

Department Budget Submission Checklist

To be completed by: All departments.

Instructions: Submit this completed cover sheet with your budget submission and ensure all applicable forms

Department Name: San Francisco Employees' Retirement System

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal. (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."
- Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes." (Generate from BFM Budget Submission Report)
- 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)
- 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
- New Legislation:**
 - Included draft legislation that department would like to submit with the budget; or,
 - Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by
- Other Requests:** Submitted requests for the following item:
 - COIT (through a separate form)
 - 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: Christine Li

Signature: 

DEPARTMENT RET Retirement System

	Major Changes	Department Response to Major Changes
Summary	<p>What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. Alternatively, you may submit a 1-2 page memo with your budget submission summarizing the major changes.</p>	<p>The proposed budget aligns directly with the SFERS strategic plan approved by the Retirement Board in its June 2023 Board meeting. The proposed budget (1) reflects the complexities and requirements of the business today, (2) enables the organization to deliver successfully on its mission and (3) mitigates risk.</p> <p>The FY2024-25 and FY2025-26 department budget priorities are as follows:</p> <ul style="list-style-type: none"> Establish foundation to modernize Enterprise IT platform and mitigate near term technology risk Enact Year 2 of two year plan to align Retirement Services staffing with business needs to continue to effectively serve members, deliver on mission and mitigate risk Build on initial success of providing career path improvements for mission-critical Retirement Services and Business Services positions to enable the department to successfully recruit and retain qualified talent for these key positions Provide required administrative resources to support the assessment of opportunities for improving operational efficiencies and enhanced controls Provide analytics tools, consulting services and travel budget to effectively diligence and monitor investment strategies, thereby enhancing return and reducing risk Provide resources to sustain increasing member service expectations in both Retirement Services and San Francisco Deferred Compensation Plan Provide necessary one-time resources to implement relocation of the department to new office space approved by the Retirement Board as a significant business priority. <p>Primary drivers of anticipated total budget increases are as follows:</p> <ul style="list-style-type: none"> Administrative (Technology) <p>Multi-year plan to perform critical software maintenance and upgrades in order to support resiliency (Increase in estimated expense of \$1.8mm in FY2024-25)</p> <p>Multi-year plan to develop and document data processes and workflow to enable future upgrades and efficiencies (Increase in estimated expense of \$200K in FY2024-25)</p> <p>Increase in permanent salaries and benefits attributable to new permanent positions to focus on project management, web development and testing (Excluding negotiated future increases, SFERS has estimated an increase in salary expense of \$467K in FY2024-2025)</p> <ul style="list-style-type: none"> Retirement Services <p>Increase in permanent salaries and benefits attributable to new permanent positions, as approved in last year's budget process (Excluding negotiated future increases, SFERS has estimated an increase in salary expense of \$519K in FY2024-2025)</p> <ul style="list-style-type: none"> Administration (Professional Services) <p>One-time costs associated with relocation of SFERS offices approved by the Retirement Board as a significant business priority (Estimated one-time increase in Professional Services of \$7 million in FY 2024-2025. SFERS anticipates that, at the time the BOS considers the department's new lease, it will seek BOS approval to allow the Controller's to approve a \$7 million surplus transfer from savings in other budgeted categories)</p>
General Fund Target	<p>How did the department meet its target in each year? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction? For non-GFS departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund.</p>	<p>SFERS receives no General Fund support for its budget.</p>
Positions	<p>How are current year staffing levels and vacancies factored into your budget submission? What position changes is the department proposing to prioritize core service delivery while meeting the General Fund reduction target or NGF revenue reductions? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, and provide details in Form 3B.</p>	<p>SFERS receives neither General Fund support nor NGF revenues.</p> <p>The proposed budget submission assumes current vacancies will be filled. The proposed budget includes the Retirement Services positions that were approved last year for FY 24-25 in order to continue to effectively serve the members, deliver on SFERS' mission and mitigate risk. Four new IT positions that focus on project management, web support and testing are included in the proposed budget to enable SFERS to implement IT strategic initiatives approved by the Retirement Board.</p>
Expenditures	<p>What major spending changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.</p>	<p>See Response in summary section above</p>
Revenues	<p>What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.</p>	<p>SFERS receives contributions for the pension plan and Retiree Health Care as a percentage of employee covered wages.</p>
Legislation	<p>Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?</p>	<p>No.</p>
Prop J	<p>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>Not applicable.</p>
Transfer of Function	<p>Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>No.</p>
Interim Exceptions	<p>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?</p>	<p>No.</p>
Budget Equity	<p>How has the department considered equity in its budget proposal?</p>	<p>The proposed budget includes funding for increased access to technology, a robust Retirement Services training program, and leadership workforce development.</p>

