



Date: February 22, 2021

To: Mayor’s Budget Office
 Controller’s Office, Budget & Analysis Division

From: Laura Busch, Budget Director

Subject: FY 2021-22 SFPUC Budget Submission

The SFPUC is currently operating under a fixed 2-year budget. However, due to the budgetary uncertainty surrounding the impact of COVID-19, the SFPUC is requesting a supplemental adjustment to our FY 2021-22 budget to update revenue projections and update expenditures in line with SFPUC and Mayoral priorities. These changes will allow the department to implement the Racial Equity Action Plan according to the Office of Racial Equity (ORE) and the Commission’s mandate, maintain the resiliency of our assets, ensure continued reliable delivery of essential utility services to the public.

The process to adjust The FY 2021-22 budget began in Fall 2020. On December 8, 2020 the Commission held a public hearing to solicit input on priorities for the FY 2021-22 budget, and this feedback was taken into account in developing our proposal. Priorities include:

- Equity
- Adaptation to COVID-19
- Resiliency
- Financial sustainability
- Continuing to making investments that will serve an engine of local economic recovery and employment

The budget request was adopted by the Commission on February 9, 2021 and has 24 new position requests including 3 related to attrition reduction and 4 which are off-budget.

Significant cost increases include:

- Increase in transmission and distribution costs, mainly related to an increase in the wholesale distribution tariff imposed by PG&E
- A new core Racial Equity team to lead the work required by ORE and mandated by the Commission, including dedicated staff to support Water and Wastewater’s diverse staff throughout the regional service territory

OUR MISSION: To provide our customers with high-quality, efficient and reliable water, power and sewer services in a manner that values environmental and community interests and sustains the resources entrusted to our care.

London N. Breed
 Mayor

Sophie Maxwell
 President

Anson Moran
 Vice President

Tim Paulson
 Commissioner

Ed Harrington
 Commissioner

Harlan L. Kelly, Jr.
 General Manager



- Additional ORE-required staffing and non-personnel resources in HRS and IT to implement the highly prescriptive mandates around systems, analysis and HR processes
- Adding a position to enhance the SFPUC's audit function, strengthening our ability to maintain operational integrity, internal controls and transparency
- Technology requests related to COVID response and supporting a remote workforce
- Funding for management of new regional water system facilities as well as the Alameda Creek Watershed and Watershed Cottages
- Funding for the Southeast Community Center, including facilities manager position, and security, custodial and maintenance services
- Request to decrease salary savings (attrition)

The above increases are offset by the following material decreases:

- Decrease to debt service costs in Water related to refinancing of current debt at more favorable interest rates
- Savings in programmatic projects related to deferral of 525 Golden Gate projects
- Decrease to Wastewater's hydraulic engineering workorder with DPW. We are in ongoing discussions with DPW about this and look forward to resolving the matter during the Mayor's phase of the budget

Refer to the Appendix for additional details on the proposed budget changes and new initiatives.

If you have questions, please contact me at lbusch@sfgwater.org.

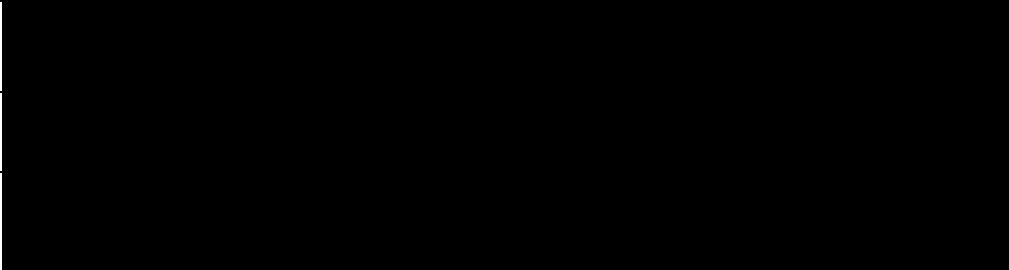
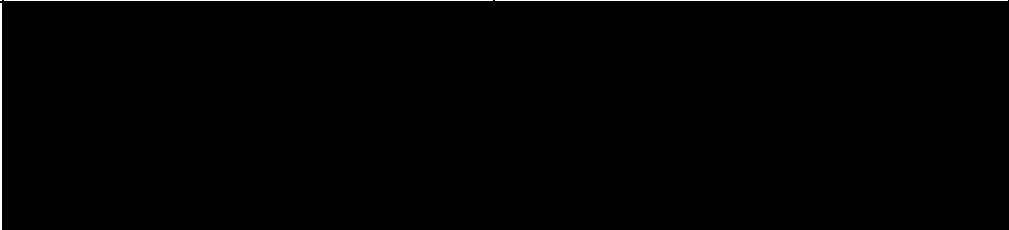
Attachments:

Form 1As for each Enterprise and the Bureaus
Appendix of changes from Base Budget

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

Water Enterprise

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.
<p>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>	<p>The Water Enterprise's request includes support of the SFPUC's priorities of people, resiliency and being the utility of the future. The request also includes support of the City's Racial Equity Initiative. Water is proposing a total of eleven new positions: nine operating and two off-budget for FY22. Two positions and temporary salaries will support wildfire mitigation, four positions will support the maintenance of new facilities; one will support water service inspections with Water Conservation; one position will support Water's dispatch; one will support environmental compliance; one position will support the pipeline engineering program; and one position will support Racial Equity and Innovation. In addition, \$1.1M will support property management at Alameda Creek Center and Watershed Cottages; \$0.2M will support Advanced Quantitative Precipitation radar network; \$0.2M will support climate change assessments; and \$0.1M will support inspections at Calaveras Dam.</p>	<p>In Summer 2019, the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE). In Summer 2020, the SFPUC adopted a resolution condemning systemic racism & promoting racial justice which mandates further actions such as water as a human right/affordability, land use, working with DPH to make PUC a trauma-informed and resilient organization. The SFPUC has created a core team to lead the work required by ORE and mandated by the Commission with dedicated staff and resources in each enterprise to support its diverse staff throughout the department's regional service area.</p>	<p>Water does not expect any negative impact to populations.</p>
<p>2. TARGET. How did the department meet its target? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>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.</p>	<p>As mentioned above, changes include support for the SFPUC's priorities of people, resiliency and being the utility of the future as well as the Water Enterprise's existing functions and its support of the City's Racial Equity Initiative. New expenditures include property management contracts for the Alameda Creek Center and Watershed Cottages as well as positions and equipment to support the maintenance of new facilities coming online. Additional expenditures include professional service contracts for the Advanced Quantitative Precipitation radar network, climate change assessment, environmental compliance as well as inspections for the Calaveras Dam. Please refer to attached appendix for list of new proposals.</p>	<p>To contribute to the City's and SFPUC's new initiatives for Racial Equity, the Water Enterprise has included a request for one new staff member and non-personnel resources dedicated to the support of its diverse staff throughout the its regional service area. The Enterprise will additionally fund this work through it's overhead appropriation. Refer to the PUB (Bureaus) Form 1a for additional details.</p>	<p>Water does not expect any negative impact to populations.</p>
<p>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 Budget Report)</p>	<p>The Water Enterprise's request assumes a gradual recovery to pre-pandemic levels by FY2024 and reflects approved retail rate changes for each Fiscal Year. Due to the Pandemic, reduction to sales volumes are mainly lower in non-residential water customers.</p>	<p>To ensure equitable treatment for populations hardest hit by the pandemic, the SFPUC has implemented several customer assistance and discount programs allowing customers to defer or reduce current bills.</p>	<p>N/A</p>
<p>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.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

