

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

Department Name: CPC

- x **Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - x **Proposed Efficiency/Reduction Savings Loaded in BPMS via Target Reports:** Completed "Form 1B: Target Proposal"
 - x **Department Budget Summary:** Completed "Form 1C: Department Budget Summary" Submission includes copy of report 15.50.012.
- ☐ **IDS Detail:** Completed "Form 1D: IDS Detail."
- x **Revenue Report:** Completed "Form 2A: Revenue Report."
- x **Fees & Fines:** Completed "Form 2B: Fees & Fines."
- x **Cost Recovery:** Completed "Form 2C: Cost Recovery."
- x **Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- x **Position Changes:** Completed "Form 3B: Position Changes."
- ☐ **Layoffs :** Completed "Form 3C: Position Reductions Resulting in Layoffs."
- x **Contingency Reductions:** Completed "Form 3D: Contingency Reductions."
- x **Equipment & Fleet Requests:** Completed "Form 4A: New General Fund Equipment"; "Form 4B:
- x **Minimum Compensation Ordinance:** The effects of the MCO in contracting have been considered as
- ☐ **Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing or new Prop Js
- x **Interdepartmental Services Balancing:** Included Excel download of 15.20.012 3.b.2 IDS balancing report
- x **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 items (through separate forms), if applicable:
 - ☐ COIT
 - ☐ Capital

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: Thomas DiSanto

Signature: Thomas DiSanto

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(enable content and macros)

**BUDGET FORM 1A: Summary of Major Changes
FY 2021-22 and FY 2022-23**

DEPT NAME HERE			
Major Changes	Department Response to Major Changes	Equity Lens: Explain what populations are benefited by these changes and how they are benefited. How will the department know those were successful?	Equity Lens: Explain what populations are negatively impacted by these changes and how they are impacted. Describe what strategies your Department recommends to mitigate any potential adverse impacts.
1. SUMMARY. What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.	The major changes proposed in department's FY21-23 budget include creating a new Community Equity Division, reducing revenue from the base budget as well as deleting some vacant positions.	The Department's proposed budget for FY2021-22 seeks to benefit communities of color and other vulnerable groups through: •the establishment of the Community Equity Division to develop further and implement the Department's Racial and Social Equity Plan, develop a community engagement platform for the Department, and lead targeted policies and strategies; •reprioritization and reprogramming of long-range planning efforts to allocate additional resources to priority recovery efforts that center racial and social equity; •prioritizing development review of affordable housing and priority public projects; •increasing and simplifying access to public information and public hearings; •enhancing community engagement processes to include and partner with priority populations; •prioritizing historic preservation landmark designations associated with communities of color; and •continuing to hire, promote, and retain a diverse workforce; continuing to train staff and Commissions on core competencies; and building capacity to advance racial and social equity meaningfully.	The Department acknowledges the following challenges from this pilot budget equity assessment: •Sources of revenue: most of the Department's revenue is from project application and building permit review fees, with a small portion of general fund and grant resources. Those fees must be used directly or indirectly on reviewing those applications for the regulatory review functions of the Department, regardless if applications proactively advance racial and social equity. •Historic disinvestment and impacts: a two-year budget will not resolve the entrenched inequities that exist. This budget, though, takes "concrete actions that are visible ... to (1) increase the American Indian and the Black population and provide stability to communities of color; (2) expand access to open space, housing, transportation, quality amenities and public services, and reduce exposure to environmental pollution in these communities, while ensuring that such investments do not lead to displacement or exacerbate inequities; and, (3) develop and expand participation for American Indian communities, Black communities, and communities of color" in compliance with the Commissions' Resolutions. •Budgeting vs implementing resources: budgeting resources to priority issue areas and priority geographies and populations is not enough. The Department must set goals, objectives, and actions with associated performance measures to evaluate the implementation of budgeted resources and identify strategies that lead to equitable outcomes. The Department must also work across government agencies and communities in this work. The Department will work further to do that. This includes working on Phase II of the Department's racial equity action plan, using the Department's racial and social equity assessment tool to examine existing and new work programs, and re-assessing and being held accountable for performance metrics internally and to the community. •Quantitative analysis—The completed pilot assessment in Appendix IV shows—numerically—the share of work programs and contracts for the upcoming fiscal year (2021-2022) that advance racial and social equity. The
2. TARGET. How did the department meet its target? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction?	By deleting the vacant positions	N/A	N/A
3. EXPENDITURE CHANGES. What major expenditure 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. What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.	Salary reduction from deleting vacant positions, grants, and some racial equity related contracts	N/A	N/A
4. REVENUE. What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund. (This should match an Audit Trail, as shown in form 2A Revenue Report).	Reducing revenue from the base budget	N/A	N/A
5. 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? If so, please submit drafts of legislation along with the budget submission. Or provide a summary of desired legislation and an expected date of submission, if still in progress.	N/A	N/A	N/A
6. 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.	N/A		
7. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	N/A		
8. INTERIM EXCEPTIONS. Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.77)? If so, for what reason are is the request being made?	N/A		
9. FELLOWSHIP PROGRAMS. Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?	N/A	N/A	N/A
10. BUDGET EQUITY. How will your department support advancing racial equity through its services to the community and within your organization, including the goals and actions identified in the Racial Equity Action Plan?	The Community Equity Division is a new interim division charged with centering the Planning Department's work on social and racial equity, according to the Planning and Historic Preservation Commissions' equity resolutions. This division is responsible for strengthening community trust, supporting all other divisions to address equity across tasks, and prioritizing investments in American Indian, Black, and other communities of color and low-income communities.		

BUDGET FORM 1B: Target Proposal
FY 2021-22 and FY 2022-23

*Only applicable for departments with General Fund Targets

Please run Oracle Business Intelligence Reports 15.40.001 & 15.40.002, aka "Target Reports" and include with budget submission to reflect Efficiency/Reduction Target proposal is loaded in the budget system.

GFS Target

Basic

Positions

FTE Cost Report

Balancing

Mayor's Budget Book

Annual Appropriation

Labor Negotiation

f

* Select a Report

15.40.001 GFS Target & Non GFS Balance - Dept Detail

15.40.002 GFS Target & Non-GFS Balance - Dept Summary

Select a Report	Budget Year	Snapshot	Department
15.40.001 GFS Target & Non GFS Balance - Dept Detail	2022	Current	CPC
CY	2021	Phase CY	2020-2021
		Phase BY	2021-2022
		Phase BY+1	2022-2023
		BY+1	2023

Department: CPC (General Fund Supported)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
EXPENDITURE	Capital Outlay	0	28,251	28,251	0	0	0
	Mandatory Fringe Benefits	12,411,184	(369,412)	12,041,772	12,513,555	(370,688)	12,142,867
	Materials & Supplies	499,774	(9,279)	490,495	499,774	(9,279)	490,495
	Non-Personnel Services	4,914,899	(820,426)	4,094,473	4,914,899	(2,167,206)	2,747,693
	Overhead and Allocations	965,663	0	965,663	965,663	0	965,663
	Programmatic Projects	1,517,172	(25,000)	1,492,172	1,517,172	(25,000)	1,492,172
	Salaries	26,283,869	(1,124,654)	25,159,215	27,530,878	(1,161,973)	26,368,905
	Services Of Other Depts	7,658,672	201,072	7,859,744	7,658,672	202,156	7,860,828
		54,251,233	(2,119,448)	52,131,785	55,600,613	(3,531,990)	52,068,623
REVENUE	Charges for Services	43,516,262	(2,274,902)	41,241,360	43,516,262	(3,146,540)	40,369,722
	Expenditure Recovery	2,183,892	800,286	2,984,178	2,183,892	259,382	2,443,274
	Intergovernmental: Other	405,600	(150,803)	254,797	405,600	(150,803)	254,797
		46,105,754	(1,625,419)	44,480,335	46,105,754	(3,037,961)	43,067,793

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General Fund Support - BY Target vs Mayor Proposed

General Fund Support - BY+ 1 Target vs Mayor Proposed

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target			
	(494,029)	7,651,450	0

BY+1 Department	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
Reduction Target			
	(494,029)	9,000,830	0