BUDGET FORM 1B: Department Budget Summary

FY 2024-25 and FY 2025-26

DEPARTMENT: RET Retirement System

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	1,008,682.00	1,012,574.00	3,892.00	1,044,635.00	1,073,551.00	28,916.00
	MAND_FRING_BEN	361,187.00	362,922.00	1,735.00	372,288.00	379,999.00	7,711.00
	NON_PERS_SVCS	220,500.00	221,500.00	1,000.00	238,250.00	221,500.00	(16,750.00)
	MTL_SUPP	5,000.00	5,000.00	-	5,000.00	5,000.00	-
	SVCS_OTHER_DEPTS	425,623.00	375,623.00	(50,000.00)	425,623.00	375,623.00	(50,000.00)
EXPENDITURE		2,020,992.00	1,977,619.00	(43,373.00)	2,085,796.00	2,055,673.00	(30,123.00)
GFS	General Fund Support	334.00	-	(334.00)	65,138.00	-	(65,138.00)
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	CHGS_FOR_SERVICES	2,020,658.00	1,977,619.00	(43,039.00)	2,020,658.00	2,055,673.00	35,015.00
REVENUE		2,020,658.00	1,977,619.00	(43,039.00)	2,020,658.00	2,055,673.00	35,015.00
GFS	General Fund Support	334.00	-	(334.00)	65,138.00	-	(65,138.00)

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
0	334	0	(334.00)	-	65,138.00	-	(65,138.00)
			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	28,525,014.00	#####	(147,442.00)	29,597,741.00	#####	196,556.00
	Mandatory Fringe Benefits	9,614,563.00	9,695,414.00	80,851.00	9,995,754.00	#####	132,357.00
	Programmatic Projects	50,000.00	50,000.00	-	50,000.00	50,000.00	-
	Overhead and Allocations	547,081.00	547,081.00	-	547,081.00	547,081.00	-
	Non-Personnel Services	5,055,615.00	#####	9,117,120.00	5,756,834.00	6,387,735.00	630,901.00
	Materials & Supplies	210,000.00	210,000.00	-	210,000.00	210,000.00	-
	Capital Outlay	-	20,000.00	20,000.00	-	-	-
	Services Of Other Depts	7,362,341.00	7,413,584.00	51,243.00	7,362,341.00	7,276,224.00	(86,117.00)
	Unappropriated Rev-Designated	693,982.00	-	(693,982.00)	-	-	-
EXPENDITURE		52,058,596.00	#####	8,427,790.00	53,519,751.00	#####	873,697.00
REVENUE	Interest & Investment Income	400,000.00	345,000.00	(55,000.00)	400,000.00	345,000.00	(55,000.00)
	Contributions Ret/HSS/HlthCare	51,573,262.00	#####	8,458,124.00	52,281,186.00	#####	1,657,262.00
	Expenditure Recovery	110,000.00	110,000.00	-	110,000.00	110,000.00	-
REVENUE		52,083,262.00	#####	8,403,124.00	52,791,186.00	#####	1,602,262.00
Non-General Fund Support	Revenue Surplus(Deficit)	(24,666.00)	0.00	24,666.00	728,565.00	0.00	(728,565.00)