<p>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.</p>	<p>N/A</p>		
<p>7. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>N/A</p>		
<p>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?</p>	<p>N/A</p>		
<p>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?</p>	<p>The SFPUC will be participating in the San Francisco Fellows program through our Human Resources Services Bureau, refer to the PUB (Bureaus) Form 1a for additional details.</p>	<p>Refer to the PUB (Bureaus) Form 1a for additional details.</p>	<p>Refer to the PUB (Bureaus) Form 1a for additional details.</p>
<p>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?</p>	<p>In Summer 2019, the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE). In Summer 2020, the SFPUC adopted a resolution condemning systemic racism & promoting racial justice which mandates further actions such as water as a human right/affordability, land use, working with DPH to make PUC a trauma-informed and resilient organization. The SFPUC as created a core team to lead the work required by ORE and mandated by the Commission with dedicated staff and resources in each enterprise to support the diverse staff throughout the department's regional service area.</p>		

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

Wastewater (WWE)

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.
<p>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>	<p>The Wastewater Enterprise's request includes support of the SFPUC's priorities of people, resiliency and being the utility of the future. The request also includes support of the City's Racial Equity Initiative. WWE is proposing a total of four new positions: two operating and two off-budget for FY22. Two positions support the new recycled water facility; one position supports the new Southeast Community Center (SECC) and one position supports the Mayor's Racial Equity directive. \$1.1M supports the maintenance of pump stations and digesters; \$0.9M reflects the reduction of attrition to allow WWE greater flexibility in filling key positions; \$0.8M supports SECC; \$0.4M increase reflects COVID Cleaning & Sanitizing; \$0.4M reflects Green Infrastructure; remaining increases reflect replacing two office trailers at the Southeast Treatment Plant and improvements to Sewer Operating and to laboratory services.</p>	<p>In Summer 2019, the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE). In Summer 2020, the SFPUC adopted a resolution condemning systemic racism & promoting racial justice which mandates further actions such as water as a human right/affordability, land use, working with DPH to make PUC a trauma-informed and resilient organization. The SFPUC has created a core team to lead the work required by ORE and mandated by the Commission with dedicated staff and resources in each enterprise to support its diverse staff throughout the department's regional service area.</p>	<p>The department does not expect any negative impact.</p>
<p>2. TARGET. How did the department meet its target? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>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.</p>	<p>WWE new expenditures include maintenance service contracts covering building facilities and systems, open greenspace, parking lot facilities and security and custodial services at the new 1550 Evans Center. Additional services include Green Infrastructure maintenance such as funding for mulch, plant bed preparation and weed barriers. Other changes support contracting out laboratory analytical sampling such as biosolid testing, sediment monitoring and regulatory samples. These changes reflect non-General funding. Refer to attached Appendix for additional details.</p>	<p>To reflect that the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE), WWE has requested one staff position that will be part of the new racial equity & innovation team, specifically responsible for assessing barriers to entry, including development of a pipeline recruiting and retention strategy within the Wastewater Enterprise. Additionally, this position will track relevant data and solicit feedback on the programs, including relevant training, strategies and mentorships. The Enterprise will additionally fund this work through its overhead appropriation. Refer to the PUB (Bureaus) Form 1a for additional details.</p>	<p>N/A</p>
<p>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).</p>	<p>Revenues are projected to increase slightly from base, with a \$5.8M increase in charges for services, offset by decreases in interdepartmental workorders, other revenues and interest income. Overall sales volumes projections assume gradual recovery to slightly below pre-pandemic levels by FY24 and flat volumes through FY31.</p>	<p>To ensure equitable treatment for populations hardest hit by the pandemic, the SFPUC has implemented several customer assistance and discount programs allowing customers to defer or reduce current bills.</p>	<p>N/A</p>
<p>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.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>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.</p>	<p>Please refer to Prop J worksheet.</p>		

<p>7. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>The Enterprise has entered into ongoing conversations related to potentially transferring specific positions and services from DPW to WWE for increased efficiency, reliability and control. No amounts are specifically included in the request at this time. The related current hydraulics workorder (581071) with DPW has been eliminated and instead, a new workorder for \$0.5M has been established to reflect the Transition of WWE Infrastructure GIS and related Business Processes to SFPUC based on expected support from DPW. PUC has not reached a formal agreement with DPW, so discussions will continue during the Mayor's phase of the budget.</p>		
<p>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?</p>	<p>N/A</p>		
<p>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?</p>	<p>The SFPUC will be participating in the San Francisco Fellows program through our Human Resources Services Bureau, refer to the PUB (Bureaus) Form 1a for additional details.</p>	<p>Refer to the PUB (Bureaus) Form 1a for additional details.</p>	<p>Refer to the PUB (Bureaus) Form 1a for additional details.</p>
<p>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?</p>	<p>In Summer 2019, the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE). In Summer 2020, the SFPUC adopted a resolution condemning systemic racism & promoting racial justice which mandates further actions such as water as a human right/affordability, land use, working with DPH to make PUC a trauma-informed and resilient organization. The SFPUC has created a core team to lead the work required by ORE and mandated by the Commission with dedicated staff and resources in each enterprise to support the diverse staff throughout the department's regional service area.</p>		

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

SFPUC: Hetch Hetchy Water & Power

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.
<p>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>	<p>The Hetch Hetchy Water & Power Enterprise's request includes support of the SFPUC's priorities of people, resiliency and being the utility of the future. The request also includes support of the City's Racial Equity Initiative. The most significant changes to the Hetch Hetchy Water & Power budget is an increase of over \$11M in power purchases due to PG&E implementation of WDT3 rates beginning at the end of FY 2020-21. To offset the increase, the enterprise will be increasing salary savings by \$600K, decreasing professional services by \$500K and decreasing programmatic projects funded by operating revenues by approximately \$1M. Revenues are projected to be flat compared to base, but does include a \$350K increase to the workorder recovery from CleanPowerSF to ensure appropriate balancing with the CleanPowerSF expenditure workorder.</p>	<p>In Summer 2019, the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE). In the summer of 2020 SFPUC passed a resolution adopted condemning systemic racism & promoting racial justice; further actions mandated such as water as a human right/affordability, land use, working with DPH to make PUC a trauma-informed and resilient organization. As part of the FY 2021-22 budget request, SFPUC will be creating a core team to lead the work required by ORE and mandated by this Commission. HHW&P will fund this work through it's overhead appropriation. Refer to the PUB (Bureaus) Form 1a for additional details.</p>	<p>No negative impacts to specific populations are expected.</p>
<p>2. TARGET. How did the department meet its target? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>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.</p>	<p>The most significant changes to the Hetch Hetchy Water & Power budget is an increase of over \$11M in power purchases due to PG&E implementation of WDT3 rates beginning at the end of FY 2020-21. To offset the increase, the enterprise will be increasing salary savings by \$600K, decreasing professional services by \$500K and decreasing programmatic projects funded by operating revenues by approximately \$1M. All changes are funded by self-supporting funds and have no general fund impact. Please also refer to Appendix A for a detailed breakdown of changes.</p>	<p>In Summer 2019, the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE). In the summer of 2020 SFPUC passed a resolution adopted condemning systemic racism & promoting racial justice; further actions mandated such as water as a human right/affordability, land use, working with DPH to make PUC a trauma-informed and resilient organization. As part of the FY 2021-22 budget request, SFPUC will be creating a core team to lead the work required by ORE and mandated by this Commission. HHW&P will fund this work through it's overhead appropriation. Refer to the PUB (Bureaus) Form 1a for additional details.</p>	<p>N/A</p>
<p>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 SA Revenue Report)</p>	<p>Hetch Hetchy Water & Power is not projecting significant changes from the base budget. Interdepartmental services revenues are flat, as are charges for services. Significant customers include the Airport and SFMTA, both of which are projected to recover slightly in FY 2021-22 but not to pre-pandemic levels. The request does include a \$350K increase to the workorder recovery from CleanPowerSF to ensure appropriate balancing with the CleanPowerSF expenditure workorder.</p>	<p>To ensure equitable treatment for populations hardest hit by the pandemic, the SFPUC has implemented several customer assistance and discount programs allowing customers to defer or reduce current bills.</p>	<p>N/A</p>
<p>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.</p>	<p>Yes, HHW&P will be submitting a supplemental appropriation to fund the capital budget as well as the corresponding debt authorization. Drafts of the legislation are in progress and will be submitted to the Controller's Office.</p>	<p>N/A</p>	<p>N/A</p>
<p>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.</p>	<p>HHW&P plans to continue contractual security services at 544 Golden Gate Avenue procured under Prop J. This Prop J was also approved in previous years.</p>		

