

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 Health Service System

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

Signature: _____

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(enable content and macros)

BUDGET FORM 1A: Summary of Major Changes FY 2021-22 and FY 2022-23			
SAN FRANCISCO HEALTH SERVICE SYSTEM			
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.	<p>The major changes in FY21-22 include reductions of \$752,315 in Non-Personnel services, which includes \$588,000 in Enhanced 24/7 telephonic EAP Program, \$132,846 for Well-Being On-site activities provided to departments, Well-Being Grants of \$94,293, credit card processing fees of \$17,000 to reflect fewer in person payments, copy machine of \$13,861 for the elimination of the first floor copier, and a one cost neutral position substitution, \$70,306 reduction in Lease Work Order base on historical expenditures, and \$14,522 reduction in Rec and Park Work Order base due to fewer in person classes to be offered during the pandemic. Total net increases of \$153,751 include the following: \$140,431 in Software Licenses for the First Response Wellness App, \$4,725 in Training and Travel, \$5,850 in Contracts, \$1,045 in Memberships, and \$1,700 in Equipment Maintenance.</p> <p>The major changes in In FY22-23 include reductions totaling \$544,663, which include reductions of \$738,525 in Non-Personnel services and a reduction of \$22,977 in Lease Work Order base, reductions of \$588,000 in Extended Employee Assistance Program services, \$132,486 in Well-Being on-site activities provided to departments, \$13,861 from the elimination of the first floor copy machine, and a \$22,977 reduction in Lease Work Order to more accurately align true lease costs. Total increases of \$155,480 include the following: \$135,650 in Software Licenses for the First Responders Wellness App, \$9,923 in Contracts, \$8,207 in Well-Being Grants, and \$1,700 in Equipment Maintenance.</p> <p>The reduction in the Enhanced 24/7 telephonic Employee Assistance Program will mean that the City's 41,000 employees will not have access to the enhanced 24/7 telephonic Employee Assistance Program which provides help for employees coping under stressful situations encountered during the COVID-19 pandemic. While the Well-Being Onsite Activities, such as in person exercise classes have been significantly reduced during the pandemic, virtual exercise classes are being offered as its replacement. The reductions in the Well-Being On-Site activities will severely impact the number of virtual classes - exercise, health eating, etc. that can be offered. The reduction of the Well-Being Grants will severely impact the ability of departments to directly improve the ability of SFHSS to provide assistance to departments in creating a workplace culture that supports Well Being for their employees.</p>	<p>The Health Service System serves the employees and retirees and their dependents by providing health and well-being benefits. The diversity of the programs offered are as diverse as the needs of a diverse population of employees and retirees at the City and County of San Francisco.</p> <p>The populations we serve are not benefiting from changes in this budget proposal. See the next column for details.</p>	<p>The employee Well-Being programs historically provided onsite or focused on department specific needs were reduced to partially satisfy the mandatory target reductions. This recognizes the historic Well-Being program outreach doesn't work while sheltering in place. While in-person and localized interventions are on hold, HSS is developing more virtual programs delivered remotely, recognizing the efficacy is significantly reduced.</p> <p>The main program impacted by this targeted reduction is the enhanced 24/7 telephonic EAP program "ComPsych" implemented city wide during the COVID-19 shelter in place order. In addition to COVID-19, employees access the program during other stressful situations such as coping with social unrest, the wildfire "red skies", the passing of fellow City employees, and many other mental health and well-being stressors. SFHSS completed the Office of Racial Equity Vulnerable Populations Assessment to focus on equity and support for historically marginalized communities this budget season. People with mental health and behavioral health needs, first responders and frontline health care workers are identified vulnerable populations that will be impacted by the elimination of enhanced 24/7 EAP counseling. This targeted reduction will also impact all 41,000 employees that currently have access to these mental and behavioral health support services.</p> <p>In addition to telephonic counseling, members have access to a broader network of counselors with focused 1:1 sessions and additional 1:1 & group session program for first responders. To date the program receive several thousand call and provided multi-session counseling for several hundred employees. While the staff at SFHSS can handle cases during normal office hours, the team is unable to do so after hours. Additionally, three staff do not provide the depth or diversity of counselors available thorough this expanded service provider. SFHSS strongly urges the City to secure funding for the continuation of this program.</p>
2. TARGET. How did the department meet its target? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction?	SFHSS met the target in each year of \$273,012, primarily by expenditure control, reducing Non-Personnel services. The major expenditure changes required to meet the budget included reductions to Non-Personnel budget of \$696,580 in FY2021-22 and \$583,245 in FY2022-23. This was accomplished in both years, mainly by eliminating the City-Wide extended Employee Assistance Program, and significantly reducing Well-Being Program resources. In addition, in FY2021-22, there were additional reductions of \$6,431 in Materials and Supplies, \$70,306 in Lease Work Order and \$14,522 in Rec & Park Work Order budgets. In FY2022-23, there were additional reductions of \$22,977 in Lease Work Order budgets. These reductions resulted in SFHSS exceeding the target by \$84,939 in FY21-22 and by \$387,491 in FY22-23, after taking into account the contingency reductions of \$91,004 in each year. The high level operation impacts of this proposed reduction will not allow the City's 41,000 employees to have access to the enhanced 24/7 telephonic EAP program to help them cope with the stressful situations during the COVID-19 pandemic and limit the Well-Being resources in offering virtual Well-Being classes and severely limit the ability of SFHSS to provide assistance to departments in promoting Well-Being to their employees at a time when the need for these services are more pronounced.	<p>HSS recognizes that the shelter in place or remote work environment will reduced the the demand on the worksite and department specific Well-Being programs. The shift to more virtual programs <u>may</u> continue to serve our diverse members during these times.</p> <p>The populations we serve are not benefiting from changes in this budget proposal.</p>	The reduction of the 24/7 EAP program, though not recommended, was the only way to meet the mandatory target. SFHSS supports the restoration of funding for ComPsych, a longstanding EAP services company with a wealth of experience related to first responders, healthcare professionals, and large government entities. Since 24/7 EAP services were implemented in April 2020 client cases have doubled as a result of the pandemic with 24% of calls coming in after regular business hours. Services are provided in Spanish, Chinese (Mandarin and Cantonese) and Tagalog, with access to a language translation line. Removing access to these linguistic enhancements that can only be provided in partnership with ComPsych, will have adverse impacts to the diversity, equity, and inclusion that these services support. If funding is not restored, it will impact those currently in counseling sessions, reduce the availability of critical after-hours support, and limit member access to mental and behavioral health support.
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.	The major expenditure changes required to meet the budget is to reduce the total budget by \$273,012 in FY2021-22 and \$273,012 in FY2022-23. In FY2021-22, the enhanced 24/7 telephonic Employee Assistance Program services are reduced \$588,000 from the base budget of \$588,000 to \$0. In addition, in FY2021-22, Well-Being On-Site activities are reduced by \$132,846 from the base budget of \$197,846 to \$65,000, Well-Being grants are reduced \$94,293 from the base budget of \$156,793 to \$62,500, credit card processing are reduced \$17,000 from the base budget of \$20,000 to \$3,000, copy machine is reduced \$13,861 from the base budget of \$31,861 to \$18,000. There is an increase in personnel of \$35,924 due to planned reclassification of an existing position to plan for the implementation of the new health plan option. Lastly, there is an increase in the software cost of \$140,431 to fully fund a mental well-being program and a required upgrade to a case management software. In FY2022-23, the enhanced 24/7 telephonic Employee Assistance Program services are reduced \$588,000 from the base budget of \$588,000 to \$0. In addition, in FY2022-23, Well-Being On-Site activities are reduced by \$132,846 from the base budget of \$197,846 to \$65,000, copy machine is reduced by \$17,000 from the base budget of \$31,861 to \$18,000, miscellaneous facilities rental is reduced by \$2,731 from the base budget of \$5,731 to \$3,000. An increase in personnel of \$37,7144 is carried into FY2022-23 to account for the reclassification stated above. The increase of the \$136,000 in FY 22-23 is to fully fund the mental well-being software listed above. SFHSS has exceeded the reduction targets, mainly due to the reduction of the extended 24/7 telephonic Employee Assistance Program services of \$588,000 in each year.	In general, the most significant changes to expenditures are due to the reductions for the well-being programs and the 24/7 EAP program. These reductions are offset slightly to accommodate increase expenditures for support full funding of a mental well-being resource for first responders and the staffing needed to implement a new health plan option. Both of these increase in expenditures support the initiatives in the HSS Strategic Plan. The mental well-being resource is currently in use by about 40% of the City first responders. The new health plan options for coverage in 2022 were selected after a robust RFP process including an evaluation on proposals for addressing the health needs of BIPOC communities.	As stated above and elsewhere in this summary, the potential elimination of the new 24/7 EAP would be a set back for our employees who are currently using the program, especially those who are receiving additional counseling sessions.
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).	There were no changes in HSS's revenue approach. HSS administrative costs are funded through an allocation to other departments. The overall revenues are reduced to balance to the reduced expenditures in this budget submission.	HSS serves the employees, retirees and their dependents and the revenues are sourced by allocations from other City departments. The diverse needs of the members of HSS are served through the health and well-being programs funded by the administrative allocation. Staff and department resources are allocated to appropriately monitor and managed the integrity and effectiveness of these programs.	
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.	SFHSS is not seeking to submit any legislation with the budget		