Department: CPC (Non GFS Balance)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
EXPENDITURE	Mandatory Fringe Benefits	778,118	2,218	780,336	779,441	2,162	781,603
	Non-Personnel Services	38,000	0	38,000	38,000	0	38,000
	Programmatic Projects	4,082,110	2,763,698	6,845,808	3,897,110	(1,541,395)	2,355,715
	Salaries	1,773,546	7,502	1,781,048	1,861,953	7,877	1,869,830
	Services Of Other Depts	680,441	0	680,441	680,441	4,093	684,534
	Unappropriated Rev-Designated	121,586	0	121,586	0	0	0
		7,473,801	2,773,418	10,247,219	7,256,945	(1,527,263)	5,729,682
REVENUE	Charges for Services	3,318,653	94,565	3,413,218	3,318,653	63,027	3,381,680
	Intergovernmental: Federal	45,000	1,900,000	1,945,000	0	45,000	45,000
	Intergovernmental: Other	0	200,000	200,000	0	0	0
	Intergovernmental: State	0	1,200,000	1,200,000	0	700,000	700,000
	Other Revenues	4,025,302	(536,302)	3,489,000	3,885,302	(2,282,302)	1,603,000
	Unappropriated Fund Balance	0	0	0	0	0	0
		7,388,955	2,858,263	10,247,218	7,203,955	(1,474,275)	5,729,680

**Non-General Fund
Support - Revenue
Balance**

Revenue Total :
10,247,218

Expenditure Total :
10,247,219

Revenue
Surplus(Deficit) : (1)

**Non-General
Fund Support -
BY +1 Revenue
Balance**

Revenue Total :
5,729,680

Expenditure
Total :
5,729,682

Revenue
Surplus(Deficit)
: (2)

**15.40.002 Target &
Non GFS Balance -
Dept Summary**

Time run: 2/22/2021
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Department		BY Non General Fund Supported			BY+1 Non General Fund Supported		
		Revenue Total	Expenditure Total	Revenue Surplus(Deficit)	Revenue Total	Expenditure Total	Revenue Surplus (Deficit)
CPC	CPC City Planning	7,388,955	7,473,801	(84,846)	7,203,955	7,256,945	(52,990)

**BUDGET FORM 1C: Department Budget Summary
FY 2021-22 and FY 2022-23**

Please run Oracle Business Intelligence Report 15.50.012 Department Total Budget Historical Comparison and include with budget submission.

* Select a Report

- ☐ 15.50.001 Sources and Uses of Funds Excluding Fund Transfers
- ☐ 15.50.005 Uses by Service Area, Department and Division
- ☐ 15.50.007 Uses by Service Area and Department
- ☐ 15.50.008 Uses by Department
- ☐ 15.50.010 Authorized Positions, Grand Recap Detail
- ☐ 15.50.011 Funded Positions, Grand Recap by Major Service Area and Department Title
- ☒ 15.50.012 Department Total Budget Historical Comparison
- ☐ 15.50.014 Mayors Proposed Capital Projects and Facilities Maintenance
- ☐ 15.50.015 Major Fund Recap
- ☐ 15.50.016 Consolidated Schedule of Sources and Uses

Department Total Budget Historical Comparison (Mayor's Proposed)

Budget Year 2021-2022 and 2022-2023

CPC City Planning					
Authorized Positions	2020-2021 Original Budget	2021-2022 Proposed Budget	Change From 2020- 2021	2022-2023 Proposed Budget	Change From 2021-2022
Total Authorized	235.71	223.04	(12.67)	222.83	(0.21)
Non-Operating Positions (cap/other)	(18.42)	(16.42)	2.00	(16.42)	
Net Operating Positions	217.29	206.62	(10.67)	206.41	(0.21)
Sources					
Intergovernmental: Federal	95,000	1,945,000	1,850,000	45,000	(1,900,000)
Intergovernmental: State	1,531,000	1,200,000	(331,000)	700,000	(500,000)
Intergovernmental: Other	390,000	454,797	64,797	254,797	(200,000)
Charges for Services	45,418,270	44,654,578	(763,692)	43,751,402	(903,176)
Other Revenues	4,815,150	3,489,000	(1,326,150)	1,603,000	(1,886,000)
Expenditure Recovery	2,224,990	2,984,178	759,188	2,443,274	(540,904)
General Fund Support	5,971,704	7,651,450	1,679,746	9,000,830	1,349,380
Sources Total	60,446,114	62,379,003	1,932,889	57,798,303	(4,580,700)
Uses - Operating Expenditures					
Salaries	26,525,778	26,940,263	414,485	28,238,735	1,298,472
Mandatory Fringe Benefits	12,715,781	12,822,108	106,327	12,924,470	102,362
Non-Personnel Services	3,516,899	4,132,473	615,574	2,785,693	(1,346,780)
Capital Outlay	10,405	28,251	17,846		(28,251)
Materials & Supplies	699,970	490,495	(209,475)	490,495	
Overhead and Allocations	965,663	965,663		965,663	
Programmatic Projects	8,048,654	8,337,980	289,326	3,847,887	(4,490,093)
Services Of Other Depts	7,888,174	8,540,185	652,011	8,545,362	5,177
Unappropriated Rev-Designated	74,790	121,586	46,796		(121,586)
Uses Total	60,446,114	62,379,004	1,932,890	57,798,305	(4,580,699)
Uses - Division Description					
CPC Administration	20,599,990	17,908,394	(2,691,596)	18,427,947	519,553
CPC Citywide Planning	14,618,486	11,970,883	(2,647,603)	7,848,394	(4,122,489)
CPC Community Equity		3,036,877	3,036,877	2,833,333	(203,544)
CPC Current Planning	13,557,304	12,029,499	(1,527,805)	12,450,010	420,511
CPC Environmental Planning	8,654,601	9,388,458	733,857	7,991,648	(1,396,810)
CPC Executive Office		3,616,385	3,616,385	3,741,566	125,181
CPC Zoning Admin & Compliance	3,015,733	4,428,508	1,412,775	4,505,407	76,899
Uses by Division Total	60,446,114	62,379,004	1,932,890	57,798,305	(4,580,699)

BUDGET FORM 1D: IDS Detail
FY 2021-22 and FY 2022-23

Work Order Changes - If any departmental Inter-Departmental Service (IDS) changes are proposed within the mandatory reductions described in Form 1A, please highlight below

[illegible]

BUDGET FORM 2A: Revenue Report

DEPARTMENT: CPC

Please identify proposed revenue changes from the FY 2021-22 and FY 2022-23 Base Budget at the account level.

Note: To submit this information, run the 15.30.005 Snapshot Comparison (Audit Trail) report from the budget system.

Select the following criteria before running the report:

Budget Year: 2022

Before Snapshot: Start of Dept

After Snapshot: Current

GFS Type: Do not select a value.

Filter report on "AAO Title" field to only display "Regular Revenues".

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.

