

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: Mayor's Office of Housing and Community Development

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal. (Generate from BFM Budget Submission Report)
- Proposed GF target reductions**
- Department Budget Summary:** Completed "Form 1B: Department Budget Summary." (Generate from BFM Budget Submission Report)
- Contingency:** Completed "Form 1C: Contingency."
- Revenue Report:** Completed "Form 2A: Revenue Report." (Generate from BFM Budget Submission Report)
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- NA **Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes." (Generate from BFM Budget Submission Report)
- NA **Deappropriations from prior years' budget:** Indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A
- Position Changes:** Completed "Form 3B: Position Changes." (Generate from BFM Budget Submission Report)
- NA **Equipment & Fleet Requests:** Completed "Form 4A: Equipment Request" and "Form 4B: Fleet Request." (Generate from BFM Budget Submission Report)
- Minimum Compensation Ordinance:** By checking this box, the department confirms that the effects of the MCO in contracting have been considered as part of the budget submission.
- Proposition J Description, Summary, City Cost, Contract Cost** Required for all existing and new Prop.
- Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect
- NA **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
- NA **Other Requests:** Submitted requests for the following item:
 - COIT (through a separate form)
 - Capital - CPC funded capital requests are made through BFM by 1/19/24

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: Benjamin McCloskey

Signature: Be. A. M. P.

DEPARTMENT: MYR Mayor - MOHCD Only

	Major Changes	Department Response to Major Changes
Summary	What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. Alternatively, you may submit a 1-2 page memo with your budget submission summarizing the major changes.	All major changes are detailed below.
General Fund Target	How did the department meet its target in each year? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction? For non-GFS departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund.	MOHCD is meeting target of \$5,520,000 in each year by not filling selected vacant MOHCD positions (currently 4 are identified) and by reducing General Fund budget for CBO grants. We are working on internal funding adjustments and one-time solutions to minimize the impacts to CBOs in FY24-25. However, total budget available for CBO grants in FY25-26 is currently estimated to be approximately \$5.85M less than what is available in FY23-24. We will continue to explore possibilities to minimize this impact.
Positions	How are current year staffing levels and vacancies factored into your budget submission? What position changes is the department proposing to prioritize core service delivery while meeting the General Fund reduction target or NGF revenue reductions? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, and provide details in Form 3B.	MOHCD has 137 authorized positions, of which 4 were held vacant in the last budget cycle due to lack of off-budget funding. An additional 4 positions are proposed to be held vacant for attrition savings toward our General Fund Target in FY24-25 and FY25-26. Of the remaining 129 positions, 99 are off-budget. We currently have 5 vacant positions and have recently provided a hiring plan for each to MBO for review. We are not proposing any substitutions or changes to FTE levels or temp salaries.
Expenditures	What major spending changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.	In addition to the above General Fund target reduction, MOHCD's proposed budget includes: - A decrease of \$6M ongoing for downpayment assistance programs to reflect changes made as part of the Mayor's FY23-24 mid-year budget adjustments. - An increase to the FY23-24 LOSP workorder from HSH of approximately \$2.25M in FY24-25, and a further increase of \$7.75M in FY25-26. Increases support both increased operating costs of existing LOSP properties as well as new properties coming online. - Adjustments to the timing of developer contributions in both years of the budget for affordable housing development on Treasure Island. - Inclusion of anticipated revenue and associated expenses for the new Residential Vacancy Tax of \$20M in FY24-25 and \$30M in FY25-26, spending of which will be on Controller Reserve pending outcome of litigation. - An ongoing increase of \$2.8M in the Housing Trust Fund, per the Charter, in FY24-25. This is the final year of fixed Housing Trust Fund increases, reaching an annual budget of \$50.8M (less repayment of prior year's advance of \$3.52M). In FY25-26, indexing of HTF budget in alignment with General Fund Discretionary Revenues.
Revenues	What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.	No significant changes to revenues other than the Residential Vacancy Tax, workorder funding, and developer contributions noted above.
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?	None.
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.	Existing Prop J for as-needed security services for undeveloped real property will continue.
Transfer of Function	Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	None.
Interim Exceptions	Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason are the request being made?	None.
Budget Equity	How has the department considered equity in its budget proposal?	We aim to use honest feedback on barriers in all aspects of our funding decisions and service delivery systems to ensure we are serving underserved communities, including Black San Franciscans. We will identify systemic and operational barriers to success in our work, and constantly ask the question "Can we be more equitable in how we distribute resources?" Anticipated example areas of engagement and change include an expanded landlord/tenant mediation program, support of the Bay Area Developers of Color Cohort, and continued building of cultural competency among housing partners who provide direct service to the BIPOC community. Additionally, we will endeavor to use an equity lens when assessing any specific CBO grant reductions which may be required. We will also endeavor to minimize CBO grant reductions overall by identifying alternative fund sources and/or approaches.

BUDGET FORM 1B: Department Budget Summary

FY 2024-25 and FY 2025-26

Dept: MYR Mayor - MOHCD Only

GFS Details

Account Lvl 2	Account Lvl 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
EXPENDITURE	SALARIES	2,289,589	1,793,881	(495,708)	2,348,864	1,854,168	(494,696)
	MAND_FRING_BEN	619,813	425,547	(194,266)	635,719	440,215	(195,504)
	PROG_PROJ	4,158,089	4,678,345	520,256	4,158,089	4,678,345	520,256
	OH_ALLOCS	918,520	902,472	(16,048)	918,520	884,709	(33,811)
	NON_PERS_SVCS	35,440	35,440	-	35,440	35,440	-
	AID_ASSIST	4,200,000	4,200,000	-	4,200,000	4,200,000	-
	CITY_GR_PROG	82,081,102	78,763,130	(3,317,972)	83,327,162	87,165,499	3,838,337
	OTH_SUP_CARE_PERS	9,500,000	3,500,000	(6,000,000)	9,500,000	3,500,000	(6,000,000)
	DEBT_SERVICE	15,320,396	15,320,396	-	15,320,396	15,320,396	-
	SVCS_OTHER_DEPTS	1,121,479	1,121,479	-	1,121,479	1,121,479	-
EXPENDITURE		120,244,428	110,740,690	(9,503,738)	121,565,669	119,200,251	(2,365,418)
GFS	General Fund Support	84,035,777	72,800,973	(11,234,804)	85,357,018	74,104,225	(11,252,793)
Account Lvl 2	Account Lvl 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
REVENUE	INTERGOV_REV_OTH	1,415,097	1,382,947	(32,150)	1,415,097	1,382,947	(32,150)
	EXP_RECOVERY	34,735,100	36,498,316	1,763,216	34,735,100	43,654,625	8,919,525
	INTRAFD_TFR_IN	58,454	58,454	-	58,454	58,454	-
REVENUE		36,208,651	37,939,717	1,731,066	36,208,651	45,096,026	8,887,375
GFS	General Fund Support	84,035,777	72,800,973	(11,234,804)	85,357,018	74,104,225	(11,252,793)

GFS Target Status

FY 2024-25 Reduction Targets	FY 2024-25 Baseline Target	FY 2024-25 Dept Submission	FY 2024-25 Amt Over (Under) Target	FY 2025-26 Reduction Targets	FY 2025-26 Baseline Target	FY 2025-26 Dept Submission	FY 2025-26 Amt Over (Under) Target
-	84,035,777	72,800,973	(11,234,804)	-	85,357,018	74,104,225	(11,252,793)
			Target Met				Target Met