BUDGET FORM 1A: Summary of Major Changes FY 2021-22 and FY 2022-23			
SAN FRANCISCO HEALTH SERVICE SYSTEM			
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.
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.			
7. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	SFHSS is not requesting any Transfer of Function of positions between departments.		
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?	SFHSS is not requesting any interim exceptions		
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?	SFHSS did not apply to these programs		
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?	SFHSS has extensively supported advancing racial equity as part of a multi-year strategic plan. The selection and renewal of benefit plans and programs offered through HSS conform to the goals of providing services that recognize the inclusivity and diversity of our members. In December 2020, the HSS Board adopted the Racial Equity Action Plan that follows the guidance of the San Francisco Office of Racial Equity. The SFHSS Racial Equity Action Plan consists of 18 initiatives centered around three departmental focus areas: Organizational Culture: Education, Inclusion & Belonging, Equitable Leadership &		

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.

The screenshot shows a navigation bar with the following tabs: **GFS Target**, Basic, Positions, FTE Cost Report, Balancing, Mayor's Budget Book, Annual Appropriation, Labor Negotiation, and F. Below the tabs is a dropdown menu titled "* Select a Report" with two options: "15.40.001 GFS Target & Non GFS Balance - Dept Detail" and "15.40.002 GFS Target & Non-GFS Balance - Dept Summary".

Please see GFS Target 15.40.001 tab and GFS Target 15.40.002 tab

Select a Report
15.40.001 GFS Target & Non GFS Balance - Dept Detail
CY

Budget Year
2022
2021

Snapshot
Current
Phase CY

Department
HSS
2020-2021

Phase BY 2021-2022

Phase BY+1 2022-2023

BY+1 2023

Department: HSS Health Service System (General Fund Supported)

		BY General Fund Supported			BY+1 General Fund Supported		
Account Lvl 2 Code	Category	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	2,798,223	13,709	2,811,932	2,825,477	14,392	2,839,869
	Materials & Supplies	47,717	(6,431)	41,286	47,717	23,645	71,362
	Non-Personnel Services	2,401,639	(696,980)	1,704,659	2,401,639	(583,045)	1,818,594
	Salaries	5,534,648	22,215	5,556,863	5,809,946	23,323	5,833,269
	Services Of Other Depts	1,972,254	(84,828)	1,887,426	1,972,254	(22,978)	1,949,276
		12,754,481	(752,315)	12,002,166	13,067,033	(544,663)	12,512,370
REVENUE	Charges for Services	9,131	0	9,131	9,131	0	9,131
	Expenditure Recovery	11,761,441	(394,364)	11,367,077	11,761,441	115,840	11,877,281
	Other Revenues	625,958	0	625,958	625,958	0	625,958
		12,396,530	(394,364)	12,002,166	12,396,530	115,840	12,512,370

Error generating document:

General Fund Support - BY Target vs Mayor Proposed

General Fund Support - BY+ 1 Target vs Mayor Proposed

Department	Baseline Target	BY MYR	Amt Over	BY+1 Department	BY+1 Baseline Target	BY+1 MYR	BY+1 Amt
Reduction Target		Proposed GFS	(Under) Target	Reduction Target		Proposed GFS	Over (Under) Target
(273,012)	84,939	0	(84,939)	(273,012)	387,491	0	(387,491)

Department: HSS Health Service System (Non GFS Balance)

		BY General Fund Supported			BY+1 General Fund Supported		
Account Lvl 2 Code	Category	BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
EXPENDITURE	Salaries	0	0	0	0	0	0
		0	0	0	0	0	0

Non-General Fund Support - Revenue Balance		Non-General Fund Support - BY +1 Revenue Balance	
Revenue Total :	0	Revenue Total :	0
Expenditure Total :	0	Expenditure Total :	0
Revenue Surplus(Deficit) :	0	Revenue Surplus(Deficit) :	0

Department: HSS Health Service System		(General Fund Supported)					
		BY General Fund Supported			BY+1 General Fund Supported		
Account Lvl 2 Code	Category	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	2,798,223	13,709	2,811,932	2,825,477	14,392	2,839,869
	Materials & Supplies	47,717	(6,431)	41,286	47,717	23,645	71,362
	Non-Personnel Services	2,401,639	(696,980)	1,704,659	2,401,639	(583,045)	1,818,594
	Salaries	5,534,648	22,215	5,556,863	5,809,946	23,323	5,833,269
	Services Of Other Depts	1,972,254	(84,828)	1,887,426	1,972,254	(22,978)	1,949,276
		12,754,481	(752,315)	12,002,166	13,057,033	(544,663)	12,512,370
REVENUE	Charges for Services	9,131	0	9,131	9,131	0	9,131
	Expenditure Recovery	11,761,441	(394,364)	11,367,077	11,761,441	115,840	11,877,281
	Other Revenues	625,958	0	625,958	625,958	0	625,958
		12,396,530	(394,364)	12,002,166	12,396,530	115,840	12,512,370

Error generating document:

General Fund Support - BY Target vs Mayor Proposed				General Fund Support - BY+ 1 Target vs Mayor Proposed			
Department	Baseline Target	BY MYR	Amt Over	BY+1 Department	BY+1 Baseline Target	BY+1 MYR	BY+1 Amt
Reduction Target		Proposed GFS	(Under) Target	Reduction Target		Proposed GFS	Over (Under) Target
(273,012)	84,939	0	(84,939)	(273,012)	387,491	0	(387,491)
Non-General Fund Support - Revenue Balance				Non-General Fund Support - BY +1 Revenue Balance			
Revenue Total : 0		Revenue Total : 0					
Revenue Surplus(Deficit) : 0		Revenue Surplus(Deficit) : 0					

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

balancing **Mayor's Budget Book** Annual Appropriation Labor Negotiation Fixed 2nd Y

