

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: San Francisco Employees' Retirement System

- ☒ **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
- ☒ **Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing
- ☒ **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: Christine Li

Signature: Christine Li

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(enable content and macros)

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BUDGET FORM 1A: Summary of Major Changes

San Francisco Employees' Retirement System

Major Changes	Department Response to Major Changes
<p>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.</p>	<p>The department is proposing two major changes to the budget in FY2024 & FY2025. They include:</p> <ul style="list-style-type: none"> • Adding 10 ftes to Retirement Services in FY 2024 and 8 ftes to the division in FY 2025 to align staffing with business needs to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. SFERS estimates the fiscal impact to be \$1.2 million in FY 2024. (Less than 1% of the total department budget). • Providing technology solutions to enhance and improve collaboration and reporting efficiency. SFERS anticipates the fiscal impact to be \$150,000 in FY 2023. <p>All expenses are paid from assets of the SFERS Trust. There is no General Fund support for the department budget. The estimated total department budget for SFERS, including the enhancements noted here, is \$133 million represents approximately 40 bps of SFERS Trust market value as of June 30, 2022.</p>
<p>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?</p>	<p>The department receives no General Fund support for its budget.</p>
<p>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.</p>	<ul style="list-style-type: none"> • The department's budget submission assumes current vacancies will be filled. • The department proposes to add 10 ftes to Retirement Services in FY 2024 and 8 ftes to the division in FY 2025 to align staffing with business needs to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. • In addition a new 1054 is proposed to support the Retirement Services division. • The department is also in discussions with DHR to reclassify certain positions in Retirement Services and Administrative Services to address ongoing recruitment and retention issues in current classifications. FY 2023 budget includes funding for the reclassifications when they are approved, and FY 2024 and FY 2025 proposed budgets assume the reclassifications are approved. • Current year substitutions include one 4331 to an 0922 and one 1867 to an 1840. Both positions were approved in the current FY and have been filled. • There is no General Fund impact. SFERS is self-funded.
<p>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.</p>	<ul style="list-style-type: none"> • The department proposes 10 new ftes in FY 2024 and 8 new ftes in FY 2025 for the Retirement Services division. The new positions will align staffing with business needs to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. • SFERS also proposes one new fte in the IT division in FY 2024 to support Retirement Services. The department is also proposing \$150,000 to provide technology solutions to enhance and improve collaboration and reporting efficiency • There is no General Fund impact. SFERS is self-funded.
<p>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.</p>	<p>Revenue Increase in contributions due to cost of living wage increases per MOU. SFERS receives increases in contributions for Pension and Retiree Health Care as a percentage of employee covered wages.</p>
<p>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?</p>	<p>No.</p>
<p>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.</p>	<p>N/A.</p>
<p>8. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>No.</p>
<p>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?</p>	<p>No.</p>
<p>10. BUDGET EQUITY. How has the department considered equity in its budget proposal?</p>	<p>The proposed budget includes funding for increased access to member service for active and retired members who have limited or no access to technology, a robust Retirement Services internship program, Leadership/Workforce Development and double funding for Mayor's Youth Program interns in accordance with SFERS's Racial Equity Plan.</p>

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

RET Retirement System

	2022-2023 Original Budget	2023-2024 Proposed Budget	Changes from 2022-2023	2024-2025 Proposed Budget	Changes from 2023-2024
Authorized Positions					
Total Funded	123.85	158.48	34.64	168.60	10.11
Non-Operating Positions (CAP/Other)	0.00	0.00	0.00	0.00	0.00
Net Operating Positions	123.85	158.48	34.64	168.60	10.11

Sources

Charges for Services	1,113,309	1,931,330	818,021	2,013,530	82,200
Contributions Ret/HSS/HlthCare	40,988,635	47,783,012	6,794,377	50,140,436	2,357,424
Expenditure Recovery	110,000	110,000	0	110,000	0
Interest & Investment Income	401,000	401,000	0	401,000	0
General Funds	483,917	(110,000)	(593,917)	(110,000)	0
Sources Total	43,096,861	50,115,342	7,018,481	52,554,966	2,439,624

Uses - Operating Expenditures

Salaries	22,266,948	27,570,745	5,303,797	29,690,674	2,119,929
Mandatory Fringe Benefits	7,799,301	9,325,041	1,525,740	9,702,481	377,440
Non-Personnel Services	5,265,507	5,436,665	171,158	5,363,665	(73,000)
Capital Outlay	10,173	37,049	26,876	0	(37,049)
Materials & Supplies	255,000	265,000	10,000	265,000	0
Overhead and Allocations	40,243	40,243	0	40,243	0
Programmatic Projects	0	50,000	50,000	50,000	0
Services Of Other Depts	7,131,576	7,390,599	259,023	7,442,903	52,304
Unappropriated Rev-Designated	328,113	0	(328,113)	0	0
Uses Total	43,096,861	50,115,342	7,018,481	52,554,966	2,439,624

Uses - By Division Description

RET Administration	13,857,298	14,682,513	825,215	14,911,970	229,457
RET Health Care Trust	1,633,350	1,688,430	55,080	1,688,430	0
RET Investment	11,089,170	12,997,263	1,908,093	13,322,002	324,739
RET Retirement Services	14,918,817	18,814,806	3,895,989	20,618,034	1,803,228
RET SF Deferred Comp Program	1,598,226	1,932,330	334,104	2,014,530	82,200
Uses by Division Total	43,096,861	50,115,342	7,018,481	52,554,966	2,439,624

BUDGET FORM 2A: Revenue Report
Department Name: San Francisco Employees' Retirement System

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.

Budget System Report 15.30.005 filtered on Regular Revenues														Total BY Revenue Variance: 5,350,507.00			Total BY+1 Revenue Variance: 7,038,242.00				
														FY 2022-23			FY 2023-24			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	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 submitted?	Revenue Description & Explanation of Change
GFS	RET	207980	RET SF Deferred Comp P	10010	GF Annual Aut	10024407-000	RS Employee Def	Employee Defe	17410	RS Employee Def	4600C4Svcs	460199 - Other G	0	1,634,652.00	1,931,330.00	296,678.00	1,674,387.00	2,013,530.00	339,143.00	YES	Increase revenues to balance proposed total expenditures
NGFS	RET	207981	RET Health Care Trust	31440	Health Care-Pr	10026788-000	RS Administratio	RS Administrat	10000	Operating	4700Contri	470201 - Proposit	0	655,854.00	769,215.00	113,361.00	1,363,858.00	769,215.00	(594,643.00)	YES	Increase revenues to balance proposed total expenditures
NGFS	RET	207981	RET Health Care Trust	31440	Health Care-Pr	10026788-000	RS Administratio	RS Administrat	10000	Operating	4700Contri	470211 - Frnge-P	0	882,496.00	769,215.00	(113,281.00)	882,496.00	769,215.00	(113,281.00)	YES	Increase revenues to balance proposed total expenditures
NGFS	RET	232318	RET Retirement Services	31330	Employees Re	10026788-000	RS Administratio	RS Administrat	10000	Operating	4700Contri	470199 - Emp Re	0	41,190,833.00	46,244,582.00	5,053,749.00	41,194,983.00	48,602,006.00	7,407,023.00	YES	Increase revenues to balance proposed total expenditures