Total BY Revenue Variance: 865,116.00																											Total BY+1 Revenue Variance: (9,543,236.00)																											FORMULA	FILL IN
FY 2022																											FY 2023																												
GFS Type	Dept	Dept Division	Division Description	Dept Section	Section Description	Dept ID	Dept ID Description	Fund ID	Fund Title	Project ID	Project Title	Activity ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	TRIO ID	TRIO Title	AAO Category	AAO Title	Change Type Title	Change Type Code	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																						
Self Supporting	CPC	229234	CPC Citywide Planning			229234	CPC Citywide Planning	10770	SR Neighborhood Dev-Grants	10037360	CPC FY22 MTC PDA/TA	1	CPC FY22 MTC PDA/TA	10001	Grants	444931	4400GRfed	444931	Fed Grants Pass-Thru State-Oth	Unspecified	D01	Regular Revenues	One-Time	1	-	-	1,900,000	1,900,000	-	-	-	-	YES	One-time grant funding																					
Self Supporting	CPC	229235	CPC Current Planning			229235	CPC Current Planning	10770	SR Neighborhood Dev-Grants	10037361	CPC FY23 CA OFFICE OF HISTORIC	1	CPC FY23 CA OFFICE OF HISTORIC	10001	Grants	444931	4400GRfed	444931	Fed Grants Pass-Thru State-Oth	Unspecified	D01	Regular Revenues	One-Time	1	-	-	-	-	45,000	45,000	-	-	-	YES	One-time grant funding																				
Self Supporting	CPC	109733	CPC Environmental Planning			109733	CPC Environmental Planning	10680	SR Neighborhood Dev-Grants Sta	10037356	CPC FY22 CAHCD REAP	1	CPC FY22 CAHCD REAP	10001	Grants	448999	4450IGRSta	448999	Other State Grants & Subventns	Unspecified	D01	Regular Revenues	One-Time	1	-	-	200,000	200,000	-	-	-	-	YES	One-time grant funding																					
Self Supporting	CPC	229234	CPC Citywide Planning			229234	CPC Citywide Planning	10680	SR Neighborhood Dev-Grants Sta	10037358	CPC FY22 CA Coastal Conservanc	1	CPC FY22 CA Coastal Conservanc	10001	Grants	448999	4450IGRSta	448999	Other State Grants & Subventns	Unspecified	D01	Regular Revenues	One-Time	1	-	-	1,000,000	1,000,000	-	-	-	-	YES	One-time grant funding																					
Self Supporting	CPC	229234	CPC Citywide Planning			229234	CPC Citywide Planning	10680	SR Neighborhood Dev-Grants Sta	10037363	CPC FY23 CALTRANS SE/FW PDA	1	CPC FY23 CALTRANS SE/FW PDA	10001	Grants	448999	4450IGRSta	448999	Other State Grants & Subventns	Unspecified	D01	Regular Revenues	One-Time	1	-	-	-	-	700,000	700,000	-	-	-	YES	One-time grant funding																				
Self Supporting	CPC	229234	CPC Citywide Planning			229234	CPC Citywide Planning	14020	SRT TC Grants/Continuing	10037359	CPC FY22 SCTA PROP K EP44 SMA	1	CPC FY22 SCTA PROP K EP44 SMA	10001	Grants	449102	4490GROth	449102	SF Transportation Authority	Unspecified	D01	Regular Revenues	One-Time	1	-	-	200,000	200,000	-	-	-	-	YES	One-time grant funding																					
GFS	CPC	229236	CPC Administration			229236	CPC Administration	10000	GF Annual Account Ctrl	10001645	CP Administration	1	CP Administration	10000	Operating	449997	4490GROth	449997	City Depts Revenue From OCli	Unspecified	D01	Regular Revenues	On-Going	4	405,600	254,797	(150,803)	405,600	254,797	(150,803)	YES	Changes projected from OCli																							
GFS	CPC	229236	CPC Administration			229236	CPC Administration	10000	GF Annual Account Ctrl	10001645	CP Administration	1	CP Administration	10000	Operating	460157	4600C4Svccs	460157	Planning-Category/ Exemptn Fee	Unspecified	D01	Regular Revenues	On-Going	4	2,333,487	2,786,914	453,427	2,333,487	2,786,914	403,427	YES	Based on actual FY20-21 fee collection																							
GFS	CPC	229236	CPC Administration			229236	CPC Administration	10000	GF Annual Account Ctrl	10001645	CP Administration	1	CP Administration	10000	Operating	460173	4600C4Svccs	460173	New Construction Bldg Permit	Unspecified	D01	Regular Revenues	On-Going	4	4,494,711	3,580,983	(913,728)	4,494,711	3,505,983	(988,728)	YES	Based on actual FY20-21 fee collection																							
GFS	CPC	229236	CPC Administration			229236	CPC Administration	10000	GF Annual Account Ctrl	10001645	CP Administration	1	CP Administration	10000	Operating	460183	4600C4Svccs	460183	Permit Referrl Fr Oth Agencies	Unspecified	D01	Regular Revenues	On-Going	4	255,610	154,240	(101,370)	255,610	154,240	(101,370)	YES	Based on actual FY20-21 referrl																							
GFS	CPC	229236	CPC Administration			229236	CPC Administration	10000	GF Annual Account Ctrl	10001645	CP Administration	1	CP Administration	10000	Operating	460188	4600C4Svccs	460188	City Planning Applicatn Refund	Unspecified	D01	Regular Revenues	On-Going	4	(1,037,483)	(867,111)	170,372	(1,037,483)	(867,111)	170,372	YES	Based on actual FY20-21 referrl																							
GFS	CPC	229236	CPC Administration			229236	CPC Administration	10000	GF Annual Account Ctrl	10001645	CP Administration	1	CP Administration	10000	Operating	460189	4600C4Svccs	460189	Building Permit Alterations	Unspecified	D01	Regular Revenues	On-Going	4	26,859,624	24,453,120	(2,406,504)	26,859,624	23,931,482	(2,928,142)	YES	Based on actual FY20-21 fee collection																							
GFS	CPC	229236	CPC Administration			229236	CPC Administration	10000	GF Annual Account Ctrl	10001645	CP Administration	1	CP Administration	10000	Operating	460190	4600C4Svccs	460190	Planning-Conditional Use Fee	Unspecified	D01	Regular Revenues	On-Going	4	2,902,272	4,395,304	1,493,032	2,902,272	4,320,304	1,418,032	YES	Based on actual FY20-21 fee collection																							
GFS	CPC	229236	CPC Administration			229236	CPC Administration	10000	GF Annual Account Ctrl	10001645	CP Administration	1	CP Administration	10000	Operating	460191	4600C4Svccs	460191	Planning - Envrnmntl Review Fee	Unspecified	D01	Regular Revenues	On-Going	4	3,985,998	2,465,535	(1,520,463)	3,985,998	2,365,535	(1,620,463)	YES	Based on actual FY20-21 fee collection																							
GFS	CPC	229236	CPC Administration			229236	CPC Administration	10000	GF Annual Account Ctrl	10001645	CP Administration	1	CP Administration	10000	Operating	460192	4600C4Svccs	460192	Planning - Variance Fees	Unspecified	D01	Regular Revenues	On-Going	4	736,850	715,935	(20,915)	736,850	715,935	(20,915)	YES	Based on actual FY20-21 fee collection																							
GFS	CPC	229236	CPC Administration			229236	CPC Administration	10000	GF Annual Account Ctrl	10001645	CP Administration	1	CP Administration	10000	Operating	460193	4600C4Svccs	460193	Planning-CertOfAppropriateFee	Unspecified	D01	Regular Revenues	On-Going	4	233,376	159,177	(74,199)	233,376	159,177	(74,199)	YES	Based on actual FY20-21 fee collection																							
Self Supporting	CPC	229236	CPC Administration			229236	CPC Administration	10000	GF Annual Account Ctrl	10001645	CP Administration	1	CP Administration	10000	Operating	460194	4600C4Svccs	460194	Oth Short RangeCityPlanningFee	Unspecified	D01	Regular Revenues	On-Going	4	2,751,817	3,397,263	645,446	2,751,817	3,347,263	595,446	YES	Based on actual FY20-21 fee collection																							
Self Supporting	CPC	154644	CPC Zoning Admin & Compliance			154644	CPC Zoning Admin & Compliance	10840	SR Planning Code Enforcement	10023000	CP Sign/Code Enforcement	1	Sign Program	461165	4600C4Svccs	461165	Code Enforcement	Unspecified	D01	Regular Revenues	On-Going	4	338,681	335,875	(2,806)	338,681	342,368	3,687	YES	Adjusted to balance																									
Self Supporting	CPC	154644	CPC Zoning Admin & Compliance			154644	CPC Zoning Admin & Compliance	10840	SR Planning Code Enforcement	10023000	CP Sign/Code Enforcement	2	Code Enforcement	461165	4600C4Svccs	461165	Code Enforcement	Unspecified	D01	Regular Revenues	On-Going	4	862,251	952,824	(9,493)	862,251	975,831	113,578	YES	Adjusted to balance																									
Self Supporting	CPC	154644	CPC Zoning Admin & Compliance			154644	CPC Zoning Admin & Compliance	10840	SR Planning Code Enforcement	10023011	Transportation Demand Manageme	1	CP Trans Demand Management	16960	CP Transportation Demand Manag	461165	4600C4Svccs	461165	Code Enforcement	Unspecified	D01	Regular Revenues	On-Going	4	331,014	336,418	5,404	331,014	348,261	17,247	YES	Adjusted to balance																							
Self Supporting	CPC	154644	CPC Zoning Admin & Compliance			154644	CPC Zoning Admin & Compliance	10840	SR Planning Code Enforcement	10023011	Transportation Demand Manageme	2	CP TDM Research Program	16960	CP Transportation Demand Manag	461165	4600C4Svccs	461165	Code Enforcement	Unspecified	D01	Regular Revenues	On-Going	4	148,249	203,312	55,063	148,249	148,249	-	YES	Adjusted to balance																							
Self Supporting	CPC	229236	CPC Administration			229236	CPC Administration	10840	SR Planning Code Enforcement	10023007	Short Term Rental Program	1	CP Short Term Rental Program	16956	CP Short Term Rental Program	461165	4600C4Svccs	461165	Code Enforcement	Unspecified	D01	Regular Revenues	On-Going	4	1,538,456	1,584,789	46,333	1,538,456	1,566,971	28,515	YES	Adjusted to balance																							
Self Supporting	CPC	229234	CPC Citywide Planning			229234	CPC Citywide Planning	10820	SR Market & Octavia CI	10023242	Market Octavia Community Impro	2	Market Octavia Community Impro	17067	GE Market Octavia Community Im	475415	4750OthRev	475415	Community ImprovementImpactFee	Unspecified	D01	Regular Revenues	On-Going	4	1,935,302	1,639,000	(296,302)	1,935,302	503,000	(1,432,302)	YES	Reduced development impact fees																							
Self Supporting	CPC	229234	CPC Citywide Planning			229234	CPC Citywide Planning	10880	SR Transit Center District	10023250	Transit Center District	5	CP TRC CLG BART	475415	4750OthRev	475415	4750OthRev	Unspecified	D01	Regular Revenues	On-Going	4	750,000	750,000	-	750,000	750,000	-	YES	Reduced development impact fees																									
Self Supporting	CPC	229234	CPC Citywide Planning			229234	CPC Citywide Planning	10900	SR Visitation Valley CI	10023252	Visitation Valley Infrastructu	2	Visitation Valley Infrastru	475415	4750OthRev	475415	4750OthRev	Unspecified	D01	Regular Revenues	On-Going	4	200,000	75,000	(125,000)	200,000	25,000	(175,000)	YES	Reduced development impact fees																									
Self Supporting	CPC	229234	CPC Citywide Planning			229234	CPC Citywide Planning	10900	SR Neighborhood Dev-Grants Oth	10037357	CPC FY22 USON ADAPTATION	1	CPC FY22 USON ADAPTATION	10001	Grants	478201	4750OthRev	478201	Private Grants	Unspecified	D01	Regular Revenues	One-Time	1	-	-	-	-	75,000	(75,000)	YES	One-time grant funding																							
Self Supporting	CPC	229234	CPC Citywide Planning			229234	CPC Citywide Planning	10690	SR Neighborhood Dev-Grants Oth	10037362	CPC FY23 USON ADAPTATION	1	CPC FY23 USON ADAPTATION	10001	Grants	478201	4750OthRev	478201	Private Grants	Unspecified	D01	Regular Revenues	One-Time	1	-	-	-	-	-	-	YES	One-time grant funding																							
Self Supporting	CPC	229236	CPC Administration			229236	CPC Administration	10690	SR Neighborhood Dev-Grants Oth	10035897	CPC FY22 FOCP	1	CPC FY22 FOCP	10001	Grants	478201	4750OthRev	478201	Private Grants	Unspecified	D01	Regular Revenues	One-Time	1	140,000	-	(140,000)	-	-	-	YES	Grant program ended																							
Total																											50,265,817	50,698,375	432,558	50,125,817	45,354,199	(4,771,618)																							