* 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

HSS Health Service System					
Authorized Positions	2020-2021 Original Budget	2021-2022 Proposed Budget	Change From 2020- 2021	2022-2023 Proposed Budget	Change From 2021- 2022
Total Authorized	54.73	56.49	1.76	56.72	0.23
Non-Operating Positions (cap/other)	(7.61)	(9.15)	(1.54)	(9.38)	(0.23)
Net Operating Positions	47.12	47.34	0.22	47.34	0.00

Sources

Charges for Services	9,131	9,131		9,131	
Other Revenues	625,297	625,958	661	625,958	
Expenditure Recovery	11,467,900	11,367,077	(100,823)	11,877,281	510,204
General Fund Support		0		0	
Sources Total	12,102,328	12,002,166	(100,162)	12,512,370	510,204

Uses - Operating Expenditures

Salaries	5,203,105	5,556,863	353,758	5,833,269	276,406
Mandatory Fringe Benefits	2,680,495	2,811,932	131,437	2,839,869	27,937
Non-Personnel Services	2,299,146	1,704,659	(594,487)	1,818,594	113,935
Materials & Supplies	49,085	41,286	(7,799)	71,362	30,076
Services Of Other Depts	1,870,497	1,887,426	16,929	1,949,276	61,850
Uses Total	12,102,328	12,002,166	(100,162)	12,512,370	510,204

Uses - Division Description

HSS Health Service System	12,102,328	12,002,166	(100,162)	12,512,370	510,204
Uses by Division Total	12,102,328	12,002,166	(100,162)	12,512,370	510,204

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

Proposed IDS Changes (486XXX)	FY 21-22 GF Savings (Please specify GF impact)	FY 22-23 GF Savings (Please specify GF impact)	Partner Department Code	Confirm here that partner department is in agreement:	Please briefly describe justification for the change and the impact on your department
Proposed IDS Changes (581XXX)	FY 21-22 GF Savings (Please specify GF impact)	FY 22-23 GF Savings (Please specify GF impact)	Partner Department Code	Confirm here that partner department is in agreement:	Please briefly describe justification for the change and the impact on your department
581650 - Leases Paid to Real Estate	70,306	22,977	RNT	In Agreement	The reduction in leases work order for FY21-22 & FY22-23 due to reducing allowances included in base year totals which will allow SFHSS to better align leases to actual expenditures
581880 - GF - Rec & Park - Gardener	14,522		REC	In Agreement	The reduction in Rec & Park Work Order for FY21-22 is due to not having as many in person exercise classes from the pandemic; FY22-23 projection assumes a return to normal levels

[illegible]

[illegible]

Row Count	Activity ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	TRIO ID
52	1	HSS Admin	10000	Operating	486020	4860ExpRec	486020	Exp Rec Fr Airport (AAO)	
52	1	HSS Admin	10000	Operating	486110	4860ExpRec	486110	Exp Rec Fr Bldg Inspection AAO	
52	1	HSS Admin	10000	Operating	486170	4860ExpRec	486170	Exp Rec Fr Chld Supprt SvcsAAO	
52	1	HSS Admin	10000	Operating	486200	4860ExpRec	486200	Exp Rec Fr Children & Fam AAO	
52	1	HSS Admin	10000	Operating	486230	4860ExpRec	486230	Exp Rec Fr City Planning (AAO)	
52	1	HSS Admin	10000	Operating	486250	4860ExpRec	486250	Exp Rec Fr City Attorney (AAO)	
52	1	HSS Admin	10000	Operating	486320	4860ExpRec	486320	Exp Rec Fr Environment (AAO)	
52	1	HSS Admin	10000	Operating	486350	4860ExpRec	486350	Exp Rec Fr Gen City Resp AAO	
52	1	HSS Admin	10000	Operating	486380	4860ExpRec	486380	Exp Rec Fr Sf Gen Hospital AAO	
52	1	HSS Admin	10000	Operating	486390	4860ExpRec	486390	Exp Rec Fr Laguna Honda AAO	
52	1	HSS Admin	10000	Operating	486490	4860ExpRec	486490	Exp Rec Fr Permit Appeals AAO	
52	1	HSS Admin	10000	Operating	486530	4860ExpRec	486530	Exp Rec Fr Port Commission AAO	
52	1	HSS Admin	10000	Operating	486550	4860ExpRec	486550	Exp Rec Fr Public TransprtAAO	
52	1	HSS Admin	10000	Operating	486560	4860ExpRec	486560	Exp Rec Fr Public Works (AAO)	
52	1	HSS Admin	10000	Operating	486570	4860ExpRec	486570	Exp Rec Fr Rent ArbtrtonBd AAO	
52	1	HSS Admin	10000	Operating	486630	4860ExpRec	486630	Exp Rec Fr Rec & Park (AAO)	
52	1	HSS Admin	10000	Operating	486640	4860ExpRec	486640	Exp Rec Fr Retirement Sys AAO	
52	1	HSS Admin	10000	Operating	486690	4860ExpRec	486690	Exp Rec Fr Human Services AAO	
52	1	HSS Admin	10000	Operating	486710	4860ExpRec	486710	Exp Rec From Isd (AAO)	
52	1	HSS Admin	10000	Operating	486740	4860ExpRec	486740	Exp Rec Fr PUC (AAO)	
52	1	HSS Admin	10000	Operating	486750	4860ExpRec	486750	Exp Rec Fr Hetch Hetchy (AAO)	
52	1	HSS Admin	10000	Operating	486760	4860ExpRec	486760	Exp Rec Fr Water Dept (AAO)	
52	1	HSS Admin	10000	Operating	486780	4860ExpRec	486780	Exp Rec Fr War Memorial (AAO)	
52	1	HSS Admin	10000	Operating	486800	4860ExpRec	486800	Exp Rec Fr Cleanwater (AAO)	
52	1	HSS Admin	10000	Operating	486990	4860ExpRec	486990	Exp Rec-General Unallocated	
52	1	HSS Admin	10000	Operating	487990	4860ExpRec	487990	Exp Rec-Unallocated Non-AAO Fd	

Row Count	TRIO Title	AAO Category	AAO Title	Change Type Code	Change Type Title	Start Base Amt	End Base Amt	Var Base Amt	Start Dept Amt	End Dept Amt
52	Unspecified	J05	Recoveries	4	On-Going	483,132	483,132	-	483,132	448,225
52	Unspecified	J05	Recoveries	4	On-Going	81,591	81,591	-	81,591	71,488
52	Unspecified	J05	Recoveries	4	On-Going	-	-	-	-	18,483
52	Unspecified	J05	Recoveries	4	On-Going	4,534	4,534	-	4,534	3,262
52	Unspecified	J05	Recoveries	4	On-Going	48,678	48,678	-	48,678	58,984
52	Unspecified	J05	Recoveries	4	On-Going	97,360	97,360	-	97,360	78,011
52	Unspecified	J05	Recoveries	4	On-Going	34,281	34,281	-	34,281	23,104
52	Unspecified	J05	Recoveries	4	On-Going	3,640,160	3,640,160	-	3,640,160	3,558,344
52	Unspecified	J05	Recoveries	4	On-Going	922,510	922,510	-	922,510	840,184
52	Unspecified	J05	Recoveries	4	On-Going	407,947	407,947	-	407,947	368,583
52	Unspecified	J05	Recoveries	4	On-Going	2,400	2,400	-	2,400	1,903
52	Unspecified	J05	Recoveries	4	On-Going	70,850	70,850	-	70,850	66,867
52	Unspecified	J05	Recoveries	4	On-Going	1,551,957	1,551,957	-	1,551,957	1,517,277
52	Unspecified	J05	Recoveries	4	On-Going	354,811	354,811	-	354,811	367,224
52	Unspecified	J05	Recoveries	4	On-Going	10,285	10,285	-	10,285	10,329
52	Unspecified	J05	Recoveries	4	On-Going	258,481	258,481	-	258,481	237,839
52	Unspecified	J05	Recoveries	4	On-Going	31,880	31,880	-	31,880	26,638
52	Unspecified	J05	Recoveries	4	On-Going	588,268	588,268	-	588,268	621,643
52	Unspecified	J05	Recoveries	4	On-Going	65,820	65,820	-	65,820	62,790
52	Unspecified	J05	Recoveries	4	On-Going	215,588	215,588	-	215,588	172,603
52	Unspecified	J05	Recoveries	4	On-Going	92,442	92,442	-	92,442	87,797
52	Unspecified	J05	Recoveries	4	On-Going	213,563	213,563	-	213,563	178,311
52	Unspecified	J05	Recoveries	4	On-Going	19,883	19,883	-	19,883	17,124
52	Unspecified	J05	Recoveries	4	On-Going	156,884	156,884	-	156,884	115,794
52	Unspecified	J05	Recoveries	4	On-Going	420,835	420,835	-	420,835	369,398
52	Unspecified	J05	Recoveries	4	On-Going	1,987,301	1,987,301	-	1,987,301	2,044,872
						11,761,441	11,761,441	-	11,761,441	11,367,077