BUDGET FORM 1C: Contingency

FY 2024-25 and FY 2025-26

DEPARTMENT:
General Fund departments r
the contingency target. Plea

DEPT NAME

RET Retirement System

d

Not Applicable

	FY 2024-25 \$ Savings	FY 2025-26 \$Savings
Total	-	-

BUDGET FORM 2A: Revenue Report

DEPARTM RET Retirement System

Total BY Revenue Change **8,360,085.00** Total BY1 Revenue Change **1,637,277.00**

Budget Justification

GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5		Agency TRIO	Use	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
															Title	Account									
GFS	RET	207980	RET SF Deferred Comp Program	207980	RET SF Deferred Comp Program	207980	RET SF Deferred Comp Program	10010	GF Annual Authority Ctrf	10024407-0001	RS Employee Deferred Compensat	Employee Deferred Compensation	17410	RS Employee Deferred Compensat	4600CASvcs	460199	Other General Government Chrg		2,020,658.00	1,977,619.00	(43,039.00)	2,020,658.00	2,055,673.00	35,015.00	
NGFS	RET	207981	RET Health Care Trust	207981	RET Health Care Trust	207981	RET Health Care Trust	31440	Health Care-Prop B Trust Fund	10026788-0001	RS Administration	RS Administration	10000	Operating	4300Intrv	430150	Interest Earned - Pooled Cash		150,000.00	165,000.00	15,000.00	150,000.00	165,000.00	15,000.00	
NGFS	RET	207981	RET Health Care Trust	207981	RET Health Care Trust	207981	RET Health Care Trust	31440	Health Care-Prop B Trust Fund	10026788-0001	RS Administration	RS Administration	10000	Operating	4700Contri	470201	PropositionB RetHlthCarePretax		769,215.00	761,782.00	(7,433.00)	1,363,858.00	726,782.00	(637,076.00)	
NGFS	RET	207981	RET Health Care Trust	207981	RET Health Care Trust	207981	RET Health Care Trust	31440	Health Care-Prop B Trust Fund	10026788-0001	RS Administration	RS Administration	10000	Operating	4700Contri	470211	Fringe-PropBRetHlthCare-CtyShre		769,215.00	761,783.00	(7,432.00)	882,496.00	726,783.00	(155,713.00)	
NGFS	RET	232318	RET Retirement Services	232318	RET Retirement Services	232318	RET Retirement Services	31330	Employees Retirement Trust	10026788-0001	RS Administration	RS Administration	10000	Operating	4300Intrv	430150	Interest Earned - Pooled Cash		250,000.00	180,000.00	(70,000.00)	250,000.00	180,000.00	(70,000.00)	
NGFS	RET	232318	RET Retirement Services	232318	RET Retirement Services	232318	RET Retirement Services	31330	Employees Retirement Trust	10026788-0001	RS Administration	RS Administration	10000	Operating	4700Contri	470199	Emp Retirement Contributions		#####	58,507,821.00	#####	#####	52,484,883.00	#####	

Budget Form 2B: Schedule of Licenses, Permits, Fines & Fees
 DEPARTMENT: RET Retirement System

Not Applicable

Inflation Factor for FY 2024-25 Fee Auto Increase as per Code Section **
 Inflation Factor for FY 2025-26 Fee Auto Increase as per Code Section **

CPI will be updated in January 2024. Call Controller's Budget Office to confirm

TABLE 1 - FEES TO BE CERTIFIED BY CON [Please click here for the latest fees](#)

Item	Fee Status M/N	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g. per sq. ft./)	FY 2023-24 Fee **	FY 2023-24 Units (Est.)	FY 2023-24 Revenue Proposed	FY 2023-24 Cost Recovery (Est.)	FY 2024-25 Fee	FY 2024-25 Units (Est.)	FY 2024-25 Revenue Proposed	FY 2024-25 Cost Recovery (Est.)	FY 2025-26 Fee **	FY 2025-26 Units (Est.)	FY 2025-26 Revenue Proposed	FY 2025-26 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
1																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
2																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
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4																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
5																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
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9																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
10																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	