<p>7. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>No transfer of function is expected in HHW&P for FY 2021-22.</p>		
<p>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?</p>	<p>No interim exceptions are requested for HHW&P for FY 2021-22.</p>		
<p>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?</p>	<p>The SFPUC will be participating in the San Francisco Fellows program through our Human Resources Services Bureau, refer to the PUB (Bureaus) Form 1a for additional details.</p>	<p>Refer to the PUB (Bureaus) Form 1a for additional details.</p>	<p>Refer to the PUB (Bureaus) Form 1a for additional details.</p>
<p>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?</p>	<p>In Summer 2019, the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE). In the summer of 2020 SFPUC passed a resolution adopted condemning systemic racism & promoting racial justice: further actions mandated such as</p>		

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

CleanPowerSF

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.
<p>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>	<p>The CleanPowerSF FY 2021-22 request includes support of the SFPUC's priorities of people, resiliency and being the utility of the future. The request also includes support of the City's Racial Equity Initiative. The most significant changes to the CleanPowerSF budget is an increase of over \$5M in power purchases due to uncertainty surrounding short term rates in FY 2021-22. The budget request also includes one position substitution to match a position substituted during the fiscal year. Revenues are decreasing slightly from the base budget mainly due to projected changes in rates, approximately \$1.4M in Charges for Services and \$750K in interest income due to ongoing decreases in interest rates.</p>	<p>In Summer 2019, the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE). In the summer of 2020 SFPUC passed a resolution adopted condemning systemic racism & promoting racial justice; further actions mandated such as water as a human right/affordability, land use, working with DPH to make PUC a trauma-informed and resilient organization. As part of the FY 2021-22 budget request, SFPUC will be creating a core team to lead the work required by ORE and mandated by this Commission. CleanPowerSF will fund this work through it's overhead appropriation. Refer to the PUB (Bureaus) Form 1a for additional details.</p>	<p>No negative impacts to specific populations are expected.</p>
<p>2. TARGET. How did the department meet its target? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>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.</p>	<p>The most significant changes to the CleanPowerSF budget is an increase of over \$5M in power purchases due to uncertainty surrounding short term rates in FY 2021-22. The budget request also includes one position substitution. All changes are funded by self-supporting funds and have no general fund impact. Please also refer to Appendix A for a detailed breakdown of changes.</p>	<p>In Summer 2019, the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE). In the summer of 2020 SFPUC passed a resolution adopted condemning systemic racism & promoting racial justice; further actions mandated such as water as a human right/affordability, land use, working with DPH to make PUC a trauma-informed and resilient organization. As part of the FY 2021-22 budget request, SFPUC will be creating a core team to lead the work required by ORE and mandated by this Commission. CleanPowerSF will fund this work through it's overhead appropriation. Refer to the PUB (Bureaus) Form 1a for additional details.</p>	<p>N/A</p>
<p>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)</p>	<p>Revenues are projected to decrease slightly from the base budget including a \$1.4M decrease to Charges for Services. Charges for services decreases are mainly due to projected changes in rates.</p>	<p>To ensure equitable treatment for populations hardest hit by the pandemic, the SFPUC has implemented several customer assistance and discount programs allowing customers to defer or reduce current bills, which is reflected in the updated revenue projections.</p>	<p>N/A</p>
<p>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.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>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.</p>	<p>N/A</p>		
<p>7. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>N/A - No transfer of function is expected in CleanPowerSF for FY 2021-22.</p>		

<p>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 the request being made?</p>	<p>N/A - No interim exceptions are requested for CleanPowerSF for FY 2021-22.</p>		
<p>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?</p>	<p>The SFPUC will be participating in the San Francisco Fellows program through our Human Resources Services Bureau, refer to the PUB (Bureaus) Form 1a for additional details.</p>	<p>Refer to the PUB (Bureaus) Form 1a for additional details.</p>	<p>Refer to the PUB (Bureaus) Form 1a for additional details.</p>
<p>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?</p>	<p>In Summer 2019, the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE). In the summer of 2020 SFPUC passed a resolution adopted condemning systemic racism & promoting racial justice; further actions mandated such as water as a human right/affordability, land use, working with DPH to make PUC a trauma-informed and resilient organization. As part of the FY 2021-22 budget request, SEPLIC will be creating a core team to</p>		

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

Bureaus: GM, Business Services (BS), External Affairs (ES), and Infrastructure

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.
<p>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>	<p>The Bureau's request includes support of the SFPUC's priorities of people, resiliency and being the utility of the future. The request also includes support of the City's Racial Equity Initiative. The Bureaus are proposing a total of eight new operating positions for FY22, of which seven reflects the Racial Equity mandate and one reflects funding for an Audit Director. One additional staff related to Racial Equity is budgeted in Infrastructure and supported by Project funding. An additional \$2.6M reflects an increase in Non-Personnel, of which, \$1.4M funds cellular data plans and software licensing related to COVID; \$0.9M supports competency models and subscriptions for Racial Equity; and \$0.3M reflects professional consulting and software licensing to support the Racial Equity plan. Additional \$0.6M supports Covid funding for remote workers and cellular equipment and \$0.1M to increase capacity for remote workers. The balance in funding supports the City Hall Fellow program.</p>	<p>In Summer 2019 the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE). In Summer 2020, the SFPUC adopted a resolution condemning systemic racism & promoting racial justice which mandates further actions such as water as a human right/affordability, land use, working with DPH to make PUC a trauma-informed and resilient organization. The SFPUC has created a core team to lead the work required by ORE and mandated by the Commission with dedicated staff and resources mainly budgeted within the Bureaus (as discussed in "Department Repsonse to Major Changes").</p>	<p>The department does not expect any negative impact.</p>
<p>2. TARGET. How did the department meet its target? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>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.</p>	<p>The Bureau expenditures include professional service contracts for Competency Models and Process Improvement Implementation. Additional services fund the launching of the Racial Equity plan to ensure that resources yield the best results. In Summer 2019, the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE). As a result, in 2020 the SFPUC adopted a resolution condemning systemic racism & promoting racial justice which mandates further actions such as equity in contracting, trauma informed implementation and utility-specific requirements. The cost of these new investments are mainly funded by the Enterprises through an overhead Cost Allocation model. New investments in Infrastruture are supported by projects.</p>	<p>In Summer 2019 the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE). In Summer 2020, the SFPUC adopted a resolution condemning systemic racism & promoting racial justice which mandates further actions such as water as a human right/affordability, land use, working with DPH to make PUC a trauma-informed and resilient organization. The SFPUC has created a core team to lead the work required by ORE and mandated by the Commission with dedicated staff and resources mainly budgeted within the Bureaus (as discussed in "Department Repsonse to Major Changes").</p>	<p>The department does not expect any negative impact.</p>
<p>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).</p>	<p>N/A - the GM, BS, and EA Bureaus are funded entirely by the Enterprises through an overhead Cost Allocation model while the Infrastructure Bureau is funded by projects.</p>	<p>N/A</p>	<p>N/A</p>

