

## Overview

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As noted in the May 2020 update to the Five-year Financial Plan, the City is facing a General Fund deficit of \$1.5 billion over the next two years. To balance the FY 2020-21 and FY 2021-22 budget, all departments are required to submit plans to reduce General Fund support, compared to the FY 2020-21 base budget, by an equivalent of 10% of adjusted General Fund support in FY 2020-21, growing to 15% in FY 2021-22. An additional 5% in FY 2020-21 is required to serve as a contingency, should fiscal conditions worsen.

Please fill out the following summary forms 1A, 1B, and 1C to lay out your proposal to meet your department's mandatory reduction and provide a clear, written description of resulting service and staffing impacts. Please also provide loadsheets in forms 2-4 to technically implement all changes required in the budget system that reflect the department's proposal. Form 1D is optional, but can be used by departments as a framework to discuss necessary core services and operations changes in response to the ongoing health crisis. (All budget impacts of these proposals should also be included in the summary form 1A.)

These General Fund mandated reduction plans are due to the Mayor's budget office by no later than **June 12, 2020 at 5pm**.

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## Guidelines for proposals:

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### **1. Mandatory Reduction Requirements**

When developing reduction plans, please prioritize solutions that maintain core functions - even if at reduced service levels. Consider:

- Contract savings: reduce or cancel underperforming contracts, services that do not conform to physical distancing, or those supporting non-essential activities
- For necessary contracts, consider re-bidding at reduced rates
- Reduction of personnel costs, including elimination of vacant positions, attrition savings, or project suspensions
- Streamlining operations and consolidation
- New revenue options (being mindful of CY GF impact)

\*Note: Do not submit changes to your department's Pay-Go capital or COIT allocations in the FY20-21 or FY21-22 budget. Nishad Joshi from ADM's Capital Planning team and Matthias Jaime from COIT will reach out to departments to discuss their original capital submissions in light of CY rebalancing needs and newly constrained resources.

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### **2. Future Planning & Re-opening Considerations**

Within the mandatory reduction requirements, departments should consider budget changes that are based on the following re-opening considerations:

- Identify core services - critical government functions
  - Incorporate public health guidance in plans for re-opening operations
  - Equity principles and considerations need to guide any service changes to ensure people can still access needed services in a safe manner
  - Workforce: work from home & in-person services (how will physical space and supply needs change for work that must continue in person and work that can happen remotely?)
  - Required public services: in-person & online considerations (what services can be moved online and/or should be delivered differently?)
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**Revised FY 20-21 and FY 21-22 Budget Submission Summary of Major Changes**

Summary of General Fund Changes		
	FY 20-21	FY 21-22
Base General Fund Support - please use "base amt" value in the eturn MBO analyst provides	57,820,002	57,820,002
Mandatory Reduction Requirement - MBO analyst will provide value	8,657,719	8,657,719
<b>Department Proposal: Changes from Base Budget</b>		
Total GF Expenditure Reduction (use negative values for all reductions)	(6,898,147)	(9,934,122)
Total GF Revenue Changes (use positive values for increased revenue)		
Total GF Change from Base (should match mandatory reduction requirement value in line 5)	6,898,147	9,934,122
Total FTE Change from Base (formula from 1B)	-	-

Mandatory Reduction Requirement & Proposed Operational Changes								
Project, program, or expenditure description - add additional rows if needed	FY 20-21 GF Savings	FY 21-22 GF Savings	FY 20-21 NGF Savings	FY 21-22 NGF Savings	FY 20-21 # FTE impacted, if applicable	FY 21-22 # FTE impacted, if applicable	Please briefly describe justification & impact on department	Which loadsheet lines correspond to this change?
Non-Personnel Changes, which will not impact service delivery	(1,371,324)	(1,371,324)			-	-	Refer to non-personnel loadsheet	#3
Personel Changes, which have been categorized to reflect impact to service delivery	(5,526,823)	(8,562,798)			9	9	Refer to personnel loadsheet	#4

Mandatory FY 20-21 5% Contingency				
Project, program, or expenditure description - add additional rows if needed	FY 20-21 GF Savings	FY 20-21 # FTE impacted, if applicable	Please briefly describe justification & impact on department	Which loadsheet lines correspond to this change?

Narrative - Programs and Services Impacted in FY 20-21 & FY 21-22	
What are the core operations the department is planning to continue in FY 20-21? How will those operations be adjusted given both public health guidelines and budgetary reduction requirements?	
What programs, projects, and services are you proposing to change, reduce, suspend, or cancel for FY 20-21 and FY 21-22? How are these changes reflected in this proposal?	
What are the impacts for the department, staffing levels, public services, and residents of these reductions? Do any of the proposed budget reductions directly support vulnerable populations?	
What ideas do you have about achieving citywide savings that might be applicable to other departments or require coordination? Are you proposing any reductions to discretionary work orders (IDS) - have you communicated and reached agreement with the other department?	

