

# 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.
- 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."
- 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 report
- 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

### 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: \_\_\_\_\_

## BUDGET FORM 1A: Summary of Major Changes FY 2020-21 and FY 2021-22

DEPT NAME HERE

Major Changes	Department Response
<p><b>1. SUMMARY.</b> 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.</p>	<p>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.</p> <p>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.</p>
<p><b>2. EXPENDITURES.</b> What expenditure changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.</p> <p>(This should match an Audit Trail, as shown in form 3A Expenditure Changes).</p>	<p>No change in operating expenses with the exception of the following:</p> <ol style="list-style-type: none"> <li>1) incorporated the proposed efficiency targets under Prof &amp; Specialized Svcs</li> <li>2) Additions to holiday, premium and overtime amounts as described above, and the resulting small increases in fringe benefits.</li> </ol>
<p><b>3. REVENUE.</b> What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.</p> <p>(This should match an Audit Trail, as shown in form 2A Revenue Report).</p>	
<p><b>4. TARGET.</b> How did the department meet its target? What are the programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>By reducing amounts under professional and specialized services, which impacts support to the Steinhart Aquarium.</p>
<p><b>5. POSITIONS.</b> 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.</p> <p>(Reminder: No increases to General Fund supported FTE should be loaded in the system. Include reference numbers for all position changes).</p>	<p>No change in headcount.</p>
<p><b>6. INTERDEPARTMENTAL SERVICES (IDS).</b> 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.</p> <p>(Reminder: A new IDS balancing report (15.20.012 3.b.2) is available in CFO Dashboards &gt; Enterprise Planning in BI).</p>	<p>No change.</p>

**BUDGET FORM 1A: Summary of Major Changes  
FY 2020-21 and FY 2021-22**

DEPT NAME HERE

<p><b>7. LEGISLATION.</b> 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?</p> <p>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.</p>	<p>No.</p>
<p><b>8. PROP J:</b> 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.</p>	<p>Not applicable.</p>
<p><b>9. TRANSFER OF FUNCTION:</b> Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>No.</p>
<p><b>10. INTERIM EXCEPTIONS:</b> 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?</p>	<p>No.</p>
<p><b>11. FELLOWSHIP PROGRAMS:</b> Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?</p> <p>Reminder for <u>AIR, PRT, PUC and SFMTA</u>, please also address FY 21/22, including the 1249 HR Analyst Trainee program.</p>	<p>No.</p>

Select a Report  
 15.40.001 GFS Target & Non GFS Balance - Dept Detail  
 CY

Budget Year  
 2021  
 2020

Snapshot  
 Current  
 Phase CY

Department  
 SCI  
 2019-2020

Phase BY 2020-2021

Phase BY+1 2021-2022

BY+1

2022

15.40.001 GFS Target & Non GFS Balance

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

Department: SCI Academy Of Sciences (General Fund Supported)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
<b>EXPENDITURE</b>	Capital Outlay	368,000	150,000	518,000	0	150,000	150,000
	Facilities Maintenance	303,398	0	303,398	0	0	0
	Mandatory Fringe Benefits	640,424	780	641,204	652,344	780	653,124
	Non-Personnel Services	1,699,468	(194,299)	1,505,169	1,699,468	(388,598)	1,310,870
	Salaries	1,489,926	9,843	1,499,769	1,552,112	9,843	1,561,955
	Services Of Other Depts	1,758,146	0	1,758,146	1,758,146	0	1,758,146
		<b>6,259,362</b>	<b>(33,676)</b>	<b>6,225,686</b>	<b>5,662,070</b>	<b>(227,975)</b>	<b>5,434,095</b>

Category	BY Base Amt	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
GFS	6,259,362	(33,676)	6,225,686	5,662,070	(227,975)	5,434,095

General Fund Support - BY Target vs Mayor Proposed

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target	(194,299)	6,065,063	6,225,686
			160,623

General Fund Support - BY+ 1 Target vs Mayor Proposed

BY+1 Department	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
Reduction Target	(388,598)	5,273,472	5,434,095
			160,623

**SCI Academy Of Sciences**

<b>Authorized Positions</b>	<b>2019-2020 Original Budget</b>	<b>2020-2021 Proposed Budget</b>	<b>Change From 2019-2020</b>	<b>2021-2022 Proposed Budget</b>	<b>Change From 2020-2021</b>
Total Authorized	12.00	12.01	0.01	12.01	
Non-Operating Positions (cap/other)					
<b>Net Operating Positions</b>	<b>12.00</b>	<b>12.01</b>	<b>0.01</b>	<b>12.01</b>	<b>0.00</b>
General Fund Support	6,576,684	6,225,686	(350,998)	5,434,095	(791,591)
<b>Sources Total</b>	<b>6,576,684</b>	<b>6,225,686</b>	<b>(350,998)</b>	<b>5,434,095</b>	<b>(791,591)</b>
<b>Uses - Operating Expenditures</b>					
Salaries	1,424,782	1,499,769	74,987	1,561,955	62,186
Mandatory Fringe Benefits	586,256	641,204	54,948	653,124	11,920
Non-Personnel Services	1,699,468	1,505,169	(194,299)	1,310,870	(194,299)
Capital Outlay	925,000	518,000	(407,000)	150,000	(368,000)
Facilities Maintenance	288,950	303,398	14,448		(303,398)
Services Of Other Depts	1,652,228	1,758,146	105,918	1,758,146	
<b>Uses Total</b>	<b>6,576,684</b>	<b>6,225,686</b>	<b>(350,998)</b>	<b>5,434,095</b>	<b>(791,591)</b>
<b>Uses - Division Description</b>					
SCI Academy Of Sciences	6,576,684	6,225,686	(350,998)	5,434,095	(791,591)
<b>Uses by Division Total</b>	<b>6,576,684</b>	<b>6,225,686</b>	<b>(350,998)</b>	<b>5,434,095</b>	<b>(791,591)</b>





**Department of SCI**  
California Academy of Sciences  
Organizational Chart, February 2020

