	0			
			Low	High	
Total Fringe Ben	efits			0 \$	-

ADDITIONAL CITY COSTS		
City Maintenance Cost per Sq Ft (Port Maintenance Staff Estimate)	\$ 2.87	\$ 2.87
Square Feet of Space	69,625	\$ 69,625
	\$ -	\$ -
Total Capital & Operating	\$ 199,824	\$ 199,824

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST \$ 199,823.75 \$ 199,823.75 LESS: ESTIMATED TOTAL CONTRACT COST 156,656.25 \$ 156,656.25

ESTIMATED SAVINGS 43,168 \$ 43,168 % of Savings to City Cost

Comments/Assumptions:

# OI Full							
Time							
Equivale	Year						
nt	(BY, aka FY	Job Class					
Positions		Number	Job Class Title	FTE	5010 Salary	5130 Benefits	Total Sal & Ben
	22/23	2718	Custodial Supervisor	1.0	\$ -	\$ -	\$ -
	22/23	2708	Custodian	1.0	\$ -	\$ -	\$ -
	22/23	7345	Electrician	1.0	\$ 134,927	\$ 55,996	\$ 190,923
	22/23	7510	Lighting Fixture Maintenance Worker	1.0	\$ 74,360	\$ 29,744	\$ 104,104
	22/23	7346	Painter	1.0	\$ 105,458	\$ 46,591	\$ 152,049
	22/23	7376	Sheet Metal Worker	1.0	\$ 89,407	\$ 36,879	\$ 126,286
	22/23	3417	Gardener	1.0	\$ 87,493	\$ 40,203	\$ 127,696
	22/23	8202	Security Guard	1.0	\$ 68,380	\$ 27,352	\$ 95,732
	22/23						\$ -
							\$ -
							\$ -

Please Fill Out Blue Shaded Areas Only.

FISCAL YEAR 2022-23

Contract Cost Details

	Lo	W	Hig	gh
Estimated Contract Cost	\$	156,656.25	\$	156,656.25
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 co	ntract compo	nents	Square	Cost	per Sq	Tota	al Cost -	Total Cost -				
				Feet	Ft		low	end est	high	end est			
1	Louisiana St	(20th - 21st)		8,379	\$	2.25	\$	18,853	\$	18,853			
2	Midblock Pas	sage - E2/E3		8,547	\$	2.25	\$	19,231	\$	19,231			
3	Building 12 P	Building 12 Plaza		12,017	\$	2.25	\$	27,038	\$	27,038			
4	Miscellaneou	s Non-Standa	rd Improvemen	25,000	\$	2.25	\$	56,250	\$	56,250			
5	Building 15 S	tructural Fram	e	15,682	\$	2.25	\$	35,285	\$	35,285			
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
	TOTAL CON	TRACT COST	-				\$	156,656.25	\$ 1	56,656.25			

1. <u>List all assumptions</u> made in calculating contract cost.

Include any private wage rates, population estimates, square footage estimates or other data used in calculating your contract cost. Please insert more lines as needed.

Square footage assumptions based on Pier 70 public spaces

Cost per square foot based on current Pier 70 budget; cost estimates still in process

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

See above

3. What year is your data from?

2023

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

N/A

Contract Monitoring Costs:

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

Salary:

Job Class	Job Class Title	# of FTEs (can be	Biweekly Rate			nual Sal	ary Ex	pense	E	Benefits	per FT	Έ	Annu	ıal Ben	efit Ex	pense	TO	TAL E	KPEN	SES
		partial; e.g. a half time employee would be 0.5 FTE)	Low	High	Low Hig		High		Low		High		Low		igh	Low		High		
1824	Principal Admin Analyst	0.00	4,819	5,859	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
					\$	-	\$	-	\$	-			\$	-	\$	-	\$	-	\$	-
					\$	-	\$	-	\$	-			\$	-	\$	-	\$	-	\$	-
					\$	-	\$	-	\$	-			\$	-	\$	-	\$	-	\$	-
TOTAL CONTRACT MONITORING COST					\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-

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

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

Department: Port of San Francisco, Real Estate and Development Contract: Non-Standard Improvement Maintenance

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;

Both Prop Js are for the maintenance of Port-owned spaces within development projects. Developers at these sites already maintain other improvements at the site and will have significant efficiencies to maintain Port-owned improvements as compared to the Port. Additionally, the Mission Rock developer will maintain improvements at no cost to the Port or City. For Pier 70, the Port does not have a source to cover City staff for maintenance, and thus must contract with the developer to perform this work.