TABLE 2 - MODIFIED AND NEW FEES

Item	Fee Status M/N	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g. per sq. ft./)	FY 2023-24 Fee **	FY 2023-24 Units (Est.)	FY 2023-24 Revenue Proposed	FY 2023-24 Cost Recovery (Est.)	FY 2024-25 Fee	FY 2024-25 Units (Est.)	FY 2024-25 Revenue Proposed	FY 2024-25 Cost Recovery (Est.)	FY 2025-26 Fee **	FY 2025-26 Units (Est.)	FY 2025-26 Revenue Proposed	FY 2025-26 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
1																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
2																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
3																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
4																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
5																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
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9																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
10																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	

TABLE 3 - CONTINUING FEES

Item	Fee Status M/N	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g. per sq. ft./)	FY 2023-24 Fee **	FY 2023-24 Units (Est.)	FY 2023-24 Revenue Proposed	FY 2023-24 Cost Recovery (Est.)	FY 2024-25 Fee	FY 2024-25 Units (Est.)	FY 2024-25 Revenue Proposed	FY 2024-25 Cost Recovery (Est.)	FY 2025-26 Fee **	FY 2025-26 Units (Est.)	FY 2025-26 Revenue Proposed	FY 2025-26 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
11																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
12																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
13																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
14																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
15																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
16																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
17																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
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19																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
20																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	

Fee Status: C Continuing
 M Modified
 N New
 D Discontinued

Note:
 ** If Auto CPI adjustment = Yes, FY 2024-25 and FY 2025-26 Fee will be automatically generated based on the inflation factor determined by the Controller.
 If Auto CPI adjustment = No, FY 2024-25 and FY 2025-26 Fee will remain the same as previous year or entered by dept according to Code Authorization.

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

DEPT# _____

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

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

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

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

Fiscal Year	Equipment Description	Justification of Need	Project ID	Project Title	Equipment #	New/Replace	Number of Units	Cost Per Unit	Total Cost	New Request	Rollover Units	Rollover Cost Per Unit	Rollover Total Cost
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Not Applicable

BUDGET FORM 4B: Fleet

DEPARTMENT _____

Note:

All departments requesting to purchase new or replacement vehicles must fill out this form, whether requesting General Fund or MBO. Requests will be reviewed by Fleet Management and MBO.

Term Contract Prices are provided by Fleet Management and will be updated in January for select vehicles. Please contact Camilla Tai for more information.

Point of Contact	Source of Funds	Dept	Fiscal Year	Equipment#	Vehicle Type	New Vehicle Specifications				Justification of Need	Term Contract Information			Cost Information		Replacement Vehicle Information				
						Brief description of Vehicle Type if "Other"	Fuel Type	Special Requirements Comments	If purchasing a sedan that is not battery electric, provide justification		# of Unit default to 1. Please create multiple equipment number entries if requesting multiple units.	Purchasing from Term Contract?	If purchasing from a Term Contract, which contract and spec #?	If NOT purchasing from a Term Contract, provide a description of the required vehicle, including make and model	Base Cost per Unit	Description of Supplemental Cost	Supplemental Cost per Unit (e.g. additional vehicle options, outfitting, charging infrastructure if purchasing EV, freight if not purchasing from term contracts, etc.)	Estimated per unit cost (base cost, supplemental cost, # of units and 8.63% tax)	Vehicle to be replaced - Asset#	Vehicle to be replaced - Licence Plate#

Not Applicable

COIT and Capital Budget Submissions

COIT ----->

Please submit COIT requests at the link below, and refer to Budget Instructions document for more information.

Technology project proposals: <https://sfgov1.sharepoint.com/sites/ADM-COIT/SitePages/Budget%20FY2024-25.aspx#/Project/1495>

CAPITAL ----->

GFS CPC Capital Requests: Please enter in BFM form, **Capital - Dept Request - CPC GFS (7900)**

NGFS CPC Capital Requests: Please enter in BFM form, **Capital - Dept Request - CPC NGFS+ (7200)**

All Other Capital Requests: Please enter in BFM form, **Capital - Dept Request -Non-CPC (7300)**