NGFS - Self Supporting

Account Lvl 2	Category	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
EXPENDITURE	Salaries	3,307,271	3,454,682	147,411	3,436,283	3,589,838	153,555
	Mandatory Fringe Benefits	1,213,297	1,266,020	52,723	1,248,429	1,302,555	54,126
	Programmatic Projects	3,587,000	22,875,470	19,288,470	3,587,000	32,809,698	29,222,698
	Overhead and Allocations	2,979,640	3,183,237	203,597	2,979,640	2,946,667	(32,973)
	Non-Personnel Services	1,477,938	1,398,290	(79,648)	1,477,938	1,618,775	140,837
	City Grant Program	8,814,218	11,013,318	2,199,100	8,814,218	11,013,318	2,199,100
	Other Support/Care of Persons	51,494,195	40,163,842	(11,330,353)	33,539,195	48,004,342	14,465,147
	Services Of Other Depts	3,684,526	4,172,563	488,037	3,684,526	4,574,729	890,203
	Transfers Out	2,250,000	2,250,000	-	2,250,000	2,250,000	-
	Unappropriated Rev-Designated	37,750	-	(37,750)	-	-	-
EXPENDITURE		78,845,835	89,777,422	10,931,587	61,017,229	108,109,922	47,092,693
REVENUE	Other Local Taxes	23,461,000	23,461,000	-	33,703,000	33,703,000	-
	Rents & Concessions	5,030,000	5,030,000	-	5,030,000	5,030,000	-
	Other Revenues	19,450,034	10,476,422	(8,973,612)	1,495,034	16,326,922	14,831,888
	Transfers In	47,280,000	47,280,000	-	49,270,000	49,270,000	-
	Unappropriated Fund Balance	3,530,000	3,530,000	-	30,000	3,780,000	3,750,000
REVENUE		98,751,034	89,777,422	(8,973,612)	89,528,034	108,109,922	18,581,888
Non-General Fund Support	Revenue Surplus(Deficit)	(19,905,199)	(0)	19,905,199	(28,510,805)	(0)	28,510,805

BUDGET FORM 1C: Contingency

FY 2024-25 and FY 2025-26

DEPARTMENT: Mayor's Office of Housing and Community Development
General Fund departments must also propose additional ongoing contingency reductions. Departments are not expected to load the contingency target. Please describe the proposal(s) below.

Description	FY 2024-25 \$ Savings	FY 2025-26 \$ Savings
Reduction to CBO Grants. Will explore opportunities to minimize impact on CBOs, including possible fund source swaps.	\$2,760,000	\$2,760,000
Total	\$2,760,000	\$2,760,000

BUDGET FORM 2A: Revenue Report

DEPARTMENT: MYR Mayor - MOHCD Only

													Total BY Revenue Change		(7,242,546)		Total BY1 Revenue Change		27,469,263		Budget Justification
GFS Type	Dept Grp	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account	Account Title	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base	Revenue Description and Explanation of Change		
GFS	MYR	232065	MYR Housing & Community Dev	10060	GF Work Order	10001735-0001	MO-LOSP Work Order	LOSP Work Order	10002	Interdepartmental-Overhead	486195	EXP REC Fr HomelessnessSvcsAAO	33,312,811	35,056,060	1,743,249	33,312,811	42,839,369	9,526,558	Adjustment to performing workorder for HSH to reflect anticipated LOSP costs.		
GFS	MYR	232065	MYR Housing & Community Dev	10060	GF Work Order	10001886-0001	MO-MOHCD Work order	MOHCD Work Order	10002	Interdepartmental-Overhead	486030	Exp Rec Fr Admin Svcs (AAO)	368,324	388,256	19,932	368,324	388,256	19,932	Adjustment to performing workorder for TIDA to reflect anticipated staff costs at similar service level as FY23-24.		
GFS	MYR	232065	MYR Housing & Community Dev	10060	GF Work Order	10001886-0001	MO-MOHCD Work order	MOHCD Work Order	10002	Interdepartmental-Overhead	486100	Exp Rec Fr Bus & Enc Dev (AAO)	-	25,000	25,000	-	25,000	25,000	Set up recurring budget for public-private development project work		
GFS	MYR	232065	MYR Housing & Community Dev	10060	GF Work Order	10001886-0001	MO-MOHCD Work order	MOHCD Work Order	10002	Interdepartmental-Overhead	486190	Exp Rec Fr Child;Youth&Fam AAO	933,965	602,000	(331,965)	933,965	175,000	(758,965)	Reductions in workorder from DCYF.		
GFS	MYR	232065	MYR Housing & Community Dev	10060	GF Work Order	10001886-0001	MO-MOHCD Work order	MOHCD Work Order	10002	Interdepartmental-Overhead	486230	Exp Rec Fr City Planning (AAO)	-	200,000	200,000	-	-	-	One-time workorder for Planning to support community engagement through Cultural Districts.		
GFS	MYR	232065	MYR Housing & Community Dev	10060	GF Work Order	10001886-0001	MO-MOHCD Work order	MOHCD Work Order	10002	Interdepartmental-Overhead	486710	Exp Rec From Isd (AAO)	-	107,000	107,000	-	107,000	107,000	Move existing off-budget workorder supporting Digital Equity staffing on-budget.		
GFS	MYR	232065	MYR Housing & Community Dev	10060	GF Work Order	10023920-0003	Moh Property Tax Housing Admin	Pool	10002	Interdepartmental-Overhead	449997	City Depts Revenue From OCII	1,415,097	1,382,947	(32,150)	1,415,097	1,382,947	(32,150)	Adjustment to match estimated cost of providing services to OCII per agreement.		
NGFS	MYR	232065	MYR Housing & Community Dev	10580	SR Citywide Affordable Housing	10023908-5000	Inclusionary Housing Reg	Inclusionary Admin Costs	17190	MY Inclusionary Housing Reg	499999	Beg Fund Balance - Budget Only	3,500,000	3,500,000	-	-	3,750,000	3,750,000	Continuation of revenue dedicated to supporting Inclusionary Housing admin costs		
NGFS	MYR	232065	MYR Housing & Community Dev	10790	SR Housing Program Fees	10023911-0004	Moh Loan Administration Fees	MF Pool	17194	MY Moh Loan Administration Fee	479999	Other Non-Operating Revenue	90,000	50,000	(40,000)	90,000	50,000	(40,000)	Adjustment to reflect fewer units of anticipated fee collections.		
NGFS	MYR	232065	MYR Housing & Community Dev	10790	SR Housing Program Fees	10023911-0006	Moh Loan Administration Fees	SF Pool	17194	MY Moh Loan Administration Fee	479945	Loan Rev-Fees	205,034	150,000	(55,034)	205,034	150,000	(55,034)	Adjustment to reflect fewer units of anticipated fee collections.		
NGFS	MYR	232065	MYR Housing & Community Dev	10790	SR Housing Program Fees	10038477-0001	Treasure Island Dev Cont-Hsng	Developer Contribution Pool	22069	Treasure Island Dev Cont-Hsng	479994	Developer Exactions	17,955,000	9,076,422	(8,878,578)	-	14,926,922	14,926,922	Adjustment to one-time TIDA developer contributions based on updated timing of contributions.		

BUDGET FORM 3A: Expenditure Change

DEPARTMENT: MYR Mayor - MOHCD Only

Total BY Expenditure Change **1,427,849** Total BY1 Expenditure Change **44,727,275**