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

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

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

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

TABLE 1 - FEES TO BE CERTIFIED BY CON

[Please click here for the latest fee certification letter for reference.](#)

Item	Fee Status M/N	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

Not Applicable

FY 2023-24 Revenue Proposed	FY 2023-24 Cost Recovery (Est.)	FY 2024-25 Fee **	FY 2024-25 Units (Est.)	FY 2024-25 Revenue Proposed	FY 2024-25 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
\$ -	\$ -	\$ -		\$ -	\$ -		\$ -
\$ -	\$ -	\$ -		\$ -	\$ -		\$ -
\$ -	\$ -	\$ -		\$ -	\$ -		\$ -
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\$ -	\$ -	\$ -		\$ -	\$ -		\$ -
\$ -	\$ -	\$ -		\$ -	\$ -		\$ -

TABLE 2 - MODIFIED AND NEW FEES

Item	Fee Status M/N	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g., per sq. ft.)	FY 2022-23 Fee **	FY 2022-23 Units (Est.)	FY 2022-23 Revenue Proposed	FY 2022-23 Cost Recovery (Est.)	FY 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																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
5																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
6																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
7																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
8																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
9																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
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																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
12																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
13																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
14																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
15																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
16																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
17																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
18																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
19																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	
20																		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			\$ -	\$ -	

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.

Budget Form 2C: Fee Cost Recovery

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

DEPARTMENT:

Fee Name:

Fee XYZ

Department Providing Service:
Fee Administrator

Department ABC

Jane Smart

Admin Code Section X.X

PS Department of Proposed Revenue:

PS Fund of Proposed Revenue:

PS Authority of Proposed Revenue:

PS Project of Proposed Revenue:

PS Activity of Proposed Revenue:

PS Account of Proposed Revenue:

Numeric Code

Title

XXXXXX

XXXXX

XXXXX

XXXXXXXXX

XXXXX

XXXXXX

Not Applicable

\$ 44.00

(1)

\$ 42.00

(2)

\$ 40.00

(3)

Fee Status (New/Modified):

New

Fee Status (New/Modified):

New

Detailed Service Description:

Please provide description of service

Proposed Fee (FY 2024-25): \$ 44.00
Proposed Fee (FY 2022-24): \$ 42.00
Current Fee (FY 2022-23): \$ 40.00

FY 2024-25 Proposed Fee Increase/Decrease: \$ 2.00
FY 2024-25 % Proposed Fee Change from FY 2023-24 Fee: 4.76%
FY 2023-24 Proposed Fee Increase/Decrease: \$ 2.00
FY 2023-24 % Proposed Fee Change from Current Fee: 5.00%

Fee Prior to Current: \$ 38.00
Current Fee Increase/Decrease from Prior Fee: \$ 2.00

Fiscal Year of Prior Fee Change: 2010-11
% Current Fee Change from Prior Fee: 5.26%

FY2023-24			
ESTIMATED REVENUE DERIVED FROM SERVICE		ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 22-23, BELOW	
A	Quantity Estimated (# of Units of Service Provided)	D	Direct Costs
	5,000		Estimated Cost % of Total
B	Fee per Unit (Proposed)		Productive Labor & Benefits (0.75 of 2022-23 Salary & MFB) \$ 313,702 59.25%
	\$ 42		Leave & Non-Productive Time (0.25 of FY 2022-23 Salary & MFB) \$ 104,567 19.75%
C	FY 2023-24 Revenue Budgeted (A x B)		Space Rental Equivalent \$ 15,000 2.83%
	\$ 210,000		Materials & Supplies \$ - 0.00%
			Other (Please Describe on Worksheet) \$ - 0.00%
		E	Indirect Costs
			Rate
			Departmental Overhead 20.00% \$ 83,654 15.80%
			Central Services Overhead 3.00% \$ 12,548 2.37%
		F	FY 2023-24 Direct & Indirect Costs \$ 529,471 100.00%
G	FY 2023-24 Revenue Recovery Rate (C/F):		
	39.66%		
H	Required Fee For 100% Cost Recovery (F/A)		
	\$ 105.89		
I	Over (+) or Under (-) 100% Cost Recovery (B-H)		
	(\$63.89)		
J	FY 2023-24 Estimated Revenue [(2) x A]:		\$ 210,000.00
K	FY 2022-23 Estimated Revenue [(3) x A]:		\$ 200,000.00
L	FY 2023-24 Estimated Revenue Increase/Decrease Based on Proposed Fee [J - K]:		\$ 10,000.00

FY2024-25			
ESTIMATED REVENUE DERIVED FROM SERVICE		ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 23-24, BELOW	
A	Quantity Estimated (# of Units of Service Provided)	D	Direct Costs
	5,000		Estimated Cost % of Total
B	Fee per Unit (Proposed)		Productive Labor & Benefits (0.75 of 2023-24 Salary & MFB) \$ - #DIV/0!
	\$ 44		Leave & Non-Productive Time (0.25 of FY 2024-25 Salary & MFB) \$ - #DIV/0!
C	FY 2024-25 Revenue Budgeted (A x B)		Space Rental Equivalent \$ - #DIV/0!
	\$ 220,000		Materials & Supplies \$ - #DIV/0!
			Other (Please Describe on Worksheet) \$ - 0.00%
		E	Indirect Costs
			Rate
			Departmental Overhead 0.00% \$ - #DIV/0!
			Central Services Overhead 3.00% \$ - #DIV/0!
		F	FY 2024-25 Direct & Indirect Costs \$ - #DIV/0!
G	FY 2024-25 Revenue Recovery Rate (C/F):		#DIV/0!
H	Required Fee For 100% Cost Recovery (F/A):		\$ -
I	Over (+) or Under (-) 100% Cost Recovery (B-H):		\$44.00
J	FY 2024-25 Estimated Revenue [(1) x A]:		\$ 220,000.00
K	FY 2023-24 Estimated Revenue [(2) x A]:		\$ 210,000.00
L	FY 2024-25 Estimated Revenue Increase/Decrease Based on Proposed Fee [J - K]:		\$ 10,000.00

Estimated Costs Worksheet FY 2023-24

Direct Costs

Labor and Benefits

Please use the worksheet below to list all job classes necessary to support the services provided. Add rows if necessary.
Please also provide a description of the work and the estimated hours for each job class required to perform each unit of service

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

Please fill out the Salary and Benefits Amount per FTE column

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

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

Cost	Description
1	15000 Payment facility
2	
3	
Total:	\$15,000.00

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

Cost	Description
1	
2	
3	
Total:	\$0.00

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

Cost	Description
1	
2	
3	
Total:	\$0.00

Indirect Costs

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

Estimated Costs Worksheet FY 2024-25

Direct Costs

Labor and Benefits

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

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

JobClasses	Job Class Title	Description of Work	Hours per Unit of Service

Please fill out the Salary and Benefits Amount per FTE column

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

Space Rental Equivalent

Cost

1

2

3

Total:

\$0.00

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

Description

Materials and Supplies

Cost

1

2

3

Total:

\$0.00

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

Description

Other Costs

Cost

1

2

3

Total:

\$0.00

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

Description

Indirect Costs

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

BUDGET FORM 3A: Expenditure Changes

Department Name: San Francisco Employees' Retirement System

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.

