Department Budget Submission Checklist

To be completed by: All departments.

<u>Instructions</u>: Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

Department Name: San Francisco Health Service System

Summary of Major Changes: Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal. (Generate from BFM Budget Submission

□ 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 |

E Fees & Fines: Completed "Form 2B: Fees & Fines."

S Cost Recovery: Completed "Form 2C: Cost Recovery."

☑ Expenditure Changes: Completed "Form 3A: Expenditure Changes." (Generate from BFM Budget Su
 ☑ Deappropriations from prior years' budget: Indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A

Section Changes: Completed "Form 3B: Position Changes." (Generate from BFM Budget Submission)

Equipment & Fleet Requests: Completed "Form 4A: Equipment Request" and "Form 4B: Fleet Request." (Generate from BFM Budget Submission Report)

Image: 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.

Image: 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: _Iftikhar Hussain_____

Signature: IH_

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BUDGET FORM 1A: Summary of Major Changes FY 2024-25 and FY 2025-26

Please run Budget Submission Report under BFM Reporting - 3.3 Budget Submission and include with budget submission. Example Report is shown below.

DEPARTMENT: HSS Health Service System

	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.	The main changes in the budget are: transfer of two 0931 Manager III positions from the General Fund to the Health Sustainability Fund, increased Attrition for one 1209 Benefits Technician position relating to the FY23-24 mid year reduction, additional Registrar of Voters interdepartmental expenditures of \$70K for costs relating to FY24-25 Health Service Board election, additional City Attorney interdepartmental expenditures of \$75K for Non-Medicare Request for Proposal and continue First Responder Employee Assistance Program (EAP) funded by the supported departments (Fire, Police, Sherriff, Emergency Department) - \$259K. These changes allow SFHSS to meet its FY24-25 & FY25-26 target reduction of \$430K, with minimal impact to SFHSS's core operations.
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.	SFHSS was able to meet its target in each year by transferring two 0931 Manager III positions from the General Fund to the Health Sustainability Fund. The transfer and increased attrition will allow SFHSS to meet its' target, balance the need for increased interdepartmental costs in the summary above, and prioritize core service delivery, without any major impact to core operations.
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.	The high vacancy rate last year in operations has greatly improved, and SFHSS is close to being fully staffed to support core operations. SFHSS was able to meet its target reduction by keeping one 1209 Benefits Technician position vacant (mid-year reduction) through increased attrition, and transferring two 0931 Manager III positions from the General Fund to the Health Sustainability Fund.
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 the Salaries & MFB expenditure categories, transfer of two 0931 Manager III positions from General Fund to Health Sustainability Fund- reductions of \$521K in FY24-25 and \$541K in FY25-26, increased Attrition for Mid-Year Reduction resulting in reductions of \$129K in FY24-15 and \$133K in FY25-26; remove and reallocate top discretionary step adjustments in Salaries & MFB, as prescribed in Sec. I of page 8 of Budget Instructions - increase of \$96K in FY24-25 and \$97K in FY25-26. In the Non-Personnel expenditure category, increases in the flexible spending administration fees of \$52X in FY24-25 and \$105K in FY24-25, alarm monitoring services that will no longer be paid for by landlord - \$10K in both FY24-25 & FY25-26, and increased actuarial charges of \$112K in FY25-26. In the Materials & Supplies expenditure category includes increases of \$23K in FY24-25 & \$60K in FY25-26 for purchases of noise cancelling headsets for the Operations staff to improve call experience for members and staff, PC refresh for laptops and computers that will have reached tis' useful lives and require replacements in FY24-25 & FY25-26. In the Work Order (SFHSS requesting department) expenditure category, in FY24-25 increased City Attorney services for the non-Medicare Request for Proposal for plan year 2026 - \$70K, increased Registrar of Voters election costs for Health Service Board election - \$75K, DT - \$24.7K for implementing virtual desktops to reduce hardware costs in FY24-25 & \$14.7K in FY24-25 and \$3K in FY24-25. In the Work Order (SFHSS performing department) expenditure category, continued costs mental health support services for the First Responder departments - \$259K in FY24-25.

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.	HSS administrative costs are funded through an allocation to other departments. Cost of new first responder EAP services are charged directly to Police, Fire, Sheriff, and DEM.
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?	San Francisco Health Service System is not seeking to submit any legislation with the budget.
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.	San Francisco Health Service System does not have any Prop J work.
Transfer of Function	Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	San Francisco Health Service System is not requesting any Transfer of Functions of positions between departments.
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 is the request being made?	San Francisco Health Service System is not requesting any interim exceptions.
Budget Equity	How has the department considered equity in its budget proposal?	SFHSS serves 123K lives including actives, dependents and retirees. Our community engagement efforts are currently centered around our Member Services division that provides front-line support through consultation and enrollment; our Well-Being division that advises city departments on Well-Being Annual Plans; our Wellness Center that offers exercise challenges; flu-clinics and benefit fairs; our Employee Assistance Program that provides individual counseling sessions, organizational development consultation, and critical incident response; and our Well-Being network representing 34 City departments. SFHSS serves as the City's subject matter expert in the area of health benefit administration. As Phase II of the Racial Equity Action Plan takes shape our organization is leveraging stakeholder engagement experiences at the membership, interdivisional, board, and staff levels. SFHSS will continue to engage our health plan partners and serve as a conduit for the specific whole person health and well-being needs of our membership, including those that identify as Black, Indigenous, and People of Color (BIPOC) and that face disproportionate health inequities.

BUDGET FORM 1B: Department Budget Summary FY 2024-25 and FY 2025-26

Please run Budget Submission Report under BFM Reporting - 3.3 Budget Submission and include with budget submission.