GFS Type	Dept Grp	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base	Explanation of Change
GFS	MYR	232065	MYR Housing & Community Dev	10010	GF Annual Authority Ctrl	10023885-0011	Board Enhancements	FY24 MOHCD Board Enhancements	17165	Board Enhancements	5380CityGP	538010	Community Based Org Srvc	1,150,000	-	(1,150,000)	1,150,000	-	(1,150,000)	Consolidated in 10023915-0001.
GFS	MYR	232065	MYR Housing & Community Dev	10010	GF Annual Authority Ctrl	10023915-0001	MO CBO Grant Pool	GF Community Development	17198	MO CBO Grant Pool	5010Salary	501010	Perm Salaries-Misc-Regular	857,622	629,712	(227,910)	891,686	664,341	(227,345)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10010	GF Annual Authority Ctrl	10023915-0001	MO CBO Grant Pool	GF Community Development	17198	MO CBO Grant Pool	5130Fringe	513010	Retire City Misc	124,828	91,371	(33,457)	122,920	91,296	(31,624)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10010	GF Annual Authority Ctrl	10023915-0001	MO CBO Grant Pool	GF Community Development	17198	MO CBO Grant Pool	5130Fringe	514010	Social Security (OASDI & HI)	53,171	39,041	(14,130)	55,284	41,189	(14,095)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10010	GF Annual Authority Ctrl	10023915-0001	MO CBO Grant Pool	GF Community Development	17198	MO CBO Grant Pool	5130Fringe	514020	Social Sec-Medicare(HI Only)	12,436	9,131	(3,305)	12,929	9,632	(3,297)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10010	GF Annual Authority Ctrl	10023915-0001	MO CBO Grant Pool	GF Community Development	17198	MO CBO Grant Pool	5130Fringe	515010	Health Service-City Match	37,835	30,967	(6,868)	40,484	33,135	(7,349)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10010	GF Annual Authority Ctrl	10023915-0001	MO CBO Grant Pool	GF Community Development	17198	MO CBO Grant Pool	5130Fringe	515020	Retiree Health-Match-Prop B	6,133	4,504	(1,629)	6,376	4,751	(1,625)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10010	GF Annual Authority Ctrl	10023915-0001	MO CBO Grant Pool	GF Community Development	17198	MO CBO Grant Pool	5130Fringe	515030	RetireeHlthCare-CityMatchPropC	2,444	1,794	(650)	2,544	1,896	(648)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10010	GF Annual Authority Ctrl	10023915-0001	MO CBO Grant Pool	GF Community Development	17198	MO CBO Grant Pool	5130Fringe	515710	Dependent Coverage	75,446	48,339	(27,107)	80,726	51,722	(29,004)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10010	GF Annual Authority Ctrl	10023915-0001	MO CBO Grant Pool	GF Community Development	17198	MO CBO Grant Pool	5130Fringe	516010	Dental Coverage	6,743	4,554	(2,189)	6,966	4,705	(2,261)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10010	GF Annual Authority Ctrl	10023915-0001	MO CBO Grant Pool	GF Community Development	17198	MO CBO Grant Pool	5130Fringe	519120	Long Term Disability Insurance	3,518	2,584	(934)	3,657	2,725	(932)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10010	GF Annual Authority Ctrl	10023915-0001	MO CBO Grant Pool	GF Community Development	17198	MO CBO Grant Pool	5380CityGP	538010	Community Based Org Srvc	31,646,737	28,235,805	(3,410,932)	32,892,797	29,481,865	(3,410,932)	BY Additions: \$2,667,317 base adjustment for CODB; \$284,493 funding transferred from DOSW; \$1,150,000 consolidated from Project 10023885-0011 BY Reductions: \$790,000 FY23-24 Mid-year reductions allocated from Account 540010; \$4,055,425 contribution toward 10% target reduction. BY+1 Additions: \$1,246,060 base adjustment for CODB
GFS	MYR	232065	MYR Housing & Community Dev	10020	GF Continuing Authority Ctrl	10036606-0003	Reinvestment Initiatives	MO - Homeowner Assistance	21748	Reinvestment Initiatives	5390OthS&C	539200	Loans Issued By City	9,500,000	3,500,000	(6,000,000)	9,500,000	3,500,000	(6,000,000)	\$6M annual reduction to downpayment assistance loans in alignment with Mayor's FY23-24 mid-year budget adjustments.

GFS Type	Dept Grp	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base	Explanation of Change
GFS	MYR	232065	MYR Housing & Community Dev	10020	GF Continuing Authority Ctrl	10036606-0004	Reinvestment Initiatives	MO - Employment Pipeline	21748	Reinvestment Initiatives	5010Salary	501010	Perm Salaries-Misc-Regular	-	(255,307)	(255,307)	-	(254,675)	(254,675)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10020	GF Continuing Authority Ctrl	10036606-0004	Reinvestment Initiatives	MO - Employment Pipeline	21748	Reinvestment Initiatives	5130Fringe	513010	Retire City Misc	-	(37,479)	(37,479)	-	(35,425)	(35,425)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10020	GF Continuing Authority Ctrl	10036606-0004	Reinvestment Initiatives	MO - Employment Pipeline	21748	Reinvestment Initiatives	5130Fringe	514010	Social Security (OASDI & HI)	-	(15,829)	(15,829)	-	(15,790)	(15,790)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10020	GF Continuing Authority Ctrl	10036606-0004	Reinvestment Initiatives	MO - Employment Pipeline	21748	Reinvestment Initiatives	5130Fringe	514020	Social Sec-Medicare(HI Only)	-	(3,702)	(3,702)	-	(3,693)	(3,693)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10020	GF Continuing Authority Ctrl	10036606-0004	Reinvestment Initiatives	MO - Employment Pipeline	21748	Reinvestment Initiatives	5130Fringe	515010	Health Service-City Match	-	(7,688)	(7,688)	-	(8,226)	(8,226)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10020	GF Continuing Authority Ctrl	10036606-0004	Reinvestment Initiatives	MO - Employment Pipeline	21748	Reinvestment Initiatives	5130Fringe	515020	Retiree Health-Match-Prop B	-	(1,825)	(1,825)	-	(1,821)	(1,821)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10020	GF Continuing Authority Ctrl	10036606-0004	Reinvestment Initiatives	MO - Employment Pipeline	21748	Reinvestment Initiatives	5130Fringe	515030	RetireeHlthCare-CityMatchPropC	-	(728)	(728)	-	(726)	(726)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10020	GF Continuing Authority Ctrl	10036606-0004	Reinvestment Initiatives	MO - Employment Pipeline	21748	Reinvestment Initiatives	5130Fringe	515710	Dependent Coverage	-	(30,341)	(30,341)	-	(32,465)	(32,465)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10020	GF Continuing Authority Ctrl	10036606-0004	Reinvestment Initiatives	MO - Employment Pipeline	21748	Reinvestment Initiatives	5130Fringe	516010	Dental Coverage	-	(2,450)	(2,450)	-	(2,531)	(2,531)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10020	GF Continuing Authority Ctrl	10036606-0004	Reinvestment Initiatives	MO - Employment Pipeline	21748	Reinvestment Initiatives	5130Fringe	519120	Long Term Disability Insurance	-	(1,047)	(1,047)	-	(1,044)	(1,044)	See Form 3B
GFS	MYR	232065	MYR Housing & Community Dev	10060	GF Work Order	10001735-0001	MO-LOSP Work Order	LOSP Work Order	10002	Interdepartmental-Overhead	5380CityGP	538010	Community Based Org Svcs	33,312,811	35,056,060	1,743,249	33,312,811	42,839,369	9,526,558	Adjustment to performing workorder for HSH to reflect anticipated LOSP costs.
GFS	MYR	232065	MYR Housing & Community Dev	10060	GF Work Order	10001886-0001	MO-MOHCDC Work order	MOHCDC Work Order	10002	Interdepartmental-Overhead	5060ProgPr	506070	Programmatic Projects-Budget	-	520,256	520,256	-	520,256	520,256	Move existing TIDA workorder to correct Account code and adjust to projected spending. Move existing \$25k workorder from OEWD for staffing from off-budget to on-budget. Move existing \$107k workorder from DT for staffing from off-budget to on-budget.
GFS	MYR	232065	MYR Housing & Community Dev	10060	GF Work Order	10001886-0001	MO-MOHCDC Work order	MOHCDC Work Order	10002	Interdepartmental-Overhead	5380CityGP	538010	Community Based Org Svcs	1,302,289	802,000	(500,289)	1,302,289	175,000	(1,127,289)	Reductions in workorder from DCYF (\$331,965 in BY, \$758,965 in BY+1) partially offset in FY24-25 by one-year \$200k workorder from Planning. Workorder from ADM/TIDA moved to Account 506070.
GFS	MYR	232065	MYR Housing & Community Dev	10060	GF Work Order	10023920-0003	Moh Property Tax Housing Admin	Pool	10002	Interdepartmental-Overhead	5010Salary	501000	Perm Salaries-Misc-Budget	12,491	-	(12,491)	12,676	-	(12,676)	Adjustment related to salary budgeting per budget instructions.