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;

Both areas are new to the Port so do not have measurable levels of service to comapre. However, Port staff anticiapte the developer will be able to provide a higher level of service (more frequent cleaning and maintenance, more regular security) than the Port could provide.

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

The Port will review and approve budgets for both Mission Rock and Pier 70 on an annual basis. Both areas will also have to meet the standards for all Port public parks and open spaces.

Prop J Description FY24 Page 10 of 17

Prop J Description FY24 Page 11 of 17

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)

If developer affiliates do not provide services at no-cost to Port/City, Port may explore alternatives. Port would also need to identify a funding source to maintain improvements.

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

Prop J Description FY24 Page 12 of 17

Form will autopopulate

PROP J ANALYSIS SUMMARY

Port of San Francisco, Real Estate and Development Non-Standard Improvement Maintenance

FISCAL YEAR 2023-24

City cost if services are not contracted out

	lo	ow range	high range
Total Annual Salary	\$	307,105	\$ 368,674
Total Other Pay	\$	-	\$ -
Total Fringe Benefits	\$	152,129	\$ 152,129
Additional City Costs	\$	331,531	\$ 331,531
	\$	790,765	\$ 852,334
City cost if services are contracted	ed out		
Contract Cost	\$	156,656	\$ 156,656
City Contract Monitoring	\$	-	\$ -
	\$	156,656	\$ 156,656

City Savings from Contracting C	Out,		
Savings/(Cost)	\$	634,109	\$ 695,677
		80%	82%

Note: All departments, except fixed budget departments, should complete Prop J Analyses for FY 23/24

Please Fill Out Blue Shaded Areas Only

Port

Real Estate

Mission Rock Open Space COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) PPE FY23 26.1

FISCAL YEAR 2023-24

ESTIMATED CITY COSTS:

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 rior Year Benefit costs.

	PRO	JECTED PERS	SON	NEL CO	ST	S					Prior Yea
			Bi-	Weekly R	ate p	er FTE		Annual	Cos	st	# Of Full
		# of Full Time Equivalent									Equivale nt
Job Class Title	Class	Positions		Low		High		Low		High	Positions
Custodian	2708	1.25	\$	2,378	\$	2,855	\$	77,590	\$	93,145	
Electrician	7345	0.10	\$	4,306	\$	5,170	\$	11,239	\$	13,493	
Lighting Fixture Maintenance Worker	7510	1.00	\$	2,373	\$	2,849	\$	61,942	\$	74,360	
Painter	7346	0.10	\$	3,366	\$	4,041	\$	8,785	\$	10,546	
Metalsmith	7389	0.10	\$	2,853	\$	3,426	\$	7,448	\$	8,941	
Gardener	3417	0.75	\$	2,792	\$	3,352	\$	54,661	\$	65,620	
Security	8202	1.50	\$	2,182	\$	2,620	\$	85,441	\$	102,570	
							\$	-	\$	-	
							\$	-	\$	-	
Holiday Pay (if applicable)	n/a	n/a					Þ	-	\$	-	
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	4.8									0.0
			To	otal Salary	Cos	sts>	\$	307,105.37	\$	368,673.92	

# Of Full							
Time Equivale nt Positions	Year (BY, aka FY 22/23)	Job Class Number	Job Class Title	FTE	5010 Salary	5130 Benefits	Total Sal & Ben
Controlle	22/23	2708	Custodian	1.0	\$ 74.516	\$ 29.806	\$ 104,322
	22/23	7345	Electrician	1.0	\$ 134,927	\$ 55,996	\$ 190,923
	22/23	7510	Lighting Fixture Maintenance Worker	1.0	\$ 74,360	\$ 29,744	\$ 104,104
	22/23	7346	Painter	1.0	\$ 105,458	\$ 46,591	\$ 152,049
	22/23	7376	Sheet Metal Worker	1.0	\$ 89,407	\$ 36,879	\$ 126,286
	22/23	3417	Gardener	1.0	\$ 87,493	\$ 40,203	\$ 127,696
	22/23	8202	Security Guard	1.0	\$ 68,380	\$ 27,352	\$ 95,732
	22/23						\$ -
							\$ -
							\$ -