BUDGET FORM 1B: Department Budget Summary

FY 2024-25 and FY 2025-26

DEPARTI HSS Health Service System

GFS Details

Account Lvl 2	Account LvI 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	6,508,767	6,027,661	(481,106)	6,792,479	6,294,520	(497,959)
	MAND_FRING_BEN	2,694,902	2,525,579	(169,323)	2,801,164	2,625,774	(175,390)
	NON_PERS_SVCS	2,331,981	2,602,850	270,869	2,328,981	2,489,337	160,356
	MTL_SUPP	39,593	62,608	23,015	39,593	99,593	60,000
	SVCS_OTHER_DEPTS	2,377,140	2,558,540	181,400	2,377,140	2,394,840	17,700
EXPENDITURE		13,952,383	13,777,238	(175,145)	14,339,357	13,904,064	(435,293)
GFS	General Fund Support	1,066	(424,595)	(425,661)	553,998	127,836	(426,162)
Account Lvl 2	Account LvI 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	9,131	-	(9,131)	9,131	-	(9,131)
	OTH_REV	640,958	640,958	-	475,000	475,000	
	EXP_RECOVERY	13,301,228	13,560,875	259,647	13,301,228	13,301,228	
REVENUE		13,951,317	14,201,833	250,516	13,785,359	13,776,228	(9,131)
GFS	General Fund Support	1,066	(424,595)	(425,661)	553,998	127,836	(426,162)

GFS Targe							
FY 2024-25					FY 2025-26		FY 2025-26
Reduction Targets	Baseline Target	FY 2024-25 Dept Submission	FY 2024-25 Amt Over (Under) Target	FY 2025-26 Reduction Targets	Baseline Target	FY 2025-26 Dept Submission	Amt Over (Under) Target
(430,000)	(428,934)	(424,595)	4,339	(430,000)	123,998	127,836	3,838
			NO GFS				NO GFS

NGFS - Self Supporting

Please see explanation below for the amount Over Target

	FY 2024-25 Department	FY 2025-26 Department
EXPENDITURE	13,777,238 Ref: Row E16 above	13,904,064 Ref: Row H16 above
ADJUSTMENTS:	5 000	5 000
SFHSS Request to increase Repro/Mail (centrally loaded work order)	5,000	5,000
Department Proposed Expenditures Budget:	13,782,238 SeeProposed Expenses belo	w 13,909,064 SeeProposed Expense

*Once Repro/Mail loads the increase the total budgeted expenditure, total will match to the Budget Proposal below that was approved by SFHSS Board on 2/8/24

General Fund Proposed Budget vs Target

\$ in thousands

The proposed budget meets the Mayor's Budget Target

	FYE 25	FYE 26
	12.022	44.207
Starting Budget Expenses	13,823	14,207
Savings Target, excluding FYE 2024 mid year savings	(301)	(298)
Target Expenses	13,522	13,909
Proposed Expenses	13,782	13,909
Less First Responder funded by departments	(260)	0
Adjusted Proposed Expenses	13,523	13,909
Variance From Target	(0)	0

BUDGET FORM 1C: Contingency

DEPARTMENT: HSS Health Service System

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
Increase additional attrition by 1 FTE Job Class 2594 - Employee Assistance Counselor Salaries & MF&B	181,138.00	187,796.00
Reduce Professional Services - \$16,931 Well Being Prof Services for Trainings, Workshops, Group Exercises and \$16,931 Well-Being Grants Targeted		
Interventions in FY24-25; reduce \$27,204 Actuarial services in FY25-26	33,862.00	27,204.00
Total	215,000.00	215,000.00

FY 2024-25 and FY 2025-26

DEPT NAME HSS Health Service System

BUDGET FORM 2A: Revenue Report FY 2024-25 and FY 2025-26

Please run Budget Submission Report under BFM Reporting - 3.3 Budget Submission and include with budget submission. Example Report is shown below.

BUDGET FORM 2A: Revenue Report

DEPARTMENT: HSS Health Service System

IMENI:	HSS He	aith Service Sys	tem														Total BY Re	venue Change	250516			9131 Budget Justification
Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project- Activity	Project Title Activity Title	Authority		Account Lvl 5 Title g	Account	Account Title TR	IO Agency U	FY 2024-25 e Base	FY 2024-25 Department	FY 2024-25 Dept - Base			
HSS	291644	HSS Health	Service 291644	HSS Health Service	e:291644	HSS Health Serv	rice : 10000	GF Annual Acc	our 1000170	7- HT Admir HSS Administration	10000	Operatin	ni 4860ExpF 48	36290 E	xp Rec Fr Emergency Com	m Dept	-	12,900	12,900	-		FY24-25 increase of \$12.9K due to IDS Work Order Billing for EAP mental health support services provided to Emergency Dept staff
HSS	291644	HSS Health	Service 291644	HSS Health Service	e : 291644	HSS Health Serv	rice : 10000	GF Annual Acc	our 1000170	7- HT AdmirHSS Administration	10000	Operating	ni 4860ExpF 48	36340 E	xp Rec Fr Fire Dept (AAO)		-	90,804	90,804		-	FY24-25 increase of \$90.8K due to IDS Work Order Billing for EAP mental health support services provided to Fire Dept staff
HSS	291644	HSS Health	Service 291644	HSS Health Service	e 291644	HSS Health Serv	rice : 10000	GF Annual Acc	our 1000170	7- HT Admir HSS Administration	10000	Operatin	ષ 4860ExpF 48	36500 E	xp Rec Fr Police Comssn A	AO	-	112,719	112,719	-		FY24-25 increase of \$112.7K due to IDS Work Order Billing for EAP mental health support services provided to Police Dept staff
HSS	291644	HSS Health	Service 291644	HSS Health Service	e : 291644	HSS Health Serv	rice : 10000	GF Annual Acc	our 1000170	7- HT Admir HSS Administration	10000	Operating	iį 4860ExpF 48	36670 E	xp Rec Fr Sheriff (AAO)		-	43,224	43,224	-	-	FY24-25 increase of \$43.2K due to IDS Work Order Billing for EAP mental health support services provided to Sheriff Dept staff
HSS	291644	HSS Health	Service 291644	HSS Health Service	e : 291644	HSS Health Serv	rice : 10000	GF Annual Acc	our 1000170	7- HT Admir HSS Employee Assist	an 10000	Operating	ni 4600C4S [,] 46	69999 C	ther Operating Revenue		<u>9,131</u> 9,131	- 259,647			(SFHSS is no longer offering these EAP Classes. SFHSS no longer has 31) this revenue source. 31)
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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 CPI before submitting.