GFS Type	Dept Grp	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base	Explanation of Change
GFS	MYR	232065	MYR Housing & Community Dev	10060	GF Work Order	10023920-0003	Moh Property Tax Housing Admin	Pool	10002	Interdepartmental-Overhead	5130Fringe	519010	Fringe Adjustments-Budget	2,908	-	(2,908)	2,948	-	(2,948)	Adjustment related to salary budgeting per budget instructions.
GFS	MYR	232065	MYR Housing & Community Dev	10060	GF Work Order	10023920-0003	Moh Property Tax Housing Admin	Pool	10002	Interdepartmental-Overhead	5200OHALlo	520000	Overhead-Budget	918,520	902,472	(16,048)	918,520	884,709	(33,811)	Adjustment to match estimated cost of providing services to OCII per agreement.
NGFS	MYR	232065	MYR Housing & Community Dev	10580	SR Citywide Affordable Housing	10023908-5000	Inclusionary Housing Reg	Inclusionary Admin Costs	17166	MY Affordable Housing Fund-moh	5010Salary	501010	Perm Salaries-Misc-Regular	-	3	3	-	3	3	See Form 3B
NGFS	MYR	232065	MYR Housing & Community Dev	10580	SR Citywide Affordable Housing	10023908-5000	Inclusionary Housing Reg	Inclusionary Admin Costs	17190	MY Inclusionary Housing Reg	5010Salary	501000	Perm Salaries-Misc-Budget	12,491	-	(12,491)	12,676	-	(12,676)	Adjustment related to salary budgeting per budget instructions.
NGFS	MYR	232065	MYR Housing & Community Dev	10580	SR Citywide Affordable Housing	10023908-5000	Inclusionary Housing Reg	Inclusionary Admin Costs	17190	MY Inclusionary Housing Reg	5130Fringe	519010	Fringe Adjustments-Budget	2,908	-	(2,908)	2,948	-	(2,948)	Adjustment related to salary budgeting per budget instructions.
NGFS	MYR	232065	MYR Housing & Community Dev	10580	SR Citywide Affordable Housing	10023908-5000	Inclusionary Housing Reg	Inclusionary Admin Costs	17190	MY Inclusionary Housing Reg	5210NPSvcs	535990	Other Current Expenses	594,321	609,707	15,386	594,321	830,192	235,871	Adjust support for Inclusionary Admin in alignment with COLAs and balancing. BY+1: Support for Inclusionary Technical Advisory Committee (TAC) costs.
NGFS	MYR	232065	MYR Housing & Community Dev	10770	SR Neighborhood Dev-Grants	10021572-0001	MY Community Development Grant	Community Development Grants	10001	Grants	5010Salary	501010	Perm Salaries-Misc-Regular	-	-	-	-	-	-	See Form 3B
NGFS	MYR	232065	MYR Housing & Community Dev	10790	SR Housing Program Fees	10023911-0003	Moh Loan Administration Fees	MF Expend	17194	MY Moh Loan Administration Fee	5210NPSvcs	527990	Other Professional Services	90,000	50,000	(40,000)	90,000	50,000	(40,000)	Adjustment to reflect fewer units of anticipated fee collections.
NGFS	MYR	232065	MYR Housing & Community Dev	10790	SR Housing Program Fees	10023911-0005	Moh Loan Administration Fees	SF Expend	17194	MY Moh Loan Administration Fee	5210NPSvcs	527990	Other Professional Services	205,034	150,000	(55,034)	205,034	150,000	(55,034)	Adjustment to reflect fewer units of anticipated fee collections.
NGFS	MYR	232065	MYR Housing & Community Dev	10790	SR Housing Program Fees	10038477-0001	Treasure Island Dev Cont-Hsng	Developer Contribution Pool	22069	Treasure Island Dev Cont-Hsng	5390OthS&C	539200	Loans Issued By City	17,955,000	9,076,422	(8,878,578)	-	14,926,922	14,926,922	Adjustment to one-time TIDA developer contributions based on updated timing of contributions.
NGFS	MYR	232065	MYR Housing & Community Dev	10795	SR Housing Trust Fund	10023900-0006	MO Housing Trust Fund - Moh	Operating Budget	17182	MY Housing Trust Fund - Moh	5200OHALlo	520000	Overhead-Budget	1,324,640	1,528,237	203,597	1,324,640	1,291,667	(32,973)	Adjust support for HTF Admin in alignment with COLAs and balancing.
NGFS	MYR	232065	MYR Housing & Community Dev	10795	SR Housing Trust Fund	10023900-0006	MO Housing Trust Fund - Moh	Operating Budget	17182	MY Housing Trust Fund - Moh	5810OthDep	581161	GF-ADM-Digital Services	1,763,691	1,851,067	87,376	1,763,691	1,945,568	181,877	Adjustment to requesting workorder to Digital Services to reflect anticipated staff costs at same service level as FY23-24.

GFS Type	Dept Grp	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base	Explanation of Change	
NGFS	MYR	232065	MYR Housing & Community Dev	10795	SR Housing Trust Fund	10023900-0006	MO Housing Trust Fund - Moh	Operating Budget	17182	MY Housing Trust Fund - Moh	5810OthDep	581780	OCA-Labor Standard Enforcement	231,539	232,200	661	231,539	239,865	8,326	Adjustment to requesting workorder to OLSE to reflect anticipated staff costs at same service level as FY23-24.	
NGFS	MYR	232065	MYR Housing & Community Dev	10795	SR Housing Trust Fund	10023900-0006	MO Housing Trust Fund - Moh	Operating Budget	17182	MY Housing Trust Fund - Moh	5980UARDes	598040	Designated For General Reserve	37,750	-	(37,750)	-	-	-	-	Correction of one-time balancing adjustment
NGFS	MYR	232065	MYR Housing & Community Dev	10795	SR Housing Trust Fund	10023900-0108	MO Housing Trust Fund - Moh	Housing Stabilization Pool	17182	MY Housing Trust Fund - Moh	5380CityGP	538010	Community Based Org Srvc	8,614,218	10,813,318	2,199,100	8,614,218	10,813,318	2,199,100	Increased investment in CBO grants to offset General Fund reductions and accommodate CODB increases.	
NGFS	MYR	232065	MYR Housing & Community Dev	10795	SR Housing Trust Fund	10023900-0131	MO Housing Trust Fund - Moh	MF Housing Development Pool	17182	MY Housing Trust Fund - Moh	5390OthS&C	539200	Loans Issued By City	14,739,195	12,287,420	(2,451,775)	14,739,195	14,277,420	(461,775)	BY: Reduced investment in multifamily housing loans to fund CBO grants. BY+1: Allocation of anticipated increase in overall HTF funding per Charter.	
NGFS	MYR	232065	MYR Housing & Community Dev	10802	SR Residential Vacancy Tax	10040876-0001	MYR Residential Vacancy Tax	Residential Vacancy Tax Pool	22413	Res Vacancy Rental Subsidies	5060ProgPr	506070	Programmatic Projects-Budget	-	9,650,000	9,650,000	-	14,650,000	14,650,000	Establishing placeholder budget for expenditure of Residential Vacancy Tax revenues.	
NGFS	MYR	232065	MYR Housing & Community Dev	10802	SR Residential Vacancy Tax	10040876-0001	MYR Residential Vacancy Tax	Residential Vacancy Tax Pool	22413	Res Vacancy Rental Subsidies	5810OthDep	581270	GF-City Attorney-Legal Service	-	100,000	100,000	-	100,000	100,000	New workorder to City Attorney to support legal costs related to Residential Vacancy Tax.	
NGFS	MYR	232065	MYR Housing & Community Dev	10802	SR Residential Vacancy Tax	10040876-0001	MYR Residential Vacancy Tax	Residential Vacancy Tax Pool	22413	Res Vacancy Rental Subsidies	5810OthDep	581980	GF-Tax Collector	-	100,000	100,000	-	250,000	250,000	New workorder with TTX to support work on Residential Vacancy Tax	
NGFS	MYR	232065	MYR Housing & Community Dev	10802	SR Residential Vacancy Tax	10040876-0001	MYR Residential Vacancy Tax	Residential Vacancy Tax Pool	22414	Res Vacancy Acquisition Rehab	5060ProgPr	506070	Programmatic Projects-Budget	-	9,800,000	9,800,000	-	14,650,000	14,650,000	Establishing placeholder budget for expenditure of Residential Vacancy Tax revenues.	
NGFS	MYR	232065	MYR Housing & Community Dev	10802	SR Residential Vacancy Tax	10040876-0001	MYR Residential Vacancy Tax	Residential Vacancy Tax Pool	22414	Res Vacancy Acquisition Rehab	5810OthDep	581270	GF-City Attorney-Legal Service	-	100,000	100,000	-	100,000	100,000	New workorder to City Attorney to support legal costs related to Residential Vacancy Tax.	
NGFS	MYR	232065	MYR Housing & Community Dev	10802	SR Residential Vacancy Tax	10040876-0001	MYR Residential Vacancy Tax	Residential Vacancy Tax Pool	22414	Res Vacancy Acquisition Rehab	5810OthDep	581980	GF-Tax Collector	-	100,000	100,000	-	250,000	250,000	New workorder with TTX to support work on Residential Vacancy Tax	
NGFS	MYR	232065	MYR Housing & Community Dev	11802	SR Culture & Rec Hotel Tax	10033289-0001	Cultural Districts	Cultural Districts	20290	Cultural Districts	5010Salary	501010	Perm Salaries-Misc-Regular	-	159,899	159,899	-	166,228	166,228	See Form 3B	
NGFS	MYR	232065	MYR Housing & Community Dev	11802	SR Culture & Rec Hotel Tax	10033289-0001	Cultural Districts	Cultural Districts	20290	Cultural Districts	5060ProgPr	506070	Programmatic Projects-Budget	3,557,000	3,245,470	(311,530)	3,557,000	3,479,698	(77,302)	Balance Cultural Districts expenditures with anticipated Hotel Tax Revenues	