## Revised FY 20-21 and FY 21-22 Budget Submission Summary of FTE Changes

FTE Summary	FY 20-21 # of GF FTE	FY 20-21 # of NGF FTE	FY 21-22 # of GF FTE	FY 21-22 # of NGF FTE
Base FTE				
Department Proposed FTE				
Change	-	-	-	-

General Fund Personnel Changes	FY 20-21 GF Savings	FY 21-22 GF Savings	FY 20-21 # of FTE impacted, if applicable	FY 21-22 # of FTE impacted, if applicable	Program or Service Area Impacted
Eliminating Vacant Positions	479,861.00	479,861	No Layoffs	No Layoffs	
Increasing Attrition	(3,742,700.36)	(6,778,675)			
Reducing Temporary Staffing					
Other Non-Layoff Personnel Changes					
<b>Total</b>	<b>(3,262,839.36)</b>	<b>(6,298,814)</b>	-	-	

If a proposal will result in a potential layoff, please outline details below

GFS Type GF/SS	Class Title	Class	FY 20-21 Full Year Cost of Position & Fringe	FY 20-21 # of FTE	FY 21-22 Full Year Cost of Position & Fringe	FY 21-22 # of FTE
GFS	Emergency Services Assistant	8600	115,115	1.00	115,115	1.00
GFS	IT Operations Support Administrator III	1093	309,257	2.00	309,257	2.00
GFS	Senior Personnel Clerk	1204	123,347	1.00	123,347	1.00
GFS	Human Resources Analyst	1241	157,347	1.00	157,347	1.00
GFS	Accountant IV	1657	191,486	1.00	191,486	1.00
GFS	Senior Statistician	1806	175,766	1.00	175,766	1.00
GFS	Emergency Services Coor II	8602	231,944	1.50	231,944	1.50
	Total		1,304,262	8.50	1,304,262	8.50

\* TX to 8603 (see personnel loadsheet)

\* 2.00 Layoffs with Budget value of 1.50 FTE



# Core Service and Operations Changes

Optional form - departments may choose to use to use this sheet to brainstorm and summarize proposed changes if helpful

#	Core Service/Operation Before COVID	Changes to Service/Op Because of COVID	What the Service/Op Will Look Like in BY and BY+1	Rough Cost Implications
e.g.	Trainings	No more in-person trainings; transitioning to online	Reduced trainings available in total; offering some (1-3) critical trainings via webinar	<ul style="list-style-type: none"> <li>- Significant reduction in in-person training costs (trainers salaries, supplies, food, space requirements)</li> <li>- Moderate increase in costs for e-training/webinar tools</li> <li>- Overall cost reduction of 30%</li> </ul>
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POSITION CHANGES

NO.	DATE	BY	REASON

1. If a position is vacant for more than 30 days, it shall be classified as a vacant position. The salary for a vacant position shall be the minimum salary for the position. The salary for a vacant position shall be the minimum salary for the position. The salary for a vacant position shall be the minimum salary for the position.

NO.	NAME	TITLE	DEPARTMENT	POSITION	CLASSIFICATION	SALARY	DATE	BY	REASON	PERFORMANCE EVALUATION												FINANCIAL DATA												EMPLOYMENT HISTORY															
										1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
1	John Doe	Manager	Department A	Position A	Class A	\$100,000	2023-01-01	J.D.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
2	Jane Smith	Analyst	Department B	Position B	Class B	\$80,000	2023-01-01	J.S.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
3	Michael Brown	Specialist	Department C	Position C	Class C	\$90,000	2023-01-01	M.B.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
4	Sarah White	Coordinator	Department D	Position D	Class D	\$70,000	2023-01-01	S.W.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
5	David Green	Technician	Department E	Position E	Class E	\$60,000	2023-01-01	D.G.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
6	Emily Black	Assistant	Department F	Position F	Class F	\$50,000	2023-01-01	E.B.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
7	Robert King	Supervisor	Department G	Position G	Class G	\$110,000	2023-01-01	R.K.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
8	Laura Lee	Director	Department H	Position H	Class H	\$120,000	2023-01-01	L.L.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
9	James Hall	Officer	Department I	Position I	Class I	\$130,000	2023-01-01	J.H.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
10	Maria Garcia	Executive	Department J	Position J	Class J	\$140,000	2023-01-01	M.G.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
11	Christopher Adams	Senior Analyst	Department A	Position A	Class A	\$105,000	2023-01-01	C.A.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
12	Amanda Taylor	Senior Specialist	Department B	Position B	Class B	\$85,000	2023-01-01	A.T.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
13	Kevin Wilson	Senior Coordinator	Department C	Position C	Class C	\$95,000	2023-01-01	K.W.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
14	Michelle Young	Senior Technician	Department D	Position D	Class D	\$75,000	2023-01-01	M.Y.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
15	Gregory King	Senior Supervisor	Department E	Position E	Class E	\$65,000	2023-01-01	G.K.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
16	Stephanie Lee	Senior Assistant	Department F	Position F	Class F	\$55,000	2023-01-01	S.L.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
17	Timothy Hall	Senior Officer	Department G	Position G	Class G	\$115,000	2023-01-01	T.H.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
18	Rebecca Adams	Senior Executive	Department H	Position H	Class H	\$125,000	2023-01-01	R.A.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
19	Benjamin Taylor	Senior Analyst	Department I	Position I	Class I	\$135,000	2023-01-01	B.T.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
20	Christina Wilson	Senior Specialist	Department J	Position J	Class J	\$145,000	2023-01-01	C.W.	Normal	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40





Dept. #	Code	Department Name	Mayor's Office	Controller's Budget & Analysis
62	AAM	Asian Art Museum	Sally Ma	Mark Chen
70	ADM	General Services Agency - Administrative Services	Lillian Patil	Risa Sandler
13	ADP	Adult Probation	Andrea Lynn	Nick Leo
27	AIR	Airport	Andrea Lynn	Nick Leo
28	ART	Arts Commission	Adrian Liu	Mendy Ma
2	ASR	Assessor/Recorder	Morgan Owens	David Ly
1	BOS	Board of Supervisors	Anna Duning	Michael Mitton
3	CAT	City Attorney	Matthew Bangcaya	Ysabel Catapang
64	CFC	Children & Families Commission	Anna Duning	Mendy Ma
23	CHF	Children, Youth & Their Families	Camilla Taufic	Mendy Ma
9	CON	Controller	Morgan Owens	Ysabel Catapang
29	CPC	City Planning	Morgan Owens	David Ly
10	CRT	Superior Court	Andrea Lynn	David Ly
30	CSC	Civil Service Commission	Camilla Taufic	Michael Mitton
17	CSS	Child Support Services	Andrea Lynn	Nick Leo
4	DAT	District Attorney	Andrea Lynn	Ysabel Catapang
19	DBI	Department of Building Inspection	Morgan Owens	David Ly
88	DPA	Department of Police Accountability	Camilla Taufic	Edward de Asis
81	DPH	Department of Public Health	Anna Duning	Risa Sandler
90	DPW	General Services Agency - Public Works	Adrian Liu	Edward de Asis
45	HSA	Human Services Agency	Anna Duning	Mendy Ma
77	DEM	Emergency Communications	Matthew Bangcaya	Nick Leo
21	ECN	Economic & Workforce Development	Matthew Bangcaya	Mendy Ma
22	ENV	Environment	Sally Ma	Nick Leo
18	ETH	Ethics Commission	Sally Ma	Michael Mitton
61	FAM	Fine Arts Museum	Sally Ma	Michael Mitton
31	FIR	Fire Department	Matthew Bangcaya	Mark Chen
97	GEN	General City Responsibility		Michelle Allersma/ Risa Sandler
4	HRC	Human Rights Commission	Camilla Taufic	Ysabel Catapang
33	HRD	Human Resources	Camilla Taufic	Michael Mitton
84	HOM	Dept. of Homelessness and Supportive Housing	Lillian Patil	Edward de Asis
55	HSS	Health Service System	Camilla Taufic	Mark Chen
12	JUV	Juvenile Probation	Camilla Taufic	Edward de Asis
41	LIB	Public Library	Matthew Bangcaya	Michael Mitton

63	LLB	Law Library	Adrian Liu	David Ly
35	MTA	Municipal Transportation Agency (MTA)	Camilla Taufic	Edward de Asis
25	MYR	Mayor	Morgan Owens	Mendy Ma
37	BOA	Board of Appeals	Sally Ma	Nick Leo
5	PDR	Public Defender	Andrea Lynn	Nick Leo
38	POL	Police Department	Andrea Lynn	Nick Leo
39	PRT	Port	Adrian Liu	David Ly
40	PUC	Public Utilities Commission	Morgan Owens	Edward de Asis
42	REC	Recreation & Park	Matthew Bangcaya	Mark Chen
80	REG	Elections	Adrian Liu	Ysabel Catapang
44	RET	Retirement System	Camilla Taufic	Michael Mitton
65	RNT	Rent Arbitration Board	Morgan Owens	Mendy Ma
60	SCI	Academy of Sciences	Sally Ma	Ysabel Catapang
6	SHF	Sheriff's Department	Anna Duning	Edward de Asis
75	TIS	General Services Agency - Technology	Adrian Liu	Nick Leo
8	TTX	Treasurer / Tax Collector	Morgan Owens	Michael Mitton
99	UNA	General Fund Unallocated		Michelle Allersma/ Risa Sandler
7	USD	County Office of Education		David Ly
46	WAR	War Memorial	Adrian Liu	Ysabel Catapang
48	WOM	Department on the Status of Women	Andrea Lynn	Ysabel Catapang
	OCII	Office of Community Investment and Infrastructure	Morgan Owens	Risa Sandler