TABL	E 1 - FEI	ES TO BE CE	RTIFIED BY CON	Please click her	re for the latest fee o	certification let	tter for reference	<u>e.</u>																							
	Fee Status M/N	Description	Code Auto CP Authorization Yes/No	I 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 **	24 Units (Est.)	- ·	24 Cost Recovery	FY 2024-25 Fee	25 Units	25	25 Cost Recovery	FY 2025- 26 Fee **	26 Units (Est.)	FY 2025- 26 Revenue Proposed	26 Cost	Ye	iscal ear of _ast Incre rease	.ast
1																	\$ -		\$ -		\$-		\$ -		\$ -		\$ -			\$	-
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TABLE 2 - MODIFIED AND NEW FEES

		IODIFIED ANL																													
Item	Fee Status M/N	Description	Code Authorization Authorization	Pl Account Code	Account Title Fund Co	de 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.)	F 21	FY 2025- 26 Fee **	26 Units	26	FY 2025- 26 Cost Recovery (Est.)	Ye	iscal ear of Last crease	Last
1																\$-		\$ -		\$ -		\$-		\$	- 4		\$-			\$	-
2																\$-		\$ -		\$ -		\$-		\$	ş -		\$ -			\$	-
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TAB	LE 3 - C	ONTINUING F	FEES													Ŷ	· · · · ·	Ţ.													
	Fee Status		FEES Code Authorization Yes/No	Account Code	Account Title Fund Co	de 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.)	F 21	FY 2025- 26 Fee **	26 Units	FY 2025- 26 Revenue Proposed	FY 2025- 26 Cost Recovery (Est.)	Ye	iscal ear of Last crease	Last
				Account Code	Account Title Fund Co	de Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	(e.g., per sq.	FY 2023-24 Fee ** \$ -	24 01113	Revenue	Recovery	FY 2024-25 Fee \$ -	FY 2024- 25 Units (Est.)	Revenue	Recovery		=Y 2025- 26 Fee **	26 Units	Revenue	Recovery	Ye	ear of to L	Last
	Fee Status			Pl Account Code	Account Title Fund Co	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	(e.g., per sq.	•	24 01113	Revenue	Recovery		FY 2024- 25 Units (Est.)	Revenue	Recovery	\$	-	26 Units	Revenue	Recovery	Ye	ear of Last crease \$	Last
Item 11 12 13	Fee Status			Pl Account Code	Account Title Fund Co	de Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	(e.g., per sq.	\$ -	24 01113	Revenue Proposed \$ -	Recovery	\$ -	FY 2024- 25 Units (Est.)	Revenue Proposed \$ -	Recovery	\$	ş -	26 Units	Revenue Proposed	Recovery	Ye	ear of Last crease \$	Last rease
Item 11 12	Fee Status			Pl Account Code	Account Title Fund Co	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	(e.g., per sq.	\$ - \$ -	24 01113	Revenue Proposed \$ -	Recovery	\$- \$-	FY 2024- 25 Units (Est.)	Revenue Proposed \$ -	Recovery	9 9 9	6 - 6 -	26 Units	Revenue Proposed	Recovery	Ye	ear of Last crease \$	Last rease
Item 11 12 13	Fee Status			Account Code	Account Title Fund Co	rde Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	(e.g., per sq.	\$- \$- \$-	24 01113	Revenue Proposed \$ - \$ - \$ -	Recovery	\$- \$- \$-	FY 2024- 25 Units (Est.)	Revenue Proposed \$ - \$ - \$ -	Recovery	999 999 99	6 - 6 - 6 -	26 Units	Revenue Proposed \$ - \$ - \$ -	Recovery	Ye	ear of Last prease \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Last ease -
Item 11 12 13 14 15 16	Fee Status			Account Code	Account Title Fund Co	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	(e.g., per sq.	\$ - \$ - \$ - \$ -	24 01113	Revenue Proposed \$ - \$ - \$ - \$ -	Recovery	\$ - \$ - \$ - \$ -	FY 2024- 25 Units (Est.)	Revenue Proposed \$ - \$ - \$ - \$ -	Recovery	999 999 999 999	6 - 6 - 6 -	26 Units	Revenue Proposed \$ - \$ - \$ - \$ -	Recovery	Ye	ear of Last crease \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Last rease
Item 11 12 13 14 15 16 17	Fee Status			Account Code	Account Title Fund Co	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	(e.g., per sq.	\$ - \$ - \$ - \$ -	24 01113	Revenue Proposed \$ - \$ - \$ - \$ - \$ - \$ - \$	Recovery	\$ - \$ - \$ - \$ -	FY 2024- 25 Units (Est.)	Revenue Proposed \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Recovery		6 - 6 - 6 - 6 -	26 Units	Revenue Proposed \$ - \$ - \$ - \$ - \$ - \$ -	Recovery	Ye	ear of Last prease \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Last rease
Item 11 12 13 14 15 16 17 18	Fee Status			Account Code	Account Title Fund Co	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	(e.g., per sq.	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	24 01113	Revenue Proposed \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Recovery	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	FY 2024- 25 Units (Est.)	Revenue Proposed \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Recovery		6 - 6 - 6 -	26 Units	Revenue Proposed \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	Recovery	Ye	ear of Last crease \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Last rease
Item 11 12 13 14 15 16 17	Fee Status			Account Code	Account Title Fund Co	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	(e.g., per sq.	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	24 01113	Revenue Proposed \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Recovery	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	FY 2024- 25 Units (Est.)	Revenue Proposed \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	Recovery	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	6 - 6 - 6 - 6 - 6 - 6 - 6 -	26 Units	Revenue Proposed \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	Recovery	Ye	Peer of Last Incre srease \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Last rease