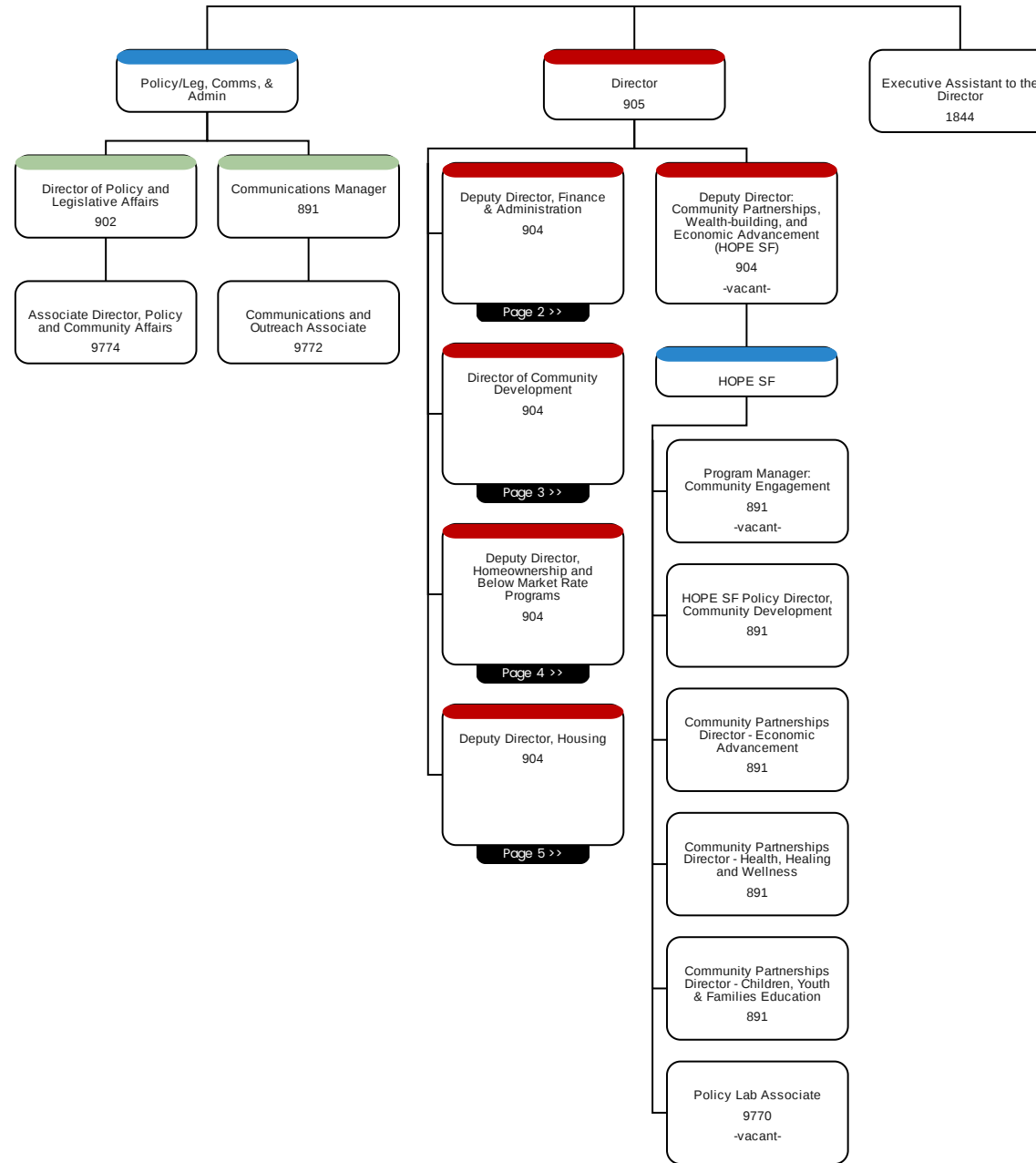
GFS Type	Dept Grp	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base	Explanation of Change
NGFS	MYR	232065	MYR Housing & Community Dev	11802	SR Culture & Rec Hotel Tax	10033289-0001	Cultural Districts	Cultural Districts	20290	Cultural Districts	5130Fringe	513010	Retire City Misc	-	22,706	22,706	-	22,324	22,324	See Form 3B
NGFS	MYR	232065	MYR Housing & Community Dev	11802	SR Culture & Rec Hotel Tax	10033289-0001	Cultural Districts	Cultural Districts	20290	Cultural Districts	5130Fringe	514010	Social Security (OASDI & HI)	-	9,914	9,914	-	10,306	10,306	See Form 3B
NGFS	MYR	232065	MYR Housing & Community Dev	11802	SR Culture & Rec Hotel Tax	10033289-0001	Cultural Districts	Cultural Districts	20290	Cultural Districts	5130Fringe	514020	Social Sec-Medicare(HI Only)	-	2,319	2,319	-	2,410	2,410	See Form 3B
NGFS	MYR	232065	MYR Housing & Community Dev	11802	SR Culture & Rec Hotel Tax	10033289-0001	Cultural Districts	Cultural Districts	20290	Cultural Districts	5130Fringe	515010	Health Service-City Match	-	6,021	6,021	-	6,443	6,443	See Form 3B
NGFS	MYR	232065	MYR Housing & Community Dev	11802	SR Culture & Rec Hotel Tax	10033289-0001	Cultural Districts	Cultural Districts	20290	Cultural Districts	5130Fringe	515020	Retiree Health-Match-Prop B	-	1,143	1,143	-	1,188	1,188	See Form 3B
NGFS	MYR	232065	MYR Housing & Community Dev	11802	SR Culture & Rec Hotel Tax	10033289-0001	Cultural Districts	Cultural Districts	20290	Cultural Districts	5130Fringe	515030	RetireeHlthCare-CityMatchPropC	-	456	456	-	474	474	See Form 3B
NGFS	MYR	232065	MYR Housing & Community Dev	11802	SR Culture & Rec Hotel Tax	10033289-0001	Cultural Districts	Cultural Districts	20290	Cultural Districts	5130Fringe	515710	Dependent Coverage	-	11,387	11,387	-	12,184	12,184	See Form 3B
NGFS	MYR	232065	MYR Housing & Community Dev	11802	SR Culture & Rec Hotel Tax	10033289-0001	Cultural Districts	Cultural Districts	20290	Cultural Districts	5130Fringe	516010	Dental Coverage	-	1,029	1,029	-	1,063	1,063	See Form 3B
NGFS	MYR	232065	MYR Housing & Community Dev	11802	SR Culture & Rec Hotel Tax	10033289-0001	Cultural Districts	Cultural Districts	20290	Cultural Districts	5130Fringe	519120	Long Term Disability Insurance	-	656	656	-	682	682	See Form 3B

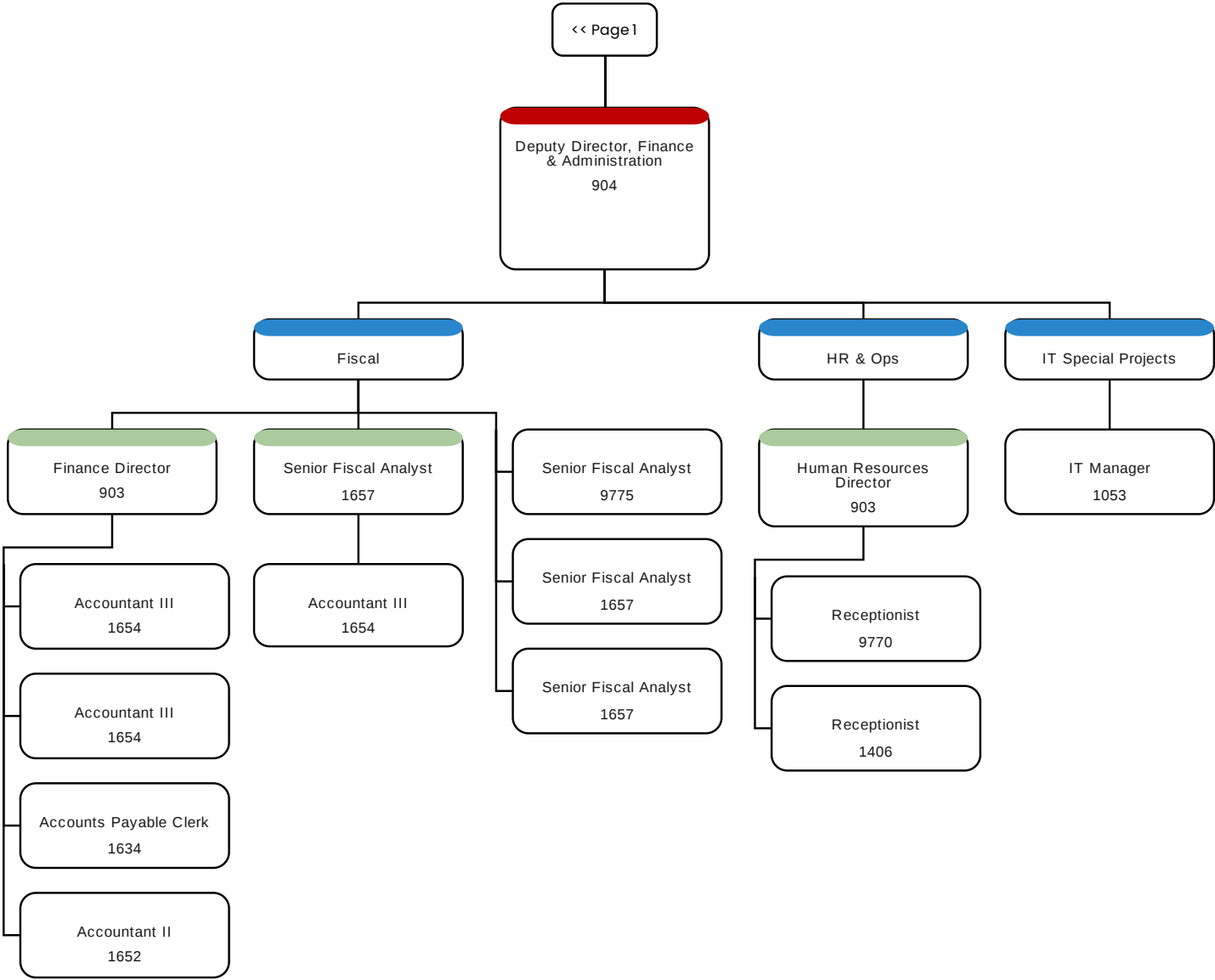
BUDGET FORM 3B: Position Change

DEPARTMENT: MYR Mayor - MOHCD Only

GFS Type	Dept Grp	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5	Job Class	Job Title	Status	Action	Position	Position Code		Total BY FTE Change		Total BY Amount Change		Total BY1 FTE Change		Total BY1 Amount Change		Explanation of Change			
																	FY 2024-25 Base FTE	FY 2024-25 Dept FTE	FY 2024-25 Dept - Base FTE	FY 2024-25 Base Amount	FY 2024-25 Dept Amount	FY 2024-25 Dept - Base Amount	FY 2025-26 Base FTE	FY 2025-26 Dept FTE	FY 2025-26 Dept - Base FTE	FY 2025-26 Base Amount		FY 2025-26 Dept Amount	FY 2025-26 Dept - Base Amount	
GFS	MYR	232065	MYR Housing & Community Dev	10010	GF Annual Authority Ctrl	10023915-0001	MO CBO Grant Pool	GF Community Development	17198	MO CBO Grant Pool	5010Salary	9993M_C	Attrition Savings - Miscellaneous	S		NEWP895650	-	(1.77)	(1.77)	-	(227,910)	(227,910)	-	(1.76)	(1.76)	-	(227,345)	(227,345)	Attrition savings to contribute toward target.	
GFS	MYR	232065	MYR Housing & Community Dev	10010	GF Annual Authority Ctrl	10023915-0001	MO CBO Grant Pool	GF Community Development	17198	MO CBO Grant Pool	5130Fringe	9993M_C	Attrition Savings - Miscellaneous	S		NEWP895650	-			-	(90,269)	(90,269)	-			-	(90,835)	(90,835)	Attrition savings to contribute toward target.	
GFS	MYR	232065	MYR Housing & Community Dev	10020	GF Continuing Authority Ctrl	10036606-0004	Reinvestment Initiatives	MO - Employment Pipeline	21748	Reinvestment Initiatives	5010Salary	9993M_C	Attrition Savings - Miscellaneous	S		NEWP967494	-	(1.98)	(1.98)	-	(255,307)	(255,307)	-	(1.97)	(1.97)	-	(254,675)	(254,675)	Attrition savings to contribute toward target.	
GFS	MYR	232065	MYR Housing & Community Dev	10020	GF Continuing Authority Ctrl	10036606-0004	Reinvestment Initiatives	MO - Employment Pipeline	21748	Reinvestment Initiatives	5130Fringe	9993M_C	Attrition Savings - Miscellaneous	S		NEWP967494	-			-	(101,089)	(101,089)	-			-	(101,721)	(101,721)	Attrition savings to contribute toward target.	
NGFS	MYR	232065	MYR Housing & Community Dev	10580	SR Citywide Affordable Housing	10023908-5000	Inclusionary Housing Reg	Inclusionary Admin Costs	17166	MY Affordable Housing Fund-moh	5010Salary	9993M_C	Attrition Savings - Miscellaneous	S		NEWP259693	-			-	3	3	-			-	3	3	To zero out negative temp salaries budget in Authority 17166	
NGFS	MYR	232065	MYR Housing & Community Dev	10770	SR Neighborhood Dev-Grants	10021572-0001	MY Community Development Grant	Community Development Grants	10001	Grants	5010Salary	9775_C	Senior Community Development Specialist II	O	R	01151107-1	1.00	-	(1.00)	-	-	-	1.00	-	(1.00)	-	-	-	-	Reassignment of one off-budget position which was previously paid from General Fund to an on-budget position paid from Cultural Districts/Hotel Tax.
NGFS	MYR	232065	MYR Housing & Community Dev	11802	SR Culture & Rec Hotel Tax	10033289-0001	Cultural Districts	Cultural Districts	20290	Cultural Districts	5010Salary	9775_C	Senior Community Development Specialist II	A	R	01151107-1	-	1.00	1.00	-	159,899	159,899	-	1.00	1.00	-	166,228	166,228	Reassignment of one off-budget position which was previously paid from General Fund to an on-budget position paid from Cultural Districts/Hotel Tax.	
NGFS	MYR	232065	MYR Housing & Community Dev	11802	SR Culture & Rec Hotel Tax	10033289-0001	Cultural Districts	Cultural Districts	20290	Cultural Districts	5130Fringe	9775_C	Senior Community Development Specialist II	A	R	01151107-1	-			-	55,631	55,631	-			-	57,074	57,074	Reassignment of one off-budget position which was previously paid from General Fund to an on-budget position paid from Cultural Districts/Hotel Tax.	

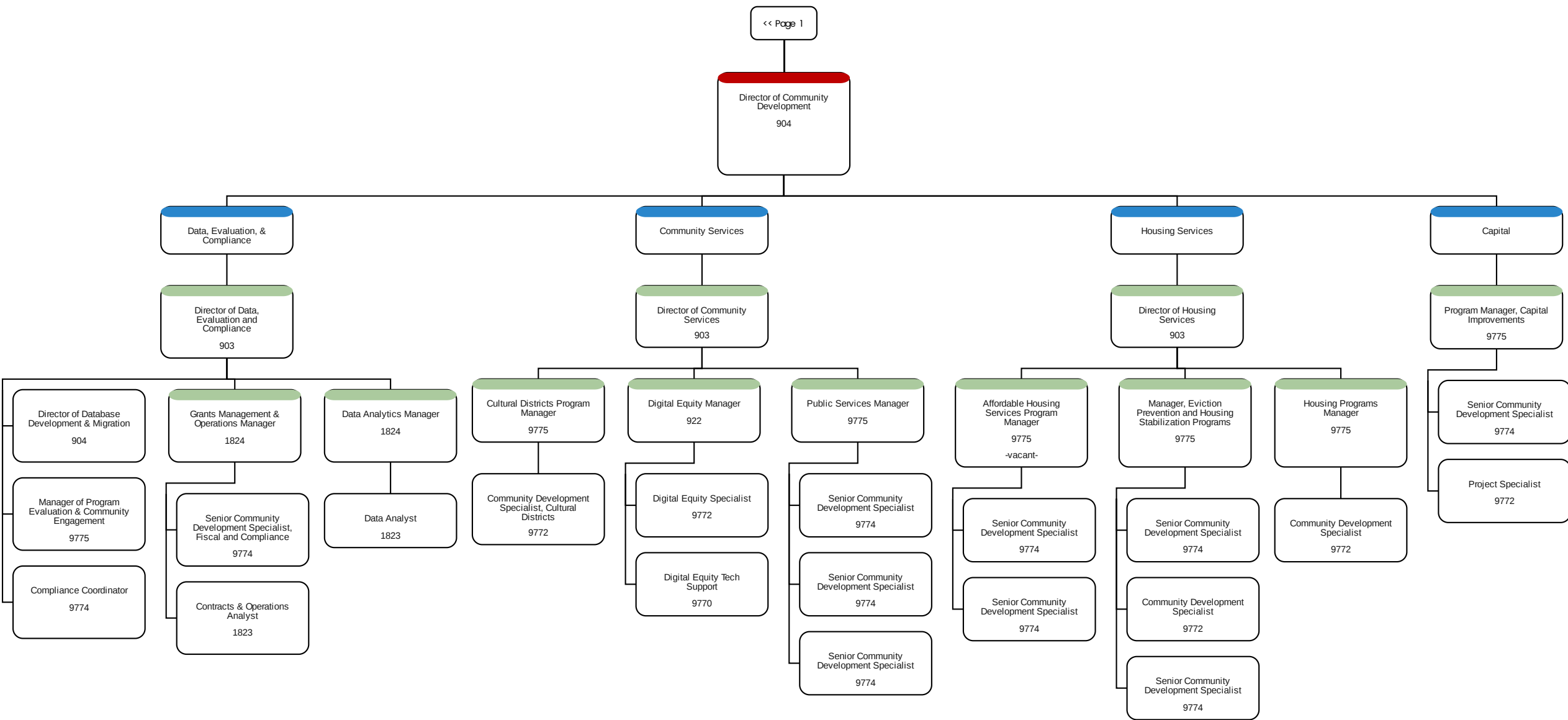
Mayor's Office of Housing and Community Development



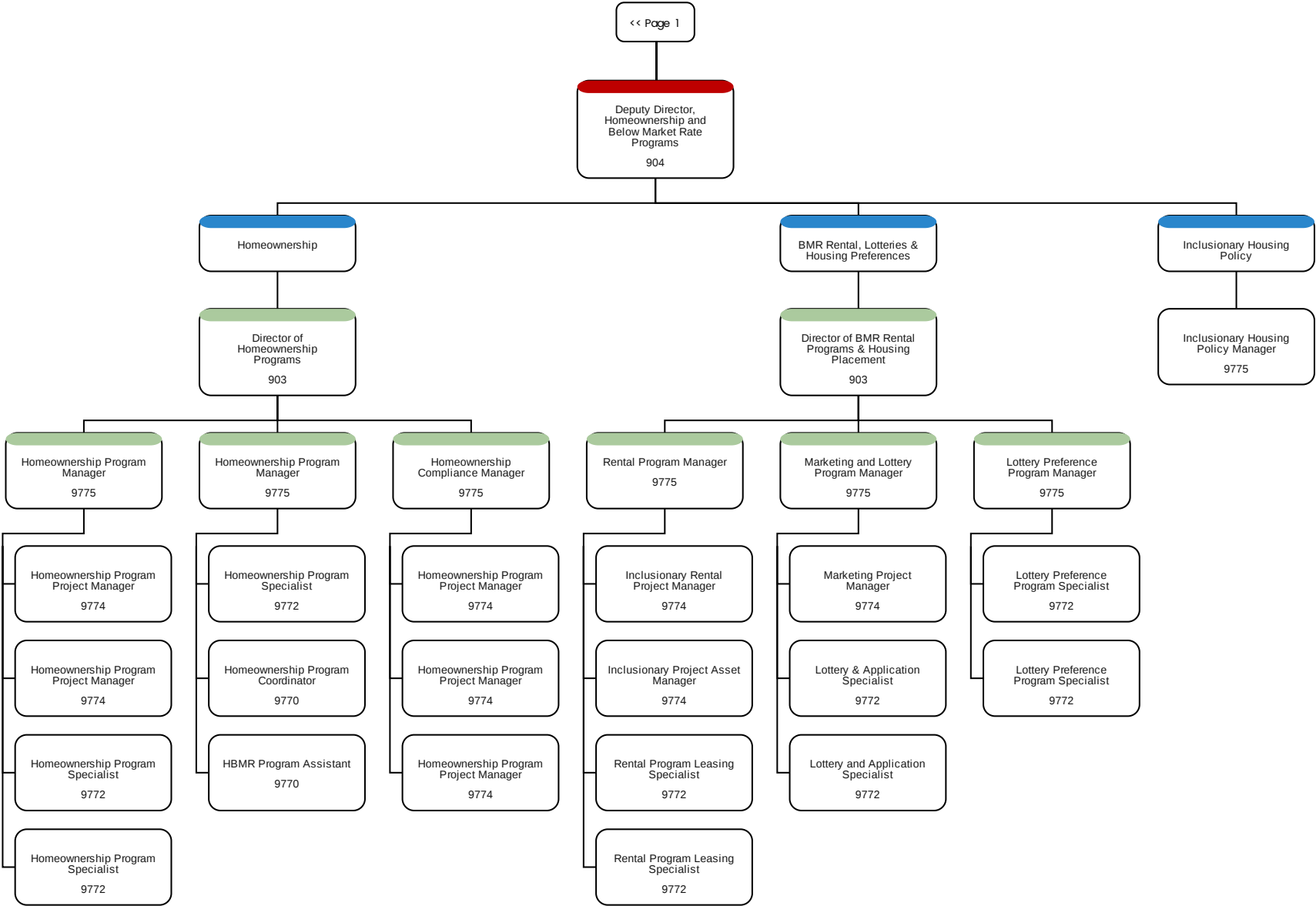


Mayor's Office of Housing and Community Development

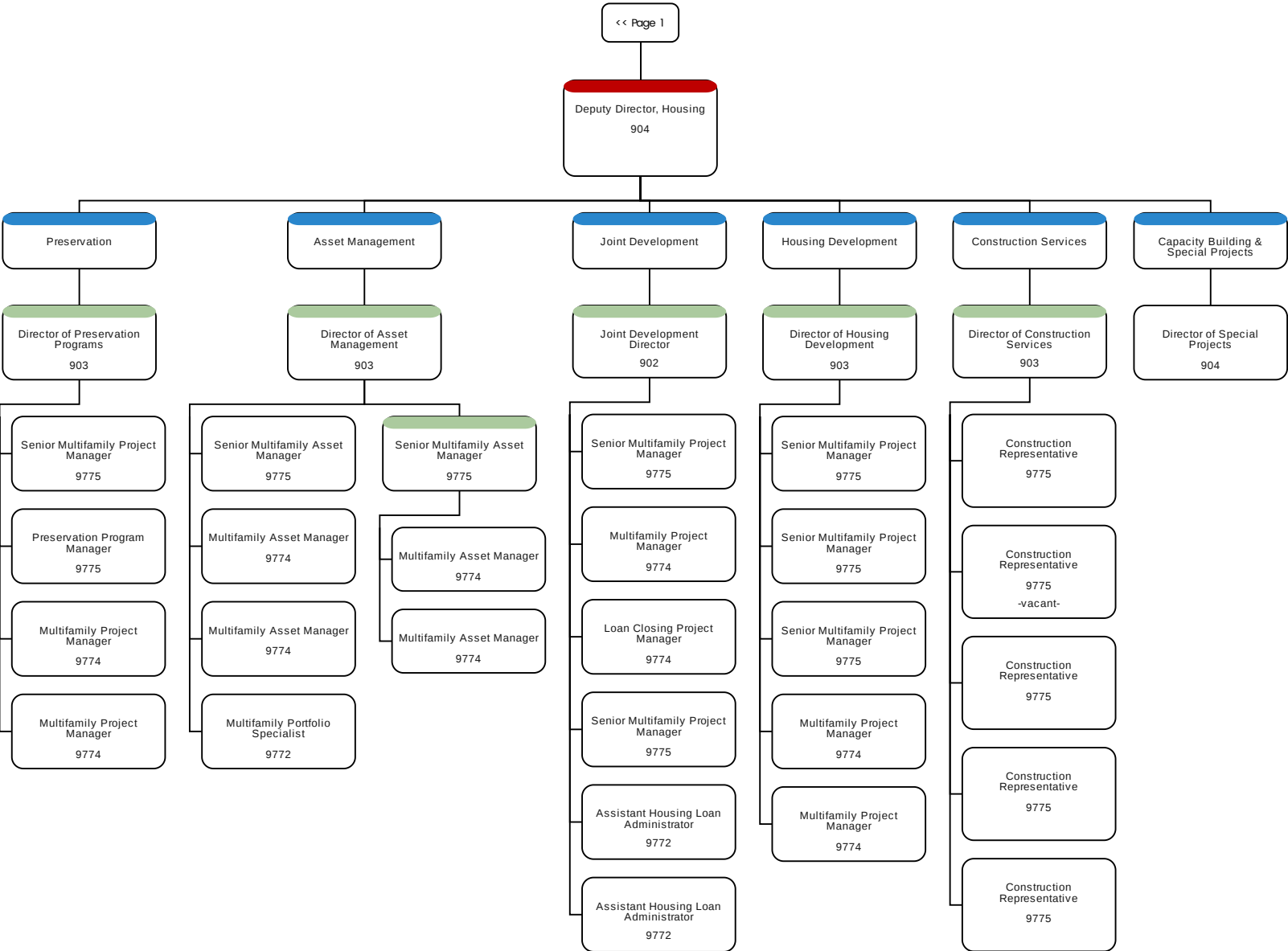
<< Page 1



Mayor's Office of Housing and Community Development



Mayor's Office of Housing and Community Development



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

Department: Mayor's Office of Housing and Community Development
Contract: Treeline Security Inc services for City-owned properties in predevelopment for affordable housing sites

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;

MOHCD has need for security services for our vacant parcels before they are developed for affordable housing. Parcels are generally vacant lots which means that security personnel require vehicles in which to sit and opportunities for restroom breaks. Some sites only require roving (ie drive-by a few times per day) security.

Primary basis for proposing Prop J is efficiency and cost savings. Secondary basis is that existing City security job classes assume security is provided within a building.

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;

We are currently using an existing Citywide security contract with Treeline administered by OCA, consistent with previous years.

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

MOHCD performs ongoing contract monitoring, in accordance with Citywide policies and procedures.

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:

See analysis.

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);

MOHCD performs ongoing contract monitoring, in accordance with Citywide policies and procedures.

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

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)
Future services would only be feasible if MOHCD had a large number (>10) of vacant sites on an ongoing basis requiring security coverage.

8 Changes in any elements of the Contractor and/or City side since the prior approved Prop J.
Since the prior year approved Prop J, OCA awarded several citywide contracts for security services. MOHCD has worked with OCA over the last year to secure new contracts as old contracts expired. Security services over the last year have continued to be provided by Treeline.

Name and job title of the person completing this questionnaire:
Andrea Gremer, Finance Director

Form will autopopulate

PROP J ANALYSIS SUMMARY

Mayor's Office of Housing and Community Development

Treeline Security Inc services for City-owned properties in predevelopment for affordable housing sites

FISCAL YEAR 2024-25

City cost if services are not contracted out

	<i>low range</i>		<i>high range</i>	
Total Annual Salary	\$	2,165,195	\$	2,599,274
Total Other Pay	\$	192,141	\$	230,661
Total Fringe Benefits	\$	713,749	\$	796,698
Additional City Costs	\$	27,500	\$	27,500
	\$	3,098,585	\$	3,654,133

City cost if services are contracted out

Contract Cost	\$	1,539,570	\$	1,585,757
City Contract Monitoring	\$	4,705	\$	5,558
	\$	1,544,275	\$	1,591,315

City Savings from Contracting Out,

Savings/(Cost)	\$	1,554,311	\$	2,062,818
		50%		56%

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$	3,098,585	\$	3,654,133
LESS: ESTIMATED TOTAL CONTRACT COST	\$	1,544,275	\$	1,591,315
ESTIMATED SAVINGS	\$	<u>1,554,311</u>	\$	<u>2,062,818</u>
% of Savings to City Cost		50%		56%

Comments/Assumptions:

1. FY 2019-20 was the first year these services were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2024. 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.

Please Fill Out Blue Shaded Areas Only.

FISCAL YEAR 2024-25

Contract Cost Details

	Low	High
Estimated Contract Cost	\$ 1,539,570	\$ 1,585,757
Estimated Monitoring Cost	\$ 4,705	\$ 5,558

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
967 Mission	4,745	7pm - 7am	180,310	185,719
1979 Mission	8,760	Motor patrol. 24 hours	332,880	342,866
600 McAllister St.	8,760	Motor patrol. 24 hours	332,880	342,866
1515 S Van Ness	8,760	Motor patrol. 24 hours	332,880	342,866
TBD # 1	4,745	7pm - 7am	180,310	185,719
TBD # 2	4,745	7pm - 7am	180,310	185,719
TOTAL CONTRACT COST			1,539,570	1,585,757

\$ 38.00 \$ 39.14

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) Current hourly rate is \$38.00
- 2) Potential hourly cost increase of 3%
- 3) 40,515 anticipated hours needed
- 4)

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

Current contract

3. What year is your data from?

FY 2023-24

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 per FTE		Annual Benefit Expense		TOTAL EXPENSES	
			Low	High	Low	High	Low	High	Low	High	Low	High
9774	Sr Comm Devt Spc	0.03	4,319	5,185	\$ 3,369	\$ 4,044	\$44,523	\$50,442	\$ 1,336	\$ 1,513	\$ 4,705	\$ 5,558
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT MONITORING COST					\$ 3,369	\$ 4,044	\$44,523	\$50,442	\$ 1,336	\$ 1,513	\$ 4,705	\$ 5,558

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