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

DEPARTMENT: CPC

Inflation Factor for FY 2021-22 Fee Auto Increase as per Code Section 196.01

Inflation Factor for FY 2022-23 Fee Auto Increase as per Code Section 196.01

CP will be updated in January 2022. Call Controller's Budget Office to confirm CP before submitting.

TABLE 1 - MODIFIED AND NEW FEES

Item	Fee Status	Description	Code Authorization	Auto CP Adjust Year(s)	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 (N/A, per sq. ft.)	FY 2020-21 Fee	FY 2020-21 Units (Est.)	FY 2020-21 Revenue Proposed	FY 2020-21 Cost Recovery (Est.)	FY 2021-22 Fee **	FY 2021-22 Units (Est.)	FY 2021-22 Revenue Proposed	FY 2021-22 Cost Recovery (Est.)	FY 2022-23 Fee **	FY 2022-23 Units (Est.)	FY 2022-23 Revenue Proposed	FY 2022-23 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
																	\$ -	-	\$ -	-	\$ -	-	\$ -	-	0	\$ -	-	0	\$ -		

TABLE 2 - CONTINUING FEES

Item	Fee Status	Description	Code Authorization	Auto CP Adjust Year(s)	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 (N/A, per sq. ft.)	FY 2020-21 Fee	FY 2020-21 Units (Est.)	FY 2020-21 Revenue Proposed	FY 2020-21 Cost Recovery (Est.)	FY 2021-22 Fee **	FY 2021-22 Units (Est.)	FY 2021-22 Revenue Proposed	FY 2021-22 Cost Recovery (Est.)	FY 2022-23 Fee **	FY 2022-23 Units (Est.)	FY 2022-23 Revenue Proposed	FY 2022-23 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
1	C	Categorical Exemption Fee	Admin. Code Section 31.22	N	460187	Planning-Categorical Exemption Fee	10000	CP Annual Account	10000	Operating	229236	CPC Administration	10001645	CP Administration	0001	CP Administration	Per Project Application	Formulas varies depending on Construction Cost Value & Plan Areas	418	\$ 2,261,131	100%									8/31/2020	Formulas varies depending on Construction Cost Value & Plan Areas
2	C	New Building Permit Fees	Planning Code Section 350	N	460173	New Construction Bldg Permit	10000	CP Annual Account	10000	Operating	229236	CPC Administration	10001645	CP Administration	0001	CP Administration	Per Permit Application	Formulas varies depending on Construction Cost Value	252	\$ 4,355,345	100%									8/31/2020	Formulas varies depending on Construction Cost Value
3	C	Permit Referral from Other City Agencies	Planning Code Section 350	N	460183	Permit Referral From Other City Agencies	10000	CP Annual Account	10000	Operating	229236	CPC Administration	10001645	CP Administration	0001	CP Administration	Per Permit Application	Fixed application fee per permit \$5,100	1,929	\$ 247,884	100%									8/31/2020	Fixed application fee per permit \$5,100
4	C	City Planning Referrals	Planning Code Section 350	N	460186	City Planning Application Referral	10000	CP Annual Account	10000	Operating	229236	CPC Administration	10001645	CP Administration	0001	CP Administration	Per Project Application	Fee paid minus staff time charged	(244)	\$ 1,109,313	100%									8/31/2020	Fee paid minus staff time charged
5	C	Building Permit Fees (Building Alterations)	Planning Code Section 350	N	460185	Building Permit Building Alterations	10000	CP Annual Account	10000	Operating	229236	CPC Administration	10001645	CP Administration	0001	CP Administration	Per Permit Application	Formulas varies depending on Construction Cost Value	12,006	\$26,048,788	100%									8/31/2020	Formulas varies depending on Construction Cost Value
6	C	Conditional Use Application Fees	Planning Code Section 350	N	460180	Planning-Conditional Use Fee	10000	CP Annual Account	10000	Operating	229236	CPC Administration	10001645	CP Administration	0001	CP Administration	Per Project Application	Formulas varies depending on Construction Cost Value	285	\$ 2,812,279	100%									8/31/2020	Formulas varies depending on Construction Cost Value
7	C	Environmental Review Fees	Admin. Code Section 31.22	N	460184	Planning-Environmental Review Fee	10000	CP Annual Account	10000	Operating	229236	CPC Administration	10001645	CP Administration	0001	CP Administration	Per Project Application	Formulas varies depending on Construction Cost Value & Plan Areas	73	\$ 3,862,451	100%									8/31/2020	Formulas varies depending on Construction Cost Value & Plan Areas
8	C	Variance Application Fees	Planning Code Section 350	N	460182	Planning-Variance Fee	10000	CP Annual Account	10000	Operating	229236	CPC Administration	10001645	CP Administration	0001	CP Administration	Per Project Application	Fixed application fees capped at Construction Cost with \$20K or more	238	\$ 714,002	100%									8/31/2020	Fixed application fees capped at Construction Cost with \$20K or more
9	C	Certificate of Appropriateness Fees	Planning Code Section 350	N	460183	Planning-Certificate of Appropriateness Fee	10000	CP Annual Account	10000	Operating	229236	CPC Administration	10001645	CP Administration	0001	CP Administration	Per Project Application	Fixed application fees capped at Construction Cost with \$20K or more	142	\$ 226,168	100%									8/31/2020	Fixed application fees capped at Construction Cost with \$20K or more
10	C	Other Short Range Planning Fees	Planning Code Section 350	N	460184	Other Short Range City Planning Fee	10000	CP Annual Account	10000	Operating	229236	CPC Administration	10001645	CP Administration	0001	CP Administration	Per Project Application	Fixed & Variable intake fees depending on types of application	2,596	\$ 2,656,498	100%									8/31/2020	Fixed & Variable intake fees depending on types of application
11	C	Sign Program	Planning Code Section 350	N	461165	SR Planning Code Enforcement	10000	CP Sign Code Enforcement	10000	CP Sign Code Enforcement	154644	CPC Zoning Admin & Compliance	10002000	CP Sign Code Enforcement	0001	CP Sign Program	Per Project Application	Fixed intake fees depending on types of application	823	\$ 333,834	100%									8/31/2020	Fixed intake fees depending on types of application
12	C	Code Enforcement	Planning Code Section 350	N	461165	SR Planning Code Enforcement	10000	CP Sign Code Enforcement	10000	CP Sign Code Enforcement	154644	CPC Zoning Admin & Compliance	10002000	CP Sign Code Enforcement	0001	CP Code Enforcement	Per Project Application	Fixed application	506	\$ 945,011	100%									8/31/2020	Fixed application
13	C	Transportation Demand Management	Planning Code Section 350	N	461165	SR Transportation Demand Management	10000	CP Transportation Demand Management	10000	CP Transportation Demand Management	154644	CPC Zoning Admin & Compliance	10002011	Transportation Demand Management	0001	CP Trans Demand Management	Per Project Application	Fixed application	49	\$ 322,383	100%									8/31/2020	Fixed application
14	C	Transportation Demand Management - Research Program	Planning Code Section 350	N	461165	SR Transportation Demand Management	10000	CP Transportation Demand Management	10000	CP Transportation Demand Management	154644	CPC Zoning Admin & Compliance	10002011	Transportation Demand Management	0001	CP TDM Research Program	Per Project Application	Fixed application	48	\$ 148,249	100%									8/31/2020	Fixed application
15	C	Short Term Rental Program	Admin. Code Section 41 and 41A	N	461166	SR Planning Code Enforcement	10000	CP Short Term Rental Program	10000	CP Short Term Rental Program	229236	CPC Administration	10002007	Short Term Rental Program	0001	CP Short Term Rental Program	Per Project Application	Fixed STR Registry fee per application \$5450	3,337	\$ 1,561,872	100%									8/31/2020	Fixed STR Registry fee per application \$5450
16	C	Eastern Neighborhood Infrastructure	Planning Code Section 403	N	475415	SR Eastern Neighborhood Infrastructure	10000	CP Eastern Neighborhood Infrastructure	10000	CP Eastern Neighborhood Infrastructure	229234	CPC Citywide Planning	10002035	Eastern Neighborhood Infrastructure	0001	EN Impact Fee Proj	Gross Square Foot	Fixed and/or variable fees depending on development areas, equipment & threshold	48,840	\$ 1,000,000	100%									8/31/2020	Fixed and/or variable fees depending on development areas, equipment & threshold
17	C	IPIC RE Market & Ottawa Blvd Right of Way	Planning Code Section 421	N	475415	SR Market & Ottawa Blvd Right of Way	10000	CP Market & Ottawa Blvd Right of Way	10000	CP Market & Ottawa Blvd Right of Way	229234	CPC Citywide Planning	10002035	IPIC-Re Est Ottawa Blvd Right of Way	0001	CP IPIC (MC) Re Est	Gross Square Foot	Fixed and/or variable fees depending on development areas, equipment & threshold	14,778	\$ 150,000	100%									8/31/2020	Fixed and/or variable fees depending on development areas, equipment & threshold

18	C	IPC RE Market & Octavia Community Improvement	Planning Code Section 621	N	475415	Community Improvement Impact Fee	10000	SR Market & Octavia CT	17007	GE Market Octavia Community Improvement	220934	CPC Citywide Planning	10003242	Market Octavia Community Improvement	0000	Market Octavia Comm Impr Fund	Gross Square Foot	Fixed and/or Variable fees depending on development areas, equipment & threshold	88,182	\$	895,153	100%	#####	\$	639,000	100%	49,567	\$	503,000	100%	8/31/2026	Fixed and/or Variable fees depending on development areas, equipment & threshold
19	C	IPC (Transit Center) B&ET	Planning Code Section 624.6	N	475415	Community Improvement Impact Fee	10000	SR Transit Center District	17072	GE Transit Center District	220934	CPC Citywide Planning	10003242	Transit Center District	0000	CP IPC (TC) B&ET	Gross Square Foot	Fixed and/or Variable fees depending on development areas, equipment & threshold	1,000	\$	1,000,000	100%	750	\$	750,000	100%	0	\$	-	8/31/2026	Fixed and/or Variable fees depending on development areas, equipment & threshold	
20	C	IPC (Transit Center) TPA	Planning Code Section 624.6	N	475415	Community Improvement Impact Fee	10000	SR Transit Center District	17072	GE Transit Center District	220934	CPC Citywide Planning	10003242	Transit Center District	0000	CP IPC (TC) TPA	Gross Square Foot	Fixed and/or Variable fees depending on development areas, equipment & threshold	800	\$	800,000	100%	0	\$	-	8/31/2026	Fixed and/or Variable fees depending on development areas, equipment & threshold					
21	C	Visitation Valley Community Infrastructure Fund	Planning Code Section 620	N	475415	Community Improvement Impact Fee	10000	SR Visitation Valley CT	17074	GE Visitation Valley Infrastructure	220934	CPC Citywide Planning	10003242	Visitation Valley Infrastructure	0000	Visitation Valley Infra Fund	Net Square Foot	Fixed and/or Variable fees depending on development areas, equipment & threshold	26,667	\$	200,000	100%	3,333	\$	25,000	100%	3,333	\$	25,000	100%	8/31/2026	Fixed and/or Variable fees depending on development areas, equipment & threshold

Fee Status: C Continuing
M Modified
N New
D Discontinued

Note:

** If Auto CPI adjustment = Yes, FY 2021-22 and FY 2022-23 Fee will be automatically generated based on the Inflation factor determined by the Controller.
If Auto CPI adjustment = No, FY 2021-22 and FY 2022-23 Fee will remain the same as previous year or entered by Dept according to Code Authorization.

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

Fee Name:	Fee XYZ	Department Providing Service: Fee Administrator: Code Authorization/ Proposed Fee Ordinance/File No:	Department ABC Jane Smart Admin Code Section X.X
	Numeric Code	Title	
PS Department of Proposed Revenue:	XXXXXX		
PS Fund of Proposed Revenue:	XXXXXX		
PS Authority of Proposed Revenue:	XXXXXX		
PS Project of Proposed Revenue:	XXXXXXXXXX		
PS Activity of Proposed Revenue:	XXXXX		
PS Account of Proposed Revenue:	XXXXXXXX		
		Proposed Fee (FY 2022-23):	\$ 44.00 (1)
		Proposed Fee (FY 2021-22):	\$ 42.00 (2)
		Current Fee (FY 2020-21):	\$ 40.00 (3)

Fee Status (New/Modified):	New
Fee Status (New/Modified):	New

Detailed Service Description:
Please provide description of service

Proposed Fee (FY 2022-23):	\$ 44.00	FY 2022-23 Proposed Fee Increase/Decrease:	\$ 2.00
Proposed Fee (FY 2021-22):	\$ 42.00	FY 2022-23 % Proposed Fee Change from FY 2020-21 Fee:	4.76%
Current Fee (FY 2020-21):	\$ 40.00	FY 2021-22 Proposed Fee Increase/Decrease:	\$ 2.00
		FY 2021-22 % Proposed Fee Change from Current Fee:	5.00%
Fee Prior to Current:	\$ 38.00	Fiscal Year of Prior Fee Change:	2010-11
Current Fee Increase/Decrease from Prior Fee:	\$ 2.00	% Current Fee Change from Prior Fee:	5.26%