<p>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?</p> <p>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.</p>	N/A	N/A	N/A
<p>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.</p>	N/A		
<p>7. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	N/A		
<p>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?</p>	N/A		
<p>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?</p>	The SFPUC partipates in the City Fellows programs thourgh a HRS workorder with the City's Department of Human resources.	The mission of the San Francisco Fellows program is to foster community stewardship by preparing recent college graduates and young professionals for roles in public service and administration.	N/A
<p>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?</p>	In Summer 2019 the City passed legislation requiring departments to develop and implement Racial Equity Action Plans, managed by the newly established Office of Racial Equity (ORE). In Summer 2020, the SFPUC adopted a resolution condemning systemic racism & promoting racial justice which mandates further actions such as water as a human right/affordability, land use, working with DPH to make BUC a trauma-		

Water New Proposals (Fund: 25940)

Title	Description	Operating FTE	Project Funded FTE	Amount
7316 Water Service Inspector for Water Conservation Section	Conducts evaluations of indoor and outdoor water use at SFPUC retail water customer sites in person, as well as by phone and video conference, including evaluation and analysis of water use data. Completes detailed documentation and reporting of findings and calculates and checks compliance with water budgets and other requirements. Requires interpreting and implementing methods, procedures, rules and regulations pertaining to customer water services and applicable water conservation programs; investigations and inspections; making contact with the general public, property owners, tenants, building and landscape contractors and other construction representatives for furnishing or obtaining information and explaining specialized matters pertaining to water services and water conservation.	1.00	-	141,105
Property Management - Alameda Creek Center and Watershed Cottages	The Water Enterprise owns 15 watershed cottages throughout the 61,000 acres of watershed land that it owns and manages. Some of the cottages are rented to watershed keepers so that the Water Enterprise has eyes on its watersheds 24/7. The Water Enterprise has been unable to keep up with the maintenance and management of these cottages with existing staff resources. In addition, the Water Enterprise is currently constructing a new watershed visitors center in Sunol (the Alameda Creek Watershed Center) that will require maintenance, upkeep and management which cannot be met with existing staff resources. This proposal will provide money to contract with a property management company that will handle all maintenance and management of these facilities.	-	-	1,100,000
Maintaining New Facilities - RWS & Westside Recycled Water Plant	WSIP added redundancy and reliability to the Regional Water System (RWS), and in most cases, the redundancy and reliability resulted in additional facilities that require operations and maintenance. The Water Enterprise is also completing the construction of the Westside Recycled Water facility at the Oceanside Water Pollution Control Plant which will also require additional resources to operate and maintain.	4.00	-	848,701
Racial Equity & Innovation	PUC is creating an equity team, specifically responsible for the scoping, budget management and program management of agency-wide equity strategy. Responsibilities include assessing barriers to entry, including development of a pipeline recruiting and retention strategy within PUC. The racial equity budget includes contractual services for assessment, training and engagement services; Process Improvement Implementation modeling; software licensing and subscriptions fees for various models; personnel specific to lead the new racial equity and innovation teams.	1.00	-	458,134

Wildfire Mitigation

This request is to support Wildfire Mitigation with the Water Supply & Treatment (WST) Division and the Natural Resources and Land Management (NRLM) Division:

-

2.00

246,110

1) Water Supply & Treatment (WST) owns overhead electrical distribution lines, distribution poles, and high-voltage substations in Alameda and San Mateo counties. The new Wildfire Mitigation Plan includes vegetation management and mitigation activities. There has been an increase in vegetation management needed at all WST treatment and field facilities with defensible space requirements. Our current staff are already taxed with vegetation management in the right-of-ways and watershed lands and we do not get to the facilities in a time for the fire season. This request is for additional temporary salaries for 7542 seasonal workers to help get vegetation maintenance performed before the high fire danger season starts to provide a safe and defensible space at WST facilities.

2) The NRLM oversees approximately 60,000 acres of watershed lands and 150 miles of Right of Ways outside of SF. The Peninsula Watershed is designated as a Hazardous Fire Area, and the Alameda Watershed is classified by CalFire as a moderate/high fire hazard severity risk. The SCU Lightning Complex and other Bay Area fires this year illustrated the increased risk and concern with wildfire on our watershed and other open space lands, and Natural Resources needs to be prepared to minimize this risk (e.g., maintain defensible spaces around facilities and fire breaks, remove hazard trees, etc.) and respond to wildfires on SFPUC property. This proposal would create two project-funded (off-budget) positions to replace two existing temporary (Cat 17) project-funded positions, patrol vehicles and substitute an existing 7514 to a 3434 to reflect the scope of work for the new SF tree crew approved as part of the FY21 budget. These are all project-funded (off-budget) positions, supported by an existing programmatic project (FUW 102 - Watershed Protection).

Water Junior Management Assistant & As Needed Dispatch	As needed and current part time staff are not currently adequate to meet the support needs for dispatch when time off is needed or for Deputy Manager support needs.	1.00	-	176,064
Advanced Quantitative Precipitation Information	The AQPI radar network will produce detailed precipitation forecasts over San Francisco Bay Area. The network of radars require operations and maintenance. In addition, the radar data needs to be imported and merged with other existing sources of weather and hydrologic data for data processing. This requires a modeling platform compatible with existing KISTERS WISKI. The hydrologic models need to be modified to ingest the new weather forecast and produce inflow forecasts at reservoirs. The proposal will allow to develop a modern inflow forecasting and warning system that will do the integration of large data sets, have specialised modules to process the data, and open interfaces to allow easy integration of existing modelling capacities.	-	-	200,000
Climate Change	The SFPUC Water Enterprise has been working on Phase I of its climate change assessment with the Water Research Foundation. Phase II will provide additional analysis of the effects of climate change on the Water Enterprise as well as the adaptation analysis and implementation plan.	-	-	200,000
Ensuring Environmental Compliance	There are currently 49 facilities in the RWS requiring Hazardous Material Business Plans, Spill Prevention Control and Countermeasures Plans, and/or Risk Management Plans. The diesel generators also require permits from the Bay Area Air Quality Management District. There's only one Regulatory Specialist supporting environmental compliance work of this nature. There is enough work to keep two Regulatory Specialists busy and there is great risk to WST with having only one person capable of handling required regulatory compliance permits.	1.00	-	143,122

Pipeline Engineering Program	Water Supply & Treatment currently has only one pipeline engineer to manage the inspection of hundreds of miles of large diameter pipelines and tunnels in the Regional Water System. An additional engineer (in class 5207) is needed to adequately plan, schedule, inspect, and respond to pipeline leaks and appurtenance failures that require repairs. This additional engineer would also play a key part in succession planning and retaining institutional knowledge.	1.00	-	159,234
Calaveras Dam Inspections	The Calaveras Dam is a newly built dam that is in the process of being filled. There are three hold points (at elevations 720'-725', 745'-750', and above 756'+). The first hold point has been achieved. Because the dam is new and has never been filled, it is SFPUC's standard operating procedure as well as a Division of Safety of Dams requirement to inspect the dam daily, weekly, and monthly while the dam is being filled. Daily inspections must include overtime for staff on Saturdays and Sundays in the winter months (November 15, 2021 through March 15, 2022: 4 months total) . In walking the inspection route, two staff members are needed to follow proper safety protocol at Calaveras Dam.	-	-	102,104
Overhead allocation for additional bureau proposals	Amount represents the increase in requests for the SFPUC Bureaus. Refer to General Manager and Business Services tables for additional information. Bureau costs are allocated back to the Enterprise funds based on the overhead allocation model. Note, the (\$9,168,660) previously budgeted in 579010 has been removed as well as the offsetting \$9,168,660 budgeted in debt service.	-	-	3,165,257
Decrease to inter-fund transfers out	The decrease in ITO represents a decrease in transfers from operating to programmatic funds specifically related to work for Treasure Island. Revenues related to non-utility services are budgeted in the operating fund and work is paid for out of the programmatic funds. Decrease represents changes to projected work to be performed for Treasure Island in FY 2021-22. Decrease also includes project reduction related to work at 525 Golden Gate.			(1,064,500)
Increase to transfer out to Hetchy for the sale of water.	This represents and increase to Hetchy for its share of the sale of water			781,000
Debt savings related to debt refundings at favorable interest rates	Amount represents the savings expected to be realized in FY 2021-22 related to debt refundings. As the interest environment is currently favorable, the SFPUC is able to take advantage of the market to secure debt service savings.	-	-	(9,995,225)
Adjustments to services of other departments	Amount represents the increase in interdepartmental services requested by Water, mainly in risk management services and DEM.			239,198
Increase to Equipment	This reflects the purchase of two vehicles to support the Radio Communications project approved in FY2021			60,636
Total		9.00	2.00	(3,039,060)