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: 5,157,596.00			Total BY+1 Expenditure Variance: 5,661,421.00			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	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 submitted?	Explanation of Change
GFS	RET	207980	RET SF Deferred Comp Program	10010	GF Annual Authority	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5010Salary	501010 - Perm Salaries-Misc-R	0	724,551.00	1,042,572.00	318,021.00	761,689.00	1,079,111.00	317,422.00	YES	Increase due to COLA adjustments
GFS	RET	207980	RET SF Deferred Comp Program	10010	GF Annual Authority	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	513010 - Retire City Misc	0	105,882.00	153,605.00	47,723.00	94,455.00	135,000.00	40,545.00	YES	Increase due to COLA adjustments
GFS	RET	207980	RET SF Deferred Comp Program	10010	GF Annual Authority	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	514010 - Social Security (OASD	0	49,046.00	62,564.00	13,518.00	51,781.00	65,237.00	13,456.00	YES	Increase due to COLA adjustments
GFS	RET	207980	RET SF Deferred Comp Program	10010	GF Annual Authority	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	514020 - Social Sec-Medicare	0	11,955.00	15,117.00	3,162.00	12,500.00	15,646.00	3,146.00	YES	Increase due to COLA adjustments
GFS	RET	207980	RET SF Deferred Comp Program	10010	GF Annual Authority	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	515010 - Health Service-City M	0	31,397.00	39,855.00	8,458.00	33,530.00	42,469.00	8,939.00	YES	Increase due to COLA adjustments
GFS	RET	207980	RET SF Deferred Comp Program	10010	GF Annual Authority	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	515020 - Retiree Health-Match	0	5,108.00	6,459.00	1,351.00	5,341.00	6,686.00	1,345.00	YES	Increase due to COLA adjustments
GFS	RET	207980	RET SF Deferred Comp Program	10010	GF Annual Authority	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	515030 - RetireeHlthCare-City	0	3,137.00	3,967.00	830.00	3,280.00	4,106.00	826.00	YES	Increase due to COLA adjustments
GFS	RET	207980	RET SF Deferred Comp Program	10010	GF Annual Authority	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	515710 - Dependent Coverage	0	60,166.00	94,531.00	34,365.00	64,291.00	100,611.00	36,320.00	YES	Increase due to COLA adjustments
GFS	RET	207980	RET SF Deferred Comp Program	10010	GF Annual Authority	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	516010 - Dental Coverage	0	6,565.00	9,849.00	3,284.00	6,771.00	10,121.00	3,350.00	YES	Increase due to COLA adjustments
GFS	RET	207980	RET SF Deferred Comp Program	10010	GF Annual Authority	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	519120 - Long Term Disability	0	1,410.00	2,651.00	1,241.00	1,498.00	2,737.00	1,239.00	YES	Increase due to COLA adjustments
GFS	RET	207980	RET SF Deferred Comp Program	10010	GF Annual Authority	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5210NPSvcs	521030 - Air Travel - Employee	0	1,000.00	2,282.00	1,282.00	1,000.00	2,282.00	1,282.00	YES	Increase training budget back to pre-pandemic level
GFS	RET	207980	RET SF Deferred Comp Program	10010	GF Annual Authority	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5210NPSvcs	521050 - Non-Air Travel - Emp	0	750.00	1,718.00	968.00	750.00	1,718.00	968.00	YES	Increase training budget back to pre-pandemic level
GFS	RET	207980	RET SF Deferred Comp Program	10010	GF Annual Authority	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5210NPSvcs	527000 - Prof & Specialized Sv	0	230,000.00	210,000.00	(20,000.00)	230,000.00	210,000.00	(20,000.00)	YES	Decrease according to contract agreements
GFS	RET	207980	RET SF Deferred Comp Program	10010	GF Annual Authority	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5810OthDep	581270 - GF-City Attorney-Leg	0	200,000.00	250,000.00	50,000.00	200,000.00	300,000.00	100,000.00	YES	With growing participants and fund balance, more legal services will be needed for plan-related caseload.
GFS	RET	207980	RET SF Deferred Comp Program	10020	GF Continuing Auth	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5010Salary	501010 - Perm Salaries-Misc-R	0	-	(158,593.00)	(158,593.00)	-	(158,594.00)	(158,594.00)	YES	change due to fund type conversion
GFS	RET	207980	RET SF Deferred Comp Program	10020	GF Continuing Auth	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5010Salary	505010 - Temp Misc Regular S	0	-	100,000.00	100,000.00	-	100,385.00	100,385.00	YES	change due to fund type conversion
GFS	RET	207980	RET SF Deferred Comp Program	10020	GF Continuing Auth	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	513010 - Retire City Misc	0	-	(23,856.00)	(23,856.00)	-	(20,296.00)	(20,296.00)	YES	change due to fund type conversion
GFS	RET	207980	RET SF Deferred Comp Program	10020	GF Continuing Auth	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	514010 - Social Security (OASD	0	-	(3,633.00)	(3,633.00)	-	(3,609.00)	(3,609.00)	YES	change due to fund type conversion
GFS	RET	207980	RET SF Deferred Comp Program	10020	GF Continuing Auth	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	514020 - Social Sec-Medicare	0	-	(850.00)	(850.00)	-	(844.00)	(844.00)	YES	change due to fund type conversion
GFS	RET	207980	RET SF Deferred Comp Program	10020	GF Continuing Auth	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	515010 - Health Service-City M	0	-	(4,099.00)	(4,099.00)	-	(4,376.00)	(4,376.00)	YES	change due to fund type conversion
GFS	RET	207980	RET SF Deferred Comp Program	10020	GF Continuing Auth	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	515020 - Retiree Health-Match	0	-	(363.00)	(363.00)	-	(361.00)	(361.00)	YES	change due to fund type conversion
GFS	RET	207980	RET SF Deferred Comp Program	10020	GF Continuing Auth	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	515030 - RetireeHlthCare-City	0	-	(223.00)	(223.00)	-	(221.00)	(221.00)	YES	change due to fund type conversion
GFS	RET	207980	RET SF Deferred Comp Program	10020	GF Continuing Auth	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	515710 - Dependent Coverage	0	-	(16,656.00)	(16,656.00)	-	(17,780.00)	(17,780.00)	YES	change due to fund type conversion
GFS	RET	207980	RET SF Deferred Comp Program	10020	GF Continuing Auth	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	516010 - Dental Coverage	0	-	(1,592.00)	(1,592.00)	-	(1,640.00)	(1,640.00)	YES	change due to fund type conversion
GFS	RET	207980	RET SF Deferred Comp Program	10020	GF Continuing Auth	10024407-0001	RS Employee Deferred	Employee Deferred	17410	RS Employee Deferred	5130Fringe	519120 - Long Term Disability	0	-	(619.00)	(619.00)	-	(619.00)	(619.00)	YES	change due to fund type conversion
NGFS	RET	207981	RET Health Care Trust	31440	Health Care-Prop B	10026788-0001	RS Administration	RS Administration	10000	Operating	5210NPSvcs	524010 - Membership Fees	0	1,350.00	1,430.00	80.00	1,350.00	1,430.00	80.00	YES	Increase due to price adjustments
NGFS	RET	207981	RET Health Care Trust	31440	Health Care-Prop B	10026788-0001	RS Administration	RS Administration	10000	Operating	5210NPSvcs	527000 - Prof & Specialized Sv	0	1,275,000.00	1,275,000.00	-	2,054,039.00	1,275,000.00	(779,039.00)	YES	Decrease according to contract agreements
NGFS	RET	232318	RET Retirement Services	31330	Employees Retirem	10026788-0001	RS Administration	RS Administration	10000	Operating	5010Salary	501010 - Perm Salaries-Misc-R	0	5,607,810.00	7,696,698.00	2,088,888.00	5,869,247.00	9,070,771.00	3,201,524.00	YES	Increase due to adding new FTEs
NGFS	RET	232318	RET Retirement Services	31330	Employees Retirem	10026788-0001	RS Administration	RS Administration	10000	Operating	5010Salary	505010 - Temp Misc Regular S	0	654,966.00	602,820.00	(52,146.00)	657,485.00	598,360.00	(59,125.00)	YES	Increase due to adding new FTEs
NGFS	RET	232318	RET Retirement Services	31330	Employees Retirem	10026788-0001	RS Administration	RS Administration	10000	Operating	5010Salary	509010 - Premium Pay - Misc	0	45,000.00	41,417.00	(3,583.00)	45,000.00	41,417.00	(3,583.00)	YES	Increase due to adding new FTEs
NGFS	RET	232318	RET Retirement Services	31330	Employees Retirem	10026788-0001	RS Administration	RS Administration	10000	Operating	5010Salary	511010 - Overtime - Schedule	0	10,000.00	9,205.00	(795.00)	10,000.00	9,205.00	(795.00)	YES	Increase due to adding new FTEs
NGFS	RET	232318	RET Retirement Services	31330	Employees Retirem	10026788-0001	RS Administration	RS Administration	10000	Operating	5060ProgPr	506070 - Programmatic Projec	0	0	50,000.00	50,000.00	0	50,000.00	50,000.00	YES	Increase due to adding new FTEs
NGFS	RET	232318	RET Retirement Services	31330	Employees Retirem	10026788-0001	RS Administration	RS Administration	10000	Operating	5130Fringe	513010 - Retire City Misc	0	826,497.00	1,140,316.00	313,819.00	735,119.00	1,144,018.00	408,899.00	YES	Increase due to adding new FTEs
NGFS	RET	232318	RET Retirement Services	31330	Employees Retirem	10026788-0001	RS Administration	RS Administration	10000	Operating	5130Fringe	514010 - Social Security (OASD	0	376,655.00	502,666.00	126,011.00	395,108.00	589,665.00	194,557.00	YES	Increase due to adding new FTEs
NGFS	RET	232318	RET Retirement Services	31330	Employees Retirem	10026788-0001	RS Administration	RS Administration	10000	Operating	5130Fringe	514020 - Social Sec-Medicare	0	91,605.00	121,073.00	29,468.00	95,430.00	140,929.00	45,499.00	YES	Increase due to adding new FTEs

NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5130Fringe	515010 - Health Service-City M	0	205,943.00	213,446.00	7,503.00	219,843.00	228,882.00	9,039.00	YES	Increase due to COLA MOU adjustments
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5130Fringe	515020 - Retiree Health-Match	0	45,601.00	48,123.00	2,522.00	47,536.00	50,402.00	2,866.00	YES	Increase due to COLA MOU adjustments
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5130Fringe	515030 - RetireeHlthCare-City	0	28,003.00	29,551.00	1,548.00	29,190.00	30,949.00	1,759.00	YES	Increase due to COLA MOU adjustments
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5130Fringe	515710 - Dependent Coverage	0	518,772.00	540,909.00	22,137.00	553,750.00	580,146.00	26,396.00	YES	Increase due to COLA MOU adjustments
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5130Fringe	516010 - Dental Coverage	0	53,557.00	55,791.00	2,234.00	55,175.00	57,748.00	2,573.00	YES	Increase due to COLA MOU adjustments
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5130Fringe	519110 - Flexible Benefit Pack	0	47,860.00	52,646.00	4,786.00	51,090.00	56,199.00	5,109.00	YES	Increase due to COLA MOU adjustments
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5130Fringe	519120 - Long Term Disability	0	18,132.00	19,025.00	893.00	18,898.00	19,960.00	1,062.00	YES	Increase due to COLA MOU adjustments
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5210NPSvcs	521000 - Travel-Budget	0	60,000.00	70,000.00	10,000.00	60,000.00	70,000.00	10,000.00	YES	Increase training budget back to pre-pandemic level
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5210NPSvcs	522000 - Training - Budget	0	73,650.00	99,250.00	25,600.00	73,650.00	99,250.00	25,600.00	YES	Increase training budget back to pre-pandemic level
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5210NPSvcs	523000 - Employee Field Expe	0	500.00	1,100.00	600.00	500.00	1,100.00	600.00	YES	Increase travel budget back to pre-pandemic level
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5210NPSvcs	524010 - Membership Fees	0	10,155.00	12,025.00	1,870.00	10,155.00	12,025.00	1,870.00	YES	Increase due to price adjustments
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5210NPSvcs	527000 - Prof & Specialized Sv	0	979,200.00	1,392,600.00	413,400.00	1,200,600.00	1,317,600.00	117,000.00	YES	Increase according to contract agreements
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5210NPSvcs	530000 - Rents-Leases-Bldgs&	0	80,000.00	45,000.00	(35,000.00)	80,000.00	45,000.00	(35,000.00)	YES	Decrease according to contract agreements
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5210NPSvcs	531000 - Rents & Leases-Equip	0	25,000.00	27,000.00	2,000.00	25,000.00	27,000.00	2,000.00	YES	Increase according to contract agreements
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5210NPSvcs	535000 - Other Current Expen	0	1,060,500.00	1,008,200.00	(52,300.00)	1,047,500.00	1,008,200.00	(39,300.00)	YES	Decrease according to contract agreements
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5810OthDep	581120 - GF-Con-Financial Sys	0	74,184.00	87,783.00	13,599.00	74,184.00	90,087.00	15,903.00	YES	Per Performing Depts. Proposed budgets
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5810OthDep	581450 - GF-HR-Mgmt Trainin	0	3,300.00	22,000.00	18,700.00	3,300.00	22,000.00	18,700.00	YES	Per Performing Depts. Proposed budgets
NGFS	RET	232320	RET Administration	31330	Employees Retirement	10026788-0001	RS Administration	RS Administration	10000	Operating	5810OthDep	581910 - GF-Registrar Of Vote	0	0	70,000.00	70,000.00	0	70,000.00	70,000.00	YES	Per Performing Depts. Proposed budgets

BUDGET FORM 3B: Position Changes

Department Name: **San Francisco Employees' Retirement System**

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**

GRS Type: Do not select a value.