ESTIMATED REVENUE DERIVED FROM SERVICE			ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 21-22, BELOW			
			FY 2021-22			
A	Quantity Estimated (# of Units of Service Provided)	5,000	D	Direct Costs	Estimated Cost	% of Total
				Productive Labor & Benefits (0.75 of 2021-22 Salary & MFB)	\$ 313,702	59.25%
				Leave & Non-Productive Time (0.25 of FY 2021-22 Salary & MFB)	\$ 104,567	19.75%
				Space Rental Equivalent	\$ 15,000	2.83%
				Materials & Supplies	\$ -	0.00%
				Other (Please Describe on Worksheet)	\$ -	0.00%
B	Fee per Unit (Proposed)	\$ 42	E	Indirect Costs	Rate	
				Departmental Overhead	20.00%	83.654 15.80%
				Central Services Overhead	3.00%	12,548 2.37%
C	FY 2021-22 Revenue Budgeted (A x B)	\$ 210,000	F	FY 2021-22 Direct & Indirect Costs	\$ 529,471	100.00%
G	FY 2021-22 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 2020-21 Estimated Revenue [(2) x A]:				\$ 210,000.00	
K	FY 2019-20 Estimated Revenue [(3) x A]:				\$ 200,000.00	
L	FY 2010-21 Estimated Revenue Increase/Decrease Based on Proposed Fee [J -K]:				\$ 10,000.00	

FY2022-23			
ESTIMATED REVENUE DERIVED FROM SERVICE		ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 22-23, BELOW	
A	Quantity Estimated (# of Units of Service Provided)	5,000	
B	Fee per Unit (Proposed)	\$ 44	
C	FY 2021-22 Revenue Budgeted (A x B)	\$ 220,000	
G	FY 2022-23 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 2022-23 Estimated Revenue [(1) x A]:	\$ 220,000.00	
K	FY 2021-22 Estimated Revenue [(2) x A]:	\$ 210,000.00	
L	FY 2022-23 Estimated Revenue Increase/Decrease Based on Proposed Fee [J - K]:	\$ 10,000.00	

Estimated Costs Worksheet FY 2021-22

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 Equivalent Cost	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.	
1	Description	
2	15000 Payment facility	
3		
Total:	\$15,000.00	
Materials and Supplies Cost	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.	
1	Description	
2		
3		
Total:	\$0.00	
Other Costs	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.	
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 2022-23

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

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

Total: \$0.00

Materials and Supplies

- Cost
- 1
 - 2
 - 3

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

Total: \$0.00

Other Costs

- Cost
- 1
 - 2
 - 3

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

Total: \$0.00

Indirect Costs

Rate	Source
------	--------

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

DEPARTMENT: CPC

Note: To submit this information, run the **13.30.200 Snapshot Comparison (Audit Trail)** report from the budget system.
Select the following criteria below, running the report:

Before Snapshot: Start of Debt

Select dropdown option: **Department ID**

For any proposed changes, provide an explanation in the "Explanation of Changes" section.

For any proposed changes, provide an explanation in the "Explanation of Changes" for each Budget Year column.
Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.

PE CAPTIONING: Use the following appropriate to the journal layout and wordy language at the foot.

[illegible]

DEPARTMENT: CPC

Note: To submit this information, run the **15.30.004 Position Snapshot Comparison (Audit Trail)** report from the budget system.

Before Snapshot: Start of Dept

After Snapshot: Current

Select dropdown option - **Department Phase** - after report has loaded.

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

Budget System Detail 15.10.04 Based on Gross Expenditures															FORMULA		FILL IN																								
Dept	Dept	Division	Section	Section	Department	Department	Fund	Fund Title	Project ID	Project Title	Activity	Activity Title	Authority ID	Authority Title	Account ID	Account Name	Agency Use	AO	AO Title	Class	Job Class Title	Emp Org	Emp Org Title	Net	Status	Action	Ref No.	FTE Change Submitted	Amount Change Submitted	Explanation of FTE and/or Amount Change											
GPC	109731	CPK Environmental Planning	109731	CPK Environmental Planning	109731	CPK Environmental Planning	#####	GF Continual Authority Cnt	10012001	Backlog Reduction Equip Approve	1	CP Backlog Red Supp Equip FY13	109731	CP Backlog Reduction Equip Appro	501076ary	501076	#####	#####	Group Expenditures	5478	Planner II	21	021 LOCAL 21 PROFESSIONAL AND TECHNICAL ENG	C	A	R	CP2248	0	0	0	0	0	0	0	0	0					
GPC	109732	CPK Community Equity	109732	CPK Community Equity	109732	CPK Community Equity	#####	GF Annual Account Cnt	10012001	Backlog Reduction Equip Approve	1	CP Backlog Red Supp Equip FY13	109732	CP Backlog Reduction Equip Appro	501076ary	501076	#####	#####	Group Expenditures	5478	Planner II	21	021 LOCAL 21 PROFESSIONAL AND TECHNICAL ENG	C	A	R	CP2248	0	0	0	0	0	0	0	0	0					
GPC	109733	CPK Community Equity	109733	CPK Community Equity	109733	CPK Community Equity	#####	GF Annual Account Cnt	10012001	Backlog Reduction Equip Approve	1	CP Backlog Red Supp Equip FY13	109733	CP Backlog Reduction Equip Appro	501076ary	501076	#####	#####	Group Expenditures	5478	Planner II	21	021 LOCAL 21 PROFESSIONAL AND TECHNICAL ENG	C	A	R	CP2248	0	0	0	0	0	0	0	0	0					
GPC	109734	CPK Community Equity	109734	CPK Community Equity	109734	CPK Community Equity	#####	GF Annual Account Cnt	10012001	Backlog Reduction Equip Approve	1	CP Backlog Red Supp Equip FY13	109734	CP Backlog Reduction Equip Appro	501076ary	501076	#####	#####	Group Expenditures	5478	Planner II	21	021 LOCAL 21 PROFESSIONAL AND TECHNICAL ENG	C	A	R	CP2248	0	0	0	0	0	0	0	0	0	0				
GPC	109735	CPK Community Equity	109735	CPK Community Equity	109735	CPK Community Equity	#####	GF Annual Account Cnt	10012001	Backlog Reduction Equip Approve	1	CP Backlog Red Supp Equip FY13	109735	CP Backlog Reduction Equip Appro	501076ary	501076	#####	#####	Group Expenditures	5478	Planner II	21	021 LOCAL 21 PROFESSIONAL AND TECHNICAL ENG	C	A	R	CP2248	0	0	0	0	0	0	0	0	0	0				
GPC	109736	CPK Community Equity	109736	CPK Community Equity	109736	CPK Community Equity	#####	GF Annual Account Cnt	10012001	Backlog Reduction Equip Approve	1	CP Backlog Red Supp Equip FY13	109736	CP Backlog Reduction Equip Appro	501076ary	501076	#####	#####	Group Expenditures	5478	Planner II	21	021 LOCAL 21 PROFESSIONAL AND TECHNICAL ENG	C	A	R	CP2248	0	0	0	0	0	0	0	0	0	0	0			
GPC	109737	CPK Community Equity	109737	CPK Community Equity	109737	CPK Community Equity	#####	GF Annual Account Cnt	10012001	Backlog Reduction Equip Approve	1	CP Backlog Red Supp Equip FY13	109737	CP Backlog Reduction Equip Appro	501076ary	501076	#####	#####	Group Expenditures	5478	Planner II	21	021 LOCAL 21 PROFESSIONAL AND TECHNICAL ENG	C	A	R	CP2248	0	0	0	0	0	0	0	0	0	0	0			
GPC	109738	CPK Community Equity	109738	CPK Community Equity	109738	CPK Community Equity	#####	GF Annual Account Cnt	10012001	Backlog Reduction Equip Approve	1	CP Backlog Red Supp Equip FY13	109738	CP Backlog Reduction Equip Appro	501076ary	501076	#####	#####	Group Expenditures	5478	Planner II	21	021 LOCAL 21 PROFESSIONAL AND TECHNICAL ENG	C	A	R	CP2248	0	0	0	0	0	0	0	0	0	0	0	0		
GPC	109739	CPK Community Equity	109739	CPK Community Equity	109739	CPK Community Equity	#####	GF Annual Account Cnt	10012001	Backlog Reduction Equip Approve	1	CP Backlog Red Supp Equip FY13	109739	CP Backlog Reduction Equip Appro	501076ary	501076	#####	#####	Group Expenditures	5478	Planner II	21	021 LOCAL 21 PROFESSIONAL AND TECHNICAL ENG	C	A	R	CP2248	0	0	0	0	0	0	0	0	0	0	0	0	0	
GPC	109740	CPK Community Equity	109740	CPK Community Equity	109740	CPK Community Equity	#####	GF Annual Account Cnt	10012001	Backlog Reduction Equip Approve	1	CP Backlog Red Supp Equip FY13	109740	CP Backlog Reduction Equip Appro	501076ary	501076	#####	#####	Group Expenditures	5478	Planner II	21	021 LOCAL 21 PROFESSIONAL AND TECHNICAL ENG	C	A	R	CP2248	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GPC	109741	CPK Community Equity	109741	CPK Community Equity	109741																																				

[illegible]

[illegible]

BUDGET FORM 3C: Position Reductions Resulting in Layoffs

DEPARTMENT: CPC

If layoffs are required to meet target reductions, please outline below and describe the impact on the department's capacity to perform its core services.