Wastewater New Proposals (Fund: 20160)

Title	Description	Operating FTE	Project Funded FTE	Amount
Attrition Savings Reduction	Request to reduce our attrition savings by roughly three positions. This reduction in attrition savings would allow the enterprise greater latitude in filling key new positions introduced during the FY21 & FY22 budget cycle while still representing a 14% increase in attrition savings over FY20.	3.00	-	882,000
Skid Mounted, 1.5 Meter Mobile Belt Filter Press	This skid mounted belt filter press would allow us to clean our own digesters, offsetting potential costs to our operating budget. The cost for this task to be performed by outside contractors is approximately \$1M annually. We can also use this in case of catastrophic failures. In the past at our Oceanside plant, when a "sand slug" came through it severely damaged our thickening equipment and we had to rent a machine virtually the same as what's being requested here. The cost of the rental for a few months exceeded the estimated cost to purchase this unit.	-	-	697,975
Southeast Community Center Needs including maintenance services, custodial services, security and a Facilities Manager	The Facilities Manager (FM) for Wastewater's new Southeast Community Center (SECC) will report to the Business Strategy & Performance Manager of WWE and will be responsible for ensuring that all spaces within the SECC campus are adequately resourced, secure, and clean for any and all programming needs; and, managing the building's operations and maintenance including the administration of all related contracts. As the facility is coming online in FY 2021-22, funds will be needed for regular operations and maintenance as well, including maintenance, custodial and security services.	1.00	-	808,777
400kW Mobile Generators	WWE currently has three pump stations which if they lose power, require a mobile backup generator sized at 400kW. Currently, we have no mobile gensets of this size in our fleet. If we need to provide emergency services at any of these facilities due to a power outage, we need to rent a generator. We have recently been under the scrutiny of outside regulators (EPA), and the potential victim of circumstances out of our control like PG&E Public Safety Power Shutdowns (PSPS). These issues have highlighted our need for a more robust plan for back power at our pump stations.	-	-	425,320
Green Infrastructure Maintenance	Green Infrastructure (GI) Maintenance Request: Quarterly project maintenance by JOC's (4 projects, 4 quarterly visits each, 16 total visits); Corrective & remedial landscape maintenance by JOC's (4 projects, 4 total visits); Mulching & supplemental planting by in-house WWE crew (mulch prep, mulch, weed barrier, plant bed prep, planting). Green Infrastructure Maintenance Request justification & supporting data: WWE's nine GI assets are now in their 1st to 10th year of asset life, requiring various levels of regular maintenance, corrective maintenance, mulching, and planting. WWE's small GI crew is in need of materials and supplies in the form of mulch and plants to support maintenance tasks. These costs are new to WWE's Maintenance Division and this is the first year that they are needed in the budget.	-	-	383,550

COVID Cleaning and Sanitizing	This request funds additional PPE purchases for staff required to remain on-site during the ongoing pandemic, as well as additional vehicle rentals to comply with recently implemented COVID-19 Facility Safety Plans which limit the number staff allowed in a City vehicle, and auxiliary cleaning and disinfecting services.	-	-	350,000
SEP Office Trailers – Two Story Modular Office Units	This request is for one modular office unit to replace two existing office trailers at the Southeast Treatment Plant, which have shown signs of deterioration and have far exceeded their useful life. The existing trailer units are occupied primarily by WWE Engineering staff (engineering interns and engineers), SFPUC ITS and WWE O&M (WWETEC and Operations) personnel. Leasing the units provides the most flexible option at this time, particularly with future upgrades to the 940 office space (FY20 SSIP Project) and future Facilities Plan for SEP that will relocate staff. The additional space will also provide flexibility to relocate WWE staff to maintain social distancing requirements due to COVID-19 in spaces that cannot meet the social distancing requirements.	-	-	220,000
Racial Equity & Innovation	PUC is creating an equity team, specifically responsible for the scoping, budget management and program management of agency-wide equity strategy. Responsibilities include assessing barriers to entry, including development of a pipeline recruiting and retention strategy within PUC. The racial equity budget includes contractual services for assessment, training and engagement services; Process Improvement Implementation modeling; software licensing and subscriptions fees for various models; personnel specific to lead the new racial equity and innovation teams.	1.00	-	156,842
7262 Spot Repair Program Planner	Request a substitution for a planner needed to coordinate, plan and schedule the repairs using Maximo and to track the lifecycle costs of the sewer assets. The planner reports to the Sewer Repair Program Manager and works along side program inspectors to monitor and update job site completions.	-	-	52,257
As-Needed Laboratory Analytical Services	Additional professional services funding for subcontracting samples that cannot be performed within the PUC Laboratories - It includes regulatory samples (PCB congeners, Dioxin, Tributyltin, specialized Biosolid testing, SWOO offshore sediment/infaunal monitoring), samples from research/pilot projects (PPCPs, salmonella, Fecal Coliform, organic acids speciation, effluent particulate size, PPA disinfection), emergency response samples (effluent leak testing, Oceanside OCU media testing), etc.	-	-	45,000
6318 Construction Inspectors	This 6318 Construction Inspector position is being substituted from position 10930002 IT Ops Support Administrator to better support the duties and responsibilities actually assigned.	-	-	20,911
Sewer Operations Manager	This position will be responsible for the implementation of Collection System Asset Management Program (CSAMP) and activities of Sewer Operations to meet Federal and State regulations by performing maintenance, inspection, and repair of the City's sewage system. This position oversees critical sewer utility levels of service to the public with a \$50 million budget.	-	-	19,951

Positions to Support Recycled Water	This Electronic Instrumentation Tech and Stationary Engineer will support the new recycled water facility coming online in FY 2021-22.	-	2.00	-
Overhead allocation for additional bureau proposals	Amount represents the increase in requests for the SFPUC Bureaus. Refer to General Manager and Business Services tables for additional information. Bureau costs are allocated back to the Enterprise funds based on the overhead allocation model. Note, the (\$2,424,344) previously budgeted in 579010 has been removed as well as the offsetting \$2,424,344 budgeted in debt service.	-	-	4,474,393
Changes to Debt Service	Amount represents update to debt service requests based on updating timing of debt issuances.	-	-	(2,417,343)
Changes to General Reserve	General reserve has been eliminated for FY 2021-22.			(1,756,730)
Adjustments to services of other departments	Increases to Risk Management services and for a dedicated purchaser in WWE under the OCA workorder with a corresponding decrease to the Business Services workorder.			493,461
DPW Engineering work order	The engineering support services provided by DPW has been eliminated.			(1,324,622)
DPW work order	These new services reflect the transition of WWE Infrastructure GIS and Related Business Processes to SFPUC.			500,000
Increase to Intrafund Transfers out	Increase of transfer of funds from operating fund to programmatic projects Treasure Island and Low Impact Development (LID).			3,206,808
Decrease in Professional Services	Decrease in professional services is offset by increase to LID programmatic			(513,808)
Increase to Personnel Costs	Reflects annual changes in specific job classifications and fringe benefits			4,048
Total		5.00	2	6,728,789