Do not select values for any other prompts.

For any proposed changes, provide an explanation in the "Explanation of FTE and/or Amount Change" column.

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

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

Budget System Report 15.30.004 filtered on Gross Expenditures					Total BY FTE Variance: 25.80			Total BY Amount Variance: 4,506,677.00			Total BY+1 FTE Variance: 34.70			Total BY+1 Amount Variance: 6,026,252.00			FORMULA		FULL IN	
GRS Type	Dept Grp	Dept ID	Class	Job Class Title	Start Dept FTE	End Dept FTE	Var Dept FTE	FY 2023-24	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change
NGRS	RET	232320	0922_C	Manager I	0.00	1.00	1.00	0	161,657	161,657	0.00	1.00	1.00	1.00	0	168,454	168,454	YES	YES	Substitution for reclassification of 4331 Security Analyst position to 0922 Manager I Administrative Services Manager position to reflect increase in scope of authority and responsibilities
NGRS	RET	232320	0922_C	Manager I	0.00	0.00	0.00	0	23,420	23,420	0.00	0.00	0.00	0.00	0	20,663	20,663	NO	NO	Substitution for reclassification of 4331 Security Analyst position to 0922 Manager I Administrative Services Manager position to reflect increase in scope of authority and responsibilities
NGRS	RET	232320	0922_C	Manager I	0.00	0.00	0.00	0	10,023	10,023	0.00	0.00	0.00	0.00	0	10,444	10,444	NO	NO	Substitution for reclassification of 4331 Security Analyst position to 0922 Manager I Administrative Services Manager position to reflect increase in scope of authority and responsibilities
NGRS	RET	232320	0922_C	Manager I	0.00	0.00	0.00	0	2,344	2,344	0.00	0.00	0.00	0.00	0	2,443	2,443	NO	YES	Substitution for reclassification of 4331 Security Analyst position to 0922 Manager I Administrative Services Manager position to reflect increase in scope of authority and responsibilities
NGRS	RET	232320	0922_C	Manager I	0.00	0.00	0.00	0	4,128	4,128	0.00	0.00	0.00	0.00	0	4,407	4,407	NO	NO	Substitution for reclassification of 4331 Security Analyst position to 0922 Manager I Administrative Services Manager position to reflect increase in scope of authority and responsibilities
NGRS	RET	232320	0922_C	Manager I	0.00	0.00	0.00	0	1,002	1,002	0.00	0.00	0.00	0.00	0	1,044	1,044	NO	NO	Substitution for reclassification of 4331 Security Analyst position to 0922 Manager I Administrative Services Manager position to reflect increase in scope of authority and responsibilities
NGRS	RET	232320	0922_C	Manager I	0.00	0.00	0.00	0	615	615	0.00	0.00	0.00	0.00	0	641	641	NO	YES	Substitution for reclassification of 4331 Security Analyst position to 0922 Manager I Administrative Services Manager position to reflect increase in scope of authority and responsibilities
NGRS	RET	232320	0922_C	Manager I	0.00	0.00	0.00	0	13,066	13,066	0.00	0.00	0.00	0.00	0	13,947	13,947	NO	YES	Substitution for reclassification of 4331 Security Analyst position to 0922 Manager I Administrative Services Manager position to reflect increase in scope of authority and responsibilities
NGRS	RET	232320	0922_C	Manager I	0.00	0.00	0.00	0	1,311	1,311	0.00	0.00	0.00	0.00	0	1,350	1,350	NO	NO	Substitution for reclassification of 4331 Security Analyst position to 0922 Manager I Administrative Services Manager position to reflect increase in scope of authority and responsibilities
NGRS	RET	232320	0922_C	Manager I	0.00	0.00	0.00	0	4,786	4,786	0.00	0.00	0.00	0.00	0	5,109	5,109	NO	YES	Substitution for reclassification of 4331 Security Analyst position to 0922 Manager I Administrative Services Manager position to reflect increase in scope of authority and responsibilities
NGRS	RET	232320	1054_C	IS Business Analyst-Principal	0.00	0.79	0.79	0	158,797	158,797	0.00	1.00	1.00	1.00	0	209,770	209,770	YES	YES	Adding 1 the 1054 due to increase of workload
NGRS	RET	232320	1054_C	IS Business Analyst-Principal	0.00	0.00	0.00	0	23,006	23,006	0.00	0.00	0.00	0.00	0	25,669	25,669	NO	NO	Adding 1 the 1054 due to increase of workload
NGRS	RET	232320	1054_C	IS Business Analyst-Principal	0.00	0.00	0.00	0	9,845	9,845	0.00	0.00	0.00	0.00	0	11,310	11,310	NO	YES	Adding 1 the 1054 due to increase of workload
NGRS	RET	232320	1054_C	IS Business Analyst-Principal	0.00	0.00	0.00	0	2,303	2,303	0.00	0.00	0.00	0.00	0	3,034	3,034	NO	YES	Adding 1 the 1054 due to increase of workload
NGRS	RET	232320	1054_C	IS Business Analyst-Principal	0.00	0.00	0.00	0	3,375	3,375	0.00	0.00	0.00	0.00	0	4,632	4,632	NO	NO	Adding 1 the 1054 due to increase of workload
NGRS	RET	232320	1054_C	IS Business Analyst-Principal	0.00	0.00	0.00	0	884	884	0.00	0.00	0.00	0.00	0	1,297	1,297	NO	NO	Adding 1 the 1054 due to increase of workload
NGRS	RET	232320	1054_C	IS Business Analyst-Principal	0.00	0.00	0.00	0	604	604	0.00	0.00	0.00	0.00	0	796	796	NO	YES	Adding 1 the 1054 due to increase of workload
NGRS	RET	232320	1054_C	IS Business Analyst-Principal	0.00	0.00	0.00	0	9,071	9,071	0.00	0.00	0.00	0.00	0	12,449	12,449	NO	NO	Adding 1 the 1054 due to increase of workload
NGRS	RET	232320	1054_C	IS Business Analyst-Principal	0.00	0.00	0.00	0	923	923	0.00	0.00	0.00	0.00	0	1,233	1,233	NO	YES	Adding 1 the 1054 due to increase of workload
NGRS	RET	232320	1054_C	IS Business Analyst-Principal	0.00	0.00	0.00	0	556	556	0.00	0.00	0.00	0.00	0	732	732	NO	YES	Adding 1 the 1054 due to increase of workload