Total of Other Compensation---> \$

0.0

5 <-- Variance

|--|

	Job Class	\$ Amount					
Benefits per FTEJob Class #:	2708	\$ 29,806	\$		37,258	\$	3
Benefits per FTEJob Class #:	7345	\$ 55,996	\$		5,600	\$	
Benefits per FTEJob Class #:	7510	\$ 29,744	\$		29,744	\$	29
Benefits per FTEJob Class #:	7346	\$ 46,591	\$		4,659	\$	4
Benefits per FTEJob Class #:	7389	\$ 36,879	\$		3,688	\$	3
Benefits per FTEJob Class #:	3417	\$ 40,203	\$		30,152	\$	30
Benefits per FTEJob Class #:	8,202	\$ 27,352	\$		41,028	\$	41
Benefits per FTEJob Class #:	0	0					
			Lo	w		High	
Total Fringe Benefits			\$		152,129	\$	152

ADDITIONAL CITY COSTS		
Utilities	\$ 96,707	\$ 96,707
Supplies	\$ 17,000	\$ 17,000
Miscellaneous Contracts	\$ 18,000	\$ 18,000
	\$ -	\$ -
Total Capital & Operating	\$ 131,707	\$ 131,707

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST LESS: ESTIMATED TOTAL CONTRACT COST 590,941.26 \$ 652,509.80

- <-- NOTE: Contractor will provide maintenance of paseos and non-standard improvements within the Mission Rocl

ESTIMATED SAVINGS % of Savings to City Cost 590,941 \$ 652,510 100% 100%

Please Fill Out Blue Shaded Areas Only.

FISCAL YEAR 2022-23

Contract Cost Details

	Lo	W	High			
Estimated Contract Cost	\$	471,536.00	\$	471,536.00		
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 co	ntract compo	nents	Hours Per	Hou	rly Rate	Tota	I Cost -	Tota	al Cost -
				Yr			low	end est	high	n end est
1										
2	Security and	Prop Mgmt		3,226	\$	44.80	\$	144,533	\$	144,533
3	Custodial			1,560	\$	42.72	\$	66,647	\$	66,647
4	Exterminating)					\$	15,000	\$	15,000
5	As-Needed C	leaning					\$	20,000	\$	20,000
6	Cleaning Sup	plies					\$	4,000	\$	4,000
7	Electrical Mai	intenance					\$	5,000	\$	5,000
8	Light Mainten	ance					\$	12,000	\$	12,000
9	Sidewalk Rep	air					\$	5,000	\$	5,000
10	Metal Mainter	nance					\$	10,000	\$	10,000
11	Painting						\$	10,000	\$	10,000
12	Landscaping						\$	50,349	\$	50,349
13	Radio Mainte	nance					\$	3,000	\$	3,000
14	Lighting/Elect	rical Supplies					\$	8,000	\$	8,000
15	Signage and	Directories					\$	5,000	\$	5,000
16	Utilities						\$	96,707	\$	96,707
17	Overhead						\$	16,300	\$	16,300
18										
	_	_	total hours	4,786						_
	TOTAL CON	TRACT COST					\$	471,536	\$	471,536

1. List all assumptions made in calculating contract cost.

Include any private wage rates, population estimates, square footage estimates or other data used in calculating your contract cost. Please insert more lines as needed.

- 2-3) hours and rates are based on estimates of Mission Rock public space management budget
- 4-10) budgeted amounts based on esimates of Mission Rock public space management budget
- 13) Includes electricity and water from black water recyclying system, which is significantly more expensive than
- 14) Includes office space and equipment for staff

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

Mission Rock Public Space Management Budget, as of February 2023

3. What year is your data from?

2023

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

N/A

Contract Monitoring Costs:

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

Salary:

Job Class	Job Class Title	# of FTEs (can be partial; e.g.	Biweek	ly Rate	Annu	ıal Sala	ary Exp	ense	E	Benefits	per F	ΤE	Annu	ual Ben	efit Ex	pense	TO	TAL E	KPEN	SES
		a half time employee would be 0.5 FTE)	Low	High	Lo	OW	Hi	gh	L	_OW	Н	igh	L	.ow	Hi	igh	L	ow	Hi	igh
	Principal Admin Analyst	0.00	4,819	5,859	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
					\$	-	\$	-	\$	-			\$	-	\$	-	\$	-	\$	-
					\$	-	\$	-	\$	-			\$	-	\$	-	\$	-	\$	-
					\$	-	\$	-	\$	-			\$	-	\$	-	\$	-	\$	-
TOTAL CON	TRACT MC	NITORING C	OST		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-