Hetch Hetchy Water & Power New Proposals (Fund: 24970)

Title	Description	Operating FTE	Project Funded FTE	Amount
New Wholesale Distribution Tariff (WDT3)	PG&E filed proposed changes to the WDT at FERC on Sept. 15, 2020. There is a new formula rate for access to the distribution grid, and costs are projected to increase significantly. The updated charges are based on a worksheet provided by PG&E to reflect revenues using the proposed rates and recorded 2019 billing determinants (e.g. load).	-	-	11,423,810
Overhead allocation for additional bureau proposals	Amount represents the increase in requests for the SFPUC Bureaus. Refer to General Manager and Business Services tables for additional information. Bureau costs are allocated back to the Enterprise funds based on the overhead allocation model. Note, the (\$1,248,301) previously budgeted in 579010 has been removed as well as the offsetting \$1,248,301 budgeted in debt service.	-	-	1,235,920
Increases to services of other departments	Amount represents the increase in interdepartmental services requested by Hetch Hetchy Water & Power, mainly in risk management services.	-	-	678,081
Net zero change from Payments to Other Governments to Temp salaries	In previous years, Hetchy Water requested a significant increase to the Payments to Other Governments budget to ensure ongoing compliance requirements with FERC and the National Parks Services. The Enterprise has determined that approximately \$400K of that increase is no longer needed and has been reallocated to Temp Salaries.	-	-	-
Decrease to inter-fund transfers out	The decrease in ITO represents a decrease in transfers from operating to programmatic funds specifically related to work for Treasure Island. Revenues related to non-utility services are budgeted in the operating fund and work is paid for out of the programmatic funds. Decrease represents changes to projected work to be performed for Treasure Island in FY 2021-22.			(3,719,407)
Operating Budget reduction to ensure appropriate balancing	Amount represents a decrease to the operating budget to ensure appropriate balancing for Hetch Hetchy Water & Power and that fiscal policies will continue to be met. Amount represents a \$673K increase to salary savings as well as a \$500K decrease to professional services.	-	-	(1,173,601)
Debt Savings based on updated debt schedule	Amount represents update to debt service requests based on updated timing of debt issuances.	-	-	(332,801)
Decrease to capital outlay	Amount represents a decrease from the base budget of \$33K in vehicles.	-	-	(33,688)
Total		-	-	8,078,314

CleanpowerSF New Proposals (Funds 24750 & 24870)

Title	Description	Operating FTE	Project Funded FTE	Amount
Power Purchase	Increase to CleanPowerSF power purchase budget in the power purchase customer trust fund (24870). The increase is mainly driven by increased load projections, higher energy market price, and higher RA cost.	-	-	5,259,041
Overhead allocation for additional bureau proposals	Amount represents the increase in requests for the SFPUC Bureaus. Refer to General Manager and Business Services tables for additional information. Bureau costs are allocated back to the Enterprise funds based on the overhead allocation model.	-	-	119,507
Increases to services of other departments	Amount represents the increase in interdepartmental services requested by CleanPowerSF, mainly in risk management services.	-	-	53,933
Increases to Personnel costs	Increases to personnel are related to annual changes in specific job class salaries and fringe benefit accounts based on various union agreements.	-	-	16,909
Decrease to debt service	CleanPowerSF's debt service budget was entirely comprised of the repayment to Hetchy Power for the initial working capital loan. As the organization is planning to repay the loan in its entirety in FY 2020-21, no budget is required for FY 2021-22.	-	-	(1,000,000)
Total		-	-	4,449,390

Bureaus New Proposals (Fund: 27180)

General Manager

Title	Description	Operating FTE	Project Funded FTE	Amount
SF Fellows FY2021-2022	To fund the FY 2021-22 City Hall Fellows Program.	-	-	100,000
Racial Equity & Innovation	PUC is creating an equity team, specifically responsible for the scoping, budget management and program management of agency-wide equity strategy. Responsibilities include assessing barriers to entry, including development of a pipeline recruiting and retention strategy within PUC. The racial equity budget includes contractual services for assessment, training and engagement services; Process Improvement Implementation modeling; software licensing and subscriptions fees for various models; personnel specific to lead the new racial equity and innovation teams.	6.00	-	1,990,902
General Reserve	General reserve has been eliminated			(1,686,542)
Changes to Labor	Reflects annual changes in specific job classifications and fringe benefits			6,465
Changes to NPS & MS	Increase to Non-Personnel with slight offset to Materials & Supplies			13,464
Decrease to services of other departments	Slight decrease to 581280-SFGTV			(44)
Total		6.00	-	424,245

Business Services

Title	Description	Operating FTE	Project Funded FTE	Amount
Audit Bureau Director		1.00		226,149
COVID Funding	The position request is to enhance the SFPUC's audit function, strengthening our ability to maintain operational integrity, controls and transparency. The position will lead a team of individuals focused on ensuring appropriate processes and internal controls environment.	-	-	2,121,950
Racial Equity & Innovation	The COVID-19 pandemic has dramatically changed the telecommuting and remote work culture of the SFPUC and these changes will likely persist well into the next fiscal cycle. ITS will require additional funding to support software licenses, services, and hardware even after the pandemic is mitigated through either a vaccine, mutation or other unforeseen solution. We project that a good portion of our workforce will continue to work remotely and will adjust budgets accordingly, but these expenses were not foreseen for FY22.	1.00	-	472,588
Decrease to services of other departments	PUC is creating an equity team, specifically responsible for the scoping, budget management and program management of agency-wide equity strategy. Responsibilities include assessing barriers to entry, including development of a pipeline recruiting and retention strategy within PUC. The racial equity budget includes contractual services for assessment, training and engagement services; Process Improvement Implementation modeling; software licensing and subscriptions fees for various models; personnel specific to lead the new racial equity and innovation teams.			(190,513)
Changes to Labor	Reduction in 581750 Purchaser services and offset by a corresponding increase in WWE under the OCA workorder.			12,129
Total	Reflects annual changes in specific job classifications and fringe benefits	2.00	-	2,642,303

Infrastructure

Title	Description	Operating FTE	Project Funded FTE	Amount
Racial Equity & Innovation	PUC is creating an equity team, specifically responsible for the scoping, budget management and program management of agency-wide equity strategy. Responsibilities include assessing barriers to entry, including development of a pipeline recruiting and retention strategy within PUC. The racial equity budget includes contractual services for assessment, training and engagement services; Process Improvement Implementation modeling; software licensing and subscriptions fees for various models; personnel specific to lead the new racial equity and innovation teams.	1.00	-	382,628
Total		1.00	-	382,628

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

Department: San Francisco Public Utilities Commission-Power Enterprise
Contract: Security for 544 Golden Gate Avenue

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;

The SFPUC requires a security service to safeguard its occupants and avoid any disturbances that may jeopardize the safety of its employees. In the past, the SFPUC utilized such service through a separate contract that shared the services from A 1 Protective Services which successfully maintained the buildings safety and allowed SFPUC employees to safely enter and exit the premises. Failure to secure a security firm will jeopardize the safety of the SFPUC's employees and allow external parties to involve themselves in risky or perilous behaviors on SFPUC property. Pursuant to Resolution 167-18, the Board of Supervisors has certified the Controller's Office's determination that contracted security services can be performed. Over the long run, this scope could be performed by civil service staff, but it would come at higher cost to the city.