*For planning purposes, assume that savings from the elimination of positions would commence on September 1, 2021 for FY 2021-22.

Dept	Dept Division	Program or Role Description	Job Class	Title	Permanent or Exempt	2021-22 Layoffs			Annualized 2022-23 Layoffs			Briefly Describe the Impact of these Eliminations on the Department's Core Functions
						Dollar Value* (including fringe)	Head Count	FTE Count	Dollar Value (including fringe)	Head Count	FTE Count	
N/A												
TOTALS:						-	-	-	-	-	-	

BUDGET FORM 3D: Contingency Reductions
DEPARTMENT: CPC

DEPARTMENT: CPC

Note: There is a required 2.5% contingency reduction in FY 2021-22 and an additional 2.5% contingency reduction in FY 2022-23. These changes should not be loaded in RPMIS and should only be outlined in the below table.

[illegible]

DEPARTMENT: CPC

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

are sequencing numbers (i.e. 01, 02)

[illegible]

[illegible]

[illegible]

**COIT and Capital Budget Submissions
FY 2021-22 and FY 2022-23**

**Please submit the following request at the given links, and refer to
Budget Instructions document for more information.**

Technology project proposals: <https://sfgov1.sharepoint.com/sites/ADM-COIT/SitePages/Budget-Form.aspx#/>

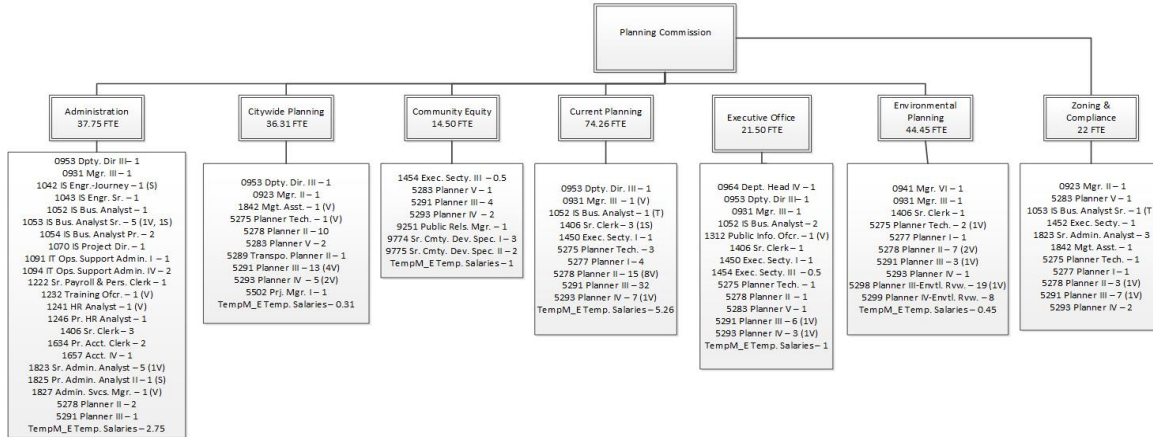
Capital budget requests: <http://www.onesfcprs.org/>

BUDGET FORM: Organizational Chart
FY 2021-22 and FY 2022-23

***Please insert an organizational chart**

San Francisco Planning Department

February 2021



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:

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)

Name and job title of the person completing this questionnaire:

Form will autopopulate

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

FISCAL YEAR 2021-22

City cost if services <u>are not</u> contracted out			
	low range		high range
Total Annual Salary	\$	-	\$ -
Total Other Pay	\$	-	\$ -
Total Fringe Benefits	\$	-	\$ -
Additional City Costs	\$	-	\$ -

City cost if services <u>are</u> contracted out			
Contract Cost	\$	-	\$ -
City Contract Monitoring	\$	-	\$ -

City Savings from Contracting Out,			
Savings/(Cost)	\$	-	\$ -

#DIV/0! #DIV/0!

Note: All departments, including AIR, PRT and PUC, should complete Prop J Analyses for FY 21/22
SFMTA's Prop Js were approved for two years during last year's budget process
and do not need to be resubmitted unless there are changes

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

			Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Job Class Title	Class	# of Full Time Equivalent Positions				
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
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						
			Total Salary Costs-->		\$ -	\$ -
			Total of Other Compensation-->		\$ -	\$ -

FRINGE BENEFITS

	Job Class	\$ Amount
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
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 \$ - \$ -

ADDITIONAL CITY COSTS

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	\$	-	\$	-

COST COMPARISON SUMMARY

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, 2018. 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>

Salary and Benefits for Each Job Class from Enterprise Planning FTE Cost Report

Complete this with the cost of 1.0 FTE; the actual FTE needs will be calculated in the Personnel and Fringe Benefit costs.

[illegible]

Please Fill Out Blue Shaded Areas Only.

FISCAL YEAR 2021-22

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 Class	Job Class Title	# of FTEs (can be partial; e.g. a half time employee would be 0.5 FTE)	Biweekly Rate		Annual Salary Expense		Benefits per FTE		Annual Benefit Expense		TOTAL EXPENSES	
			Low	High	Low	High	Low	High	Low	High	Low	High
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT MONITORING COST					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Please double click icon below to open form: ChartField Request Forms - Multiple Codes - v08042020.xlsx

[illegible]

Subsetting request forms to the right

										MWH Application				App. Dept															
Date	Dept	Dept. Contact	Fund	Fund Code	Fundgrp	Funding Title	FundTyp	Fund Title	GRType	Function	Non-positions	Capital	Res. Transfer	New Budget	Dept	Div	Division Title	Section	Section Title	Fund	Grant	Grant	Dept ID	Dept Title	ASD Level	Budget Definition	Draw	By	Notes

[illegible]

Date	Dept	Contact	ProjAct	ProjectTitle	ActivityTitle	Grant Related? (Y/N)	StartDate (Optional)	EndDate (Optional)	Done	By	Notes
------	------	---------	---------	--------------	---------------	-------------------------	-------------------------	-----------------------	------	----	-------

Date	Dept.	Dept. Contact	Authority	Done	By	Notes
------	-------	---------------	-----------	------	----	-------



Date	Dept	Dept Contact	Account	Account Title	AAO Category	AAO Title	Chart Category	Chart Title	MBB Category	MBB Title	Done	BY	Notes
------	------	--------------	---------	---------------	--------------	-----------	----------------	-------------	--------------	-----------	------	----	-------

Date	Dept.	Dept Contact	TRIO	TRIO Title
1/1/2021	GEN	XXX	100938	

Dept In/Out	UserCode XRef	Fund Xref	3 Digit Dept	Dept	Dept Title
			GEN	230018	

TRANSFER OUT+I1:Y4Q19I1:Y2I			
Fund	Fund Title	Project-Activity	Project Title
10000	10000	10026734-0001	

1:AP4

Activity Title	Authority	Authority Title	Account
10000		592020	

Account Title	Agency Use	3 Digit Dept	Dept	Dept Title
592020		DSS	186644	

Transfer In			
Fund	Fund Title	Project-Activity	Project Title
11140	10000	10022908-0001	

Activity Title	Authority	Authority Title	Account
	16923		492001

		Done	By	Notes
Account Title	Agency Use			
592020		10/20/2021	HM	

Budget System and Reporting Security Access Form

Please double click below to open and complete form

City and County of San Francisco Controller's Office
Budget Systems (BPMS), Budget Reports (BIEP)
Access Request Form

Section I: Request Type

- ☐ New First Time User ☐ Modify Existing User (including updating User's Dept Profile)
☐ Inactivate Existing User