Fee Status: C M

Continuing Modified New Discontinued Ν

D

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 2C: Fee Cost Recovery

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

DEPARTMENT:		HSS Health	ervice has no Fee Cost Recovery		
Fee Name:	Fee XYZ		Department Providing Service: Fee Administrator:	Department ABC Jane Smart	
	Numeric Code	Titl	Code Authorization/		
PS Department of Proposed Revenue:	XXXXXX		Proposed Fee Ordinance/File No:	Admin Code Section	n X.X
PS Fund of Proposed Revenue:	XXXXX				_
PS Authority of Proposed Revenue:	XXXXX		Proposed Fee (FY 2025-26):	\$ 44.00	(1)
PS Project of Proposed Revenue:	XXXXXXXX		Proposed Fee (FY 2024-25):	\$ 42.00	(2)
PS Activity of Proposed Revenue:	XXXX		Current Fee (FY 2023-24):	\$ 40.00	(3)
PS Account of Proposed Revenue:	XXXXXX				
Fee Status (New/Modified): Fee Status (New/Modified):	New New				
Detailed Service Description:					
Please provide description of service					
Proposed Fee (FY 2025-26):		\$ 44.0	FY 2025-26 Proposed Fee Increase/Decrease:	\$ 2.00	1
Proposed Fee (FY 2023-20):		\$ 44.0	FY 2025-26 % Proposed Fee Change from FY 2023-24 Fee:	4.76%	
Current Fee (FY 2023-24):		\$ 40.0	FY 2024-25 Proposed Fee Increase/Decrease:	\$ 2.00	
ounchi i ce (i i i cozo z4).		φ 40.0	FY 2024-25 % Proposed Fee Change from Current Fee:	φ <u>2:00</u> 5.00%	
Fee Prior to Current:	.	\$ 38.0	Fiscal Year of Prior Fee Change:	2010-11	
Current Fee Increase/Decrease fro	m Prior Fee:	\$ 2.0	% Current Fee Change from Prior Fee:	5.26%	
			FY2024-25		
ESTIMATED REVE	ENUE DERIVED FROM SE	RVICE	ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKS		N
				FY 2024-25	
A Quantity Estimated		5.00	D Direct Costs	Estimated Cost	
(# of Units of Service Provided)		5,00	Productive Labor & Benefits (0.75 of 2024-25 Salary & MFB)	\$ 313,702 \$ 104.567	59.25% 19.75%
			Leave & Non-Productive Time (0.25 of FY 2024-25 Salary & MFB) Space Rental Equivalent	• • • • •	2.83%
			Materials & Supplies	\$ 15,000 \$ -	2.83%
			Other (Please Describe on Worksheet)	у - \$-	0.00%
B Fee per Unit (Proposed)		\$ 4	E Indirect Costs Rate	φ -	0.00 %
		Ψ -	Departmental Overhead 20.00%	\$ 83,654	15.80%
			Central Services Overhead 3.00%	\$ 12,548	2.37%
C FY 2024-25 Revenue Budgeted (A >	x B)	\$ 210,00	F FY 2024-25 Direct & Indirect Costs	\$ 529,471	100.00%
G FY 2024-25 Revenue Recovery Rat	e (C/F):	39.66			
H Required Fee For 100% Cost Reco		\$ 105.8			
I Over (+) or Under (-) 100% Cost Re		(\$63.8			
L EV 2024 25 Entimoted Deversor F (2)) v A 1.			¢ 040.000.00	
J FY 2024-25 Estimated Revenue [(2 K FY 2023-24 Estimated Revenue [(3				\$ 210,000.00 \$ 200.000.00	
L FY 2023-24 Estimated Revenue Inc		Proposed Fee [.] -K		\$ 200,000.00 \$ 10,000.00	-
	lease/Decrease Dased Of			φ 10,000.00	=
			FY2025-26		
ESTIMATED REVE	ENUE DERIVED FROM SE	RVICE	F Y 2025-26 ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKS	SHEET 25-26, BELOV	N
				FY 2025-26	
			D Direct Costs	Estimated Cost	% of Tot
A Quantity Estimated					

	ESTIMATED REVENUE DERIVED FROM	I SERVICE			ESTIMATED COSTS TO PROVIDE SE	RVICE - USE WOR	(SHEET	Г 25-26, BELO	W
							F	FY 2025-26	
Α	Quantity Estimated			D	Direct Costs		Es	timated Cost	% of Total
	(# of Units of Service Provided)		5,000		Productive Labor & Benefits (0.75 of 2025-26 S	alary & MFB)	\$	-	#DIV/0!
					Leave & Non-Productive Time (0.25 of FY 2025	-26 Salary & MFB)	\$	-	#DIV/0!
					Space Rental Equivalent		\$	-	#DIV/0!
					Materials & Supplies		\$	-	#DIV/0!
					Other (Please Describe on Worksheet)		\$	-	0.00%
в	Fee per Unit (Proposed)	\$	44	E	Indirect Costs	Rate			
					Departmental Overhead	0.00%	\$	-	#DIV/0!
					Central Services Overhead	3.00%	\$	-	#DIV/0!
с	FY 2025-26 Revenue Budgeted (A x B)	\$	220,000	F	FY 2025-26 Direct & Indirect Costs		\$	-	#DIV/0!
G	FY 2025-26 Revenue Recovery Rate (C/F):		#DIV/0!						
н	Required Fee For 100% Cost Recovery (F/A):	\$	-						
Т	Over (+) or Under (-) 100% Cost Recovery (B-H):		\$44.00						
J	FY 2025-26 Estimated Revenue [(1) x A]:						\$	220,000.00	
к	FY 2024-25 Estimated Revenue [(2) x A]:						\$	210,000.00	
L	FY 2025-26 Estimated Revenue Increase/Decrease Base	d on Propose	d Fee [J - K]:				\$	10,000.00	-

Worksheet 23-24

Estimated Costs Worksheet FY 2024-25

Direct Costs Labor and Benefits

Please use the worksheet below to list all job classes necessary to support the services provided. Add rows if necessary.

Please also provide a description of the work and the estimated hours for each job class required to perform each unit of service

JobClas s	Job Class Title		Hours per Unit of Service
1234	Test	Processes Payment	1.20

Please fil	II out the Salary and Benefits Amount per FTE	column			
Job		Salary and Benefits Amount			Salary and
Class	Job Class Title	per FTE	Hours Worked	Hourly Rate	Benefits Amount
1234	Test	\$145,000.00	6000.0	\$69.71	\$418,269.23
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
				Total:	\$418,269.23

Space Rental Equivalent Cost 1 3		Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information. Description Payment facility
Total:	\$15,000.00	
Materials and Supplies		Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.
Cost		Description
1		
2		
3		
Total:	\$0.00	
Other Costs		Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.
Cost		Description
1		
2		
3		
Total:	\$0.00	
Indirect Costs		

 Rate
 Source

 20.0%
 Please provide supporting documentation for how Departmental overhead rate was derived.

Estimated Costs Worksheet FY 2025-26

Direct Costs

Labor and Benefits

Please use the worksheet below to list all job classes necessary to support the services provided. Add rows if necessary.

Please also provide a description of the work and the estimated hours for each job class required to perform each unit of service

JobClas s	Job Class Title	Description of Work	Hours per Unit of Service

Please fi	ill out the Salary and Benefits Amount per FTE	column			
Job		Salary and Benefits Amount			Salary and
Class	Job Class Title	per FTE	Hours Worked	Hourly Rate	Benefits Amount
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
				Total:	\$0.00

Space Rental Equivalent Cost 1 2 3	Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information. Description
Total:	.00
Materials and Supplies Cost 1 2 3	Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information. Description
Total:	.00
Other Costs Cost 1 2 3	Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information. Description
Total:	.00
Indirect Costs	

 Rate
 Source

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

BUDGET FORM 3A: Expenditure Changes FY 2024-25 and FY 2025-26

Please run Budget Submission Report under BFM Reporting - 3.3 Budget Submission and include with budget submission. Example Report is shown below.