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

[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 2023-24

PPE FY24 26.0

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

	FINUSEC	FED PERSONN	LL C0313			
			Bi-Weekly R	Rate per FTE	Annu	al Cost
		# of Full Time Equivalent				
Job Class Title	Class	Positions	Low	High	Low	High
0	0.00		\$ -	0	\$ -	\$ -
0	0.00		\$ -	0	\$ -	\$ -
0	0.00		\$ -	0	\$ -	\$ -
0	0.00		\$ -	0	\$ -	\$ -
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	i -				·
			Total Salary	Costs>	\$ -	\$ -
		Total of O	ther Compens	sation>	\$ -	\$ -

FRINGE	BENEFITS

	•	WINDE DEIVELLING		
	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 Ber	efits		\$	- \$ -

ADDITIONAL CITY COSTS

\$ -	\$	-
\$ -	\$	-
\$ \$ \$	φ	ψ ψ • •

COST COMPARISON SUMMARY

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

- <u>Comments/Assumptions:</u>
 1. FY XXXX would be/was the first year these services are/were contracted out.
- 2. Salary levels reflect proposed salary rates effective July 1, XXXX. Costs are represented as annual 12 month costs.
- Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long 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 23/24)	Job Class Number	Job Class Title	FTE	5010 Salary	5130 Benefits	Total Sal & Ben
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -

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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) PPE FY24

ESTIMATED CITY COSTS:

FISCAL YEAR 2023-24

SAMPLE

PROJEC1	FD PF	RSONN	EL COSTS

PROJECTED PERSONNEL COSTS										
		# of Full	В	Bi-Weekly Rate	per FTE		Annua	al Co	ost	
Job Class Title	Class	Time Equivalent Positions		Low	High		Low		High	
Security Guard	8202	26.00	\$	3,960	4,754	\$2	2,676,782	\$3	3,213,423	
Building and Ground Patrol Officer	8207	5.00	\$	3,960	4,754	\$	514,769	\$	617,970	
Airport Operations Supervisor	9220	0.05	\$	6,169	7,406	\$	8,020	\$	9,628	
Manager III	0931	0.05	\$	8,090	9,712	\$	10,517	\$	12,625	
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								
							3,210,088	\$3	3,853,647	
		Total	of O	ther Compensa	ation>	\$		\$		

INGE BENEFITS	
mount	

SAMPLE

		FRINGE B	ENEFITS			
	Job Class	\$ Amount				
Benefits per FTEJob Class #:	8202	37,390				
Benefits per FTEJob Class #:	8207	37,391				6 8
Benefits per FTEJob Class #:	9220	50,189				
Benefits per FTEJob Class #:	0931	65,366				
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				
				l	Low	High
Total Fringe Benef	its				\$1,048,253	\$1,164,882

service.	Ф	-	Ф	-
the contract components.	\$	-	\$	-
	\$	-	\$	-
	\$	-	\$	-
Total Capital & Operating	\$		\$	

ADDITIONAL CITY COSTS

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST LESS: ESTIMATED TOTAL CONTRACT COST	\$4,258,340 \$2,318,141	. , ,
ESTIMATED SAVINGS	\$1,940,200	\$2,696,260
% of Savings to City Cost	46%	54%

Comments/Assumptions: 1. FY 2007 was the first year these services were contracted out. 2. Salary levels reflect proposed salary rates effective July 1, 2023. Costs are represented as annual 12 month 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>

SAMPLE

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

Year								
(BY, aka	Job Class				5130	T	Total Sal &	
FY 23/24)	Number	Job Class Title	FTE	5010 Salary	Benefits		Ben	
FY 23/24	8202	Security Guard	1.00	\$ 86,203	\$ 37,390	\$	123,593	
FY 23/24	8207	Building and Ground Patrol Officer	1.00	\$ 86,203	\$ 37,391	\$	123,594	
FY 23/24	9220	Airport Operations Supervisor	1.00	\$ 142,369	\$ 50,189	\$	192,558	
FY 23/24	0931	Manager III	1.00	\$ 187,141	\$ 65,366	\$	252,507	
			1.00			\$	-	
			-			\$	-	
			-			\$	-	
			-			\$	-	
			-			\$	-	
			-			\$	-	

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