SF BUDGET

Home

Budget Formulation

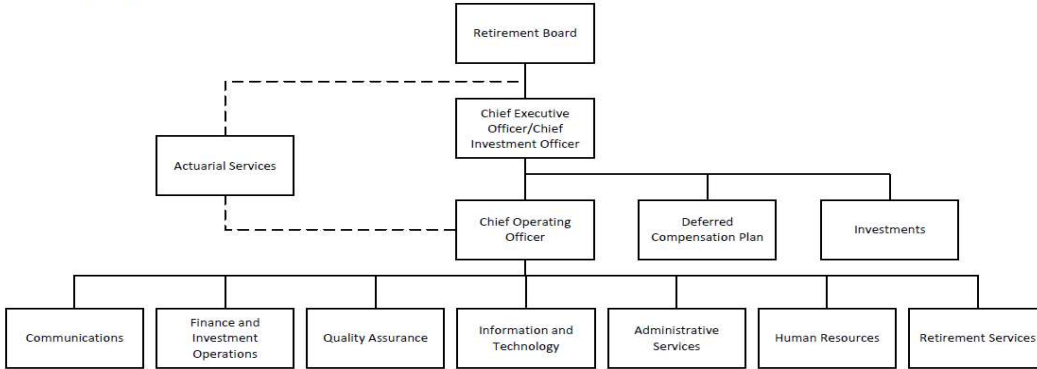
Capital

PCF

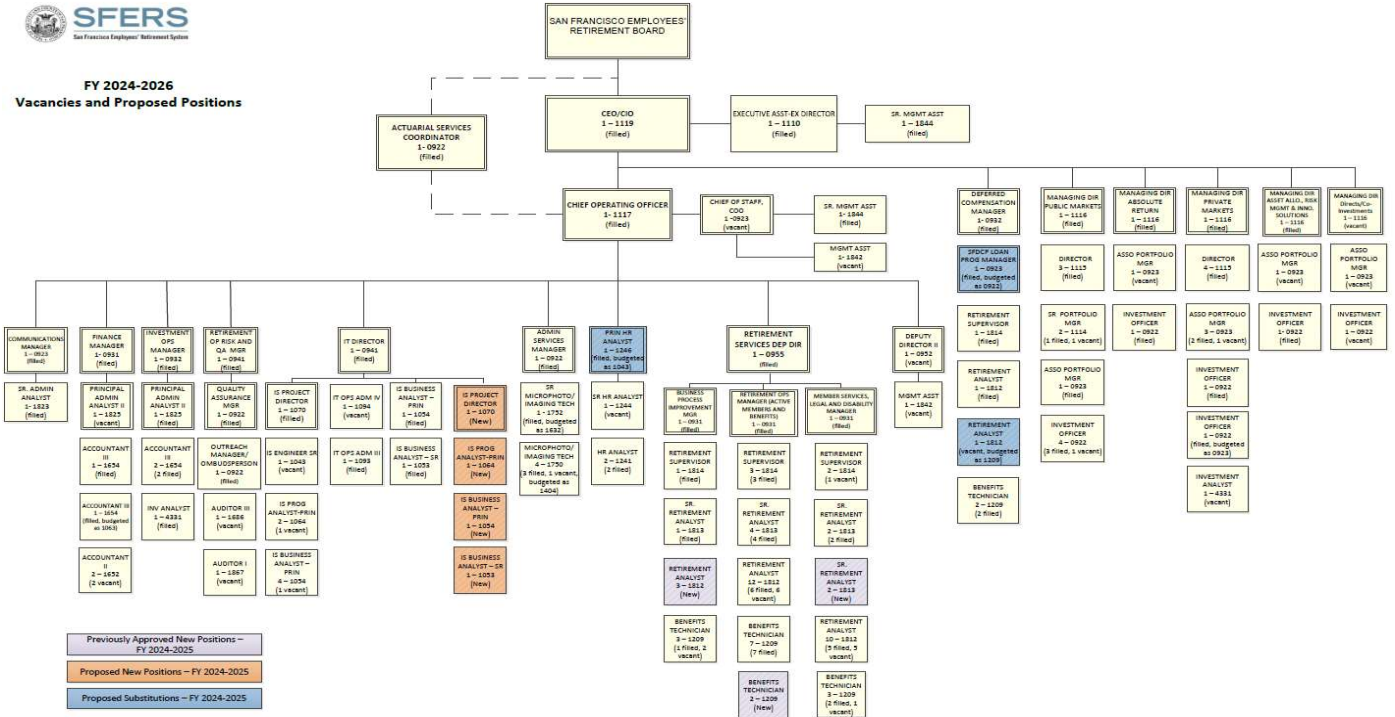
Chart of Accounts

Not Applicable

**Departmental Structure
FY 2024-2026**



**FY 2024-2026
Vacancies and Proposed Positions**



Form will autopopulate

Note: All departments should complete Prop J Analyses for FY 24/25
Fixed departments AIR, PRT, MTA, and PUC should also complete Prop J Analysis for FY 25-26.

PROP J ANALYSIS SUMMARY

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

FISCAL YEAR 2024-25

City cost if services are not contracted out

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

City cost if services are contracted out

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

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

Not Applicable

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

Department:
Contract:

Not Applicable

SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED

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

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

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

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

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

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

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

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

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

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

Name and job title of the person completing this questionnaire:

Please Fill Out Blue Shaded Areas Only.

FISCAL YEAR 2024-25

Contract Cost Details

Estimated Contract Cost	Low	High
Estimated Monitoring Cost		

Contract Monitoring Costs:

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

Not Applicable

Contract Cost Calculation

Please show all calculations above, and feel free to add additional rows as needed.

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

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

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

- 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) [Redacted]
 - 2) [Redacted]
 - 3) [Redacted]
 - 4) [Redacted]
