

**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 | \$ 6,271,313 | \$ 6,477,372 |
| Mandatory Reduction Requirement - MBO analyst will provide value                          | \$ 457,631   | \$ 686,447   |
| <b>Department Proposal: Changes from Base Budget</b>                                      |              |              |
| Total GF Expenditure Reduction (use negative values for all reductions)                   | \$ 457,631   | \$ 686,447   |
| Total GF Revenue Changes (use positive values for increased revenue)                      | \$ -         | \$ -         |
| Total GF Change from Base (should match mandatory reduction requirement value in line 5)  | (457,631)    | (686,447)    |
| Total FTE Change from Base (formula from 1B)  | (2.00)       | (4.00)       |

For more details regarding embedded calculations in these cells, please contact ETH.

| 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? |
| Salary & Benefits savings as a result of leaving two 1822 positions vacant and from temp funds | \$ 358,498          | \$ 313,480          | N/A                  | N/A                  | 2                                      | 2                                      | Commission's ability to conduct investigations and propose new legislation will be significantly impacted. | Sheet 4 - line 1 & 2                             |
| Expenditure Lobbyist Registration Project reductions (Continuing Funds)                        | \$ 166,487          | \$ 160,103          | N/A                  | N/A                  | N/A                                    | N/A                                    | Releasing surplus project funds for which we currently do not have planned use.                            | Sheet -3 - line 13                               |
| 522000 - Training Budget   | \$ 21,911           | \$ 24,911           | N/A                  | N/A                  | N/A                                    | N/A                                    | Commission's staff will not receive necessary training to develop technical and programmatic skills.       | Sheet -3 - line 1                                |
| 523020 - Local Field Exp   | \$ -                | \$ 400              | N/A                  | N/A                  | N/A                                    | N/A                                    | This account is being reduced based on observed usage history over the last few years.                     | Sheet -3 - line 2                                |
| 524010 - Membership Fees   | \$ -                | \$ 1,200            | N/A                  | N/A                  | N/A                                    | N/A                                    | This account is being reduced based on observed usage history over the last few years.                     | Sheet -3 - line 3                                |
| 527990 - Other Professional Services   | \$ 915              | \$ 4,000            | N/A                  | N/A                  | N/A                                    | N/A                                    | This will impact the level of services available to maintain Commission's electronic filing systems.       | Sheet -3 - line 4                                |
| 529990 - Other Equip Maint   | \$ -                | \$ 500              | N/A                  | N/A                  | N/A                                    | N/A                                    | This account is being reduced based on observed usage history over the last few years.                     | Sheet -3 - line 5                                |
| 535610 - Postage   | \$ -                | \$ 300              | N/A                  | N/A                  | N/A                                    | N/A                                    | Paper based notifications will be migrated to electronic communications.                                   | Sheet -3 - line 6                                |

| 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?             |
| Expenditure Lobbyist Registration Project Reductions (Continuing Funds)      | \$ 131,012          | -                                      | Releasing surplus funds for which we do not have planned use. | Not included in the loadsheet as it is contingency scenario. |
| Position elimination   | \$ 31,311           | 0.25 FTE                               |   | Not included in the loadsheet.                               |
| Position elimination   | \$ 66,494           | 0.5 FTE                                |   | Not included in the loadsheet.                               |

| 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?  | Ethics Commission will focus on the following objectives in FY21 and FY22:<br>1) Prioritize operations that support advancing Public Health and Safety in a COVID-19 environment. This must include ensuring that all Commission on-site operations are fully compliant with the City's Health Order and transitioned to online services to the extent possible.<br>2) Public disclosure must support and expand meaningful public engagement<br>3) Core outreach, oversight, and accountability mandates must implement identified process improvements<br>For detailed plan, please review the letter to the Mayor attached to this budget submission. |
| 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?  | Proposed target reductions will have significant impact across all divisions, program areas, and projects for the Commission. Detailed impact has been described in the letter attached to this budget submission.   |
| 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?   | Detailed impact has been described in the letter attached to this budget submission.<br><br>Commission's priority focus on digitizing its services will enable equitable access to public disclosure information for all residents including 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? | Commission is requesting additions to its current service levels with the Department of Technology and the Controller's Office to accommodate operational changes needed to meet the revised targets. Agreements have been reached with these departments.<br><br>Details are included in this budget template and the letter attached to this submission.   |

## 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                | 22.46                | -                     | 22.43                | -                     |
| Department Proposed FTE | 20.46                | -                     | 18.43                | -                     |
| Change                  | (2.00)               | -                     | (4.00)               | -                     |

| 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       | \$ -                | \$ -                |   |   |  |
| Increasing Attrition               | \$ 358,498          | \$ 313,480          | 2   | 2   | Commission's ability to conduct investigations and propose new legislation will be significantly impacted. |
| Reducing Temporary Staffing        | \$ -                | \$ -                |   |   |  |
| Other Non-Layoff Personnel Changes | \$ -                | \$ -                |   |   |  |
| <b>Total</b>                       | <b>\$ 358,498</b>   | <b>\$ 313,480</b>   | <b>2</b>                                  | <b>2</b>                                  |  |

| Non-General Fund / Self Supporting Personnel Changes | FY 20-21 Savings/(Cost) | FY 21-22 Savings/(Cost) | FY 20-21 # of FTE impacted, if applicable | FY 21-22 # of FTE impacted, if applicable | Program or Service Area Impacted |
|--|-------------------------|-------------------------|---|---|----------------------------------|
| Eliminating Vacant Positions                         | N/A                     | N/A                     |   |   |                                  |
| Increasing Attrition                                 | N/A                     | N/A                     |   |   |                                  |
| Reducing Temporary Staffing                          | N/A                     | N/A                     |   |   |                                  |
| Other Non-Layoff Personnel Changes                   | N/A                     | N/A                     |   |   |                                  |
| <b>Total</b>   | <b>-</b>                | <b>-</b>                | <b>-</b>                                  | <b>-</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 |
|----------------|-------------|-------|--|-------------------|--|-------------------|
| GF             |             |       | \$ 31,311                                    | 0.25              | \$ 131,795                                   | 1                 |
| GF             |             |       | \$ 66,494                                    | 0.5               | \$ 139,938                                   | 1                 |
|                |             |       |  |                   |  |                   |

For FY21 the impact is in the contingency 5% scenario. These amounts are not included in the load sheets.  
 For FY21 the impact is in the contingency 5% scenario. These amounts are not included in the load sheets.

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

Work Order Changes - If any departmental IDS changes are proposed within the mandatory reductions described in Form 1A, please highlight below

| Proposed IDS Changes (486XXX)<br>*If recovery changes will impact GF requesting department budgets,<br>please specify that impact in columns B-C | FY 20-21 GF Savings<br>(Please specify GF<br>impact) | FY21-22 GF Savings<br>(Please specify GF<br>impact) | Partner Department<br>Code | Confirm here that<br>partner department is in<br>agreement: | Please briefly describe justification & impact on department                | Which loadsheet<br>lines correspond to<br>this change? |
|--|--|---|----------------------------|---|---|--|
| N/A  |  |   |                            |   |   |  |
|  |  |   |                            |   |   |  |
|  |  |   |                            |   |   |  |
|  |  |   |                            |   |   |  |
| Proposed IDS Changes (581XXX)  | FY 20-21 GF Savings<br>(Please specify GF<br>impact) | FY21-22 GF Savings<br>(Please specify GF<br>impact) | Partner Department<br>Code | Confirm here that<br>partner department is in<br>agreement: | Please briefly describe justification & impact on department                | Which loadsheet<br>lines correspond to<br>this change? |
| 581180 - <del>GF</del> -Con-Fast Team (Add \$57,200 to base)   | \$ (57,200)  | \$ (57,200)   | 229227                     | Yes   | ETH is requesting MOU with CON for financial and accounting services        | Sheet - 3 line - 11                                    |
| 581325 - <del>DT</del> Enterprise Tech Contracts (Add \$12,000 to base)  | \$ (12,000)  | \$ (12,000)   | Not available              | Yes   | This request is for additional software license costs for Microsoft & Adobe | Sheet - 3 line - 10                                    |
| 581140 - <del>DT</del> Technology Projects (Add \$4980 to base)  | \$ (4,980)   | \$ (4,980)  | Not available              | Yes   | This request is for laptop software patch management service from DT        | Sheet - 3 line - 9                                     |
|  |  |   |                            |   |   |  |







# 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> |
| 1    |                                     |  |  |   |
| 2    |                                     |  |  |   |
| 3    |                                     |  |  |   |
| 4    |                                     |  |  |   |
| 5    |                                     |  |  |   |
| 6    |                                     |  |  |   |
| 7    |                                     |  |  |   |
| 8    |                                     |  |  |   |
| 9    |                                     |  |  |   |
| 10   |                                     |  |  |   |
| 11   |                                     |  |  |   |
| 12   |                                     |  |  |   |
| 13   |                                     |  |  |   |
| 14   |                                     |  |  |   |
| 15   |                                     |  |  |   |
| 16   |                                     |  |  |   |
| 17   |                                     |  |  |   |
| 18   |                                     |  |  |   |
| 19   |                                     |  |  |   |
| 20   |                                     |  |  |   |
| ...  |                                     |  |  |   |
|      |                                     |  |  |   |

## 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?)



| 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                 |
|    | OII | Office of Community Investment and Infrastructure | Morgan Owens     | Risa Sandler                    |