NGRS	RET	232318	1209_C	Benefits Technician	0.00	1.58	1.58	0	137,646	137,646	0.00	4.37	4.37	0.00	396,151	396,151	YES	YES	Adding 10 fte to Retirement Services in FY 2024 and 8 fte to the division in FY 2025 to align staffing with business needs, to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. SFERS estimates the fiscal impact to be \$1.2 million in FY 2024. (Less than 1% of the total department budget)	
NGRS	RET	232318	1209_C	Benefits Technician	0.00	0.00	0.00	0	20,606	20,606	0.00	0.00	0.00	0.00	0	50,504	50,504	NO	YES	Adding 10 fte to Retirement Services in FY 2024 and 8 fte to the division in FY 2025 to align staffing with business needs, to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. SFERS estimates the fiscal impact to be \$1.2 million in FY 2024. (Less than 1% of the total department budget)
NGRS	RET	232318	1209_C	Benefits Technician	0.00	0.00	0.00	0	8,534	8,534	0.00	0.00	0.00	0.00	0	24,534	24,534	NO	YES	Adding 10 fte to Retirement Services in FY 2024 and 8 fte to the division in FY 2025 to align staffing with business needs, to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. SFERS estimates the fiscal impact to be \$1.2 million in FY 2024. (Less than 1% of the total department budget)
NGRS	RET	232318	1209_C	Benefits Technician	0.00	0.00	0.00	0	1,996	1,996	0.00	0.00	0.00	0.00	0	5,744	5,744	NO	YES	Adding 10 fte to Retirement Services in FY 2024 and 8 fte to the division in FY 2025 to align staffing with business needs, to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. SFERS estimates the fiscal impact to be \$1.2 million in FY 2024. (Less than 1% of the total department budget)
NGRS	RET	232318	1209_C	Benefits Technician	0.00	0.00	0.00	0	8,474	8,474	0.00	0.00	0.00	0.00	0	25,199	25,199	NO	YES	Adding 10 fte to Retirement Services in FY 2024 and 8 fte to the division in FY 2025 to align staffing with business needs, to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. SFERS estimates the fiscal impact to be \$1.2 million in FY 2024. (Less than 1% of the total department budget)
NGRS	RET	232318	1209_C	Benefits Technician	0.00	0.00	0.00	0	852	852	0.00	0.00	0.00	0.00	0	2,454	2,454	NO	YES	Adding 10 fte to Retirement Services in FY 2024 and 8 fte to the division in FY 2025 to align staffing with business needs, to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. SFERS estimates the fiscal impact to be \$1.2 million in FY 2024. (Less than 1% of the total department budget)
NGRS	RET	232318	1209_C	Benefits Technician	0.00	0.00	0.00	0	524	524	0.00	0.00	0.00	0.00	0	1,506	1,506	NO	YES	Adding 10 fte to Retirement Services in FY 2024 and 8 fte to the division in FY 2025 to align staffing with business needs, to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. SFERS estimates the fiscal impact to be \$1.2 million in FY 2024. (Less than 1% of the total department budget)
NGRS	RET	232318	1209_C	Benefits Technician	0.00	0.00	0.00	0	15,770	15,770	0.00	0.00	0.00	0.00	0	46,895	46,895	NO	YES	Adding 10 fte to Retirement Services in FY 2024 and 8 fte to the division in FY 2025 to align staffing with business needs, to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. SFERS estimates the fiscal impact to be \$1.2 million in FY 2024. (Less than 1% of the total department budget)
NGRS	RET	232318	1209_C	Benefits Technician	0.00	0.00	0.00	0	1,722	1,722	0.00	0.00	0.00	0.00	0	4,943	4,943	NO	YES	Adding 10 fte to Retirement Services in FY 2024 and 8 fte to the division in FY 2025 to align staffing with business needs, to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. SFERS estimates the fiscal impact to be \$1.2 million in FY 2024. (Less than 1% of the total department budget)
NGRS	RET	232318	1209_C	Benefits Technician	0.00	0.00	0.00	0	536	536	0.00	0.00	0.00	0.00	0	1,545	1,545	NO	YES	Adding 10 fte to Retirement Services in FY 2024 and 8 fte to the division in FY 2025 to align staffing with business needs, to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. SFERS estimates the fiscal impact to be \$1.2 million in FY 2024. (Less than 1% of the total department budget)
NGRS	RET	232318	1812_C	Assistant Retirement Analyst	0.00	4.74	4.74	0	521,958	521,958	0.00	8.37	8.37	0.00	959,313	959,313	YES	YES	Adding 10 fte to Retirement Services in FY 2024 and 8 fte to the division in FY 2025 to align staffing with business needs, to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. SFERS estimates the fiscal impact to be \$1.2 million in FY 2024. (Less than 1% of the total department budget)	
NGRS	RET	232318	1812_C	Assistant Retirement Analyst	0.00	0.00	0.00	0	78,138	78,138	0.00	0.00	0.00	0.00	0	122,404	122,404	NO	YES	Adding 10 fte to Retirement Services in FY 2024 and 8 fte to the division in FY 2025 to align staffing with business needs, to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. SFERS estimates the fiscal impact to be \$1.2 million in FY 2024. (Less than 1% of the total department budget)
NGRS	RET	232318	1812_C	Assistant Retirement Analyst	0.00	0.00	0.00	0	32,364	32,364	0.00	0.00	0.00	0.00	0	59,478	59,478	NO	YES	Adding 10 fte to Retirement Services in FY 2024 and 8 fte to the division in FY 2025 to align staffing with business needs, to continue to effectively serve the membership, mitigate risk, and provide resources to sustain increasing membership service expectations. SFERS estimates the fiscal impact to be \$1.2 million in FY 2024. (Less than 1% of the total department budget)
NGRS	RET	232318	1812_C	Assistant Retirement Analyst	0.00	0.00	0.00	0	7,566	7,566	0.00	0								

NGFS	RET	232318	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(473)	0	473	0.00	0.00	0.00	(473)	0	473	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232318	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(290)	0	290	0.00	0.00	0.00	(290)	0	290	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232318	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(298)	0	298	0.00	0.00	0.00	(298)	0	297	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232319	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(32,731)	30,610	0.00	0.00	0.00	(32,731)	(1,695)	31,036	NO	YES	Adjust special class to meet growing business needs	
NGFS	RET	232319	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(5,374)	(348)	5,026	0.00	0.00	0.00	(4,488)	(232)	4,257	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232319	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(2,029)	(131)	1,898	0.00	0.00	0.00	(2,029)	(105)	1,924	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232319	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(475)	(32)	443	0.00	0.00	0.00	(475)	(15)	450	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232319	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(203)	(14)	189	0.00	0.00	0.00	(203)	(11)	192	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232319	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(175)	19	116	0.00	0.00	0.00	(175)	17	118	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232319	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(128)	(9)	119	0.00	0.00	0.00	(128)	(7)	121	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232320	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(69,123)	17,598	86,721	0.00	0.00	0.00	(69,123)	15,729	84,852	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232320	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(11,949)	2,890	14,739	0.00	0.00	0.00	(9,480)	2,157	11,637	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232320	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(4,366)	1,091	5,377	0.00	0.00	0.00	(4,386)	975	5,261	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232320	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(1,002)	255	1,257	0.00	0.00	0.00	(1,002)	228	1,230	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232320	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(428)	109	537	0.00	0.00	0.00	(428)	98	526	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232320	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(263)	67	330	0.00	0.00	0.00	(263)	60	323	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232320	STEPM_C	Step Adjustments, Miscellaneous	0.00	0.00	0.00	(270)	68	338	0.00	0.00	0.00	(270)	61	331	NO	YES	Adjust special class to meet growing business needs
GFS	RET	207980	TEMPM_E	Temporary - Miscellaneous	0.79	0.00	(0.79)	100,000	0	(100,000)	0.80	0.00	(0.80)	100,385	0	(100,385)	YES	YES	Adjust special class to meet growing business needs
GFS	RET	207980	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	6,200	0	(6,200)	0.00	0.00	0.00	6,224	0	(6,224)	NO	YES	Adjust special class to meet growing business needs
GFS	RET	207980	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	1,450	0	(1,450)	0.00	0.00	0.00	1,456	0	(1,456)	NO	YES	Adjust special class to meet growing business needs
GFS	RET	207980	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	0.00	0	(6,200)	0.00	0.00	0.00	6,222	0	(6,222)	NO	YES	Adjust special class to meet growing business needs
GFS	RET	207980	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	380	0	(380)	0.00	0.00	0.00	382	0	(382)	NO	YES	Adjust special class to meet growing business needs
GFS	RET	207980	TEMPM_E	Temporary - Miscellaneous	0.00	0.79	0	100,000	100,000	0.00	0.80	0.80	0	100,385	0	100,385	YES	YES	Adjust special class to meet growing business needs
GFS	RET	207980	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	0	6,200	6,200	0.00	0.00	0.00	0	6,224	6,224	NO	YES	Adjust special class to meet growing business needs
GFS	RET	207980	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	0	1,450	1,450	0.00	0.00	0.00	0	1,456	1,456	NO	YES	Adjust special class to meet growing business needs
GFS	RET	207980	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	0	620	620	0.00	0.00	0.00	0	622	622	NO	YES	Adjust special class to meet growing business needs
GFS	RET	207980	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	0	380	380	0.00	0.00	0.00	0	382	382	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232318	TEMPM_E	Temporary - Miscellaneous	5.19	4.78	(0.41)	654,966	602,820	(52,146)	5.21	4.74	(0.47)	657,485	598,360	(59,125)	YES	YES	Adjust special class to meet growing business needs
NGFS	RET	232318	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	40,608	37,376	(3,232)	0.00	0.00	0.00	40,764	37,699	(3,065)	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232318	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	9,497	8,742	(755)	0.00	0.00	0.00	9,514	8,677	(837)	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232318	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	4,058	3,735	(323)	0.00	0.00	0.00	4,074	3,708	(366)	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232318	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	2,492	2,293	(199)	0.00	0.00	0.00	2,501	2,276	(225)	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232319	TEMPM_E	Temporary - Miscellaneous	1.59	1.47	(0.12)	200,000	184,899	(15,101)	1.59	1.44	(0.15)	200,769	181,754	(19,015)	YES	YES	Adjust special class to meet growing business needs
NGFS	RET	232319	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	12,400	11,464	(936)	0.00	0.00	0.00	12,448	11,369	(1,079)	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232319	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	2,900	2,681	(219)	0.00	0.00	0.00	2,911	2,635	(276)	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232319	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	1,239	1,146	(93)	0.00	0.00	0.00	1,244	1,126	(118)	NO	YES	Adjust special class to meet growing business needs
NGFS	RET	232319	TEMPM_E	Temporary - Miscellaneous	0.00	0.00	0.00	761	703	(58)	0.00	0.00	0.00	764	691	(73)	NO	YES	Adjust special class to meet growing business needs