				-		-											
DEP	RTMENT:	HSS Health Service System										Total B)	(Expenditure	-175145	Total BV1	Expenditure	-435293
0.00	Dawt						Deciset	Activity	Accoun Authorit t Lvl 5		aun Fauinm Ananau					FY 2025-26	
GFS Type	•	Division Division Title Sectio	on Section Title De	ept ID Dept ID Title	Fund	Fund Title	Project- Activity Project Title			Account t Tit	oun Equipm Agency de ent # TRIO Use		FY 2024-25 Department			Department	Dept - Base Explanation of Change
																	To clear job class budget top step adjustments Salary 501000 & MFB 519010 per Budget Instructions Section I page 8 - Reallocation of Top
GFS	HSS	291644 HSS Health Service 291644					unt Ctrl 1000170 HT Administration	HSS Adn 10000			m Salaries-Misc-Budget	48,058	-	(48,058)	48,770	-	(48,770) Discretionary Step budget amounts.
GFS GFS	HSS HSS	291644 HSS Health Service 291644 291644 HSS Health Service 291644					unt Ctrl 1000170 HT Administration unt Ctrl 1000170 HT Administration	HSS Adn 10000 HSS Adn 10000	Operatin 5010Sala 50 Operatin 5130Frin 51		n Salaries-Misc-Regular re City Misc	5,564,006 801,289	5,355,287 772,679	(208,719) (28,610)	5,812,751 792,462	5,595,979 764,399	(216,772) See Form 3B (28,063) See Form 3B
GFS	HSS	291644 HSS Health Service 291644	4 HSS Health Service 29	1644 HSS Health S	Service 10000	GF Annual Accou	unt Ctrl 1000170 HT Administration	HSS Adn 10000	Operatin 5130Frin 51	14010 Soc	ial Security (OASDI & HI)	324,433	312,698	(11,735)	342,110	329,580	(12,530) See Form 3B
GFS GFS	HSS HSS	291644 HSS Health Service 291644 291644 HSS Health Service 291644					unt Ctrl 1000170 HT Administration unt Ctrl 1000170 HT Administration	HSS Adn 10000 HSS Adn 10000			ial Sec-Medicare(HI Only) Ith Service-City Match	80,844 240,047	77,817 232,699	(3,027) (7,348)	84,454 256,858	81,311 248,913	(3,143) See Form 3B (7,945) See Form 3B
GFS	HSS	291644 HSS Health Service 291644						HSS Adn 10000	Operatin 5130Frin 51	15020 Reti	ree Health-Match-Prop B	39,856	38,364	(1,492)	41,637	40,088	(1,549) See Form 3B
GFS GFS	HSS HSS	291644 HSS Health Service 291644 291644 HSS Health Service 291644					unt Ctrl 1000170 HT Administration unt Ctrl 1000170 HT Administration	HSS Adn 10000 HSS Adn 10000	Operatin 5130Frin 51 Operatin 5130Frin 51		reeHlthCare-CityMatchPropC endent Coverage	15,898 485,056	15,303 460,121	(595) (24,935)	16,608 519,009	15,990 491,999	(618) See Form 3B (27,010) See Form 3B
GFS	HSS	291644 HSS Health Service 291644						HSS Adn 10000	Operatin 5130Frin 51			43,528	41,436	(2,092)	44,970	42,783	(2,187) See Form 3B
																	To clear job class budget top step adjustments Salary 501000 & MFB 519010 per Budget Instructions Section I page 8 - Reallocation of Top
GFS	HSS	291644 HSS Health Service 291644						HSS Adn 10000			ge Adjustments-Budget	8,200	-	(8,200)	8,318	-	(8,318) Discretionary Step budget amounts.
GFS GFS	HSS HSS	291644 HSS Health Service 291644 291644 HSS Health Service 291644						HSS Adn 10000 HSS Adn 10000	Operatin 5130Frin 51 Operatin 5130Frin 51		g Term Disability Insurance	39,389 16,515	33,762 16,448	(5,627) (67)	42,147 17,298	36,126 17,229	(6,021) See Form 3B (69) See Form 3B
									•								HSS has a new required membership HCISPP and an increase in the
GFS GFS	HSS HSS	291644 HSS Health Service 291644 291644 HSS Health Service 291644						HSS Adn 10000 HSS Adn 10000	Operatin 5210NP\$ 52 Operatin 5210NP\$ 52			1,635	2,175 1,500	540 1,500	1,635	2,670 1,500	1,035 IFEBP Membership. 1,500 HSS interpreter services for our Operations Call Center
																	FY24-25 increase due to increased flex spending administration fees of
																	\$52K in FY24-25 and \$105K in FY25-26 per contractual agreement, FY24- 25 & FY25-26 increase of \$10K in alarm monitoring services no longer
GFS	1100	291644 HSS Health Service 291644			Anning 10000			HSS Adn 10000		07000 D		1.358.470	4 404 040	70.070	1.358.470	1.592.840	provided by landlord and increase of \$112K in actuarial fees per 234.370 contractual agreement.
GFS	HSS	291644 HSS Health Service 291644	4 HSS Health Service 29	91644 HSS Health S	Service 10000	GF Annual Accou	Int Ciri 1000170 HT Administration	HSS Add 10000	Operating 52 TONPE 52	27000 Pio	& Specialized Svcs-Bdgt	1,358,470	1,431,840	73,370	1,358,470	1,592,640	FY24-25 & FY25-26 one-time reductions to align with actual City Base
GFS	HSS	291644 HSS Health Service 291644	4 USS Hoolth Sonvice 20		Convice 10000		int Ctrl 1000170 UT Administration	HSS Adn 10000	Operatin E210NDS E2	25050 Cro	dit Card Processing Fees	20,000	5,000	(15,000)	20,000	5,000	charges; will need this budget in the future to pay for future Chase Bank & (15,000) City Base fees.
GFS	поо		4 HSS Health Service 29	1044 HSS Health S	Service 10000	GF Annual Accou	In Currootro HT Auministration	H33 Adii 10000	Operating 52 TONP 2 53	135950 CIE	ul Cald Flocessing Fees	20,000	5,000	(15,000)	20,000	5,000	FY24-25 & FY25-26 increase due to increased Zendesk & HIPAA suite
GFS	HSS	291644 HSS Health Service 291644	4 HSS Health Service 29	91644 HSS Health S	Service 10000	GF Annual Accou	unt Ctrl 1000170 HT Administration	HSS Adn 10000	Operatin: 5210NPS 53	35960 Soft	ware Licensing Fees	1,524	4,505	2,981	1,524	2,605	1,081 licensing costs. FY24-25 increase due to HSS location move from the 1st to 2nd floors
																	and is for the conversion of the door badging system to be in sync with
GFS	HSS	291644 HSS Health Service 291644	4 HSS Health Service 20	1611 HSS Health S	Service 10000	GE Appual Accou	Int Ctrl 1000170 HT Administration	HSS Adv 10000	Operatin 5210NP\$ 53	35990 Oth	ar Current Expenses	1,500	31,500	30,000	1,500	3,500	the landlord's (Trinity) system; FY25-26 increase is for maintenance of the 2,000 new door badging system.
010	100							Hoo Adii 10000	operating 52 for the cost	0000000	er ourrent Expenses	1,500	51,500	50,000	1,000	5,500	
																	FY24-25 increase due to noise cancelling headsets and PC refresh for all staff, and food for all staff retreat; FY25-26 increase due to replacement of
GFS	HSS	291644 HSS Health Service 291644	4 HSS Health Service 29	91644 HSS Health S	Service 10000	GF Annual Accou	unt Ctrl 1000170 HT Administration	HSS Adn 10000	Operatin: 5400Mat 54	40000 Mat	erials & Supplies-Budget	23,573	50,573	27,000	23,573	83,573	60,000 existing high-speed scanners, noise cancelling headsets, and PC refresh.
																	FY24-25 & FY25-26 increases due to HSS implementing virtual desktops and needing VDI Azure and NERDIO Control Plane to reduce hardware
GFS	HSS	291644 HSS Health Service 291644	4 HSS Health Service 29	91644 HSS Health S	Service 10000	GF Annual Accou	unt Ctrl 1000170 HT Administration	HSS Adn 10000	Operatin 58100thl 58	81140 DT	Technology Projects	18,836	43,536	24,700	18,836	33,536	14,700 expenditures. This increase was confirmed with DT.
																	HSS will be conducting a Medicare RFP in FY24-25 and will require additional CAT services. This was confirmed by CAT Department and will
GFS	HSS	291644 HSS Health Service 291644	4 HSS Health Service 29	91644 HSS Health S	Service 10000	GF Annual Accou	unt Ctrl 1000170 HT Administration	HSS Adn 10000	Operatin: 58100thl 58	81270 GF-	City Attorney-Legal Service	125,000	200,000	75,000	125,000	125,000	- be entering a matching amount.
																	FY24-25 increase due to new supervisory staff to attend 24+ Supervisory Training and All-Staff Retreat HRD Trainings; FY25-26 increase due to
GFS	HSS	291644 HSS Health Service 291644	4 HSS Health Service 29	91644 HSS Health S	Service 10000	GF Annual Accou	unt Ctrl 1000170 HT Administration	HSS Adn 10000	Operatin: 58100thl 58	81450 GF-	HR-Mgmt Training	7,500	19,200	11,700	7,500	10,500	3,000 increased costs for DHR Equity trainings. HSS will be conducting a HSS board election for one HSS board
GFS	HSS	291644 HSS Health Service 291644	4 HSS Health Service 29	91644 HSS Health S	Service 10000	GF Annual Accou	unt Ctrl 1000170 HT Administration	HSS Adn 10000	Operatin: 58100thl 58	81910 GF-	Registrar Of Voters	-	70,000	70,000	-	-	 commissioner, whose term is expiring in FY24-25.
																	To clear job class budget top step adjustments Salary 501000 & MFB 519010 per Budget Instructions Section I page 8 - Reallocation of Top
GFS	HSS	291644 HSS Health Service 291644	4 HSS Health Service 29	91644 HSS Health S	Service 10000	GF Annual Accou	unt Ctrl 1000170 HT Administration	HSS Emt 10000	Operatin: 5010Sala 50	01000 Per	m Salaries-Misc-Budget	21,120	-	(21,120)	21,430	-	(21,430) Discretionary Step budget amounts.
																	To clear job class budget top step adjustments Salary 501000 & MFB 519010 per Budget Instructions Section I page 8 - Reallocation of Top
GFS	HSS	291644 HSS Health Service 291644	4 HSS Health Service 29	91644 HSS Health S	Service 10000	GF Annual Accou	unt Ctrl 1000170 HT Administration	HSS Em; 10000	Operatin 5130Frin 51	19010 Frin	ge Adjustments-Budget	4,910	-	(4,910)	4,986	-	(4,986) Discretionary Step budget amounts.
																	FY24-25 decrease is due to EAP not providing de-escalation training in FY24-25 and removing substance abuse professional certification, which
																	is no longer required for an EAP Counselor, increases in
																	mediation/alternative dispute resolution training for two new EAP counselors, and EAP certification & professional license renewals for 3
050	1100	201011 USS Uppth Convice 20101			Service 10000			LICC Em. 10000	Operatin: 5210NP\$ 52	22000 Tra	ning Dudget	0.000	9.870	(02)	0.002	24.970	EAP counselors; FY25-26 increases due to de-escalation training for
GFS	HSS HSS	291644 HSS Health Service 291644 291644 HSS Health Service 291644									* & Specialized Svcs-Bdgt	9,963 527,576	9,870 787,223	(93) 259,647	9,963 527,576	24,870 527,576	14,907 FY25-26. - HSS EAP First Responder Compsych Funding for FY24-25.
																	FY24-25 & FY25-26 net reductions due to lower licensing fees for mobile mental health APP for first responders, and increased EAP case
																	management software costs, including one additional license for
GFS	HSS	291644 HSS Health Service 291644	4 HSS Health Service 29	1644 HSS Health S	Service 10000	GF Annual Accou	unt Ctrl 1000170 HT Administration	HSS Emt 10000	Operating 5210NPS 53	35960 Soft	ware Licensing Fees	121,296	65,628	(55,668)	121,296	65,628	additional EAP staff; increased costs also include fees for survey tools, (55,668) intake assessments, support and maintenance.
												.2.,200	00,020	(30,000)	,200	00,020	FY24-25 one time decrease due to removal of De-Escalation Training and
																	Mediation CDP Assessment and training materials as EAP will not be offering this service in FY24-25; in FY25-26, these items will be needed
GFS	HSS	291644 HSS Health Service 291644	4 HSS Health Service 29	91644 HSS Health S	Service 10000	GF Annual Accou	unt Ctrl 1000170 HT Administration	HSS Em; 10000	Operatin 5400Mat 54	40000 Mat	erials & Supplies-Budget	4,185	200	(3,985)	4,185	4,185	- as trainings will be offered.
																	To clear job class budget top step adjustments Salary 501000 & MFB 519010 per Budget Instructions Section I page 8 - Reallocation of Top
GFS GFS	HSS HSS	291644 HSS Health Service 291644						HSS Wel 10000 HSS Wel 10000			m Salaries-Misc-Budget m Salaries-Misc-Regular	10,744 449.033	-	(10,744)	10,903 466.808	-	(10,903) Discretionary Step budget amounts.
GFS	199	291644 HSS Health Service 291644	HIGO HEALTI SELVICE 29			GF Annual Accol		UUUU ISV CCFI	Operating of 100als 50	olulu Per	n Saidnes-wilse-rtegular	449,033	256,568	(192,465)	400,808	266,724	(200,084) See Form 3B

