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: SCI

- **Summary of Major Changes**: Completed “Form 1A: Summary of Major Changes” explaining major changes submitted in department’s budget proposal.
- **Proposed Efficiency/Reduction Savings Loaded in BPMS via Target Reports**: Printed report from GFS Target, reports #15.40.001 & 15.40.002
- **Department Budget Summary**: Submission includes copy of report # 15.50.012.

- **Fees & Fines**: Completed “Form 2B: Fees & Fines.”
- **Cost Recovery**: Completed “Form 2C: Cost Recovery.”
- **Expenditure Changes**: Completed “Form 3A: Expenditure Changes.”
- **Position Changes**: Completed “Form 3B: Position Changes.”
- **Equipment & Fleet Requests**: Completed “Form 4A: All Equipment Funded in prior budget”; “Form 4B: New General Fund Equipment”; “Form 4C: Fleet”.
- **Minimum Compensation Ordinance**: 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 or new Prop Js
- **Interdepartmental Services Balancing**: Included Excel download of 15.20.012 3.b.2 IDS balancing repc

- **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**: 
  - Included draft legislation that department would like to submit with the budget; or,
  - Draft legislation in progress at this time. A description of the proposed changes is included in the “Summary of Major Changes” table. A draft will be provided to the Mayor’s Office by

- **Other Requests**: Submitted requests for the following items (through separate forms), if applicable:
  - COIT
  - Capital

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For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

Full Name: __________________________________________________________

Signature: __________________________________________________________
## 1. SUMMARY

What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.

Beyond the proposed efficiency/reduction savings that are submitted as part of SCI budget, the only change to our budget proposal is adjustment to the holiday/premium/overtime pay for our city-funded building engineers.

These adjustments are in proportion to the increases in regular salaries. The Academy of Sciences opens everyday of the year, and our building engineers work around the clock. Holding holiday/premium/overtime pay flat, year over year, equates to a reduction in holiday/premium/overtime hours, which is not a realistic budget assumption.

## 2. EXPENDITURES

What expenditure changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.

No change in operating expenses with the exception of the following:

1) incorporated the proposed efficiency targets under Prof & Specialized Svcs
2) Additions to holiday, premium and overtime amounts as described above, and the resulting small increases in fringe benefits.

## 3. REVENUE

What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.

## 4. TARGET

How did the department meet its target? What are the programmatic, operational, or staffing impacts of this proposed reduction?

By reducing amounts under professional and specialized services, which impacts support to the Steinhart Aquarium.

## 5. POSITIONS

Did the department include changes to positions or special classes? What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.

No change in headcount.

## 6. INTERDEPARTMENTAL SERVICES (IDS)

Is the department proposing any discretionary changes to IDS work orders (excluding those that are centrally loaded by the Mayor's Office)? If so, describe the changes, including the change amount, the corresponding requesting/performing department, and whether those departments are in agreement with the change.

No change.

By reducing amounts under professional and specialized services, which impacts support to the Steinhart Aquarium.
<table>
<thead>
<tr>
<th>7. LEGISLATION. Is the department seeking to submit any legislation with the budget? Does the department’s budget assume any revenues/expenditures that require a legislative change?</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If so, please submit drafts of legislation along with the budget submission. Or provide a summary of desired legislation and an expected date of submission, if still in progress.</td>
<td></td>
</tr>
<tr>
<td>8. 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.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>9. TRANSFER OF FUNCTION: Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</td>
<td>No.</td>
</tr>
<tr>
<td>10. INTERIM EXCEPTIONS: Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.77)? If so, for what reason are is the request being made?</td>
<td>No.</td>
</tr>
<tr>
<td>11. FELLOWSHIP PROGRAMS: Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program? Reminder for AIR, PRT, PUC and SFMTA, please also address FY 21/22, including the 1249 HR Analyst Trainee program.</td>
<td>No.</td>
</tr>
</tbody>
</table>
# 15.40.001 GFS Target & Non GFS Balance - Dept Detail

## Time run: 2/20/2020 10:05:10 AM

**Department:** SCI Academy Of Sciences

### General Fund Supported

<table>
<thead>
<tr>
<th>Account Lvl 2 Code</th>
<th>Category</th>
<th>BY Base</th>
<th>BY DEPT + MYR Changes</th>
<th>BY MYR Proposed Amt</th>
<th>BY+1 DEPT + MYR Changes</th>
<th>BY+1 MYR Proposed Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPENDITURE</strong></td>
<td>Capital Outlay</td>
<td>368,000</td>
<td>150,000</td>
<td>518,000</td>
<td>0</td>
<td>150,000</td>
</tr>
<tr>
<td></td>
<td>Facilities Maintenance</td>
<td>303,398</td>
<td>0</td>
<td>303,398</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Mandatory Fringe Benefits</td>
<td>940,424</td>
<td>780</td>
<td>941,204</td>
<td>652,344</td>
<td>653,124</td>
</tr>
<tr>
<td></td>
<td>Non-Personnel Services</td>
<td>1,699,468</td>
<td>1540.299</td>
<td>1,850,169</td>
<td>1,699,469</td>
<td>(388,598)</td>
</tr>
<tr>
<td></td>
<td>Salaries</td>
<td>1,499,026</td>
<td>9,843</td>
<td>1,499,769</td>
<td>1,552,112</td>
<td>9,843</td>
</tr>
<tr>
<td></td>
<td>Services Of Other Depts</td>
<td>1,758,146</td>
<td>0</td>
<td>1,758,146</td>
<td>1,758,146</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6,259,362</td>
<td>(33,876)</td>
<td>6,225,686</td>
<td>5,662,070</td>
<td>(227,975)</td>
</tr>
</tbody>
</table>

### General Fund Support - BY Target vs Mayor Proposed

- **BY-1 Baseline 194,299**
- **BY-1 Proposed GFS 6,065,063**
- **BY-1 Over (Under) Target 160,623**

### General Fund Support - BY+1 Target vs Mayor Proposed

- **BY+1 Baseline 388,598**
- **BY+1 Proposed GFS 5,273,412**
- **BY+1 Over (Under) Target 160,623**
### SCI Academy Of Sciences

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Authorized</td>
<td>12.00</td>
<td>12.01</td>
<td>0.01</td>
<td>12.01</td>
<td>0.00</td>
</tr>
<tr>
<td>Non-Operating Positions (cap/other)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Operating Positions</td>
<td>12.00</td>
<td>12.01</td>
<td>0.01</td>
<td>12.01</td>
<td>0.00</td>
</tr>
</tbody>
</table>

General Fund Support

| Sources Total | 6,576,684 | 6,225,686 | (350,998) | 5,434,095 | (791,591) |

Uses - Operating Expenditures

<table>
<thead>
<tr>
<th>Salaries</th>
<th>1,424,782</th>
<th>1,499,769</th>
<th>74,987</th>
<th>1,561,955</th>
<th>62,186</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Fringe Benefits</td>
<td>586,256</td>
<td>641,204</td>
<td>54,948</td>
<td>653,124</td>
<td>11,920</td>
</tr>
<tr>
<td>Non-Personnel Services</td>
<td>1,699,468</td>
<td>1,505,169</td>
<td>(194,299)</td>
<td>1,310,870</td>
<td>(194,299)</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>925,000</td>
<td>518,000</td>
<td>(407,000)</td>
<td>150,000</td>
<td>(368,000)</td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>288,950</td>
<td>303,398</td>
<td>14,448</td>
<td>(303,398)</td>
<td></td>
</tr>
<tr>
<td>Services Of Other Depts</td>
<td>1,652,228</td>
<td>1,758,146</td>
<td>105,918</td>
<td>1,758,146</td>
<td></td>
</tr>
</tbody>
</table>

**Uses Total**

| 6,576,684 | 6,225,686 | (350,998) | 5,434,095 | (791,591) |

Uses - Division Description

| SCI Academy Of Sciences | 6,576,684 | 6,225,686 | (350,998) | 5,434,095 | (791,591) |

**Uses by Division Total**

| 6,576,684 | 6,225,686 | (350,998) | 5,434,095 | (791,591) |
Please identify proposed expenditure changes from the FY 2020-21 and FY 2021-22 Base Budget at the account level.

Note: To submit this information, run the 15.30.005 Snapshot Comparison (Audit Trail) report from the budget system.

Select the following criteria before running the report:
- Budget Year: 2021
- Before Snapshot: Start of Dept
- After Snapshot: Current
- GFS Type: Do not select a value.
- Filter report on "AAO Title" field to only display "Gross Expenditures".

For any proposed changes, provide an explanation in the "Explanation of Change" for each Budget Year column.

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.

All submissions must be formatted appropriately so that printed copies are easily readable for the public.

| GFS | SCI | 232328 | SCI Academy Of Sciences | 10000 | GF Annual Account Ctrl | 10026790 | SC Public Art and Culture | 1 | SC Public Art and Culture | 10000 | Operating | 5010Salary | 501070 | 5010Salary | 501070 | Holiday Pay - Misc | Unspecified | J01 | Gross Expenditures | On-Going | 4 | $17,883 | $18,824 | ($941) | $17,883 | $18,824 | ($941) | YES | Adjusted as a result of anticipated salary increases
| GFS | SCI | 232328 | SCI Academy Of Sciences | 10000 | GF Annual Account Ctrl | 10026790 | SC Public Art and Culture | 1 | SC Public Art and Culture | 10000 | Operating | 509010 | 5010Salary | 509010 | Premium Pay - Misc | Unspecified | J01 | Gross Expenditures | On-Going | 4 | $87,609 | $92,217 | ($4,608) | $87,609 | $92,217 | ($4,608) | YES | Adjusted as a result of anticipated salary increases
| GFS | SCI | 232328 | SCI Academy Of Sciences | 10000 | GF Annual Account Ctrl | 10026790 | SC Public Art and Culture | 1 | SC Public Art and Culture | 10000 | Operating | 511010 | 5010Salary | 511010 | Overtime - Scheduled Misc | Unspecified | J01 | Gross Expenditures | On-Going | 4 | $81,635 | $85,929 | ($4,294) | $81,635 | $85,929 | ($4,294) | YES | Adjusted as a result of anticipated salary increases
| GFS | SCI | 232328 | SCI Academy Of Sciences | 10000 | GF Annual Account Ctrl | 10026790 | SC Public Art and Culture | 1 | SC Public Art and Culture | 10000 | Operating | 527000 | 5210NPSvcs | 527000 | Prof & Specialized Svcs-Bdgt | Unspecified | J01 | Gross Expenditures | On-Going | 4 | $1,624,468 | $1,430,169 | $194,299 | $1,624,468 | $1,235,870 | $388,598 | YES | Efficiency/reductions savings
| GFS | SCI | 232328 | SCI Academy Of Sciences | 10000 | GF Annual Account Ctrl | 10026790 | SC Public Art and Culture | 1 | SC Public Art and Culture | 10000 | Operating | 514010 | 5130Fringe | 514010 | Social Security (Oasdi & Hi) | Unspecified | J01 | Gross Expenditures | On-Going | 4 | $92,375 | $92,985 | ($610) | $96,231 | $96,841 | ($610) | YES | Adjusted as a result of anticipated salary increases
| GFS | SCI | 232328 | SCI Academy Of Sciences | 10000 | GF Annual Account Ctrl | 10026790 | SC Public Art and Culture | 1 | SC Public Art and Culture | 10000 | Operating | 514020 | 5130Fringe | 514020 | Social Sec-Medicare(HI Only) | Unspecified | J01 | Gross Expenditures | On-Going | 4 | $21,604 | $21,747 | ($143) | $22,504 | $22,647 | ($143) | YES | Adjusted as a result of anticipated salary increases
| GFS | SCI | 232328 | SCI Academy Of Sciences | 10000 | GF Annual Account Ctrl | 10026790 | SC Public Art and Culture | 1 | SC Public Art and Culture | 10000 | Operating | 517010 | 5130Fringe | 517010 | Unemployment Insurance | Unspecified | J01 | Gross Expenditures | On-Going | 4 | $4,023 | $4,050 | ($27) | $4,191 | $4,218 | ($27) | YES | Adjusted as a result of anticipated salary increases
| GFS | SCI | 232328 | SCI Academy Of Sciences | 10000 | GF Annual Account Ctrl | 10026790 | SC Public Art and Culture | 1 | SC Public Art and Culture | 10000 | Operating | 518010 | 5130Fringe | 518010 | Other Fringe Benefits | Unspecified | J01 | Gross Expenditures | On-Going | 4 | $4,929 | $4,999 | ($70) | $5,139 | $5,309 | ($170) | NO |
| GFS | SCI | 232328 | SCI Academy Of Sciences | 10000 | GF Annual Account Ctrl | 10026790 | SC Public Art and Culture | 1 | SC Public Art and Culture | 10000 | Operating | 518020 | 5130Fringe | 518020 | Other Fringe Benefits | Unspecified | J01 | Gross Expenditures | On-Going | 4 | $21,041 | $21,084 | ($43) | $21,597 | $21,640 | ($43) | NO |
| GFS | SCI | 232328 | SCI Academy Of Sciences | 10000 | GF Annual Account Ctrl | 10026790 | SC Public Art and Culture | 1 | SC Public Art and Culture | 10000 | Operating | 519000 | 5130Fringe | 519000 | Other Fringe Benefits | Unspecified | J01 | Gross Expenditures | On-Going | 4 | $13,811 | $13,850 | ($39) | $14,229 | $14,268 | ($39) | NO |
**BUDGET FORM 4A: Equipment Requests (Non-Vehicles)**

**DEPARTMENT:**

All departments must fill out Budget Table 4A to validate equipment funded in last year’s budget. Departments requesting a General Fund for equipment purchases must fill out Table 4B. All departments requesting to make vehicle purchases—whether General or Non-General Fund-supported—should fill out Form 4C.

Please list equipment already reviewed and approved by the Mayor’s Budget Office, the Budget and Legislative Analyst, and the Board of Supervisors. All listed FY 2020-21 equipment should have an equipment number.

**GFS SCI 10026790**

SC Public Art and Culture Replace

Replacement of coral reef jet mixing pumps, rainforest sand filter pumps, and the coral reef fractionator booster. $150,000 would be used to replace aging or failing components of water treatment equipment that is crucial to the life support systems of the Steinhart Aquarium.

**BUDGET FORM 4B: NEW General Fund Equipment Requests - No Vehicles**

**DEPARTMENT:**

Departments that are making General Fund equipment requests should complete this form. Do not load General Fund equipment requests in the budget system; they will be loaded centrally in Mayor phase. Equipment numbers will be finalized after the Mayor’s Budget Office determines citywide equipment allocations. Where applicable, include installation/outfitting costs in the same line item budget request in the tables below.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Priority</th>
<th>Equipment Description</th>
<th>Project ID</th>
<th>Project Title</th>
<th>Equipment Number</th>
<th>Note/Explanation</th>
<th>Number of Units</th>
<th>Cost Per Unit</th>
<th>Total Cost w/ Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>BY</td>
<td>High</td>
<td>Specialty lighting fixture</td>
<td>SCI 10026790</td>
<td>SC Public Art and Culture</td>
<td>Replace</td>
<td>Specialty lighting fixture is used throughout the building in live plant and animal exhibits, quarantine and holding spaces, providing the spectrum and intensity needed to sustain life and health. This $150,000 would be used to replace obsolete, discontinued end-of-life, and energy-intensive specialty aquarium lighting with new high-efficiency lights.</td>
<td>9</td>
<td>$15,360.98</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>BY+1</td>
<td>High</td>
<td>Specialty lighting fixture</td>
<td>SCI 10026790</td>
<td>SC Public Art and Culture</td>
<td>Replace</td>
<td>Specialty lighting fixture is used throughout the building in live plant and animal exhibits, quarantine and holding spaces, providing the spectrum and intensity needed to sustain life and health. This $150,000 would be used to replace obsolete, discontinued end-of-life, and energy-intensive specialty aquarium lighting with new high-efficiency lights.</td>
<td>9</td>
<td>$15,360.98</td>
<td>$150,000.00</td>
</tr>
</tbody>
</table>
Department of SCI
California Academy of Sciences
Organizational Chart, February 2020