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

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

Do not load General Fund equipment requests in the budget system - they will be loaded centrally in Mayor phase.

Completing this form in BFM will not load General Fund to departmental budgets.

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

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

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

Not Applicable

BUDGET FORM 4B: Fleet

All departments requesting to purchase new or replacement vehicles must fill out forms 4B.1 and 4B.2 in BMM, where they are reviewed by Fleet Management and MBO.

Term Contract Prices are provided by Fleet Management and will be updated in January for select vehicles. Prices are expected to increase slightly. Please contact Cecilia Tuffin, Business Manager for Fleet Management.

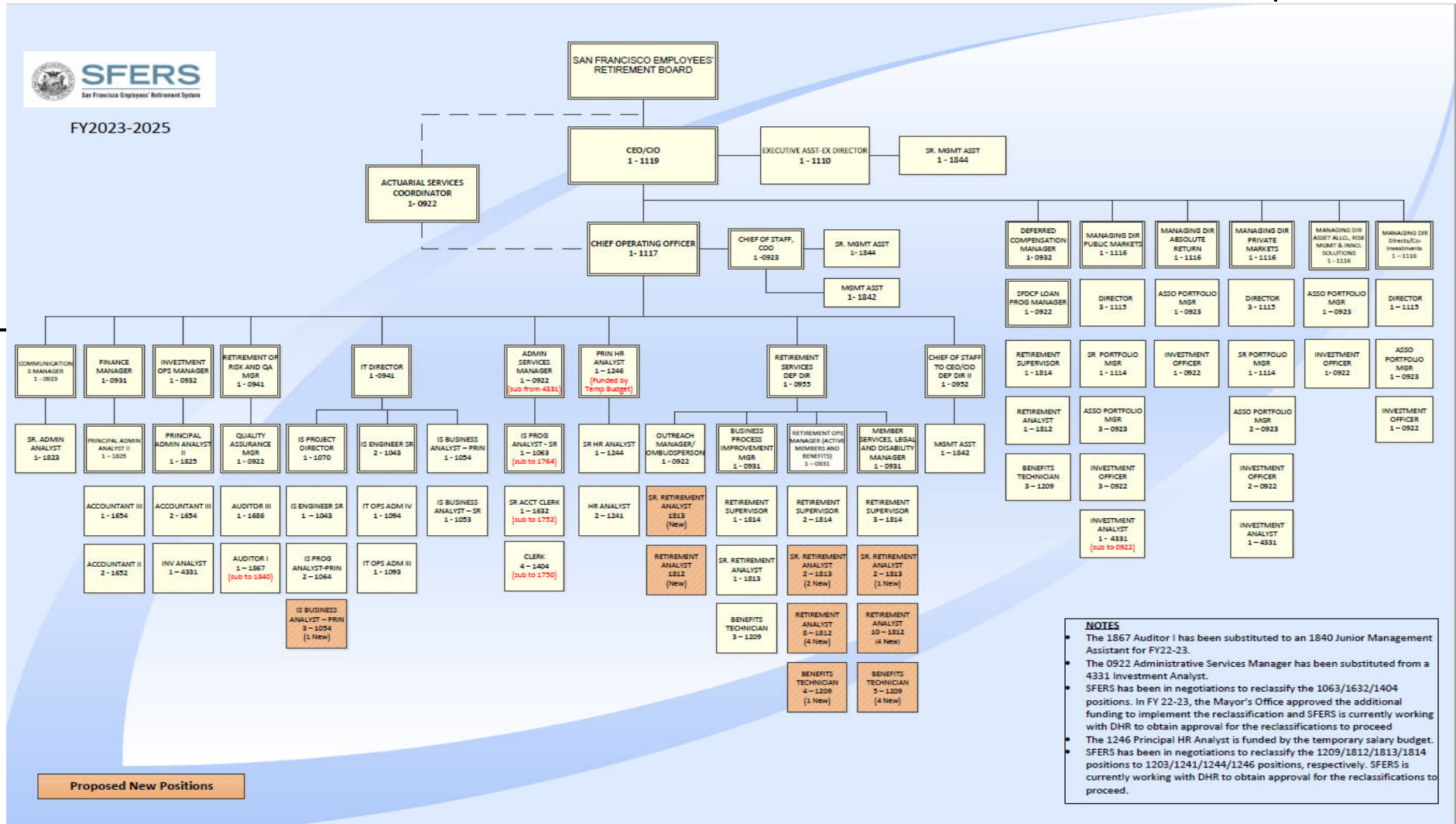
Not Applicable

	<div>COIT and Capital Budget Submissions FY 2023-24 and FY 2024-25</div>
COIT ----->	<div><div>Please submit the following request at the given links, and refer to Budget Instructions</div><div><div>Technology project prop</div><div>GFS CPC Capital Request</div><div>NGFS CPC Capital Request</div><div>All Other Capital Requests: Please enter in B+M form, Capital - Dept Request -Non-CPC (7300)</div></div><div>Not Applicable</div></div>
CAPITAL ----->	<div><div><div>SF BUDGET</div><div>Home</div><div>Budget Formulation</div><div>Capital</div><div>PCF</div><div>Chart of Accounts</div></div><div><div>Capital - Dept Request - Non-CPC (7300)</div><div>Capital - Dept Request - CPC NGFS + (7200)</div><div>Capital - Dept Request - CPC GFS (7900)</div><div>Capital Project-Activity</div></div></div>

BUDGET FORM: Organizational Chart

FY 2023-24 and FY 2024-25

*Please insert an organizational chart



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

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

SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED

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

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

Not Applicable

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

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

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

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

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);

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

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

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

Name and job title of the person completing this questionnaire:

Form will autopopulate

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

PROP J ANALYSIS SUMMARY
Insert name of Department and Division here
Insert name of the contract's main purpose here

FISCAL YEAR 2023-24

City cost if services are not contracted out

		low range		high range	
Total Annual Salary	\$	-	\$	-	
Total Other Pay	\$	-	\$	-	
Total Fringe Benefits	\$	-	\$	-	
Additional City Costs	\$	-	\$	-	
	\$	-	\$	-	

City cost if services are contracted out

Contract Cost	\$	-	\$	-
City Contract Monitoring	\$	-	\$	-
	\$	-	\$	-

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

Not Applicable

[DEPARTMENT]		
[PS DIVISION CODE + TITLE]		
Insert name of the contract's main purpose here		PPE FY24 26.0
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)		
FISCAL YEAR 2023-24		

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

[illegible]

PROTECTED / PROTECTED RATE			Bi-Weekly Rate per FTE		Annual Cost	
Job Class Title	Class	# of Full Time Equivalent 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	0.00		\$ -	0	\$ -	\$ -
0	0.00		\$ -	0	\$ -	\$ -
0	0.00		\$ -	0	\$ -	\$ -
0	0.00		\$ -	0	\$ -	\$ -
0	0.00		\$ -	0	\$ -	\$ -
0	0.00		\$ -	0	\$ -	\$ -
0	0.00		\$ -	0	\$ -	\$ -
0	0.00		\$ -	0	\$ -	\$ -
0	0.00		\$ -	0	\$ -	\$ -
Holiday Pay (if applicable)	n/a	n/a				
Night / Shift Differential (if applicable)	n/a	n/a				
Overtime Pay (if applicable)	n/a	n/a				
Other Pay (if applicable)	n/a	n/a				
Total FTE						
			Total Salary Costs-->		\$ -	\$ -
			Total of Other Compensation-->		\$ -	\$ -

[illegible]

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

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

Comments/Assumptions:

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.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage

<List any other comments or assumptions>

Please Fill Out Blue Shaded Areas Only.

FISCAL YEAR 2023-24

Contract Cost Details

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

Contract Cost Calculation:

Please show all calculations made to estimate contract cost. Describe assumptions and source of data above, and feel free to enter more rows as needed.

	List of all contract components	Number of Units	Notes	Total Cost - low end est	Total Cost - high end est
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
	TOTAL CONTRACT COST			\$ -	\$ -

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.

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

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

3. What year is your data from?

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

Contract Monitoring Costs:

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

Salary:

Job

Not Applicable

TOT

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

027-Airport Commission
Safety and Security Services
General Aviation Security Services
COMPARATIVE COSTS OF CONTINGENCY
FISCAL YEAR 2023-24

PPE FY24	26.0
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Salary and Benefits for Each Job Class from BFM Reporting FTE Cost Report
Benefit costs.

			# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
				Low	High	Low	High
Job Class Title	Class						
Security Guard	8202	26.00	\$ 3,960	4,754	\$2,676,782	\$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				
				Total Salary Costs-->	\$3,210,088	\$3,853,647	
				Total of Other Compensation-->	\$ -	\$ -	

	Job Class	\$ Amount
Benefits per FTE--Job Class #:	8202	37,390
Benefits per FTE--Job Class #:	8207	37,391
Benefits per FTE--Job Class #:	9220	50,189
Benefits per FTE--Job Class #:	0931	65,366
Benefits per FTE--Job Class #:	0	0
Benefits per FTE--Job Class #:	0	0
Benefits per FTE--Job Class #:	0	0
Benefits per FTE--Job Class #:	0	0
Benefits per FTE--Job Class #:	0	0
Benefits per FTE--Job Class #:	0	0
Total Fringe Benefits		Low High \$ 1,048,253 \$ 1,164,882

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

ESTIMATED TOTAL CITY COST	\$4,258,340	\$5,018,529
LESS: ESTIMATED TOTAL CONTRACT COST	\$2,318,141	\$2,322,269
ESTIMATED SAVINGS	\$1,940,200	\$2,696,260
% of Savings to City Cost	46%	54%

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 and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

<List any other comments or assumptions>

N/A

Chartfield request forms

Please see ChartField Request Forms in BFM Links> SF Budget Reports> 3 Department Reports

The screenshot shows the 'SF BUDGET' application interface. At the top, there is a 'Home' button and a 'Documents' tab. Below the tab, there is a navigation bar with 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'. The main area is divided into two panes. The left pane, titled 'My Documents', shows a tree view of folders: 'Public Folders', '2 Budget Office', '3 Department Reports' (highlighted), '4 BLA', '5 COIT', '6 LABOR', and '7 CPC'. The right pane, titled 'Title', shows a list of files: '3.1 eTurn & Audit Trail', '3.2 Balancing', '3.3 Budget Submission', '3.4 Capital', '3.5 Other', 'Budget Instructions', 'Budget_Submission_Forms', and 'ChartField Request Forms'. The 'ChartField Request Forms' file is circled in blue.

My Documents	
Folders	
Public Folders	
2 Budget Office	
3 Department Reports	
4 BLA	
5 COIT	
6 LABOR	
7 CPC	

Title	
3.1 eTurn & Audit Trail	
3.2 Balancing	
3.3 Budget Submission	
3.4 Capital	
3.5 Other	
Budget Instructions	
Budget_Submission_Forms	
ChartField Request Forms	