Row Count	Var Dept Amt	Start MYR Amt	End MYR Amt	Var MYR Amt	Start TECH ADJ Amt	End TECH ADJ Amt	Var TECH ADJ Amt	Start FIN COMM Amt	End FIN COMM Amt	Var FIN COMM Amt
52	(34,907)	448,225	448,225	-	448,225	448,225	-	448,225	448,225	-
52	(10,103)	71,488	71,488	-	71,488	71,488	-	71,488	71,488	-
52	18,483	18,483	18,483	-	18,483	18,483	-	18,483	18,483	-
52	(1,272)	3,262	3,262	-	3,262	3,262	-	3,262	3,262	-
52	10,306	58,984	58,984	-	58,984	58,984	-	58,984	58,984	-
52	(19,349)	78,011	78,011	-	78,011	78,011	-	78,011	78,011	-
52	(11,177)	23,104	23,104	-	23,104	23,104	-	23,104	23,104	-
52	(81,816)	3,558,344	3,558,344	-	3,558,344	3,558,344	-	3,558,344	3,558,344	-
52	(82,326)	840,184	840,184	-	840,184	840,184	-	840,184	840,184	-
52	(39,364)	368,583	368,583	-	368,583	368,583	-	368,583	368,583	-
52	(497)	1,903	1,903	-	1,903	1,903	-	1,903	1,903	-
52	(3,983)	66,867	66,867	-	66,867	66,867	-	66,867	66,867	-
52	(34,680)	1,517,277	1,517,277	-	1,517,277	1,517,277	-	1,517,277	1,517,277	-
52	12,413	367,224	367,224	-	367,224	367,224	-	367,224	367,224	-
52	44	10,329	10,329	-	10,329	10,329	-	10,329	10,329	-
52	(20,642)	237,839	237,839	-	237,839	237,839	-	237,839	237,839	-
52	(5,242)	26,638	26,638	-	26,638	26,638	-	26,638	26,638	-
52	33,375	621,643	621,643	-	621,643	621,643	-	621,643	621,643	-
52	(3,030)	62,790	62,790	-	62,790	62,790	-	62,790	62,790	-
52	(42,985)	172,603	172,603	-	172,603	172,603	-	172,603	172,603	-
52	(4,645)	87,797	87,797	-	87,797	87,797	-	87,797	87,797	-
52	(35,252)	178,311	178,311	-	178,311	178,311	-	178,311	178,311	-
52	(2,759)	17,124	17,124	-	17,124	17,124	-	17,124	17,124	-
52	(41,090)	115,794	115,794	-	115,794	115,794	-	115,794	115,794	-
52	(51,437)	369,398	369,398	-	369,398	369,398	-	369,398	369,398	-
52	57,571	2,044,872	2,044,872	-	2,044,872	2,044,872	-	2,044,872	2,044,872	-
	(394,364)	11,367,077	11,367,077	-	11,367,077	11,367,077	-	11,367,077	11,367,077	-

Row Count	Start BOS Amt	End BOS Amt	Var BOS Amt	Start BY+1 Base Amt	End BY+1 Base Amt	Var BY+1 Base Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt
52	448,225	448,225	-	483,132	483,132	-	483,132	468,343	(14,789)
52	71,488	71,488	-	81,591	81,591	-	81,591	74,696	(6,895)
52	18,483	18,483	-	-	-	-	-	19,313	19,313
52	3,262	3,262	-	4,534	4,534	-	4,534	3,408	(1,126)
52	58,984	58,984	-	48,678	48,678	-	48,678	61,632	12,954
52	78,011	78,011	-	97,360	97,360	-	97,360	81,513	(15,847)
52	23,104	23,104	-	34,281	34,281	-	34,281	24,141	(10,140)
52	3,558,344	3,558,344	-	3,640,160	3,640,160	-	3,640,160	3,718,060	77,900
52	840,184	840,184	-	922,510	922,510	-	922,510	877,895	(44,615)
52	368,583	368,583	-	407,947	407,947	-	407,947	385,126	(22,821)
52	1,903	1,903	-	2,400	2,400	-	2,400	1,988	(412)
52	66,867	66,867	-	70,850	70,850	-	70,850	69,868	(982)
52	1,517,277	1,517,277	-	1,551,957	1,551,957	-	1,551,957	1,585,379	33,422
52	367,224	367,224	-	354,811	354,811	-	354,811	383,706	28,895
52	10,329	10,329	-	10,285	10,285	-	10,285	10,793	508
52	237,839	237,839	-	258,481	258,481	-	258,481	248,514	(9,967)
52	26,638	26,638	-	31,880	31,880	-	31,880	27,834	(4,046)
52	621,643	621,643	-	588,268	588,268	-	588,268	649,545	61,277
52	62,790	62,790	-	65,820	65,820	-	65,820	65,608	(212)
52	172,603	172,603	-	215,588	215,588	-	215,588	180,350	(35,238)
52	87,797	87,797	-	92,442	92,442	-	92,442	91,737	(705)
52	178,311	178,311	-	213,563	213,563	-	213,563	186,315	(27,248)
52	17,124	17,124	-	19,883	19,883	-	19,883	17,893	(1,990)
52	115,794	115,794	-	156,884	156,884	-	156,884	120,991	(35,893)
52	369,398	369,398	-	420,835	420,835	-	420,835	385,978	(34,857)
52	2,044,872	2,044,872	-	1,987,301	1,987,301	-	1,987,301	2,136,655	149,354
	11,367,077	11,367,077	-	11,761,441	11,761,441	-	11,761,441	11,877,281	115,840

Row Count	Start BY+1 MYR Amt	End BY+1 MYR Amt	Var BY+1 MYR Amt	Start BY+1 TECH ADJ Amt	End BY+1 TECH ADJ Amt	Var BY+1 TECH ADJ Amt	Start BY+1 FIN COMM Amt	End BY+1 FIN COMM Amt	Var BY+1 FIN COMM Amt
52	468,343	468,343	-	468,343	468,343	-	468,343	468,343	-
52	74,696	74,696	-	74,696	74,696	-	74,696	74,696	-
52	19,313	19,313	-	19,313	19,313	-	19,313	19,313	-
52	3,408	3,408	-	3,408	3,408	-	3,408	3,408	-
52	61,632	61,632	-	61,632	61,632	-	61,632	61,632	-
52	81,513	81,513	-	81,513	81,513	-	81,513	81,513	-
52	24,141	24,141	-	24,141	24,141	-	24,141	24,141	-
52	3,718,060	3,718,060	-	3,718,060	3,718,060	-	3,718,060	3,718,060	-
52	877,895	877,895	-	877,895	877,895	-	877,895	877,895	-
52	385,126	385,126	-	385,126	385,126	-	385,126	385,126	-
52	1,988	1,988	-	1,988	1,988	-	1,988	1,988	-
52	69,868	69,868	-	69,868	69,868	-	69,868	69,868	-
52	1,585,379	1,585,379	-	1,585,379	1,585,379	-	1,585,379	1,585,379	-
52	383,706	383,706	-	383,706	383,706	-	383,706	383,706	-
52	10,793	10,793	-	10,793	10,793	-	10,793	10,793	-
52	248,514	248,514	-	248,514	248,514	-	248,514	248,514	-
52	27,834	27,834	-	27,834	27,834	-	27,834	27,834	-
52	649,545	649,545	-	649,545	649,545	-	649,545	649,545	-
52	65,608	65,608	-	65,608	65,608	-	65,608	65,608	-
52	180,350	180,350	-	180,350	180,350	-	180,350	180,350	-
52	91,737	91,737	-	91,737	91,737	-	91,737	91,737	-
52	186,315	186,315	-	186,315	186,315	-	186,315	186,315	-
52	17,893	17,893	-	17,893	17,893	-	17,893	17,893	-
52	120,991	120,991	-	120,991	120,991	-	120,991	120,991	-
52	385,978	385,978	-	385,978	385,978	-	385,978	385,978	-
52	2,136,655	2,136,655	-	2,136,655	2,136,655	-	2,136,655	2,136,655	-
	11,877,281	11,877,281	-	11,877,281	11,877,281	-	11,877,281	11,877,281	-

Row Count	Start BY+1 BOS Amt	End BY+1 BOS Amt	Var BY+1 BOS Amt
52	468,343	468,343	-
52	74,696	74,696	-
52	19,313	19,313	-
52	3,408	3,408	-
52	61,632	61,632	-
52	81,513	81,513	-
52	24,141	24,141	-
52	3,718,060	3,718,060	-
52	877,895	877,895	-
52	385,126	385,126	-
52	1,988	1,988	-
52	69,868	69,868	-
52	1,585,379	1,585,379	-
52	383,706	383,706	-
52	10,793	10,793	-
52	248,514	248,514	-
52	27,834	27,834	-
52	649,545	649,545	-
52	65,608	65,608	-
52	180,350	180,350	-
52	91,737	91,737	-
52	186,315	186,315	-
52	17,893	17,893	-
52	120,991	120,991	-
52	385,978	385,978	-
52	2,136,655	2,136,655	-
	<u>11,877,281</u>	<u>11,877,281</u>	

NOT APPLICABLE**Budget Form 2B: Schedule of Licenses, Permits, Fines & Service Charges**DEPARTMENT: HSS

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

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

CPI will be updated in January 2021. Call Controller's Budget Office to confirm CPI before submitting.

TABLE 1 - 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./)
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	

TABLE 2 - 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./)
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	

Fee Status:

C Continuing

M Modified

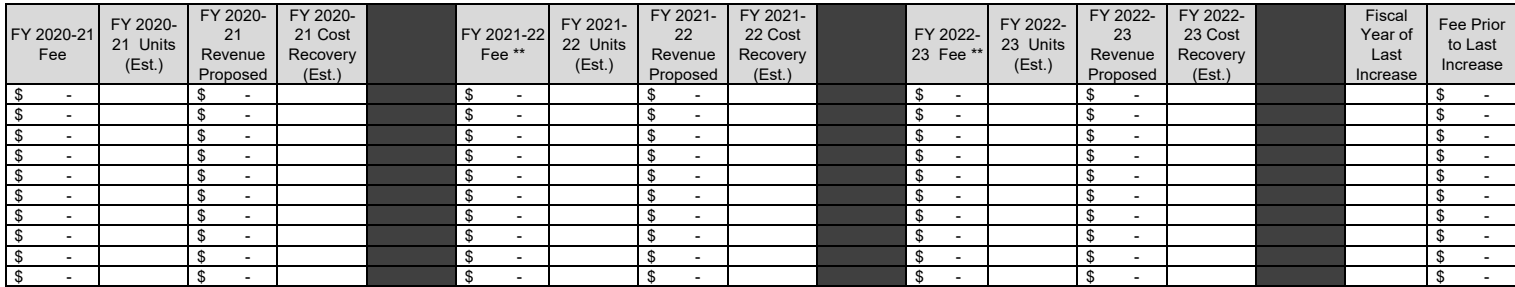
N New

D Discontinued

Note:

** If Auto CPI adjustment = Yes, FY 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.

[illegible]

NOT APPLICABLE

Budget Form 2C: Fee Cost Recovery

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

DEPARTMENT:

HSS

 San Francisco Health Service System has no fee cost recoveries

Fee Name:

Fee XYZ

Department Providing Service:

Department ABC

Fee Administrator:

Jane Smart

Code Authorization/
Proposed Fee Ordinance/File No:

Admin Code Section X.X

PS Department of Proposed Revenue:

XXXXXX

PS Fund of Proposed Revenue:

XXXXX

PS Authority of Proposed Revenue:

XXXXX

PS Project of Proposed Revenue:

XXXXXXXX

PS Activity of Proposed Revenue:

XXXX

PS Account of Proposed Revenue:

XXXXXX

Proposed Fee (FY 2022-23): (1)

Proposed Fee (FY 2021-22): (2)

Current Fee (FY 2020-21): (3)

Fee Status (New/Modified):

New

Fee Status (New/Modified):

New

Detailed Service Description:

Please provide description of service

Proposed Fee (FY 2022-23):	\$	-	FY 2022-23 Proposed Fee Increase/Decrease:	\$	-
Proposed Fee (FY 2021-22):	\$	-	FY 2022-23 % Proposed Fee Change from FY 2020-21 Fee:	#DIV/0!	
Current Fee (FY 2020-21):	\$	-	FY 2021-22 Proposed Fee Increase/Decrease:	\$	-
			FY 2021-22 % Proposed Fee Change from Current Fee:	#DIV/0!	
Fee Prior to Current:			Fiscal Year of Prior Fee Change:	2010-11	
Current Fee Increase/Decrease from Prior Fee:	\$	-	% Current Fee Change from Prior Fee:	#DIV/0!	

FY2021-22			ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 21-22, BELOW		
ESTIMATED REVENUE DERIVED FROM SERVICE			FY 2021-22		
A	Quantity Estimated (# of Units of Service Provided)		D	Direct Costs	Estimated Cost % of Total
				Productive Labor & Benefits (0.75 of 2021-22 Salary & MFB)	\$ - 0.00%
				Leave & Non-Productive Time (0.25 of FY 2021-22 Salary & MFB)	\$ - 0.00%
				Space Rental Equivalent	\$ 15,000 100.00%
				Materials & Supplies	\$ - 0.00%
				Other (Please Describe on Worksheet)	\$ - 0.00%
B	Fee per Unit (Proposed)	\$ -	E	Indirect Costs	
				Departmental Overhead	20.00% \$ - 0.00%
				Central Services Overhead	3.00% \$ - 0.00%
C	FY 2021-22 Revenue Budgeted (A x B)	\$ -	F	FY 2021-22 Direct & Indirect Costs	\$ 15,000 100.00%
G	FY 2021-22 Revenue Recovery Rate (C/F):	0.00%			
H	Required Fee For 100% Cost Recovery (F/A)	#DIV/0!			
I	Over (+) or Under (-) 100% Cost Recovery (B-H)	#DIV/0!			
J	FY 2020-21 Estimated Revenue [(2) x A]:				\$ -
K	FY 2019-20 Estimated Revenue [(3) x A]:				\$ -
L	FY 2010-21 Estimated Revenue Increase/Decrease Based on Proposed Fee [J -K]:				\$ -

FY2022-23			ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 22-23, BELOW		
ESTIMATED REVENUE DERIVED FROM SERVICE			FY 2021-22		
A	Quantity Estimated (# of Units of Service Provided)		D	Direct Costs	Estimated Cost % of Total
				Productive Labor & Benefits (0.75 of 2022-23 Salary & MFB)	\$ - #DIV/0!
				Leave & Non-Productive Time (0.25 of FY 2022-23 Salary & MFB)	\$ - #DIV/0!
				Space Rental Equivalent	\$ - #DIV/0!
				Materials & Supplies	\$ - #DIV/0!
				Other (Please Describe on Worksheet)	\$ - 0.00%
B	Fee per Unit (Proposed)	\$ -	E	Indirect Costs	
				Departmental Overhead	0.00% \$ - #DIV/0!
				Central Services Overhead	3.00% \$ - #DIV/0!
C	FY 2021-22 Revenue Budgeted (A x B)	\$ -	F	FY 2022-23 Direct & Indirect Costs	\$ - #DIV/0!
G	FY 2022-23 Revenue Recovery Rate (C/F):	#DIV/0!			
H	Required Fee For 100% Cost Recovery (F/A):	#DIV/0!			
I	Over (+) or Under (-) 100% Cost Recovery (B-H):	#DIV/0!			
J	FY 2022-23 Estimated Revenue [(1) x A]:				\$ -
K	FY 2021-22 Estimated Revenue [(2) x A]:				\$ -
L	FY 2022-23 Estimated Revenue Increase/Decrease Based on Proposed Fee [J - K]:				\$ -

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.

JobClass	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		6000.0	\$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

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

Materials and Supplies

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

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

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

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.

Cost	Description
1	
2	
3	
Total:	\$0.00

Other Costs 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.

Cost	Description
1	
2	
3	
Total:	\$0.00

Indirect Costs

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

BUDGET FORM 3A: Expenditure Changes

DEPARTMENT: ____ San Francisco Health Service System

Please identify proposed expenditure changes from the FY 20221-22 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.

Select dropdown option "Department Phase" after report has loaded.

Filter report on "AAO Title" field to only display "Gross Expenditures".

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																	
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
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	501010	5010Salary
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	513010	5130Fringe
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	514010	5130Fringe
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	514020	5130Fringe
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	517010	5130Fringe
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	519120	5130Fringe
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	519990	5130Fringe
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	522000	5210NPSvcs
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	527000	5210NPSvcs
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	529990	5210NPSvcs
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	530310	5210NPSvcs
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	535510	5210NPSvcs
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	535950	5210NPSvcs
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	535960	5210NPSvcs
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	540000	5400Mat&Su
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	1	HSS Administration	10000	Operating	581650	5810OthDep
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	2	HSS Employee Assistance Pgm	10000	Operating	522000	5210NPSvcs

BUDGET FORM 3A: Expenditure Changes

DEPARTMENT: ____ San Francisco Health Service System

Please identify proposed expenditure changes from the FY 20221-22 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.

Select dropdown option "Department Phase" after report has loaded.

Filter report on "AAO Title" field to only display "Gross Expenditures".

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																	
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
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	2	HSS Employee Assistance Pgm	10000	Operating	524010	5210NPSvcs
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	2	HSS Employee Assistance Pgm	10000	Operating	527000	5210NPSvcs
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	2	HSS Employee Assistance Pgm	10000	Operating	535960	5210NPSvcs
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	2	HSS Employee Assistance Pgm	10000	Operating	540000	5400Mat&Su
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	3	HSS Wellness Program	10000	Operating	527000	5210NPSvcs
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	3	HSS Wellness Program	10000	Operating	535510	5210NPSvcs
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	3	HSS Wellness Program	10000	Operating	535520	5210NPSvcs
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	3	HSS Wellness Program	10000	Operating	540000	5400Mat&Su
GFS	HSS					291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	3	HSS Wellness Program	10000	Operating	581880	5810OthDep

								Total BY Expenditure Variance: (752,315.00)			Total BY+1 Expenditure Variance: (544,663.00)				
								FY 2021-22			FY 2022-23			FORMULA	FILL IN
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?	Explanation of Change
501010	Perm Salaries-Misc-Regular		Unspecified	J01	Gross Expenditures	4	On-Going	4,679,562	4,701,777	22,215	4,912,799	4,936,122	23,323	YES	Increase due to substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
513010	Retire City Misc		Unspecified	J01	Gross Expenditures	4	On-Going	1,015,820	1,020,035	4,215	962,230	966,160	3,930	YES	Increase due to substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
514010	Social Security (Oasdi & Hi)		Unspecified	J01	Gross Expenditures	4	On-Going	271,035	272,412	1,377	283,489	284,935	1,446	YES	Increase due to substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
514020	Social Sec-Medicare(HI Only)		Unspecified	J01	Gross Expenditures	4	On-Going	68,017	68,339	322	71,401	71,739	338	YES	Increase due to substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
517010	Unemployment Insurance		Unspecified	J01	Gross Expenditures	4	On-Going	4,692	4,714	22	4,922	4,946	24	YES	Increase due to substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
519120	Long Term Disability Insurance		Unspecified	J01	Gross Expenditures	4	On-Going	13,850	13,937	87	14,537	14,629	92	YES	Increase due to substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
519990	Other Fringe Benefits		Unspecified	J01	Gross Expenditures	4	On-Going	(75,568)	(67,882)	7,686	(75,568)	(67,006)	8,562	YES	In order to make the substitutions benefits budget neutral, Other Fringe Benefits was increased \$7,686 in FY 2021-22 and FY \$8,562 in FY 2022-23.
522000	Training - Budget		Unspecified	J01	Gross Expenditures	4	On-Going	18,231	23,116	4,885	18,231	18,350	119	YES	Increases in FY21-22 of \$4,885 are for Wellbeing & EAP program Training; Necessary to retain counseling and health promotion staff certified and current; returns to normal training cycle for training in FY22-23
527000	Prof & Specialized Svcs-Bdgt		Unspecified	J01	Gross Expenditures	4	On-Going	1,327,592	1,333,442	5,850	1,327,592	1,337,515	9,923	YES	Increase in FY21-22 of \$5,850 is for Ergonomics Webinar training; increase of \$9,923 in FY22-23 for planned contract increases
529990	Other Equip Maint		Unspecified	J01	Gross Expenditures	4	On-Going	1,550	3,250	1,700	1,550	3,250	1,700	YES	Increase in FY21-22 & FY22-23 is due to additional annual maintenance for the folding machine, purchased in FY19-20, that will be required on an annual basis
530310	Misc Facilities Rental		Unspecified	J01	Gross Expenditures	4	On-Going	5,731	3,000	(2,731)	5,731	3,000	(2,731)	YES	Decrease in FY21-22 & FY22-23 is due to utilization of alternative data storage methods
535510	Copy Machine		Unspecified	J01	Gross Expenditures	4	On-Going	22,861	18,000	(4,861)	22,861	18,000	(4,861)	YES	Decrease in FY21-22 & FY22-23 is due to the elimination of the first floor copier
535950	Credit Card Processing Fees		Unspecified	J01	Gross Expenditures	4	On-Going	20,000	3,000	(17,000)	20,000	20,000	-	YES	Decrease in FY21-22 due to credit card payments projected to be reduced attributed to the reduction of face-to-face over the counter payments during the pandemic; in FY22-23 credit card payments are projected to return to normal
535960	Software Licensing Fees		Unspecified	J01	Gross Expenditures	4	On-Going	2,405	2,031	(374)	2,405	2,055	(350)	YES	Decrease in FY21-22 & FY22-23 is due to the creation of Form 1095 to be done in-house
540000	Materials & Supplies-Budget		Unspecified	J01	Gross Expenditures	4	On-Going	17,192	16,192	(1,000)	17,192	17,192	-	YES	Decrease in FY21-22 is due to fewer office printer toners needing replenishment, since most staff will not return back to the office; project to return back to normal levels in FY22-23
581650	Leases Paid To Real Estate		Unspecified	J01	Gross Expenditures	4	On-Going	1,093,065	1,022,759	(70,306)	1,093,065	1,070,087	(22,978)	YES	Decrease in FY21-22 & FY22-23 due to revised budget estimates from Real Estate Department to more accurately reflect actual lease expenditures
522000	Training - Budget		Unspecified	J01	Gross Expenditures	4	On-Going	4,250	4,090	(160)	4,250	4,090	(160)	YES	Decrease in FY21-22 & FY22-23 due to Substance Abuse Training Certification required for only 2 of the 3 EAP Counselors annually

								Total BY Expenditure Variance: (752,315.00)			Total BY+1 Expenditure Variance: (544,663.00)				
								FY 2021-22			FY 2022-23			FORMULA	FILL IN
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?	Explanation of Change
524010	Membership Fees		Unspecified	J01	Gross Expenditures	4	On-Going	1,765	2,810	1,045	1,765	719	(1,046)	YES	Annual membership/certification for EAP counselors; In FY21-22, in addition to the regular memberships, EAP counselors are required to have Employee Assistance Professional certification; in FY22-23, the certification is renewed every 3 years and therefore there is a reduction in FY22-23
527000	Prof & Specialized Svcs-Bdgt		Unspecified	J01	Gross Expenditures	4	On-Going	588,000	-	(588,000)	588,000	-	(588,000)	YES	Decrease due to the elimination of the 24/7 EAP Services for FY21-22 & FY22-23
535960	Software Licensing Fees		Unspecified	J01	Gross Expenditures	4	On-Going	38,630	179,435	140,805	38,630	174,630	136,000	YES	Increase in FY21-22 & FY22-23 is due to the First Response Wellness APP, which provides mental health services to first responders to the following departments: DEM, Fire, Police, and Sheriff's.
540000	Materials & Supplies-Budget		Unspecified	J01	Gross Expenditures	4	On-Going	17,375	19,294	1,919	17,375	41,020	23,645	YES	Increase in both FY21-22 & FY22-23 is due to enhanced mediation services that provide support for Leaders, Managers, and Supervisors. The increased materials and supplies cost relate to additional assessment and training materials that will be needed for the trainings.
527000	Prof & Specialized Svcs-Bdgt		Unspecified	J01	Gross Expenditures	4	On-Going	354,639	127,500	(227,139)	354,639	230,000	(124,639)	YES	Decrease in FY21-22 & FY22-23 is due to reductions in Well-Being Grants provided to qualifying departments to use to support well-being services and Well-Being on-site activities, trainings, and workshops; in FY21-22, Well-Being grants will be used to facilitate leadership focus groups around Well-Being engagement and ergo support needs; in FY22-23, Well-Being grants will be restructured to department targeted interventions
535510	Copy Machine		Unspecified	J01	Gross Expenditures	4	On-Going	9,000	-	(9,000)	9,000	-	(9,000)	YES	Decrease due to the elimination of the first floor copy machine for FY221-22 & FY22-23
535520	Printing		Unspecified	J01	Gross Expenditures	4	On-Going	2,000	-	(2,000)	2,000	2,000	-	YES	Decrease due to the elimination of Well-Being Printing for FY21-22; no reduction for FY22-23
540000	Materials & Supplies-Budget		Unspecified	J01	Gross Expenditures	4	On-Going	13,150	5,800	(7,350)	13,150	13,150	-	YES	Decrease in FY21-22 due & revised budget estimates from Supplies Budget & more accurately reflect actual expenditures, since staff will not return back into the office for FY21-22; FY22-23 is projected to return to normal levels of usage
581880	GF-Rec & Park-Gardener		Unspecified	J01	Gross Expenditures	4	On-Going	39,522	25,000	(14,522)	39,522	39,522	-	YES	Decrease in FY21-22 due to reduction in in-person worksite wellness programs availability

DEPARTMENT: _____ San Francisco Health Service System
Please identify proposed position changes from the FY 2021-22 and FY 2022-23 Base Budget at the account level (reflecting both salary and discretionary special class changes).

Select the following criteria before running the report:

Before Snapshot: Start of Dept
After Snapshot: Comment

Select dropdown option "Depart"

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.

Additionally, layoffs should be further detailed on form 3C.

[illegible]