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

The contracted vendor will perform duties at the same level of service as previous contracted vendors. The department will ensure that the chosen vendor will perform services at similar levels as civil service equivalents and previous vendors.

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

.05 FTE 1842 Management Assistant will monitor the contract.
The management assistant will enter in the contract information into PeopleSoft Financials and create a purchase order associated with this contract
The management assistant will monitor the purchase order once a month, through PeopleSoft, to ensure that there is enough money to continue to pay the vendor for its services.

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:

The department currently is using citywide contract #1000001634
the department will ensure full compliance by the contractor, prior to entering into a contract, for any city policies regarding wages, benefits, and labor agreements

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);

Dependent on OCA's instruction, the contractor will either file the Minimum Compensation Ordinance (MCO) and Health Care Accountability Ordinance (HCAO) declarations as part of the solicitation package or before the contract is executed. The department's contracting division has procedures in place to ensure compliance.

6. The department's plan for City employees displaced by the contract; and,
N/A No city employees currently hold this position.

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)

Security services for 544 Golden Gate Avenue could be provided in the future by city employees if the cost of civil service security guards is less than the same services, provided by a contractor. However, based on the yearly 3% COLA adjustments to the existing yearly salaries and the addition of fringe costs this scenario seems unlikely. Additionally, security services are provided for ten hours a day at 544 Golden Gate Avenue. Contractors charge us a flat rate per hour and do not bill us for overtime. If city employees provided this service, the city would have to pay overtime, which adds a significant amount to the yearly cost to provide this service.
Therefore, it is unlikely this service could be provided by city employees.

Name and job title of the person completing this questionnaire:

Chandini Gaur, Senior Budget Analyst (Power Enterprise)

Form will autopopulate

PROP J ANALYSIS SUMMARY

San Francisco Public Utilities Commission-Power Enterprise
Security for 544 Golden Gate Avenue

FISCAL YEAR 2021-22

City cost if services are not contracted out

	<i>low range</i>		<i>high range</i>	
Total Annual Salary	\$	51,428	\$	75,972
Total Other Pay	\$	18,720	\$	28,490
Total Fringe Benefits	\$	34,372	\$	38,106
Additional City Costs	\$	800	\$	800
	\$	105,320	\$	143,368

City cost if services are contracted out

Contract Cost	\$	74,360	\$	101,673
City Contract Monitoring	\$	4,005	\$	4,868
	\$	78,365	\$	106,541

City Savings from Contracting Out,

Savings/(Cost)	\$	26,955	\$	36,827
		26%		26%

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Security Guard	8202.00	1.0	\$ 1,943	\$ 2,333	\$ 50,722	\$ 60,891
Management Assistant	1842.00	0.05	\$ 3,016	\$ 3,621	\$ 3,936.26	\$ 4,725.40
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	729	875	19,021	22,834
Other Pay (if applicable)	n/a	n/a				
Total FTE		1.1				
Total Salary Costs-->					\$ 54,658.46	\$ 65,616.40
Total of Other Compensation-->					\$ 19,020.83	\$ 22,834.13

FRINGE BENEFITS

Job Class	\$ Amount	
Benefits per FTE--Job Class #:	8,202 35837	
Benefits per FTE--Job Class #:	1,842 45378	
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 \$ 34,372.46 \$ 38,105.90

ADDITIONAL CITY COSTS

Two-way radios (1 per shift/location)- One (1) needed.	\$ 200	\$ 200
Uniforms (600/year per person) - One (1) needed	\$ 600	\$ 600
	\$ -	\$ -
	\$ -	\$ -
Total Capital & Operating	\$ 800	\$ 800

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 108,851.75	\$ 127,356.43
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 78,365.05	\$ 106,540.65
ESTIMATED SAVINGS	\$ 30,487	\$ 20,816
% of Savings to City Cost	28%	16%

Comments/Assumptions:

1. FY 2021-22 would be the second year these services are contracted out.
2. Salary levels reflect proposed salary rates effective FY 2021-22. 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.
5. Overtime of 20 hrs per pay period for for 7am-5:30pm daily security shifts

Contract Cost Details

	Low	High
Estimated Contract Cost	\$ 74,360.00	\$ 101,673.00
Estimated Monitoring Cost	\$ 4,005.05	\$ 4,867.65

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
Unarmed Full Time Security Guard	1	544 Golden Gate Ave.	74360	101673
TOTAL CONTRACT COST			\$ 74,360.00	\$ 101,673.00

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) Hourly wages for unarmed full-time guard are calculated based on the procured contract 1000001634 at a rate of \$26/hr (low end) and \$35.55 (high end)
- 2) Total cost is for 10 hrs a day with no Overtime Rate
- 3)
- 4)

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

Invoice#4218 from Treeline security dated 1/25/2021 for the high end rate and contract # 1000001634 for the low end rate

3. What year is your data from?

2020/2021

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.	YES
--	-----

Salary:

Job Class	Job Class Title	# of FTEs <i>(can be partial; e.g. a half time employee would be 0.5 FTE)</i>	Biweekly Rate		Annual Salary Expense		Benefits
			Low	High	Low	High	Low
1842	Management Assistant	0.05	3,016	3,621	\$ 3,936	\$ 4,725	\$ 40,305
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
TOTAL CONTRACT MONITORING COST					\$ 3,936	\$ 4,725	\$ 40,305

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

Department: Wastewater Enterprise
Contract: Security Services

SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED

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

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

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

Consistent with the requirements of Charter Section 10.104.15, and relative to the Controller's findings that work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco, the contracted security services at Wastewater facilities is performed for 30% to 40% less than by City employees. Therefore the Wastewater Enterprise is requesting this 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;

The Wastewater Enterprise has renewed a contract for security services for the past six or more years. As with previous Prop J certifications, this current year analysis indicates a savings of a low of 31% to a high of 48%.

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

Term Contract 86043 for Security Services designates on page 40, under item 67 of the special conditions section of the contract, the City Department responsibilities. These include:

- designating a representative to interface and monitor and maintain records of all transactions und the contract;
- monitor and document the Contractor's performance and furnish the Purchaser copies of records;
- establish quality control measures and report upon unsatisfactory performance;
- document all changes in Security Guards;
- Review and evaluate annual reports from Contractor;

Review and evaluate annual reports from contractor,
- verify and document Security Guard's licenses, training, and criminal records.

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:

The contractor has complied with all general and special conditions set forth in the CCSF term contract agreement, which includes the Minimum Compensation Ordinance (MCO) requirements and the Health Care Accountability Ordinance (HCAO) requirements.

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);

Pg. 24, Section 51B. of Term Contract 86043 allows the City to inspect Contractor's job sites, records, conduct interviews with employees, and conduct audits of A-1 Protective Services to ensure their compliance with the MCO.

Per pg. 25-27, Section 52 of Term Contract 86043, if A-1 Protective Services fails to comply with the HCAO, the City will notify A-1 Protective Services that a breach of the contract has occurred. If A-1 Protective Services fails to cure such breach, the City has the right to pursue remedies in Administrative Code Sections 12.Q.5.1 and 12.Q.5(f)(1-6). Additionally, A-1 is required to provide reports to the City in accordance with reporting standards promulgated by the City under HCAO and required to maintain payroll records for its employees.

Finally, per pg. 8, Section 17.C. of Term Contract 86043, A-1 Protective Services is prohibited from discriminating in the provision of bereavement leave, family medical leave, health benefits, and retirement benefits during the term of the contract.

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

No city employees will be displaced by the renewal and continuation of this contract.

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)

Interdepartmental Work Order (IDWO)

Timeline: One Month

Cost: \$3,410,180 to \$4,530,352 (cost with 100% overhead)

Assumptions: (1) City Departments with security guards would currently need to have existing staff to fill the Wastewater Enterprise (WWE) needs. Otherwise hiring of additional staff could take upwards of 6 months to one year. (2) The WWE would need to reallocate sufficient funding to cover the cost of the IDWO, which would be substantially higher than the cost of labor and fringe benefits alone, given the addition of associated overhead costs. (3) IDWO fund management is problematic for WWE, given current issues with proper reporting and documentation by performing departments.

Wastewater Enterprise Hiring New Staff

Timeline: 6 months to 1 year

Cost: \$1,705,090 to \$2,265,176

Assumptions: (1) The WWE would have to expedite the hiring and training of 20 plus 8202 Security Guards, ahead of our current backlog of vacancies. (2) The WWE would need to identify and reallocate the additional cost of 31 to 48% to cover the cost of using City employees over the current contract.

Name and job title of the person completing this questionnaire:

John Cretan Wastewater Enterprise Budget Manager

PROP J ANALYSIS SUMMARY

Wastewater Enterprise
Security Services

FISCAL YEAR 2021-22

City cost if services are not contracted out

	<i>low range</i>		<i>high range</i>	
Total Annual Salary	\$	1,139,167	\$	1,384,665
Total Other Pay	\$	103,208	\$	125,449
Total Fringe Benefits	\$	709,744	\$	788,582
Additional City Costs	\$	12,704	\$	12,704
	\$	1,964,823	\$	2,311,401

City cost if services are contracted out

Contract Cost	\$	1,187,776	\$	1,187,776
City Contract Monitoring	\$	19,161	\$	22,901
	\$	1,206,938	\$	1,210,677

City Savings from Contracting Out,

Savings/(Cost)	\$	757,886	\$	1,100,723
		39%		48%

Wastewater Enterprise WWE

229281 WWE Maintenance, 292649 WWE Source Control, 229268 Admin SE Community Facility

Security Services

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

Fiscal Year 2021-22

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Security Guard (1800 Oakdale/SECF)	8202	2.0	\$ 1,919	\$ 2,333	100,191	121,783
Security Guard As-Needed M-F (1800 Oakdale/SECF)	8202	0.5	1,919	2,333	25,048	30,446
Security Guard As-Needed Sa-Su (1800 Oakdale/SECF)	8202	0.7	1,919	2,333	35,067	42,624
Security Guard (750 Phelps/SEP)	8202	6.0	1,919	2,333	300,573	365,348
Security Guard As-Needed (750 Phelps/SEP)	8202	0.5	1,919	2,333	25,048	30,446
Security Guard - Saturday (750 Phelps/SEP)	8202	0.2	1,919	2,333	10,019	12,178
Security Guard (3500 Great Highway/OSP)	8202	5.0	1,919	2,333	250,477	304,457
Security Guard As-Needed (3500 Great Highway/OSP)	8202	0.5	1,919	2,333	25,048	30,446
Security Guard - Saturday (3500 Great Highway/OSP)	8202	0.2	1,919	2,333	10,019	12,178
Security Guard (1601 Griffith/Griffith Yard)	8202	4.0	1,919	2,333	200,382	243,565
Security Guard As-Needed (1601 Griffith/Griffith Yard)	8202	0.5	1,919	2,333	25,048	30,446
Administrator/Manager	0931	1.0	5,067	6,159	132,249	160,750
Holiday Pay (if applicable)	n/a	n/a			-	-
Night / Shift Differential (if applicable)	n/a	n/a			103,208	125,449
Overtime Pay (if applicable)	n/a	n/a				
Other Pay (if applicable)	n/a	n/a				
Total FTE		21.1				
Total Salary Costs--->					1,139,167	1,384,665
Total of Other Compensation--->					103,208	125,449

FRINGE BENEFITS

Job Class	\$ Amount	
Benefits per FTE--Job Class #:	8202 \$ 35,837	71,674
Benefits per FTE--Job Class #:	8202 \$ 35,837	17,919
Benefits per FTE--Job Class #:	8202 \$ 35,837	25,086
Benefits per FTE--Job Class #:	8202 \$ 35,837	215,022
Benefits per FTE--Job Class #:	8202 \$ 35,837	17,919
Benefits per FTE--Job Class #:	8202 \$ 35,837	7,167
Benefits per FTE--Job Class #:	8202 \$ 35,837	179,185
Benefits per FTE--Job Class #:	8202 \$ 35,837	17,919
Benefits per FTE--Job Class #:	8202 \$ 35,837	7,167
Benefits per FTE--Job Class #:	8202 \$ 35,837	143,348
Benefits per FTE--Job Class #:	8202 \$ 35,837	17,919

Benefits per FTE--Job Class #:	0931	\$	68,257		68,257
				Low	High
Total Fringe Benefits				709,744	788,582

ADDITIONAL CITY COSTS

Two-way radios (1 per shift/location) - Four (4) needed.	\$	2,504	\$	2,504
Uniforms (\$600 per year per person) - Seventeen (17) needed.	\$	10,200	\$	10,200
Annual Certifications.	\$	-	\$	-
	\$	-	\$	-
Total Capital & Operating	\$	12,704	\$	12,704

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$	1,964,823	\$	2,311,401
LESS: ESTIMATED TOTAL CONTRACT COST	\$	1,206,938	\$	1,210,677
ESTIMATED SAVINGS	\$	757,886	\$	1,100,723
% of Savings to City Cost		39%		48%

Comments/Assumptions:

1. FY 2012 was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective December 28, 2019. Costs are represented as annual 12 month costs.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. 0931 Manager III will be needed fulltime to manage security program and supervise security personnel.

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.

Year (BY, aka FY 20/21)	Job Class Number	Job Class Title	FTE	5010 Salary	5130 Benefits	Total Sal & Ben
20/21	8202	Security Guard (1800 Oakdale/SECF)	1.00	\$ 60,891	\$ 35,837	\$ 96,728
20/21	8202	Security Guard As-Needed M-F (1800 Oakdale/SECF)	0.60	\$ 60,891	\$ 35,837	\$ 58,037
20/21	8202	Security Guard As-Needed Sa-Su (1800 Oakdale/SECF)	0.70	\$ 60,891	\$ 35,837	\$ 67,710
20/21	8202	Security Guard (750 Phelps/SEP)	1.00	\$ 60,891	\$ 35,837	\$ 96,728
20/21	8202	Security Guard As-Needed (750 Phelps/SEP)	0.50	\$ 60,891	\$ 35,837	\$ 48,364
20/21	8202	Security Guard - Saturday (750 Phelps/SEP)	0.20	\$ 60,891	\$ 35,837	\$ 19,346
20/21	8202	Security Guard (3500 Great Highway/OSP)	1.00	\$ 60,891	\$ 35,837	\$ 96,728
20/21	8202	Security Guard As-Needed (3500 Great Highway/OSP)	0.50	\$ 60,891	\$ 35,837	\$ 48,364
20/21	8202	Security Guard - Saturday (3500 Great Highway/OSP)	0.20	\$ 60,891	\$ 35,837	\$ 19,346
20/21	8202	Security Guard (1601 Griffith/Griffith Yard)	1.00	\$ 60,891	\$ 35,837	\$ 96,728
20/21	8202	Security Guard As-Needed (1601 Griffith/Griffith Yard)	0.50	\$ 60,891	\$ 35,837	\$ 48,364
20/21	0931	Administrator/Manager	1.00	\$ 160,750	\$ 68,257	\$ 229,007