BUDGET FORM 3B: Position Changes FY 2024-25 and FY 2025-26

Please run Budget Submission Report under BFM Reporting - 3.3 Budget Submission and include with budget submission. Example Report is shown below.

DEPARTMENT: HSS Health Service System

RIMENT	HSS Health Ser	rvice System														Position 0	ode Total B	Y FTE Change	-0.72	Total BY A	mount Change	-554898	Total BY1	FTE Change	2.27	Total BY1 A	mount Change	-576405	
																	FY 2024-	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25 Dept	FY 2025-26	FY 2025-26	FY 2025-26	FY 2025-26	FY 2025-26	FY 2025-26	
Dept Grp	Division	Division Title	Section Sec	tion Title	Dept ID	Dept ID Title	Fund	Fund Tit	le Proj	ect-Activity	Project Title	Activity Title	Authorit Account Age		Status	Action Position	25 Base	Dept	Dept - Base	Base	Dept	- Base	Base	Dept	Dept - Base	Base	Dept	Dept - Base	
Grp									-	-	-	-	y litie LVI5 US	Class little			FTE	FTE	FTE	Amount	Amount	Amount	FTE	FTE	FTE	Amount	Amount	Amount	Explanation of Change
																													HSS is transferring this position from the General Fund to the H
HSS	291644	HSS Health Ser	vice 291644 HS	6 Health Servi	ice 291644	HSS Health S	ervice 10000	GF Annu	al Accc 1000	01707-0001	HT Administratio	on HSS Administration	10000 Operating 5010Salary	0931_C Manage	er A	R 01135410	1.00	-	(1.00)	192,465	-	(192,465)	1.00	-	(1.00)	200,084	-		Sustainable Fund. HSS is transferring this position from the General Fund to the H
ISS	291644	HSS Health Ser	/ice 291644 HS	B Health Servi	ice 291644	HSS Health S	ervice 10000	GF Annu	al Accc 1000	01707-0001	HT Administratio	on HSS Administration	10000 Operating 5130Fringe	0931 C Manag	er A	R 01135410-	I			68,186	-	(68,186)				70,414	-	(70,414)	Sustainable Fund.
SS	291644	HSS Health Ser	/ice 291644 HS	B Health Servi	ice 291644	HSS Health S	ervice 10000	GF Annu	al Accc 1000	01707-0001	HT Administratio	on HSS Administration	10000 Operating 5010Salary	9993M_C Attrition	s s	NEWP768	193 -	(0.72)	(0.72)	-	(92,562)	(92,562)	-	(0.73)	(0.73)	-	(94,605)	(94,605)	Mid-Year Reduction holding 1 - Class 1209 position vacant
SS	291644	HSS Health Ser	/ice 291644 HS	B Health Servi	ice 291644	HSS Health S	ervice 10000	GF Annu	al Accc 1000	01707-0001	HT Administratio	on HSS Administration	10000 Operating 5130Fringe	9993M_C Attrition	s s	NEWP768	193			-	(36,564)	(36,564)				-	(37,748)	(37,748)	Mid-Year Reduction holding 1 - Class 1209 position vacant
s	291644	HSS Health Ser	vice 291644 HS	6 Health Servi	ice 291644	HSS Health S	ervice 10000	GF Annu	al Accc 1000	01707-0001	HT Administratio	on HSS Administration	10000 Operating 5010Salary	STEPM_ Step A	lji S	NEWP174	374			-	-	-				-	77,917	77,917	To clear job class budget top step adjustments Salary 50100 519010
s	291644	HSS Health Ser	vice 291644 HS	S Health Servi	ice 291644	HSS Health S	ervice 10000	GF Annu	al Accc 1000	01707-0001	HT Administratio	on HSS Administration	10000 Operating 5010Salary	STEPM_ Step A	lji S	NEWP815	568			-	-	-				-	(1,136)	(1,136)	To clear job class budget top step adjustments Salary 50100 519010
s	291644	HSS Health Ser	vice 291644 HS	6 Health Servi	ice 291644	HSS Health S	ervice 10000	GF Annu	al Accc 1000	01707-0001	HT Administratio	on HSS Administration	10000 Operatin <u>(</u> 5010Salary	STEPM_ Step A	lji S	NEWP995	328			-	76,308	76,308				-	1,136	1,136	To clear job class budget top step adjustments Salary 5010 519010
6	291644	HSS Health Ser	vice 291644 HS	S Health Servi	ice 291644	HSS Health S	ervice 10000	GF Annu	al Accc 1000	01707-0001	HT Administratio	on HSS Administration	10000 Operating 5130Fringe	STEPM_ Step A	lji S	NEWP174	374			-	-	-				-	19,027	19,027	To clear job class budget top step adjustments Salary 5010 519010
3	291644	HSS Health Ser	vice 291644 HS	6 Health Servi	ice 291644	HSS Health S	ervice 10000	GF Annu	al Accc 1000	01707-0001	HT Administratio	on HSS Administration	10000 Operating 5130Fringe	STEPM_ Step A	lji S	NEWP815	568			-	-	-				-	(276)	(276)	To clear job class budget top step adjustments Salary 5010 519010 To clear job class budget top step adjustments Salary 5010
	291644	HSS Health Ser	vice 291644 HS	6 Health Servi	ice 291644	HSS Health S	ervice 10000	GF Annu	al Accc 1000	01707-0001	HT Administratio	on HSS Administration	10000 Operating 5130Fringe	STEPM_ Step A	lji S	NEWP995	328			-	19,222	19,222				-	276		519010 HSS is transferring this position from the General Fund to t
6	291644	HSS Health Ser	vice 291644 HS	6 Health Servi	ice 291644	HSS Health S	ervice 10000	GF Annu	al Accc 1000	01707-0003	HT Administratio	on HSS Wellness Progr	am 10000 Operating 5010Salary	0931_C Manage	er A	R 01124968	1.00	-	(1.00)	192,465	-	(192,465)	1.00	-	(1.00)	200,084	-	(200,084)	Sustainable Fund. HSS is transferring this position from the General Fund to the
6	291644	HSS Health Ser	vice 291644 HS	6 Health Servi	ice 291644	HSS Health S	ervice 10000	GF Annu	al Accc 1000	01707-0003	HT Administratio	on HSS Wellness Progr	am 10000 Operatin <u>(</u> 5130Fringe	0931_C Manage	er A	R 01124968	I			68,186	-	(68,186)				70,414	-		Sustainable Fund. HSS is transferring this position from the General Fund to t
	291644	HSS Health Ser	vice 291644 HS	6 Health Servi	ice 291644	HSS Health S	ervice 31190	HSS AD	MIN GF 1000	01708-0001	HT HealthCare	Sus Admin	10000 Operating 5010Salary	0931_C Manag	er O	R 01124968	-	1.00	1.00	-	-	-	-	1.00	1.00	-	-	-	Sustainable Fund. HSS is transferring this position from the General Fund to t
	291644	HSS Health Ser	vice 291644 HS	S Health Servi	ice 291644	HSS Health S	ervice 31190	HSS AD	MIN GF 1000	01708-0001	HT HealthCare	Sus Admin	10000 Operating 5010Salary	0931_C Manage	er O	R 01135410	-	1.00	1.00	-	-	-	-	1.00	1.00	-	-	-	Sustainable Fund. HSS is converting this position from limited duration to perr
	291644	HSS Health Ser	vice 291644 HS	6 Health Servi	ice 291644	HSS Health S	ervice 31190	HSS AD	MIN GF 1000	01708-0001	HT HealthCare	Sus Admin	10000 Operating 5010Salary	1210_C Benefit	i, 0	C 01100957	1.00	1.00	-	-	-	-	-	1.00	1.00	-	-		received approval from MBO to hire staff at PCS. HSS is converting this position from limited duration to perr
	291644	HSS Health Ser	vice 291644 HS	6 Health Servi	ice 291644	HSS Health S	ervice 31190	HSS AD	MIN GF 1000	01708-0001	HT HealthCare	Sus Admin	10000 Operating 5010Salary	1210_C Benefit	0	C 01123666	1.00	1.00	-	-	-	-	-	1.00	1.00	-	-		received approval from MBO to hire staff at PCS. HSS is converting this position from limited duration to perr
5	291644	HSS Health Ser	/ice 291644 HS	6 Health Servi	ice 291644	HSS Health S	ervice 31190	HSS AD	MIN GF 1000	01708-0001	HT HealthCare	Sus Admin	10000 Operating 5010Salary	1813_C Senior	Be O	C 01143119	1.00	1.00	-	-	-	-	-	1.00	1.00	-	-		received approval from MBO to hire staff at PCS.
													,	-			5.00	4.28	(0.72)	521.302	(33,596)	(554.898)	2.00	4.27	2 27	540,996	(35,409)	(576,405)	-