				Total BY FTE Variance: 1.54			Total BY Amount Variance: 28,238			Total BY+1 FTE Variance: 5.77			Total BY+1 Amount Variance: 29,153					
Ret	Status	Action	Ref No.	FY 2021-22			FY 2022-23			FY 2022-23			FY 2022-23			FORMULA		FILL IN
				Start Dept FTE	End Dept FTE	Var Dept FTE	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?	
1813_C	Senior Benefits Analyst	790	790 - LOCAL 790, SEIU	-	(1.0)	(1.0)	-	(112,205)	(112,205)	-	(1.0)	(1.0)	-	(117,805)	(117,805)	YES	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1814_C	Benefits Supervisor	790	790 - LOCAL 790, SEIU	-	1.0	1.0	-	134,333	134,333	-	1.0	1.0	-	141,038	141,038	YES	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
9991M_Z	One Day Adjustment - Misc	BZM	Special Class Pro-rated Misc	-	-	-	-	(438)	(438)	-	-	-	-	(453)	(453)	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
9991M_Z	One Day Adjustment - Misc	BZM	Special Class Pro-rated Misc	-	-	-	-	525	525	-	-	-	-	543	543	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1813_C	Senior Benefits Analyst	790	790 - LOCAL 790, SEIU	-	-	-	-	(24,577)	(24,577)	-	-	-	-	(23,303)	(23,303)	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1814_C	Benefits Supervisor	790	790 - LOCAL 790, SEIU	-	-	-	-	28,776	28,776	-	-	-	-	27,218	27,218	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
9991M_Z	One Day Adjustment - Misc	BZM	Special Class Pro-rated Misc	-	-	-	-	(96)	(96)	-	-	-	-	(90)	(90)	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
9991M_Z	One Day Adjustment - Misc	BZM	Special Class Pro-rated Misc	-	-	-	-	112	112	-	-	-	-	105	105	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1813_C	Senior Benefits Analyst	790	790 - LOCAL 790, SEIU	-	-	-	-	(6,957)	(6,957)	-	-	-	-	(7,304)	(7,304)	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1814_C	Benefits Supervisor	790	790 - LOCAL 790, SEIU	-	-	-	-	8,328	8,328	-	-	-	-	8,744	8,744	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
9991M_Z	One Day Adjustment - Misc	BZM	Special Class Pro-rated Misc	-	-	-	-	(27)	(27)	-	-	-	-	(28)	(28)	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
9991M_Z	One Day Adjustment - Misc	BZM	Special Class Pro-rated Misc	-	-	-	-	33	33	-	-	-	-	34	34	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1813_C	Senior Benefits Analyst	790	790 - LOCAL 790, SEIU	-	-	-	-	(1,627)	(1,627)	-	-	-	-	(1,708)	(1,708)	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1814_C	Benefits Supervisor	790	790 - LOCAL 790, SEIU	-	-	-	-	1,947	1,947	-	-	-	-	2,045	2,045	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
9991M_Z	One Day Adjustment - Misc	BZM	Special Class Pro-rated Misc	-	-	-	-	(6)	(6)	-	-	-	-	(7)	(7)	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
9991M_Z	One Day Adjustment - Misc	BZM	Special Class Pro-rated Misc	-	-	-	-	8	8	-	-	-	-	8	8	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1813_C	Senior Benefits Analyst	790	790 - LOCAL 790, SEIU	-	-	-	-	(4,966)	(4,966)	-	-	-	-	(5,264)	(5,264)	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1814_C	Benefits Supervisor	790	790 - LOCAL 790, SEIU	-	-	-	-	4,966	4,966	-	-	-	-	5,264	5,264	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1813_C	Senior Benefits Analyst	790	790 - LOCAL 790, SEIU	-	-	-	-	(9,673)	(9,673)	-	-	-	-	(10,253)	(10,253)	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1814_C	Benefits Supervisor	790	790 - LOCAL 790, SEIU	-	-	-	-	9,673	9,673	-	-	-	-	10,253	10,253	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1813_C	Senior Benefits Analyst	790	790 - LOCAL 790, SEIU	-	-	-	-	(1,161)	(1,161)	-	-	-	-	(1,207)	(1,207)	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1814_C	Benefits Supervisor	790	790 - LOCAL 790, SEIU	-	-	-	-	1,161	1,161	-	-	-	-	1,207	1,207	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1813_C	Senior Benefits Analyst	790	790 - LOCAL 790, SEIU	-	-	-	-	(113)	(113)	-	-	-	-	(118)	(118)	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1814_C	Benefits Supervisor	790	790 - LOCAL 790, SEIU	-	-	-	-	134	134	-	-	-	-	141	141	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
9991M_Z	One Day Adjustment - Misc	BZM	Special Class Pro-rated Misc	-	-	-	-	1	1	-	-	-	-	1	1	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1813_C	Senior Benefits Analyst	790	790 - LOCAL 790, SEIU	-	-	-	-	(438)	(438)	-	-	-	-	(460)	(460)	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
1814_C	Benefits Supervisor	790	790 - LOCAL 790, SEIU	-	-	-	-	525	525	-	-	-	-	552	552	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
9991M_Z	One Day Adjustment - Misc	BZM	Special Class Pro-rated Misc	-	-	-	-	(2)	(2)	-	-	-	-	(2)	(2)	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
9991M_Z	One Day Adjustment - Misc	BZM	Special Class Pro-rated Misc	-	-	-	-	2	2	-	-	-	-	2	2	NO	YES	Substitution of 1813 Senior Benefits Analyst to 1814 Benefits Supervisor
0931_C	Manager III	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	-	1.0	1.0	-	-	-	-	1.0	1.0	-	-	-	YES	NO	Substitution from Limited Duration 0931 to Permanent Classification 0931
0931_C	Manager III	351	351 - MEA, MUNICIPAL EXECUTIVES ASSOCIATION	-	(1.0)	(1.0)	-	-	-	-	-	-	-	-	-	YES	NO	Substitution from Limited Duration 0931 to Permanent Classification 0931
1210_C	Benefits Analyst	790	790 - LOCAL 790, SEIU	-	0.8	0.8	-	-	-	-	1.0	1.0	-	-	-	YES	NO	New Limited Duration 1210 Position
1210_C	Benefits Analyst	790	790 - LOCAL 790, SEIU	-	0.8	0.8	-	-	-	-	1.0	1.0	-	-	-	YES	YES	New Limited Duration 1210 Position
1813_C	Senior Benefits Analyst	790	790 - LOCAL 790, SEIU	-	-	-	-	-	-	-	0.8	0.8	-	-	-	YES	NO	New Limited Duration 1813 Position
1824_C	Principal Administrative Analyst	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	-	1.0	1.0	-	-	-	-	1.0	1.0	-	-	-	YES	NO	Substitution from Limited Duration 1824 to Permanent Classification 1824
1824_C	Principal Administrative Analyst	21	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	-	(1.0)	(1.0)	-	-	-	-	-	-	-	-	-	YES	NO	Substitution from Limited Duration 1824 to Permanent Classification 1824
2820_C	Senior Health Program Planner	790	790 - LOCAL 790, SEIU	-	1.0	1.0	-	-	-	-	1.0	1.0	-	-	-	YES	NO	Substitution form Limited Duration 2820 to Permanent Classification 2820
2820_C	Senior Health Program Planner	790	790 - LOCAL 790, SEIU	-	(1.0)	(1.0)	-	-	-	-	-	-	-	-	-	YES	NO	Substitution form Limited Duration 2820 to Permanent Classification 2820
																NO	NO	
																NO	NO	

BUDGET FORM 3C: Position Reductions Resulting in Layoffs

DEPARTMENT: San Francisco Health Service System

There are no layoffs proposed to meet the target reductions

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	
TOTALS:						-	-	-	-	-	-	

BUDGET FORM 3D: Contingency Reductions

DEPARTMENT: San Francisco Health Service System

Please identify proposed contingency expenditure and revenue changes from the FY 2021-22 and FY 2022-23 base budget at the account level.

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 BPMS and should only be outlined in the below table.

Project, program, expenditure, or revenue description	FY 21-22 GF Savings	FY 21-22 # FTE impacted, if applicable	FY 22-23 GF Savings	FY 21-22 # FTE impacted, if applicable	Please briefly describe impact of this change on department
Elimination of the City-Wide Enhanced 24/7 telephonic Employee Assistance Program	588,000	No impact	588,000	No impact	Although City Departments were instructed not to enter the contingency reductions into the budget system, SFHSS has included their contingency of \$91,004 in both FY21-22 & FY22-23 General Fund Savings as part of the overall FY21-22 & FY22-23 General Fund Savings Plan. The reduction in the enhanced 27/4 telephonic Employee Assistance Program will mean that the City's 41,000 employees will not have access to the enhanced 24/7 telephonic services, which provide help for employees coping under stressful situations during the COVID-19 pandemic.

DEPARTMENT: San Francisco Health Service System

Departments that are making General Fund equipment requests should complete this form.

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

Equipment Numbers: First two characters are two-letter code for department, next two are second half of fiscal year (i.e. 22), last two are sequencing numbers (i.e. 01, 02)

[illegible]

NOTE: The Office of Contract Administration, Purchasing Division, is currently in the process of making a new vehicle purchase term contract available for departments. As of December 29, 2020, TC72503, for pickup trucks, SUVs, and vans, a new contract award & execution is expected by early January 2021.

[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**

Organization chart provided as separate attachment

POSITIONS 100% CHARGED TO TRUST

POSITIONS PARTIALLY CHARGED TO TRUST

TRUST POSITIONS

SFHSS.ORG

02.17.21

**FY 2021-22 and FY 2022-23
Proposed Budget**