- 2. What is the source of data used to calculate the contract cost?**
[Redacted]
- 3. What year is your data from?**
[Redacted]
- 4. If contract cost is based on an RFP and before a contract has been approved, was the RFP for comparable services?**
[Redacted]

027-Airport Commission
 Safety and Security Services PPE FY25 26.0
 General Aviation Security Services
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2024-25

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	26.00	\$ 3,960	4,754	\$2,676,782	\$3,213,423	
Building and Ground Patrol Officer	8207	5.00	\$ 3,960	4,754	\$ 514,769	\$ 617,970	
Airport Operations Supervisor	9220	0.05	\$ 6,169	7,406	\$ 8,020	\$ 9,628	
Manager III	0931	0.05	\$ 8,090	9,712	\$ 10,517	\$ 12,625	
0	0.00				\$ -	\$ -	
0	0.00				\$ -	\$ -	
0	0.00				\$ -	\$ -	
0	0.00				\$ -	\$ -	
0	0.00				\$ -	\$ -	
0	0.00				\$ -	\$ -	
0	0.00				\$ -	\$ -	
Holiday Pay (if applicable)	n/a	n/a					
Night / Shift Differential (if applicabl	n/a	n/a					
Overtime Pay (if applicable)	n/a	n/a					
Other Pay (if applicable)	n/a	n/a					
Total FTE			31.1				
					Total Salary Costs-->	\$3,210,088	\$3,853,647
					Total of Other Compensation-->	\$ -	\$ -

FRINGE BENEFITS

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

ADDITIONAL CITY COSTS

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

COST COMPARISON SUMMARY

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

Comments/Assumptions:

1. FY 2007 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
 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up
 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- <List any other comments or assumptions>
 N/A

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

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

Year (BY, aka FY 23/24)	Job Class Number	Job Class Title	FTE	5010 Salary	5130 Benefits	Total Sal & Ben
FY 24/25	8202	Security Guard	1.00	\$ 86,203	\$ 37,390	\$ 123,593
FY 24/25	8207	Building and Ground Patrol Officer	1.00	\$ 86,203	\$ 37,391	\$ 123,594
FY 24/25	9220	Airport Operations Supervisor	1.00	\$ 142,369	\$ 50,189	\$ 192,558
FY 24/25	0931	Manager III	1.00	\$ 187,141	\$ 65,366	\$ 252,507
			1.00			\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -