

Department Budget Submission Checklist

To be completed by: All departments.

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

Department Name: **San Francisco Health Service System**

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - Proposed GF target reductions**
 - Department Budget Summary:** Completed "Form 1B: Department Budget Summary."
- Revenue Report:** Completed "Form 2A: Revenue Report."
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- Deappropriations from prior years' budget:** Indicate if these are included in your submitted budget, and please explain in the expenditure changes form "Form 3A: Expenditure Changes."
- Position Changes:** Completed "Form 3B: Position Changes."
- Equipment & Fleet Requests:** Completed "Form 4A: Equipment Request" and "Form 4B: Fleet Request."
- 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 Js.
- Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing Report from BFM Reporting.
- 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 any proposed position changes.
- New Legislation:**
 - Accept & Expend (A&E) legislation for new grants included in the department budget submission
 - 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.
- Other Requests:** Submitted requests for the following item:
 - COIT
 - Capital

For Chief Finance and Affordability 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: **Teresa Tan**

2/23/2026

Signature: *Teresa Tan*

SFHSS Summary Memo – Budgets for FY26–27 and FY27–28

Overview

The San Francisco Health Service System (SFHSS) proposes a total budget of:

- **\$12,620,553 for FY 2026–27**, resulting in **\$347,488 in savings**
- **\$13,207,738 for FY 2027–28**, resulting in **\$334,724 in savings**

These savings are achieved through position realignments, staffing adjustments, and expenditure reductions while maintaining all existing programs.

Major Changes and Fiscal Impact

1. Position Realignments

- Reallocation of positions between the General Fund and the Health Sustainability Fund to better align with Charter Section A8.423 intent.
Savings: \$8,616 (FY 2026–27) and \$8,984 (FY 2027–28).
 - Transferred three positions (one 1209 and two 1210s) from Health Sustainability Fund to General Fund.
 - Transferred Contracts Manager (0931) and 0.90 FTE Senior Administrative Analyst (1823) from General Fund to Health Sustainability Fund.

2. Staffing Adjustments

- Deletion of 1652 Accountant II.
Savings: \$181,827 (FY 2026–27) and \$196,273 (FY 2027–28).
- Downward of IS Director (0932 Manager IV) to IS Manager (0931).
Savings: \$17,863 (FY 2026–27) and \$19,274 (FY 2027–28).
- Upward of two 1632 Senior Account Clerks to 1634 Principal Administrative Account Clerks.
Increases: \$33,092 (FY 2026–27) and \$35,686 (FY 2027–28).

3. Non-Personnel and Work Order Savings

- Non-personnel reductions: \$47,964 (FY 2026–27) and \$48,916 (FY 2027–28).
- Work order savings: \$124,100 (FY 2026–27) and \$98,503 (FY 2027–28), primarily due to reduced DHR Special Projects costs.

Program Status

1. Programs Being Wound Down: None. All current programs will continue.
2. New Programs Being Stood Up: None. No new programs are being introduced.
3. Programs Sustained with Service Level Changes:
 - Finance Division will redistribute responsibilities of the 1652 Accountant II among existing staff to maintain critical services.

BUDGET FORM 1A: Summary of Major Changes

FY 2026-27 and FY 2027-28

DEPARTMENT HSS Health Service System

Major Changes		Department Response to Major Changes
Budget Instructions	Did the department follow the Mayor's Budget Instructions?	Yes, SFHSS followed the Mayor's budget Instructions. SFHSS collaborated closely with the Mayor's Office on the proposed reductions, and the Mayor's Budget Office has agreed to SFHSS's proposed changes, total expenditure reductions of \$347,488 in FY26-27, for a total of \$12,620,553 and \$334,724 in FY27-28, for a total of \$13,207,738.
Summary	<p>What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. In addition, submit a 1-2 page memo inclusive of all program areas with major changes. The memo should address:</p> <ol style="list-style-type: none"> 1) all programs being wound down (and the timeline) 2) all new programs being stood up (including those stood up in the current fiscal year being annualized in the budget) 3) any programs being sustained but with changes to service levels due to funding changes 	<p>The total SFHSS budget being proposed for FY 2026–27 is \$12,620,553, resulting in savings of \$347,488, and is \$13,207,738 for FY 2027–28, resulting in savings of \$334,724.</p> <p>The major changes SFHSS are proposing are:</p> <p>Personnel: Net savings of \$175,214 in FY26-27 and \$188,845 in FY27-28, achieved by 1) reallocating positions between the General Fund and the Health Sustainability Fund to complete the realignment of Health Sustainability Fund positions to better align with Charter requirements, yielding savings of \$8,616 in FY26-27 and \$8,984 in FY27-28, 2) deleting a 1652 Accountant II, yielding savings of \$181,827 for FY26-27 and \$196,273 for FY27-28, 3) Downwarding a 0932 Manager IV (IT Director) to a 0931 IT Manager position, yielding savings of \$17,863 in FY26-27 and \$19,274 in FY27-28, and Upwarding two 1632 Senior Account Clerks to a 1634 Principal Administrative Account Clerk, resulting in an increase of \$33,092 in FY26-27 and \$35,686 in FY27-28.</p> <p>Non-Personnel: Net savings of \$47,964 in FY26-27 and \$48,916 in FY27-28, achieved by a comprehensive review of all other expenditure categories. Savings in non-personnel of \$47,964 in FY26-27 and \$48,916 in FY27-28, were achieved mainly to negotiated reductions in services from the external mental health provider, ComPsych, and minor savings realized in other areas.</p> <p>Materials and Supplies: Net savings of \$210 in FY26-27 and increase of \$1,540 in FY27-28.</p> <p>Work Orders: Net savings of \$124,100 in FY26-27, due mainly to a decrease of \$204,540 in the DHR Special Projects Work Order (1241 Human Resource Analyst support no longer required), increase in DHR Training of \$16,000, increase in City Attorney of \$50,000, increases in Rec and Park Work Order of \$14,000 (\$13,500 which will be recovered directly from the Airport), and minor increases in other work orders of \$440. Net Savings of \$98,503 in FY27-28, due to a decrease of \$181,622 in the DHR Special Projects Work Order (1241 Human Resource Analyst support no longer required), increase in DHR Training of \$16,000, increase in City Attorney of \$50,000, increase in Rec and Park Work Order of \$15,000 (which will be recovered directly from the Airport), and minor increase in other work orders of \$2,119.</p> <ol style="list-style-type: none"> 1) There are no programs being wound down. 2) There are no programs being stood up. 3) The IT division is currently evaluating and prioritizing workloads performed by the 2820 Senior Program Planner and the responsibilities performed by the retired staff member will be redistributed among divisions to maintain critical services.

Fund Balance	<p>For each fund that includes fund balance as a system-loaded revenue source (i.e. showing up in the budget submission), describe the following:</p> <ol style="list-style-type: none"> 1) What is the total fund balance amount as of December 31, 2025? 2) What is the projected total fund balance that will remain at the end of the current fiscal year? 3) In the department's submission, how much fund balance is proposed for use in the budget fiscal years? 4) What is the proposed use of budgeted fund balance each fiscal year? Is the proposed use a one-time or ongoing cost? 5) If any fund balance will be left unused, please explain how much and why. 6) Of all revenue sources supporting the fund, what percentage is fund balance? 	<p>Not Applicable</p>
Source Type	<p>What programs is the department proposing to fund with one-time sources? If the programs are proposed to continue after the exhaustion of one-time sources, explain how the department will fund them.</p>	<p>There are no programs being proposed with one-time funding.</p>
Investments	<p>Is the department proposing any upfront cost / investments in this budget that will save money over time? Describe how the spending reductions will be realized and on what timeline. (ex: new vehicle purchase that saves money on maintenance or fuel annually, paying for itself by FY29)</p>	<p><u>COIT</u> Funding was secured from the Committee on Information Technology (COIT) for 2 projects. SFHSS will reapply for funding and match \$100K for each project: 1) Benefits Administration Process Optimization: modernizes Salesforce and integrates Cisco WebEx to improve efficiency and member experience, 2) PeopleSoft eBenefits System Improvement: optimizes PeopleSoft to reduce manual work and streamline enrollment.</p> <p>1) Benefits Administration Process Optimization - to review, update, and enhance SFHSS' Salesforce Service Cloud. The engagement aims to address modernization challenges, leverage the available but underutilized features of the case management system, and potential integration with existing Cisco Webex Contact Center systems. HSS initiated this project to provide more channels for members to receive services thereby reducing the volume of calls. Over the last 10 years, membership is up 9.8% to 133,332 members while in that same period staffing is down 11.5%. The HSS workforce must navigate the dual challenge of diminishing resources and escalation workloads to fulfill member demand. The project aims to be completed by June 30, 2027.</p> <p>2) PeopleSoft Delivered eBenefits and System Improvement - Oracle PeopleSoft™ development and consulting services to optimize the configuration and use of PeopleSoft HCM (Human Capital Management) Benefits Administration. The project aims to address ongoing data processing challenges, reduce staff time on reconciliation and delinquency activities, and leverage improved functionality. HSS initiated this project to modernize the use of PeopleSoft benefits administration to increase efficiency. Over the last 10 years, membership is up 9.8% to 133,332 members while in that same period staffing is down 11.5%. The HSS workforce must navigate the dual challenge of diminishing resources and escalation workloads to fulfill member demand. The project aims to complete by June 30th 2027 with 2028 as the timeline for spending reductions.</p>

<p style="text-align: center;">General Fund Target</p>	<p>If the department met the General Fund reduction target assigned in the Mayor's Budget Instructions, what are the ongoing changes made to achieve it? What are the high-level programmatic, operational, or staffing impacts of the proposed reductions? Is the department proposing any increases in revenues to meet target?</p> <p>For Non-General Fund Supported departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund.</p>	<p>SFHSS followed the guidance provided in the Mayor's instructions by identifying SFHSS's core/discretionary programs and providing their associated costs. No discretionary programs were proposed for elimination within the submitted FY26-27 and FY27-28 budgets, as these programs provide critical services that are integral to fulfilling the department's mission, under Charter Section A8.428. Total savings identified were \$347,488 in FY26-27, and \$334,724 in FY27-28. No increases in revenues are being proposed to meet the target. SFHSS collaborated closely with the Mayor's Office on the proposed reductions, and the Mayor's Budget Office has agreed to SFHSS's proposed changes, total expenditure reductions of \$347,488 in FY26-27, for a total FY26-27 Budget of \$12,620,553 and \$334,724 in FY27-28, for a total Budget of \$13,207,738.</p> <p>Personnel: Net savings of \$175,214 in FY26-27 and \$188,845 in FY27-28</p> <ul style="list-style-type: none"> - Reassignments: Increase of 1.10 FTEs with net savings of \$8,616 in FY26-27 and \$8,984 in FY27-28 (details provided in the Positions Area). - Substitutions: Downward one 932 Manager IV to 931 Manager III with savings of \$17,863 in FY26-27 and \$19,274 in FY27-28, and Upward two 1632 Senior Account Clerks to two 1634 Principal Administrative Account Clerks, with increases of \$33,092 in FY26-27 and \$35,686 in FY27-28. - Deletion: The Finance Division deleted one FTE 1652 Accountant II, yielding savings of \$181,827 in FY26-27 and \$196,273 in FY27-28. <p>Non-Personnel: Net savings of \$47,964 in FY26-27 and \$48,916 in FY27-28</p> <ul style="list-style-type: none"> - SFHSS identified \$47,964 in savings for FY26-27 and \$48,916 for FY27-28, due mainly to negotiated reductions in services from the external mental health provider, CompPsych, and minor savings realized in other areas. <p>Materials and Supplies: Net savings of \$210 in FY26-27 and increase of \$1,540 in FY27-28 for increased training materials for the EAP program</p> <p>Work Orders: Net savings of \$124,100 in FY26-27 and \$98,503 in FY27-28</p> <ul style="list-style-type: none"> - City Attorney: increase of \$50,000 in FY26-27 and FY27-28 due to projected increased RFPs. - DHR HR Mgmt Training: increase of \$16,000 in FY26-27 and FY27-28 for staff trainings. - HR Special Projects: decrease of \$204,540 in FY26-27 and \$181,622 in FY27-28 because a dedicated 1241 Human Resource Analyst was no longer assigned to SFHSS. - Rec and Park: increase of \$14,000 in FY26-27 and \$15,000 in FY27-28 mainly due to the Airport's request for additional exercise classes of \$13,500 in FY26-27 and \$15,000 in FY27-28. SFHSS will recover the amounts directly from the Airport for their exercise classes. - Minor increases in other Work Orders of \$440 in FY26-27 and \$2,119 in FY27-28.
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<p>Expenditures</p>	<p>What major spending changes is the department proposing? How has the department evaluated grant allocations, non-personnel expenditures and contractual services for cost-effectiveness and efficiency? Please provide information about any changes that affect core services and functions. Highlight any changes related to major initiatives as noted in the Summary section and provide details in Form 3A.</p>	<p>Total savings identified were \$347,488 for FY26-27, and \$334,724 in FY27-28 and below are the proposed major spending changes:</p> <p>Personnel SFHSS identified \$175,214 in FY26-27 and \$188,845 in FY27-28. The major spending changes proposed by SFHSS with savings were primarily achieved through:</p> <ul style="list-style-type: none"> - Elimination of one 1652 Accountant II job class \$181,827 in FY26-27 and \$196,273 in FY27-28, - Downward of a 932 Manager IV position to a 931 Manager III position - yielding \$17,863 in FY26-27 and \$19,274 in FY27-28; Upward of two 1632 Senior Account Clerks to two 1634 Principal Administrative Account Clerks resulting in increases of \$33,092 in FY26-27 and \$35,686 in FY27-28. - Reallocation of positions between the General Fund and Health Sustainability Fund yielding net savings - \$8,616 in FY26-27 and \$8,984 in FY27-28 <p>SFHSS conducted a comprehensive review of all other expenditure categories - non-personnel, materials and supplies, and work orders to identify potential savings:</p> <p>Non-Personnel - SFHSS identified \$47,964 in savings for FY26-27 and \$48,916 for FY27-28 due mainly to negotiated reductions in services from the external mental health provider, CompPsych), and minor savings realized in other areas.</p> <p>Work Orders, there were net savings in work orders of \$124,100 in FY26-27 and \$98,503 in FY27-28 due mainly to:</p> <ul style="list-style-type: none"> - Reduction in DHR Special Projects of \$204,540 in FY26-27 and \$181,622 in FY27-28. - Increase of \$50,000 for City Attorney services for anticipated growth for RFPs. - Increase of \$16,000 for DHR training requirements in FY26-27 and \$16,000 for FY27-28. - Increase of \$14,000 for Rec and Park services in FY26-27 and \$15,000 for FY27-28, mainly due to the Airport's request for additional exercise classes (\$13,500) in FY26-27 and \$15,000 in FY27-28. SFHSS will recover these amounts directly from the Airport for their exercise classes. - Minor increases in other work orders of \$440 in FY26-27 and \$2,119 in FY27-28.
<p>Revenues</p>	<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>SFHSS made updates to align the following budget revenue account codes to actual account codes used for posting:</p> <ul style="list-style-type: none"> - From 486990 Exp Recovery Gen Unallocated to 487050 (non AAO) Exp Recovery SFCCD. - From 487990 Exp Recovery Unallocated to 487190 Exp Recovery County Ed (non AAO). - Increase in 486020 Exp Recovery fr Airport of \$13,500 in FY26-27 and \$15,000 in FY27-28 for additional exercise classes requested by Airport. <p>HSS administrative costs are funded through an allocation to other departments. SFHSS will work with the Mayor's Budget Office to finalize the budget recovery allocations for FY26-27 and FY27-28 by early March 2026.</p>
<p>External Policy Revenue Impacts</p>	<p>What impact/significant changes in programming does the department project due to revenue shocks from the state or federal government? How are these reflected in your submission?</p>	<p>SFHSS does not receive funding from the state nor federal government.</p>
<p>Revenue Increase Index</p>	<p>Did the Department increase fees or other revenues above Controller's provided CPI index? If so, please explain what is driving the increase.</p>	<p>SFHSS does not charge fees or other revenues.</p>

<p>Positions</p>	<p>What position changes is the department proposing? How do the changes map to programs the department proposes to sustain or modify? For any changes to internal operations/indirect services, explain how they relate to core service delivery. How does the department plan to utilize or eliminate any vacant positions in their budget? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, or changes in status, and provide details in form 3B.</p>	<p>Positions are being reallocated between the General Fund and the Health Sustainability Fund to better realign the Health Sustainability Fund with Charter intent.</p> <p>In the General Fund (Fund 1000), the following position changes were made in FY26-27 and FY27-28: Reassignments: Increase of 1.10 FTEs with net savings of \$8,616 in FY26-27 and \$8,984 in FY27-28 - Transfer In (from the Healthcare Sustainability Fund) total 3 FTEs: 2 FTEs 1210 Benefit Analysts, 1 FTE 1209 Benefit Technician; net increases of \$470,695 in FY26-27 and \$508,153 in FY27-28. -Transfer Out (into the Healthcare Sustainability Fund) total FTEs (1.90) FTEs: 1 FTE 0931 Manager III and .90 FTE 1823 Senior Administrative Analyst; net savings of \$479,311 in FY26-27 and \$517,137 in FY27-28 Substitutions: No change in FTEs in FY26-27 and FY27-28; net savings of \$15,229 in FY26-27 and \$ \$16,412 in FY27-28. - Downward from 0932 Manager IV to 0931 Manager III savings of \$17,863 in FY26-27 and \$19,274 in FY27-28 - Upward from two 1632 Senior Account Clerks to two 1634 Principal Administrative Account Clerks, increases of \$33,092 in FY26-27 and \$35,686 in FY27-28 Deletions: Decrease of 1 FTE 1652 Accountant II yielding on-going savings of \$181,827 in FY26-27 and \$196,273 in FY27-28.</p> <p>The net effect of the reassignments, substitutions, and deletions is an increase of .10 FTE and net savings of \$175,214 in FY26-27 and \$188,845 in FY27-28.</p> <p>In the Health Sustainability Fund (Fund 31190), the following position changes were made in FY26-27 and FY27-28: Reassignments: Decrease of 1.10 FTEs in FY26-27 and FY27-28 - Transfer In (from the General Fund) total FTEs 1.90: 1 FTE 0931 Manager III and .90 FTE 1823 Senior Administrative Analyst. - Transfer Out (into the General Fund) total FTEs: 3 FTEs: 2 FTEs 1210 Benefit Analysts, 1 FTE 1209 Benefit Technician. Substitutions: 4 Substitutions no change in FTEs - Upward: 2822 Health Educator to 1053 IS Business Analyst Senior, 1053 Business Analyst Senior to 1054 IS Business Analyst Principal. - Downward: 923 Manager II to 9252 Communications Specialist, 2822 Health Educator to 5320 Illustrator and Art Designer. Deletions: Decrease of 2 FTEs: 923 Manager II and 2820 Senior Health Program Planner.</p> <p>The net effect of the reassignments, substitutions, and deletions is a decrease of 3.10 FTES. Since the Healthcare Sustainability Fund is an off-budget fund, there are no budgeted amounts entered into the budget system associated with these position updates.</p>
<p>Substitutions</p>	<p>Is the department requesting any substitutions of positions? How many substitution requests are for filled positions?</p>	<p>On the General Fund (Fund 10000): Substitutions: No change in FTEs in FY26-27 and FY27-28; net savings of \$ \$15,229 in FY26-27 and \$ \$16,412 in FY27-28. - Downward from 0932 Manager IV to 0931 Manager III; the 0931 Manager III (Information Systems Manager) position will be filled by March 2, 2026, with savings of \$17,863 in FY26-27 and \$19,274 in FY27-28. - Upward from two 1632 Senior Account Clerks to two 1634 Principal Administrative Account Clerks; with increase of \$33,092 in FY26-27 and \$35,686 in FY27-28.</p> <p>On the Health Sustainability Fund (Fund 31190): Substitutions: 4 Substitutions no change in FTEs: - Upward: 2822 Health Educator to 1053 IS Business Analyst Senior; 1053 Business Analyst Senior to 1054 IS Business Analyst Principal. - Downward: 923 Manager II to 9252 Communications Specialist; 2822 Health Educator to 5320 Illustrator and Art Designer.</p> <p>Since the Healthcare Sustainability Fund is an off-budget fund, there are no budgeted amounts entered into the budget system that are associated with these transfers.</p>

Transfer of Functions	Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	<p>In the General Fund (Fund 1000), the following position changes were made in FY26-27 and FY27-28:</p> <p>Reassignments: Increase of 1.10 FTEs with net savings of \$8,616 in FY26-27 and \$8,984 in FY27-28: - Transfer In (from the Healthcare Sustainability Fund) total 3 FTEs: 2 FTEs 1210 Benefit Analysts, 1 FTE 1209 Benefit Technician; net increases of \$470,695 in FY26-27 and \$508,153 in FY27-28. -Transfer Out (into the Healthcare Sustainability Fund) total FTEs (1.90) FTEs: 1 FTE 0931 Manager III and 0.90 FTE 1823 Senior Administrative Analyst; net savings of \$479,311 in FY26-27 and \$517,137 in FY27-28.</p> <p>In the Health Sustainability Fund (Fund 31190), the following position changes were made in FY26-27 and FY27-28: Reassignments: Decrease of 1.10 FTEs in FY26-27 and FY27-28: - Transfer In (from the General Fund) total FTEs 1.90: 1 FTE 0931 Manager III and 0.90 FTE 1823 Senior Administrative Analyst. - Transfer Out (into the General Fund) total FTEs: 3 FTEs: 2 FTEs 1210 Benefit Analysts, 1 FTE 1209 Benefit Technician.</p> <p>Since the Healthcare Sustainability Fund is an off-budget fund, there are no budgeted amounts entered into the budget system that are associated with these transfers.</p>
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?	SFHSS is not requesting any interim exceptions.
Discretionary Workorders	What changes to discretionary workorders is the department proposing? What effect will those changes have on the department's programs and core service delivery?	<p>Discretionary Work Orders; Net Decrease of \$124,100 in FY26-27 and \$98,503 in FY27-28: - DT Technology Projects decrease of \$1,595 in FY26-27 and FY27-28 for license reductions. - CON AOSD increase of \$2,035 in FY26-27 and \$ 3,714 in FY27-28 - City Attorney Legal Service increase of \$50,000 in FY26-27 and FY27-28 for upcoming RFPs in FY26-27 and FY27-28. - HR Mgmt Training increase of \$16,000 in FY26-27 and FY27-28 for departmental staff trainings. - HR Special Projects decrease of \$204,540 in FY26-27 and \$181,622 in FY27-28 because a position 1241 Human Resource Analyst was no longer required.</p> <p>Rec and Park increase of \$14,000 in FY26-27, mainly due to the Airport's request for additional exercise classes (\$13,500) and a \$500 facility fee for DHR staff training, and \$15,000 in FY27-28, entirely attributable to the Airport's additional exercise classes. SFHSS will recover the amounts directly from the Airport for their exercise classes</p>
Legislation	Please itemize any legislation required for budget submission, including: A&Es / recurring grants, fee schedules, etc.	SFHSS 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.	SFHSS has no Prop J work.
Budget Equity	Do any changes to the department's budget described above impact the department's ability to implement its racial equity plan? If so please explain.	No changes in SFHSS's budget impact the department's ability to implement its racial equity plan.

BUDGET FORM 1B: Department Budget Summary

FY 2026-27 and FY 2027-28

DEPARTMENT: HSS Health Service System

GFS Details

Account Lvl 2	Account Lvl 3	FY 2026-27 Base	FY 2026-27 Department	FY 2026-27 Dept - Base	FY 2027-28 Base	FY 2027-28 Department	FY 2027-28 Dept - Base
EXPENDITURE	SALARIES	5,884,317	5,746,110	(138,207)	6,301,059	6,153,049	(148,010)
	MAND_FRING_BEN	2,607,002	2,569,995	(37,007)	2,871,175	2,830,340	(40,835)
	NON_PERS_SVCS	2,459,720	2,411,756	(47,964)	2,353,226	2,304,310	(48,916)
	MTL_SUPP	35,839	35,629	(210)	35,839	37,379	1,540
	SVCS_OTHER_DEPTS	1,981,163	1,857,063	(124,100)	1,981,163	1,882,660	(98,503)
EXPENDITURE		12,968,041	12,620,553	(347,488)	13,542,462	13,207,738	(334,724)
GFS	General Fund Support	277,547	(83,441)	(360,988)	851,968	502,244	(349,724)
Account Lvl 2	Account Lvl 3	FY 2026-27 Base	FY 2026-27 Department	FY 2026-27 Dept - Base	FY 2027-28 Base	FY 2027-28 Department	FY 2027-28 Dept - Base
REVENUE	OTH_REV	580,000	580,000	0	580,000	580,000	0
	EXP_RECOVERY	12,110,494	12,123,994	13,500	12,110,494	12,125,494	15,000
REVENUE		12,690,494	12,703,994	13,500	12,690,494	12,705,494	15,000
GFS	General Fund Support	277,547	(83,441)	(360,988)	851,968	502,244	(349,724)

GFS Target Status

FY 2026-27 Reduction Targets	FY 2026-27 Baseline Target	FY 2026-27 Dept Submission	FY 2026-27 Amt Over (Under) Target	FY 2027-28 Reduction Targets	FY 2027-28 Baseline Target	FY 2027-28 Dept Submission	FY 2027-28 Amt Over (Under) Target
(200,000)	77,547	(83,441)	(160,988)	(200,000)	651,968	502,244	(149,724)
			NO GFS				NO GFS

NGFS - Self Supporting

BUDGET FORM 2A: Revenue Report

DEPARTMENT HSS Health Service System

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 Title	Account	Account Title	TRIO	Agency Use	Total BY Revenue Change		Total BY1 Revenue Change		Budget Justification						
																				FY 2026-27 Base	FY 2026-27 Department	FY 2026-27 Dept - Base	FY 2027-28 Base		FY 2027-28 Department	FY 2027-28 Dept - Base				
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707-0001	HT Administration	HSS Administration	10000	Operating	4860ExpRec	486020	Exp Rec Fr Airport (AAO)			480,256	493,756	13,500	480,256	495,256	15,000	WO balancing				
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707-0001	HT Administration	HSS Administration	10000	Operating	4860ExpRec	486990	Exp Rec-General Unallocated			316,929	-	(316,929)	316,929	-	(316,929)	SFHSS is updating account code to reflect actual recovery posting in FY26-27 and FY27-28.				
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707-0001	HT Administration	HSS Administration	10000	Operating	4860ExpRec	487050	Exp Rec Fr Sfcod (Non-AAO)			-	316,929	316,929	-	316,929	316,929	SFHSS is updating account code to reflect actual recovery posting in FY26-27 and FY27-28.				
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707-0001	HT Administration	HSS Administration	10000	Operating	4860ExpRec	487190	Exp Rec Fr County Ed(Non-AAO)			-	1,964,840	1,964,840	-	1,964,840	1,964,840	SFHSS is updating account code to reflect actual recovery posting in FY26-27 and FY27-28.				
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707-0001	HT Administration	HSS Administration	10000	Operating	4860ExpRec	487990	Exp Rec-Unallocated Non-AAO Fd			1,964,840	-	(1,964,840)	1,964,840	-	(1,964,840)	SFHSS is updating account code to reflect actual recovery posting in FY26-27 and FY27-28.				
																				2,762,025	2,775,525	13,500	2,762,025	2,777,025	15,000					

BUDGET FORM 3A: Expenditure Change

DEPARTMENT: HSS Health Service System

Total BY Expenditure Change (347,488) Total BY1 Expenditure Change (334,724)

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 Title	Account	Account Title	Equipment #	TRIO	Agency Use	Total BY Expenditure Change (347,488)			Total BY1 Expenditure Change (334,724)			Explanation of Change									
																					FY 2026-27 Base	FY 2026-27 Department	FY 2026-27 Dept - Base	FY 2027-28 Base	FY 2027-28 Department	FY 2027-28 Dept - Base										
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary	501010	Perm Salaries-Misc-Regular				5,576,268	5,438,061	(138,207)	5,971,917	5,823,907	(148,010)	See Form 3B									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	513010	Retire City Misc				824,267	805,243	(19,024)	934,196	912,549	(21,647)	See Form 3B									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	514010	Social Security (OASDI & HI)				325,513	319,096	(6,417)	346,827	340,173	(6,654)	See Form 3B									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	514020	Social Sec-Medicare(HI Only)				81,024	79,019	(2,005)	86,752	84,604	(2,148)	See Form 3B									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	515010	Health Service-City Match				245,245	250,555	5,310	267,325	273,113	5,788	See Form 3B									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	515020	Retiree Health-Match-Prop B				43,028	41,965	(1,063)	46,076	44,937	(1,139)	See Form 3B									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	515030	RetireeHlthCare-CityMatchPropC				12,855	12,536	(319)	13,763	13,424	(339)	See Form 3B									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	515710	Dependent Coverage				511,927	504,792	(7,135)	558,017	550,240	(7,777)	See Form 3B									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	516010	Dental Coverage				46,535	46,198	(337)	48,392	48,039	(353)	See Form 3B									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	519110	Flexible Benefit Package				38,214	31,845	(6,369)	41,652	34,710	(6,942)	See Form 3B									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe	519120	Long Term Disability Insurance				16,891	17,243	352	18,096	18,472	376	See Form 3B									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5210NPSvcs	522000	Training - Budget				13,700	24,300	10,600	14,400	25,000	10,600	SFHSS is increasing training due to Senior Leadership and Health Service Board Travel in FY26-27 & FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5210NPSvcs	524010	Membership Fees				1,835	2,400	565	1,835	2,620	785	SFHSS is increasing Membership for IFEBP due to annual rate increases for FY26-27 & FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5210NPSvcs	526610	Interpreters				1,500	-	(1,500)	1,500	-	(1,500)	SFHSS is no longer utilizing this service so it was removed from the budget for FY26-27 & FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5210NPSvcs	527000	Prof & Specialized Svcs-Bdgt				1,262,688	1,263,988	1,300	1,357,602	1,360,802	3,200	SFHSS is increasing Professional Service On-going by \$3,200 for Kodak Scanner Services and are reducing the budget one-time to remove the line item for Door Badging System in FY26-27 & FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5210NPSvcs	528990	Other Bldg Maint Svcs				3,200	-	(3,200)	3,200	-	(3,200)	SFHSS is removing this line item on-going for Carpet Cleaning which will be paid through Work Order starting in FY26-27.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5210NPSvcs	529990	Other Equip Maint				1,764	2,185	421	1,764	2,513	749	SFHSS is increasing this budget line on-going to cover the cost of the Quadient charge for service to our letter folding machine in FY26-27 & FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5210NPSvcs	535510	Copy Machine				25,000	24,000	(1,000)	25,000	24,000	(1,000)	SFHSS is reducing our Copy Machine costs by printing less and use B&W printing whenever possible starting in FY26-27 & FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5210NPSvcs	535520	Printing				300	-	(300)	300	-	(300)	SFHSS is reducing our printing costs by printing in-house for these projects starting in FY26-27 & FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5210NPSvcs	535960	Software Licensing Fees				1,100	10,650	9,550	1,100	3,650	2,550	SFHSS is reducing the amount of license fees on going and have a one-time expense to renew the door badging system in FY26-27 and on-going expense to cover license for door badging system in FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5400Mat&Su	540000	Materials & Supplies-Budget				31,654	27,804	(3,850)	31,654	27,804	(3,850)	SFHSS is reducing M&S budget on-going starting in FY26-27 & FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5810OthDep	581120	GF-CON-Accounting Ops				18,292	20,327	2,035	18,292	22,006	3,714	SFHSS is increasing CON-AOSD Interdepartmental Work Order for FY26-27 and FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5810OthDep	581140	DT Technology Projects				33,536	31,941	(1,595)	33,536	31,941	(1,595)	SFHSS is reducing the TIS WO due to licenses change in FY26-27 and FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5810OthDep	581270	GF-City Attorney-Legal Service				125,000	175,000	50,000	125,000	175,000	50,000	SFHSS is requesting increase to CAT WO for upcoming RFP(s) in FY26-27 and FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5810OthDep	581440	GF-HRD-SPECIALPROJECTS WO				561,379	356,839	(204,540)	561,379	379,757	(181,622)	SFHSS is receiving reduced support and will no longer have a Class 1241 designated to HSS in FY26-27 and FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5810OthDep	581450	GF-HR-Mgmt Training				10,500	26,500	16,000	10,500	26,500	16,000	SFHSS is requesting an increase to HRD WO for training in FY26-27 and FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5810OthDep	581880	GF-Rec & Park-Gardener				34,522	48,522	14,000	34,522	49,522	15,000	SFHSS is requesting an increase for additional exercise classes with AIR and (facility fee - only in FY26-27) in FY26-27 and FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0002	HT Administration	HSS Employee Assistance Pgm	10000	Operating	5210NPSvcs	522000	Training - Budget				5,935	-	(5,935)	8,863	6,528	(2,335)	SFHSS is reducing training for EAP due to not hiring a 3rd counselor and a one-time reduction for license renewals needed every other year in FY26-27 & FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0002	HT Administration	HSS Employee Assistance Pgm	10000	Operating	5210NPSvcs	524010	Membership Fees				1,908	1,077	(831)	1,872	1,041	(831)	SFHSS is reducing on-going membership fees due to not hiring a 3rd counselor for FY26-27 & FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0002	HT Administration	HSS Employee Assistance Pgm	10000	Operating	5210NPSvcs	527000	Prof & Specialized Svcs-Bdgt				834,741	791,563	(43,178)	834,741	791,563	(43,178)	SFHSS is reducing EAP Compsych services due to contract negotiations in FY26-27 & FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0002	HT Administration	HSS Employee Assistance Pgm	10000	Operating	5210NPSvcs	535520	Printing				2,000	3,000	1,000	2,000	3,000	1,000	SFHSS is increasing this expenditure line to print new EAP pocket guides in FY26-27 & FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0002	HT Administration	HSS Employee Assistance Pgm	10000	Operating	5210NPSvcs	535960	Software Licensing Fees				70,628	56,892	(13,736)	65,628	51,892	(13,736)	SFHSS is reducing this budget line for EAP Software Licensing due to not needing to do an RFP for a new supplier in FY26-27 & FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0002	HT Administration	HSS Employee Assistance Pgm	10000	Operating	5210NPSvcs	552210	Fees Licenses Permits				4,940	3,220	(1,720)	4,940	3,220	(1,720)	SFHSS is reducing this line item on-going due to not hiring a 3rd Counselor in FY26-27 & FY27-28.									
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0002	HT Administration	HSS Employee Assistance Pgm	10000	Operating	5400Mat&Su	540000	Materials & Supplies-Budget				4,185	7,825	3,640	4,185	9,575	5,390	SFHSS is increasing EAP M&S due to need for De-Escalation Packet and a one-time decrease for Mediation Packets for FY26-27 & FY27-28.									
NGFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	31190	HSS ADMIN GF SUPPORT FD	10001708-0001	HT HealthCare Sustainability F	Admin	10000	Operating	5010Salary	501010	Perm Salaries-Misc-Regular				-	-	-	-	-	-	See Form 3B									
																					10,772,074	10,424,586	(347,488)	11,476,826	11,142,102	(334,724)										

BUDGET FORM 3B: Position Change

DEPARTMENT: HSS Health Service System

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 Title	Agency Use	Job Class	Job Title	Status	Action	Position	Total BY FTE Change		Total BY Amount Change				Total BY FTE Change		Total BY Amount Change				Explanation of Change
																						FY 2026-27 Base FTE	FY 2026-27 Dept FTE	FY 2026-27 Dept - Base FTE	FY 2026-27 Base Amount	FY 2026-27 Dept Amount	FY 2026-27 Dept - Base Amount	FY 2027-28 Base FTE	FY 2027-28 Dept FTE	FY 2027-28 Dept - Base FTE	FY 2027-28 Base Amount	FY 2027-28 Dept Amount	FY 2027-28 Dept - Base Amount	
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		0931 C	Manager III	A	S	01123698-1	-	1.00	1.00	-	208,802	208,802	-	1.00	1.00	-	223,616	223,616	SFHSS is downgrading this position from Class 0932 Manager IV to Class 0931 Manager III for FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		0931 C	Manager III	A	R	01125312-1	1.00	-	(1.00)	208,802	-	(208,802)	1.00	-	(1.00)	223,616	-	(223,616)	SFHSS is transferring this position Class 0931 Manager III (Contracts Manager) from General Fund to Healthcare Sustainability Fund in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		0931 C	Manager III	A	S	01123698-1	-	-	-	-	77,423	77,423	-	-	-	-	85,122	85,122	SFHSS is downgrading this position from Class 0932 Manager IV to Class 0931 Manager III for FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		0931 C	Manager III	A	R	01125312-1	-	-	-	77,423	-	(77,423)	-	-	-	85,122	-	(85,122)	SFHSS is transferring this position Class 0931 Manager III (Contracts Manager) from General Fund to Healthcare Sustainability Fund in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		0932 C	Manager IV	A	S	01123698-1	1.00	-	(1.00)	224,071	-	(224,071)	1.00	-	(1.00)	239,968	-	(239,968)	SFHSS is downgrading this position from Class 0932 Manager IV to Class 0931 Manager III for FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		0932 C	Manager IV	A	S	01123698-1	-	-	-	80,017	-	(80,017)	-	-	-	88,044	-	(88,044)	SFHSS is downgrading this position from Class 0932 Manager IV to Class 0931 Manager III for FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		1053 C	IS Business Analyst-Senior	A	S	01111403-1	0.75	-	(0.75)	128,253	-	(128,253)	0.75	-	(0.75)	137,352	-	(137,352)	SFHSS is downgrading this position from Class 0932 Manager IV to Class 0931 Manager III for FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		1053 C	IS Business Analyst-Senior	A	N	01125575-2	-	0.75	0.75	-	128,253	128,253	-	0.75	0.75	-	137,352	137,352	SFHSS is reallocating this position. Class 1053 IS Business Analyst-Senior 75% of this Salary from the Healthcare Sustainability Fund to the General Fund for FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		1053 C	IS Business Analyst-Senior	A	S	01111403-1	-	-	-	47,135	-	(47,135)	-	-	-	51,931	-	(51,931)	SFHSS is upgrading this position from Class 1053 IS Business Analyst-Senior to Class 1054 Principal IS Business Analyst for FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		1053 C	IS Business Analyst-Senior	A	N	01125575-2	-	-	-	47,135	-	(47,135)	-	-	-	51,931	-	(51,931)	SFHSS is reallocating this position. Class 1053 IS Business Analyst-Senior 75% of this Salary from the Healthcare Sustainability Fund to the General Fund for FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		1209 C	Benefits Technician	A	R	01125578-1	-	1.00	1.00	-	97,129	97,129	-	1.00	1.00	-	104,020	104,020	SFHSS is transferring this position. Class 1209 Benefit Technician from the Healthcare Sustainability Fund to the General Fund in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		1209 C	Benefits Technician	A	R	01125578-1	-	-	-	-	44,846	44,846	-	-	-	-	49,271	49,271	SFHSS is transferring this position. Class 1209 Benefit Technician from the Healthcare Sustainability Fund to the General Fund in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		1210 C	Benefits Analyst	A	R	01100957-1	-	1.00	1.00	-	115,167	115,167	-	1.00	1.00	-	123,339	123,339	SFHSS is transferring this position. Class 1210 Benefit Analyst from the Healthcare Sustainability Fund to the General Fund in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		1210 C	Benefits Analyst	A	R	01123666-1	-	1.00	1.00	-	115,167	115,167	-	1.00	1.00	-	123,339	123,339	SFHSS is transferring this position. Class 1210 Benefit Analyst from the Healthcare Sustainability Fund to the General Fund in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		1210 C	Benefits Analyst	A	R	01100957-1	-	-	-	-	49,193	49,193	-	-	-	-	54,092	54,092	SFHSS is transferring this position. Class 1210 Benefit Analyst from the Healthcare Sustainability Fund to the General Fund in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		1210 C	Benefits Analyst	A	R	01123666-1	-	-	-	-	49,193	49,193	-	-	-	-	54,092	54,092	SFHSS is transferring this position. Class 1210 Benefit Analyst from the Healthcare Sustainability Fund to the General Fund in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		1632 C	Senior Account Clerk	A	S	01118500-1	1.00	-	(1.00)	102,398	-	(102,398)	1.00	-	(1.00)	109,663	-	(109,663)	SFHSS is upgrading Class 1632 Senior Account Clerk to a Class 1634 Principal Account Clerk for FY26-27 & FY27-28. This upgrade was approved by MBO.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		1632 C	Senior Account Clerk	A	S	01118874-1	1.00	-	(1.00)	102,398	-	(102,398)	1.00	-	(1.00)	109,663	-	(109,663)	SFHSS is upgrading Class 1632 Senior Account Clerk to a Class 1634 Principal Account Clerk ongoing starting in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		1632 C	Senior Account Clerk	A	S	01118500-1	-	-	-	46,117	-	(46,117)	-	-	-	50,679	-	(50,679)	SFHSS is upgrading Class 1632 Senior Account Clerk to a Class 1634 Principal Account Clerk ongoing starting in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		1632 C	Senior Account Clerk	A	S	01118874-1	-	-	-	46,117	-	(46,117)	-	-	-	50,679	-	(50,679)	SFHSS is upgrading Class 1632 Senior Account Clerk to a Class 1634 Principal Account Clerk ongoing starting in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		1634 C	Principal Account Clerk	A	S	01118500-1	-	1.00	1.00	-	115,732	115,732	-	1.00	1.00	-	123,943	123,943	SFHSS is upgrading Class 1632 Senior Account Clerk to a Class 1634 Principal Account Clerk for FY26-27 & FY27-28. This upgrade was approved by MBO.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		1634 C	Principal Account Clerk	A	S	01118874-1	-	1.00	1.00	-	115,732	115,732	-	1.00	1.00	-	123,943	123,943	SFHSS is upgrading Class 1632 Senior Account Clerk to a Class 1634 Principal Account Clerk ongoing starting in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		1634 C	Principal Account Clerk	A	S	01118500-1	-	-	-	-	49,329	49,329	-	-	-	-	54,242	54,242	SFHSS is upgrading Class 1632 Senior Account Clerk to a Class 1634 Principal Account Clerk for FY26-27 & FY27-28. This upgrade was approved by MBO.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		1634 C	Principal Account Clerk	A	S	01118874-1	-	-	-	-	49,329	49,329	-	-	-	-	54,242	54,242	SFHSS is upgrading Class 1632 Senior Account Clerk to a Class 1634 Principal Account Clerk ongoing starting in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		1652 C	Accountant II	A	D	01092562-1	1.00	-	(1.00)	128,421	-	(128,421)	1.00	-	(1.00)	137,532	-	(137,532)	SFHSS is upgrading Class 1632 Senior Account Clerk to a Class 1634 Principal Account Clerk ongoing starting in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		1652 C	Accountant II	A	D	01092562-1	-	-	-	53,406	-	(53,406)	-	-	-	58,741	-	(58,741)	SFHSS is upgrading Class 1632 Senior Account Clerk to a Class 1634 Principal Account Clerk ongoing starting in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		1813 C	Senior Benefits Analyst	A	R	01114239-1	1.00	-	(1.00)	139,363	-	(139,363)	1.00	-	(1.00)	149,250	-	(149,250)	SFHSS is aligning this position. job class 1813 from the General fund to the Health Sustainability Fund to reflect work being performed in FY26-27 & FY27-28.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		1813 C	Senior Benefits Analyst	A	R	01143119-1	-	1.00	1.00	-	139,363	139,363	-	1.00	1.00	-	149,250	149,250	SFHSS is aligning this position. job class 1813 from the Health Sustainability Fund to the General Fund to reflect work performed in FY26-27 & FY27-28.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		1813 C	Senior Benefits Analyst	A	R	01114239-1	-	-	-	55,021	-	(55,021)	-	-	-	60,557	-	(60,557)	SFHSS is aligning this position. job class 1813 from the General fund to the Health Sustainability Fund to reflect work being performed in FY26-27 & FY27-28.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5130Fringe		1813 C	Senior Benefits Analyst	A	R	01143119-1	-	-	-	-	55,021	55,021	-	-	-	-	60,557	60,557	SFHSS is aligning this position. job class 1813 from the Health Sustainability Fund to the General Fund to reflect work performed in FY26-27 & FY27-28.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001	HT Administration	HSS Administration	10000	Operating	5010Salary		1823 C	Senior Administrative Analyst	A	R	01111401-1	0.90	-	(0.90)	139,846	-	(139,846)	0.90	-	(0.90)	149,768	-	(149,768)	SFHSS is transferring this position. Class 1823, Senior Administrative Analyst from the General Fund to the Healthcare Sustainability Fund in FY26-27.
GFS	HSS	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707-0001																								

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

DEP/HSS - NOT APPLICABLE

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

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

Where applicable, include installation/outfitting costs in the same line item budget request in the table

Fiscal													
Year	Equipment Description	Justification of Need	Project ID	Project Title	Equipment #	New/Replac e	Number of Units	Cost Per Unit	Total Cost	New Request	Rollover Units	Rollover Cost Per Unit	Rollover Total Cost

BUDGET FORM 4B: Fleet

DEPARTMENT HSS - NOT APPLICABLE

Note:

All departments requesting to purchase new or replacement vehicles must fill out this form, whether requesting General 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 Cami

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#	Vehicle to be replaced - Model Year	Vehicle to be replaced - Make and Model

This Tab is filtered for work orders that are not balanced between requesting and performing departments. To remove or change this filter and "Controls" in the navigation pane; change the value under Report Input Controls. All entries can also be reviewed in Tab2 and Tab3.

Off-Budget is one-sided and is considered balance. It is unbalance only when Requesting (8000) and Performing (8100) does not agree.

WO is balanced on the forms.

Dept Pair	Requesting	Performing	WO Ref ID	Dept ID	Dept ID Title	Fund	Fund Title	Project	Project Title	Activity	Activity Title	Activity ID	Activity Type	Authority Lvl	Authority Lvl 1 Title	Authority	Authority Title	Account	Account Title	Agency Use	Agency Use Title	FY 2026-27										FY 2027-28				Requesting Comments	Performing Comments			
																						FY 2026-27 Original	FY 2026-27 Rollover	FY 2026-27 Requesting Changes	FY 2026-27 Performing Changes	FY 2026-27 Requesting Proposal	FY 2026-27 Performing Proposal	FY 2026-27 Form Spread	FY 2026-27 Rollover	FY 2026-27 Requesting Changes	FY 2026-27 Performing Changes	FY 2026-27 Requesting Proposal	FY 2026-27 Performing Proposal	FY 2026-27 Form Spread						
HSS-ADM	HSS	ADM	ADM-DIGITALSVCS	208671	ADM Digital Services	10020	GF Continuing Authority Ctrl	1002322	ADDS Digital Services Program	0004	Citywide Recoveries			16537	AD Digital Services Program	16537	AD Digital Services Program	486410	Exp Rec Fr Hss (AAO)			0	0	0	15,041	0	15,041	-15,041	0	15,041	0	15,041	0	15,041	-15,041					
HSS-ADM	HSS	ADM	ADM-DIGITALSVCS	208671	ADM Digital Services	10060	GF Work Order	1002322	ADDS Digital Services Program	0004	Citywide Recoveries			10002	Interdepartmental-Overhead	10002	Interdepartmental-Overhead	486410	Exp Rec Fr Hss (AAO)			0	0	15,041	0	15,041	0	15,041	0	15,041	0	15,041	0	15,041	0	15,041				
HSS-ADM	HSS	ADM	ADM-MAILSERVICE	228880	ADM Repromail	28310	ISOS REPRODUCTION FUND	10003088	ADRP Repromail	0001	Repromail Operations			10000	Operating	10000	Operating	486410	Exp Rec Fr Hss (AAO)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
HSS-ADM	UNA	ADM	OFF-BUDGET	228880	ADM Repromail	28310	ISOS REPRODUCTION FUND	10003088	ADRP Repromail	0001	Repromail Operations			10000	Operating	10000	Operating	487990	Exp Rec-Unallocated Non-AAO Fd			109,127	113,660	0	0	113,660	113,660	0	113,660	0	0	113,660	113,660	0	0					
HSS-ADM	HSS	ADM	ADM-DIGITALSVCS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	0001	HSS Administration			10000	Operating	10000	Operating	581161	GF-ADM-Digital Services			0	0	-15,041	-15,041	-15,041	-15,041	0	0	-15,041	-15,041	-15,041	-15,041	0	0					
HSS-ADM	HSS	ADM	ADM-MAILSERVICE	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	0001	HSS Administration			10000	Operating	10000	Operating	581820	Is-Punch-Reproduction			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
HSS-CAT	HSS	CAT	CAT-LEGALSVCS	229042	CAT City Attorney	10000	GF Annual Account Ctrl	10001638	CA Legal Services	0001	Legal Services-General			10000	Operating	10000	Operating	486410	Exp Rec Fr Hss (AAO)			125,000	125,000	50,000	50,000	175,000	175,000	0	125,000	50,000	50,000	175,000	175,000	0	0		To match requesting department budget			
HSS-CAT	HSS	CAT	CAT-LEGALSVCS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	0001	HSS Administration			10000	Operating	10000	Operating	581270	GF-City Attorney-Legal Service			-125,000	-125,000	-50,000	-50,000	-175,000	-175,000	0	-125,000	-50,000	-50,000	-175,000	-175,000	0	0		To match requesting department budget			
HSS-CON	HSS	CON	CON-AOSD	229227	CON Accounting	10000	GF Annual Account Ctrl	10001644	CO Operations	0001	General Operations			10000	Operating	10000	Operating	486410	Exp Rec Fr Hss (AAO)			0	0	20,327	20,327	20,327	20,327	0	0	22,006	22,006	22,006	22,006	0	0					
HSS-CON	HSS	CON	CON-FINSYS	229227	CON Accounting	10000	GF Annual Account Ctrl	10001644	CO Operations	0001	General Operations			10000	Operating	10000	Operating	486410	Exp Rec Fr Hss (AAO)			17,675	18,292	-18,292	-18,292	0	0	18,292	-18,292	-18,292	0	0	0	0	0	0				
HSS-CON	HSS	CON	CON-AOSD	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	0001	HSS Administration			10000	Operating	10000	Operating	581120	GF-CON-Accounting Ops			0	0	-20,327	-20,327	-20,327	-20,327	0	0	-22,006	-22,006	-22,006	-22,006	0	0					
HSS-CON	HSS	CON	CON-FINSYS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	0001	HSS Administration			10000	Operating	10000	Operating	581120	GF-CON-Accounting Ops			-17,675	-18,292	18,292	18,292	0	0	-18,292	18,292	18,292	0	0	0	0	0	0				
HSS-HRD	HSS	HRD	HRD-HR-SPECIALPROJECTS	232025	HRD Employment Services	10060	GF Work Order	10026742	HR Administration	0001	HR Administration			10002	Interdepartmental-Overhead	10002	Interdepartmental-Overhead	486370	Exp Rec Fr Comm Health Svc AAO			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
HSS-HRD	HSS	HRD	HRD-HR-SPECIALPROJECTS	232025	HRD Employment Services	10060	GF Work Order	10042097	HRD Employment Services	0002	Client Services Consulting			10002	Interdepartmental-Overhead	10002	Interdepartmental-Overhead	486410	Exp Rec Fr Hss (AAO)			561,379	561,379	-204,540	-204,540	356,839	356,839	0	561,379	-181,622	-181,622	379,757	379,757	0	0					
HSS-HRD	HSS	HRD	HRD-WORKFORCEDEVELOPMENT	232029	HRD Workforce Development	10060	GF Work Order	10026743	HR Workforce Development	0001	HR Workforce Development			10002	Interdepartmental-Overhead	10002	Interdepartmental-Overhead	486410	Exp Rec Fr Hss (AAO)			10,500	10,500	16,000	16,000	26,500	26,500	0	10,500	16,000	16,000	26,500	26,500	0	0					
HSS-HRD	HSS	HRD	HRD-HR-SPECIALPROJECTS	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	0001	HSS Administration			10000	Operating	10000	Operating	581440	GF-HRD-SPECIALPROJECTS WO			-561,379	-561,379	204,540	204,540	-356,839	-356,839	0	-561,379	181,622	181,622	-379,757	-379,757	0	0		Reduced support			
HSS-HRD	HSS	HRD	HRD-WORKFORCEDEVELOPMENT	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	0001	HSS Administration			10000	Operating	10000	Operating	581450	GF-HR-Mgmt Training			-10,500	-10,500	-16,000	-16,000	-26,500	-26,500	0	-10,500	-16,000	-16,000	-26,500	-26,500	0	0		Increase training per HSS request			
HSS-HSS	UNA	HSS	UNALLOCATED	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	0001	HSS Administration			10000	Operating	10000	Operating	486990	Exp Rec-General Unallocated			304,836	316,929	-316,929	-316,929	0	0	316,929	-316,929	-316,929	0	0	0	0	0	0				
HSS-HSS	HSS	HSS	UNALLOCATED	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	0001	HSS Administration			10000	Operating	10000	Operating	487050	Exp Rec Fr Stood (Non-AAO)			0	0	316,929	0	316,929	0	316,929	0	316,929	0	316,929	0	316,929	0	316,929	0	316,929		
HSS-HSS	HSS	HSS	OFF-BUDGET	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	0001	HSS Administration			10000	Operating	10000	Operating	487190	Exp Rec Fr County Ed(Non-AAO)			0	0	1,964,840	0	1,964,840	0	1,964,840	0	1,964,840	0	1,964,840	0	1,964,840	0	1,964,840	0	1,964,840		
HSS-HSS	UNA	HSS	OFF-BUDGET	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	0001	HSS Administration			10000	Operating	10000	Operating	487990	Exp Rec-Unallocated Non-AAO Fd			1,889,867	1,964,840	-1,964,840	-1,964,840	0	0	1,964,840	-1,964,840	-1,964,840	0	0	0	0	0	0	0			
HSS-REC	HSS	REC	REC-GARDENER	150705	REC Park Support-General	10060	GF Work Order	10033306	RP WO HSS	0001	Wellness Classes - Labor			10002	Interdepartmental-Overhead	10002	Interdepartmental-Overhead	486410	Exp Rec Fr Hss (AAO)			34,522	34,522	14,000	14,000	48,522	48,522	0	34,522	15,000	15,000	49,522	49,522	0	0					
HSS-REC	HSS	REC	REC-GARDENER	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	0001	HSS Administration			10000	Operating	10000	Operating	581880	GF-Rec & Park-Gardener			-34,522	-34,522	-14,000	-14,000	-48,522	-48,522	0	-34,522	-15,000	-15,000	-49,522	-49,522	0	0					
HSS-TIS	HSS	TIS	TIS-TECHPROJ	207921	DT Adm IDS Pass-thru	28070	ISTIF Annual Authority Ctrl	10024810	DT INTERDEPARTMENTAL SERV	0161	DT HSS 120 IT Support Services			17608	DI Work Order Projects	17608	DI Work Order Projects	486410	Exp Rec Fr Hss (AAO)			30,375	30,375	-1,721	-1,721	28,654	28,654	0	30,375	-1,721	-1,721	28,654	28,654	0	0					
HSS-TIS	HSS	TIS	TIS-TECHPROJ	207921	DT Adm IDS Pass-thru	28070	ISTIF Annual Authority Ctrl	10024810	DT INTERDEPARTMENTAL SERV	1029	DT City-Wide Oracle License			17608	DI Work Order Projects	17608	DI Work Order Projects	486410	Exp Rec Fr Hss (AAO)			3,161	3,161	126	126	3,287	3,287	0	3,161	126	126	3,287	3,287	0	0					
HSS-TIS	HSS	TIS	TIS-TECHPROJ	291644	HSS Health Service System	10000	GF Annual Account Ctrl	10001707	HT Administration	0001	HSS Administration			10000	Operating	10000	Operating	581140	DT Technology Projects			-33,536	-33,536	1,595	1,595	-31,941	-31,941	0	-33,536	1,595	1,595	-31,941	-31,941	0	0					

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WO is balanced on the forms

Dept Pair	Requesting	Providing	Requesting Contact	Performing Contact
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WO is balanced

This Tab is filtered for work orders that are not balanced between requesting and performing departments. To remove or change this filter and "Controls" in the navigation pane; change the value under Report Input Controls. All entries can also be reviewed in Tab2 and Tab3.

Off-Budget is one-sided and is considered balance. It is unbalance only when Requesting (8000) and Performing (8100) does not agree.

WO is balanced on the forms.

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WO is balanced on the forms

Dept Pair	Requesting	Providing	Requesting Contact	Performing Contact
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WO is balanced

Dept Pair	Requesting	Performing	WO Ref ID	WO Ref Title	Dept ID	Dept ID Title	Fund	Fund Title	Project	Project Title	Activity	Activity Title	Activity Type	Authority Lvl	Authority Lvl 1 Title	Authority	Authority Title	Account	Account Title	Agency Use	Agency Use Title	FY 2025-26		FY 2026-27		FY 2027-28		Centrally Loaded Comments		
																						Original	Rollover	Original	Rollover	Original	Rollover			
																						Changes	Proposed	Changes	Proposed	Changes	Proposed			
AIR-HSS	AIR	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486020	Exp Rec Fr Airport (AAO)			463,108	480,256	0	480,256	480,256	0	480,256			
AIR-HSS	AIR	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	228932	AIR Human Resources & Payroll	17960	AIR Op Annual Account Ctr	10026671	AC Airport Operations	0001	AC Airport Operations	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-463,108	-480,256	0	-480,256	-480,256	0	-480,256			
BOA-HSS	BOA	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486490	Exp Rec Fr Permit Appeals AAO			1,547	1,643	0	1,643	1,643	0	1,643			
BOA-HSS	BOA	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	232076	BOA Board of Appeals	10000	GF Annual Account Ctr	10026677	BA Appeals Processing	0001	BA Appeals Processing	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-1,547	-1,643	0	-1,643	-1,643	0	-1,643			
CAT-HSS	CAT	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486250	Exp Rec Fr City Attorney (AAO)			84,987	88,537	0	88,537	88,537	0	88,537			
CAT-HSS	CAT	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	229042	CAT City Attorney	10000	GF Annual Account Ctr	10001638	CA Legal Services	0004	Legal Services Non IDS	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-84,987	-88,537	0	-88,537	-88,537	0	-88,537			
CPC-HSS	CPC	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486230	Exp Rec Fr City Planning (AAO)			53,554	55,857	0	55,857	55,857	0	55,857			
CPC-HSS	CPC	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	229235	CPC Current Planning	10000	GF Annual Account Ctr	10001648	CP Current Planning	0001	CP Current Planning	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-53,554	-55,857	0	-55,857	-55,857	0	-55,857			
CSS-HSS	CSS	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486170	Exp Rec Fr Child Supprt SvcsAAO			16,792	17,500	0	17,500	17,500	0	17,500			
CSS-HSS	CSS	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	229264	CSS Child Support Services	11300	SR Child Support-Operating	10001654	CS Operations	0002	Case Management	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-16,792	-17,500	0	-17,500	-17,500	0	-17,500			
DBI-HSS	DBI	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486110	Exp Rec Fr Bldg Inspection AAO			78,843	82,218	0	82,218	82,218	0	82,218			
DBI-HSS	DBI	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	229320	DBI ADM Administration-Gen	10190	SR BIF Operating Project	10001655	BI Administration/General	0001	Administration/General	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			0	0	0	0	0	0	0	0		
DBI-HSS	DBI	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	229320	DBI ADM Administration-Gen	10190	SR BIF Operating Project	10039761	BI Operating	0001	BI Operating	80490	BI-Operating	22440	BI-Operating	515510	Health Service-Admin Cost			-78,843	-82,218	0	-82,218	-82,218	0	-82,218			
DPH-HSS	DPH	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486380	Exp Rec Fr SF Gen Hospital AAO			917,741	953,655	0	953,655	953,655	0	953,655			
DPH-HSS	DPH	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486390	Exp Rec Fr Laguna Honda AAO			358,801	372,966	0	372,966	372,966	0	372,966			
DPH-HSS	DPH	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	210654	HGH Acute Care Rollup	21080	SFGH-Op Annual Account Ctr	10001839	HG HOSPITAL ADMIN SERVICES	0022	8790 GENERAL DIVISION EXP	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-917,741	-953,655	0	-953,655	-953,655	0	-953,655			
DPH-HSS	DPH	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	251865	HLH-FN-Administration	21490	LHH-Op Annual Account Ctr	10001948	HL AD Fiscal	0002	General Accounting	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-358,801	-372,966	0	-372,966	-372,966	0	-372,966			
DPW-HSS	DPW	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486560	Exp Rec Fr Public Works (AAO)			393,490	408,165	0	408,165	408,165	0	408,165			
DPW-HSS	DPW	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	232636	DPW OFFMA Deputy	13920	SR PW-Overhead	10029981	PW-Overhead	0001	PW-Dept Overhead	20677	PW GEN - General Admin	20677	PW GEN - General Admin	515510	Health Service-Admin Cost			-393,490	-408,165	0	-408,165	-408,165	0	-408,165			
ENV-HSS	ENV	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486320	Exp Rec Fr Environment (AAO)			26,504	27,454	0	27,454	27,454	0	27,454			
ENV-HSS	ENV	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	229994	ENV Environment	12200	SR Env-Operating-Non-Project	10026725	EV Environmental Services	0001	EV Environmental Services	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-13,254	-13,726	0	-13,726	-13,726	0	-13,726			
ENV-HSS	ENV	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	229994	ENV Environment	13990	SR Solid Waste Non-Project	10026725	EV Environmental Services	0001	EV Environmental Services	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-13,250	-13,726	0	-13,726	-13,726	0	-13,726			
GEN-HSS	GEN	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486350	Exp Rec Fr Gen City Resp AAO			3,736,539	3,851,346	0	3,851,346	3,851,346	0	3,851,346			
GEN-HSS	GEN	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	230018	GEN General City Responsibility	10000	GF Annual Account Ctr	10026734	GE General City Services	0001	GE General City Services	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-3,736,539	-3,851,346	0	-3,851,346	-3,851,346	0	-3,851,346			
HSA-HSS	HSA	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486690	Exp Rec Fr Human Services AAO			674,913	700,709	0	700,709	700,709	0	700,709			
HSA-HSS	HSA	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	149657	HSA AM Central Management	10000	GF Annual Account Ctr	10001700	HS AD County Expense Claim	0001	Allocable Staff&Overhd	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-674,913	-700,709	0	-700,709	-700,709	0	-700,709			
MTA-HSS	MTA	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486550	Exp Rec Fr Public TransprtAAO			1,601,366	1,666,419	0	1,666,419	1,666,419	0	1,666,419			
MTA-HSS	MTA	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	208657	MTAAW Transit-wide	22265	MTA OH OPR AGENCYWIDE NEW	10001719	MT Administration	0023	Adm General Administration-UND	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-1,601,366	-1,666,419	0	-1,666,419	-1,666,419	0	-1,666,419			
PRT-HSS	PRT	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486530	Exp Rec Fr Port Commission AAO			65,556	68,193	0	68,193	68,193	0	68,193			
PRT-HSS	PRT	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	109754	PRT FA-Administration	23680	PRT-OP Annual Account Ctr	10026768	PO Administration	0001	PO Administration	10000	Operating	10000	Operating	515510	Health Service-Admin Cost	10264	PRT IND Finance and Admin Ind			-65,556	-68,193	0	-68,193	-68,193	0	-68,193	
PUC-HSS	PUC	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486740	Exp Rec Fr PUC (AAO)			194,739	202,130	0	202,130	202,130	0	202,130			
PUC-HSS	PUC	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486750	Exp Rec Fr Hetch Hetchy (AAO)			108,759	112,639	0	112,639	112,639	0	112,639			
PUC-HSS	PUC	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486760	Exp Rec Fr Water Dept (AAO)			191,814	199,686	0	199,686	199,686	0	199,686			
PUC-HSS	PUC	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486800	Exp Rec Fr Cleanwater (AAO)			117,795	122,714	0	122,714	122,714	0	122,714			
PUC-HSS	PUC	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	229267	WWE0101 Administration	20160	WWE Op Annual Account Ctr	10030000	UC Administration WWE	0001	General Administration	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-117,795	-122,714	0	-122,714	-122,714	0	-122,714			
PUC-HSS	PUC	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	232127	PUB0101 General Manager	27180	PUC Operating Fund	10026772	UB Administration	0001	General Manager	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-194,739	-202,130	0	-202,130	-202,130	0	-202,130			
PUC-HSS	PUC	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	232396	WTR01 Administration	25940	WTR Op Annual Account Ctr	10029994	UW Administration WTR	0010	General Regional Admin.	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-191,814	-199,686	0	-199,686	-199,686	0	-199,686			
PUC-HSS	PUC	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	298650	HHP0907 Light Heat & Power	24970	HHPWP Op Annual Account Ctr	10029992	UH Administration HHP	0004	General Power Administration	10000	Operating	10000	Operating	515510	Health Service-Admin Cost			-108,759	-112,639	0	-112,639	-112,639	0	-112,639			
REC-HSS	REC	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	GF Annual Account Ctr	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000	Operating	486630	Exp Rec Fr Rec & Park (AAO)			261,920	272,301	0	272,301	272,301	0	272,301			
REC-HSS	REC	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	262884	REC Finance	10080	GF Overhead-Recreation & Parks	10001738	RP Administration	0001	RP Administration	10002	Interdepartmental-Overhead	10002	Interdepartmental-Overhead	515510	Health Service-Admin Cost		</										

Project Owner	COIT Ref Cd	Dept Grp	New Form ID	Technology Project Title	# of Attachments	GFS Not Flag	Dept Matching JCs & FTE	COIT Funding Requested JCs & FTE (current staffing detail)	Total Project Cost	FY 2025-26 COIT Prior Year Approved	FY 2026-27 COIT Prior Year Approved	FY 2026-27 COIT Base	FY 2026-27 Dept Matching	FY 2026-27 COIT Request	FY 2026-27 Total Cost Submission	FY 2027-28 COIT Base	FY 2027-28 Dept Matching	FY 2027-28 COIT Request	FY 2027-28 Total Cost Submission
HSS	21555_HSS	HSS	24238	Benefits Administration Process Optimization				FTE: BY, BY1	300,000	100,000	100,000	100,000	0	100,000	100,000	0	0	0	0
HSS	21556_HSS	HSS	24239	PeopleSoft Delivered eBenefits and System Improvement					450,000	100,000	100,000	100,000	0	100,000	100,000	0	0	0	0

Note: If **GFS Not Flag** status is **X** and the project is requesting for COIT funding, please revisit the Project Submission form and check the box for "GFS Needed?" in the Header Tab

Project Owner	COIT Ref Cd	Dept Grp	Form ID	Technology Project Title	# of Attachments	Dept Funded JCs & FTE	Total Project Cost	FY 2026-27 Dept Funded	FY 2027-28 Dept Funded
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Dept: HSS

Executive Sponsor: Rey Guillen

Project: Benefits Administration Process Optimization

Project Manager: Brian Rodriguez

Ref: Form: 24238 / Ref Cd: 21555_HSS

Product Owner: Rin coleridge

Project Budget

	FY 2026-27 BY Original	FY 2026-27 Year 1	FY 2027-28 Year 2	Two Year Total Amt
COIT Funded				
NonPosition	100000	100000	0	100000
Position	0	0	0	0
COIT Total	100000	100000	0	100000
Dept Matching & CWFD	N/A	0	0	0
Total Project Cost:	100000	100000	0	100000

COIT Funded Staffing Details

Job Class	FY 2026-27 BY Original FTE	FY 2026-27 Year 1 FTE	FY 2027-28 Year 2 FTE	Status
No staffing request				

**** Problem Statement & Solution**

Please provide a problem statement that clearly articulates the current challenges facing the department. The problem statement must be supported by a thorough analysis backed by concrete data and demonstrates clear alignment with departmental objectives. The proposed solution should include a specific, measurable approach to addressing the identified problem.

Strategic Goals

Dept Response

ICT	<i>Which Information and Communication Technology strategic goals does the project support most?</i>	City Operations that are Efficient and Cost-Effective
Citywide	<i>How would the proposed project support citywide strategic goals, including citywide equity goals if relevant? (1-2 sentences)</i>	Operational Efficiency across all areas HSS administers over \$8B in benefits administration expenses serving 137,000 lives. The department current filled staffing is 46 FTEs which is already at minimum levels for ensuring critical production processes are completed, compliance requirements are met and that HSS members have access to health care. Many staff hours are spent on inefficient processes.
Department	<i>Please identify an specific Department strategic goals or objectives this project is aligne diwth, including Department equiity goals if relevant. (4-5 sentences)</i>	Optimize Service HSS administers over \$8B in benefits administration expenses serving 137,000 lives. The department current filled staffing is 46 FTEs which is already at minimum levels for ensuring critical production processes are completed, compliance requirements are met and that HSS members have access to health care. Many staff hours are spent on inefficient processes.

Justification & Info

Dept Response

FY Start		2026
FY End		2028
Total Project Cost	<i>What is the total cost, from start to finish and prior to maintenance?</i>	300,000
Importance of Project	<i>What are the consequences of not doing this project? If relevant, please include whether this project is needed to meet a new legal requirement.</i>	HSS was already functioning with minimum staffing levels prior to the required budget reductions and hiring freeze. Now more than ever, HSS MUST find ways to be more efficient with the limited resources available.
** Project Schedule & Timeline	<i>Please provide timeline that includes resource allocation plans that specify personnel assignments, on-going cost for maintenance/support, workload distribution, milestone schedules that identify key deliverables and decision points, and risk timeline analysis that anticipates potential delays and mitigation strategies.</i>	none

** Project Structure	<i>Please submit a detailed project management plan that demonstrates your department's ability to execute proposed initiative. This plan must include a phase-gate structure showing how the project will be divided into manageable stages, with the planning and design phase, a development or procurement phase, testing and deployment phase and a clearly defined operationalization transition plan.</i>	
GFS Request	<i>Is General Fund support needed from the COIT Allocation? (Yes/No)</i>	Yes
Dept Highest Priority	<i>Is this your Department's highest priority project? (Yes/No)</i>	No
Critical for Operation	<i>Will the planned technology be a critical system for department operations? (Yes/No)</i>	Yes Definition: A critical system is essential to the continued functioning of your department, even in the event of an emergency. When it fails or is interrupted, business operations would be significantly impacted
Resident Facing	<i>Will the proposed project provide resident facing services?</i>	No
** Stakeholder Engagement	<i>Has the project team consulted with affected parties, identified dependencies, and built necessary support networks. This helps identify risks early and ensures solutions align with broader city technology standards and initiatives. For example, have you consulted with the Department of Technology about the project?</i>	CON-SYS, DT
Project Type	<i>What type of project is being proposed?</i>	Enhancement of an existing service

Theme		Business Specific
Project Lifecycle Stage	<p><i>What stage in the project lifecycle are you in?</i></p> <p><i>For Planning and Design, please complete the Details section.</i></p>	Planning

Project Details: Planning & Design

Dept Response

** Assumptions, Constraints, & Risks	<p><i>Key assumptions underlying the project plan must be clearly stated. Please include resource availability and skill level expectations, technology stability and vendor support assumptions, regulatory environment stability, and stakeholder engagement and cooperation levels</i></p>	unknown
Citywide	<p><i>Are other departments potentially interested in using your technology?</i></p>	<p>Operational Efficiency across all areas</p> <p>HSS adminsters over \$8B in benefits administration expenses serving 137,000 lives. The department current filled staffing is 46 FTEs which is already at minimum levels for ensuring critical production processes are compled, compliance requirements are met and that HSS members have access to health care. Many staff hours are spent on inefficient processes.</p>
System Life Expectancy	<p><i>What's the expected life of the system?</i></p>	none
Est. Upgrade Cycle and Cost	<p><i>What's the anticipated upgrade cycle and cost?</i></p>	<p>HSS is seeking to leverage existing systems that are utilized inefficiently and under utilized to improve operating efficiency. Goal is to leverage existing city wide agreements and services. No impact to system life expectancy as this is modification of how current systems are being utilized.</p>

** Policy & Compliance Framework	<i>Did the project team identify compliance requirements early in the planning process to ensure that the proposed project meet applicable regulatory and policy obligations. This includes DAIS, CJIS, HIPPA, PCI-DSS etc. Additionally, departments must consider accessibility requirements, data governance requirements, and procurement regulations (Yes/No)</i>	No
** Project Complexity	<i>Select the level of complexity that best describe your project.</i>	Select Code Level 1: Simple (< \$500K, < 6 months) <ul style="list-style-type: none"> • Single department impact • Minimal integration • Standard procurement • Low technical risk Level 2: Moderate (\$1M-\$1.5M, 6-12 months) <ul style="list-style-type: none"> • Multi-department coordination • Moderate system integration • Custom configuration required • Medium technical/operational risk Level 3: Complex (\$1.5M-\$3M, 12-24 months) <ul style="list-style-type: none"> • Enterprise-wide impact • Significant system integration • Custom development • High stakeholder coordination Level 4: Transformational (>\$3M, 24+ months) <ul style="list-style-type: none"> • City-wide transformation

**** Operational Planning & Resource Mgmt**

Please provide a plan for long-term sustainability, maintenance requirements, and ongoing value delivery in addition to initial project deployment. Departments must develop a comprehensive ongoing maintenance and support structure that focuses on system reliability and performance.

Use the following template:

Ongoing Maintenance and Support

- Establish a structure for system reliability and performance.
- Include staff training, licensing, vendor costs, and other support needs.

Budget Planning (Years 2–5)

- Define and justify projected costs, including upgrades, technology refreshes, and future needs to keep the solution current.

Staffing Requirements

- Plan for both implementation and ongoing operations.
- Identify core and extended team members, subject matter experts, vendor resources, and succession planning to ensure knowledge transfer and continuity.

Project Details: Data Collection

Select the characteristic(s) and identify the highest classification level of the data that will be contained in the system. Please refer to the City's Data Classification Standard for details on each level.

Financial	N	Business Data	N	High Transaction (# or N)	
Personal Health	N	Residential Data	N	High Volume	N
Highest Classification Level of Data in the System: Protected					

Dept:	HSS	Executive Sponsor:	Rey Guillen
Project:	PeopleSoft Delivered eBenefits and System Improvement	Project Manager:	Brian Rodriguez
Ref:	Form: 24239 / Ref Cd: 21556_HSS	Product Owner	Rin Coleridge

Project Budget

	FY 2026-27 BY Original	FY 2026-27 Year 1	FY 2027-28 Year 2	Two Year Total Amt
COIT Funded				
NonPosition	100000	100000	0	100000
Position	0	0	0	0
COIT Total	100000	100000	0	100000
Dept Matching & CWFD	N/A	0	0	0

Total Project Cost:	100000	0	100000
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COIT Funded Staffing Details

Job Class	FY 2026-27 BY Original FTE	FY 2026-27 Year 1 FTE	FY 2027-28 Year 2 FTE	Status
No staffing request				

**** Problem Statement & Solution**

Please provide a problem statement that clearly articulates the current challenges facing the department. The problem statement must be supported by a thorough analysis backed by concrete data and demonstrates clear alignment with departmental objectives. The proposed solution should include a specific, measurable approach to addressing the identified problem.

In FY2024-25 HSS released RFP for Psoft Benefits Administration 9.2. The objective of this project is to Implement system modifications and enhancements based upon recommendations from prof svcs engaged in the 2024-25FY

Strategic Goals

Dept Response

ICT	<i>Which Information and Communication Technology strategic goals does the project support most?</i>	City Operations that are Efficient and Cost-Effective
Citywide	<i>How would the proposed project support citywide strategic goals, including citywide equity goals if relevant? (1-2 sentences)</i>	Operational Efficiency across all areas
Department	<i>Please identify an specific Department strategic goals or objectives this project is aligne diwth, including Department equiity goals if relevant. (4-5 sentences)</i>	Optimize Service HSS adminsters over \$8B in benefits administration expenses serving 137,000 lives. The primary system utilized by HSS is PeopleSoft benefits administration. Monthly, thousands of transactions are processed each month and \$100M are processed in deductions and payments. Both the configuration and many of the processes were defined 13 years ago and many are older still having sourced from earlier systems. These configurations and processes do not support current business processes. Updating configuration and workflows and automating production jobs/ programs will reduce errors and alleviate staff time so they can focus on other priority functions.

Justification & Info

Dept Response

FY Start		2025
FY End		2027
Total Project Cost	<i>What is the total cost, from start to finish and prior to maintenance?</i>	450,000
Importance of Project	<i>What are the consequences of not doing this project? If relevant, please include whether this project is needed to meet a new legal requirement.</i>	There are significant number of erroneous transactions each week which impact benefit enrollment (person's access to vital healthcare) and financial integrity. HSS is a small department already working with minimal staffing levels. Reducing data entry, correction processing, and other manual processes will help to devote staff hours to other vital processes which are not at optimal service.
** Project Schedule & Timeline	<i>Please provide timeline that includes resource allocation plans that specify personnel assignments, on-going cost for maintenance/support, workload distribution, milestone schedules that identify key deliverables and decision points, and risk timeline analysis that anticipates potential delays and mitigation strategies.</i>	no additional costs. this is already covered in workorders to CON-SYS for Peoplesoft
** Project Structure	<i>Please submit a detailed project management plan that demonstrates your department's ability to execute proposed initiative. This plan must include a phase-gate structure showing how the project will be divided into manageable stages, with the planning and design phase, a development or procurement phase, testing and deployment phase and a clearly defined operationalization transition plan.</i>	
GFS Request	<i>Is General Fund support needed from the COIT Allocation? (Yes/No)</i>	Yes

Dept Highest Priority	<i>Is this your Department's highest priority project? (Yes/No)</i>	Yes
Critical for Operation	<i>Will the planned technology be a critical system for department operations? (Yes/No)</i>	Yes Definition: A critical system is essential to the continued functioning of your department, even in the event of an emergency. When it fails or is interrupted, business operations would be significantly impacted
Resident Facing	<i>Will the proposed project provide resident facing services?</i>	No
** Stakeholder Engagement	<i>Has the project team consulted with affected parties, identified dependencies, and built necessary support networks. This helps identify risks early and ensures solutions align with broader city technology standards and initiatives. For example, have you consulted with the Department of Technology about the project?</i>	CON-SYS
Project Type	<i>What type of project is being proposed?</i>	Enhancement of an existing service
Theme		Business Specific
Project Lifecycle Stage	<i>What stage in the project lifecycle are you in?</i> <i>For Planning and Design, please complete the Details section.</i>	Planning

Project Details: Planning & Design

Dept Response

** Assumptions, Constraints, & Risks	<i>Key assumptions underlying the project plan must be clearly stated. Please include resource availability and skill level expectations, technology stability and vendor support assumptions, regulatory environment stability, and stakeholder engagement and cooperation levels</i>	Unknown
Citywide	<i>Are other departments potentially interested in using your technology?</i>	Operational Efficiency across all areas
System Life Expectancy	<i>What's the expected life of the system?</i>	none - programming and system config changes of existing software
Est. Upgrade Cycle and Cost	<i>What's the anticipated upgrade cycle and cost?</i>	This project is to extend usefulness of system. Current processes, programs and configuration in PeopleSoft does not support current business requirements. Life expectancy is as long as the City is retaining PeopleSoft.
** Policy & Compliance Framework	<i>Did the project team identify compliance requirements early in the planning process to ensure that the proposed project meet applicable regulatory and policy obligations. This includes DAIS, CJIS, HIPPA, PCI-DSS etc. Additionally, departments must consider accessibility requirements, data governance requirements, and procurement regulations (Yes/No)</i>	No

** Project Complexity	<i>Select the level of complexity that best describe your project.</i>	<p>Select Code</p> <p>Level 1: Simple (< \$500K, < 6 months)</p> <ul style="list-style-type: none"> • Single department impact • Minimal integration • Standard procurement • Low technical risk <p>Level 2: Moderate (\$1M-\$1.5M, 6-12 months)</p> <ul style="list-style-type: none"> • Multi-department coordination • Moderate system integration • Custom configuration required • Medium technical/operational risk <p>Level 3: Complex (\$1.5M-\$3M, 12-24 months)</p> <ul style="list-style-type: none"> • Enterprise-wide impact • Significant system integration • Custom development • High stakeholder coordination <p>Level 4: Transformational (>\$3M, 24+ months)</p> <ul style="list-style-type: none"> • City-wide transformation
** Operational Planning & Resource Mgmt	<i>Please provide a plan for long-term sustainability, maintenance requirements, and ongoing value delivery in addition to initial project deployment. Departments must develop a comprehensive ongoing maintenance and support structure that focuses on system reliability and performance.</i>	<p>Use the following template:</p> <p>Ongoing Maintenance and Support</p> <ul style="list-style-type: none"> • Establish a structure for system reliability and performance. • Include staff training, licensing, vendor costs, and other support needs. <p>Budget Planning (Years 2–5)</p> <ul style="list-style-type: none"> • Define and justify projected costs, including upgrades, technology refreshes, and future needs to keep the solution current. <p>Staffing Requirements</p> <ul style="list-style-type: none"> • Plan for both implementation and ongoing operations. • Identify core and extended team members, subject matter experts, vendor resources, and succession planning to ensure knowledge transfer and continuity.

Project Details: Data Collection

Select the characteristic(s) and identify the highest classification level of the data that will be contained in the system. Please refer to the City's Data Classification Standard for details on each level.

Financial	Y	Business Data	Y	High Transaction (# or Y
Personal Health	Y	Residential Data	N	High Volume N
Highest Classification Level of Data in the System: Protected				

GFS Type	Dept Grp	COIT Form ID	COIT Ref Cd	COIT Project Title	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Project Type	Activity Title	Authority	Authority Title	Account	Account Title	Agency Use	Agency Use Title	Job Class	FY 2025-26				FY 2026-27				FY 2027-28																	
																								Original	FY 2025-26	FY 2026-27	FY 2026-27	Original	Base FTE	Base	COIT Request	FY 2026-27	FY 2026-27	COIT Request	Recommended	Base FTE	Base	COIT Request	FY 2027-28	FY 2027-28	COIT Request	Recommended	Base FTE	Base	COIT Request	FY 2027-28	FY 2027-28	COIT Request	Recommended
																								FTE	Original	Original FTE	Original	Base FTE	Base	FTE	COIT Request	Recommended	Base FTE	Base	FTE	COIT Request	Recommended	Base FTE	Base	FTE	COIT Request	Recommended	Base FTE	Base	FTE	COIT Request	Recommended	Base FTE	Base
GFS	HSS	24238	21555_HSS	Benefits Administration Process Optimization	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10020	GF Continuing Authority Ctl	10042549-0001	HT Benefits Admin Process Opt	Technology-COIT Funded	HT Benefits Admin Process Opt	23081	HT Technology Projects	527990	Other Professional Services					100000		100000		100,000		100000	100000		0		0		0											
GFS	HSS	24239	21556_HSS	PeopleSoft Delivered eBenefits and System Improvement	291644	HSS Health Service System	291644	HSS Health Service System	291644	HSS Health Service System	10020	GF Continuing Authority Ctl	10042550-0001	HT PeopleSoft eBenefits	Technology-COIT Funded	HT PeopleSoft eBenefits	23081	HT Technology Projects	527990	Other Professional Services					100000		100000		100,000		100000	100000		0		0		0											