Section II: Employee Information

Department	(If you are existing user moving from one dept to another, please indicate the prior dept you were employed with)		
Name:		Employee ID:	
Job Title:		Job Code:	
Email:		Phone:	

Section III: Supervisor Information

Name:		Employee ID:	
Job Title:		Job Code:	
Email:		Phone:	

Section IV: BPMS & BI EP Access Request A = Add access R = Remove access

Controller's Budget Office authorization required

A / R	Access	Description
Budget System (BPMS) – will include EIS basic access		
	Budget Author	Submits departmental budget entries
	Budget Manager	Reviews departmental budget submissions (Mayor's Budget Office only)
	Budget Administrator	Administers the City's Budget system (Controller's Budget & Analysis Division only)
Budget Report Access - BI Enterprise Planning (EP)		
Do you currently have Report & Analytical (BI) link in your Employee Portal's work link? ☐ YES ☐ NO		
	Departmental	Download departmental budget reports
	Citywide	Download Citywide Budget Reports (MBO, BAD only)
	EP Snapshot Administration	Administers BI EP Snapshots (BAD only)
Controller's Budget Office Authorization*		
Name: _____		Signature: _____ Date: _____

* Please submit the signed request form via opening a ticket with SF User Support portal at
<https://sfemployeeportalsupport.sfgov.org/support/home>

Contact List for The Mayor's Budget Office and the Controller's Budget Office

Dept. #	Code	Department Name	Mayor's Office	Controller's Budget & Analysis	Controller's Accounting Operations
62	AAM	Asian Art Museum	Sally Ma	Risa Sandler	Jane Yuan/ Senna Osby
70	ADM	General Services Agency - Administrative Services	Adrian Liu	Edward de Asis	Maricar Gratlito
13	ADP	Adult Probation	Andrea Lynn	Nick Leo	Jane Yuan/ Janica Li
27	AIR	Airport	Andrea Lynn	Nick Leo	Melson Mangrobang
28	ART	Arts Commission	Sally Ma	Mendy Ma	Jane Yuan/ Senna Osby
2	ASR	Assessor/Recorder	Morgan Owens	Josh Oehler	Maricar Gratlito
1	BOS	Board of Supervisors	Anna Duning	Michael Mitton	Jane Yuan/ Senna Osby
3	CAT	City Attorney	Matthew Curtols	Ysabel Catapang	Maricar Gratlito
64	CFC	Children & Families Commission	Anna Duning	Mendy Ma	Jane Yuan/ Senna Osby
23	CHF	Children, Youth & Their Families	Lillian Patil	Mendy Ma	Jane Yuan/ Senna Osby
9	CON	Controller	Morgan Owens	Ysabel Catapang	Melson Mangrobang
29	CPC	City Planning	Morgan Owens	David Ly	Maricar Gratlito
10	CRT	Superior Court	Andrea Lynn	David Ly	Jane Yuan/ Janica Li
30	CSC	Civil Service Commission	Camilla Taufic	Michael Mitton	Jane Yuan/ Senna Osby
17	CSB	Child Support Services	Andrea Lynn	Josh Oehler	Jane Yuan/ Senna Osby
4	DAT	District Attorney	Andrea Lynn	Ysabel Catapang	Jane Yuan/ Janica Li
19	DBI	Department of Building Inspection	Morgan Owens	David Ly	Maricar Gratlito
88	DPA	Department of Police Accountability	Camilla Taufic	Josh Oehler	Jane Yuan/ Janica Li
81	DPH	Department of Public Health	Anna Duning	Mendy Ma	Jane Yuan/ Janica Li
90	DPW	General Services Agency - Public Works	Adrian Liu	Edward de Asis	Melson Mangrobang
45	HSA	Human Services Agency	Anna Duning	Mendy Ma	Sally Chan
77	DEN	Emergency Communications	Matthew Curtols	Nick Leo	Jane Yuan/ Janica Li
21	ECN	Economic & Workforce Development	Matthew Curtols	Mendy Ma	Maricar Gratlito
22	ENV	Environment	Sally Ma	Nick Leo	Maricar Gratlito
18	ETH	Ethics Commission	Sally Ma	Michael Mitton	Maricar Gratlito
61	FAM	Fine Arts Museum	Sally Ma	Michael Mitton	Jane Yuan/ Senna Osby
31	FIR	Fire Department	Matthew Curtols	Josh Oehler	Jane Yuan/ Janica Li
97	GEN	General City Responsibility	Lillian Patil	Michelle Allersma/ Risa Sandler	
4	HRC	Human Rights Commission	Camilla Taufic	Ysabel Catapang	Jane Yuan/ Senna Osby
33	HRD	Human Resources	Camilla Taufic	Michael Mitton	Maricar Gratlito
84	HOM	Dept. of Homelessness and Supportive Housing	Lillian Patil	Edward de Asis	Sally Chan
55	HSS	Health Service System	Camilla Taufic	Risa Sandler	Maricar Gratlito
12	JUV	Juvenile Probation	Camilla Taufic	Edward de Asis	Jane Yuan/ Janica Li
41	LIB	Public Library	Matthew Curtols	Michael Mitton	Jane Yuan/ Senna Osby
63	LLB	Law Library	Adrian Liu	Risa Sandler	Jane Yuan/ Senna Osby
35	MTA	Municipal Transportation Agency (MTA)	Morgan Owens	Josh Oehler	Melson Mangrobang
25	MYR	Mayor	Morgan Owens	Mendy Ma	Maricar Gratlito
37	BOA	Board of Appeals	Sally Ma	Nick Leo	Maricar Gratlito
5	PDR	Public Defender	Andrea Lynn	Nick Leo	Jane Yuan/ Janica Li
38	POL	Police Department	Andrea Lynn	Josh Oehler	Jane Yuan/ Janica Li
39	PRT	Port	Matthew Curtols	Josh Oehler	Maricar Gratlito
40	PUC	Public Utilities Commission	Morgan Owens	Nick Leo	Jane Yuan/ Senna Osby
42	REC	Recreation & Park	Adrian Liu	Josh Oehler	Melson Mangrobang
80	REG	Elections	Adrian Liu	Ysabel Catapang	Maricar Gratlito
44	RET	Retirement System	Camilla Taufic	Michael Mitton	Jane Yuan/ Senna Osby
65	RNT	Rent Arbitration Board	Morgan Owens	Mendy Ma	Maricar Gratlito
60	SCI	Academy of Sciences	Sally Ma	Ysabel Catapang	Jane Yuan/ Senna Osby
6	SHF	Sheriff's Department	Camilla Taufic	Edward de Asis	Jane Yuan/ Janica Li
75	TIS	General Services Agency - Technology	Andrea Lynn	Nick Leo	Maricar Gratlito
8	TTX	Treasurer / Tax Collector	Morgan Owens	Michael Mitton	Maricar Gratlito
99	UNA	General Fund Unallocated		Michelle Allersma/ Risa Sandler	
7	USD	County Office of Education		David Ly	Melson Mangrobang
46	WAR	War Memorial	Sally Ma	Ysabel Catapang	Jane Yuan/ Senna Osby
48	WOM	Department on the Status of Women	Andrea Lynn	Ysabel Catapang	Maricar Gratlito
	OCl	Office of Community Investment and Infrastructure	Morgan Owens	Risa Sandler	Melson Mangrobang

Mayor's Budget Office	
Matthew Curtols	(415) 554-6617
Anna Duning	(415) 554-6216
Ashley Groffenberger	(415) 554-6511
Adrian Liu	(415) 554-6659
Andrea Lynn	(415) 554-6656
Sally Ma	(415) 554-5965
Morgan Owens	(415) 554-6639
Lillian Patil	(415) 554-5169
Camilla Taufic	(415) 554-6466

Controller's Budget Office	
Michelle Allersma	(415) 554-4792
Edward de Asis	(415) 554-7663
Ysabel Catapang	(415) 554-5253
Nick Leo	(415) 554-7575
Carol Lu	(415) 554-7647
David Ly	(415) 554-7837
Mendy Ma	(415) 554-5247
Michael Mitton	(415) 554-6626
Joshua Oehler	(415) 554-7535
Risa Sandler	(415) 554-5254

Controller's Accounting Operations	
Sally Chan	(415) 554-7418
Maricar Gratlito	(415) 554-6637
Janica Li	(415) 554-7516
Melson Mangrobang	(415) 554-5158
Senna Osby	(415) 554-7567
Jane Yuan	(415) 554-7546