BUDGET FORM 4A: Equipment Request FY 2024-25 and FY 2025-26

Please run Budget Submission Report under BFM Reporting - 3.3 Budget Submission and include with budget submission. Example Report is shown below.

HSS Health Service System has no Equipment

BUDGET FORM 4B: Fleet Request FY 2024-25 and FY 2025-26

Please run Budget Submission Report under BFM Reporting - 3.3 Budget Submission and include with budget submission. Example Report is shown below.

HSS Health Service System has no fleet requirements

		COIT and Capital FY 2024-25 a	Budget Submiss and FY 2025-26	ions	
Please submit C	OIT reques	ts at the link below,	and refer to Bud	dget Instru	uctions document
for more inform	nation.				
HSS Health Servic	e System has	s no COIT & Capital Bud	Iget Submissions		
0,1 7 1		/sfgov1.sharepoint.com/sites			024-25.aspx#/Project/1495
GFS CPC Capital Reque	sts: Please enter	in BFM form, Capital - Dept R	equest - CPC GFS (7900))	024-25.aspx#/Project/1495
GFS CPC Capital Reque	ests: Please enter		equest - CPC GFS (7900) Request - CPC NGFS+ (7) 7200)	024-25.aspx#/Project/1495
GFS CPC Capital Reque NGFS CPC Capital Requ	ests: Please enter uests: Please enter ests: Please enter	in BFM form, Capital - Dept R er in BFM form, Capital - Dept r in BFM form, Capital - Dept F	equest - CPC GFS (7900) Request - CPC NGFS+ (7 Request -Non-CPC (730() 7200)))	
GFS CPC Capital Reque	ests: Please enter	in BFM form, Capital - Dept R er in BFM form, Capital - Dept	equest - CPC GFS (7900) Request - CPC NGFS+ (7) 7200) D) PCF	024-25.aspx#/Project/1495 Chart of Accounts
GFS CPC Capital Reque NGFS CPC Capital Requ	ests: Please enter uests: Please enter ests: Please enter	in BFM form, Capital - Dept R er in BFM form, Capital - Dept r in BFM form, Capital - Dept F	equest - CPC GFS (7900) Request - CPC NGFS+ (7 Request -Non-CPC (730(Capital) 7200) D) PCF	
GFS CPC Capital Reque NGFS CPC Capital Requ	ests: Please enter uests: Please enter ests: Please enter	in BFM form, Capital - Dept R er in BFM form, Capital - Dept r in BFM form, Capital - Dept F	equest - CPC GFS (7900) Request - CPC NGFS+ (7 Request -Non-CPC (7300 <u>Capital</u> Capital - Dept Request - Non-C) 2200) D) PCF (7300) IGFS + (7200)	

