

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

Department Name: FAM - GFS

- 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." *N/A*
- Fees & Fines:** Completed "Form 2B: Fees & Fines." *N/A*
- Cost Recovery:** Completed "Form 2C: Cost Recovery." *N/A*
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- Position Changes:** Completed "Form 3B: Position Changes." *N/A*
- 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:** *N/A* 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:** *N/A*
 - 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: Jason Seifer

Signature: _____

Jason Seifer

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

Fine Arts Museum GFS

Major Changes	Department Response
<p>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.</p>	<p>The only significant change from FY20 to FY21 is a request to increase the training budget to \$22,755. Currently, there are insufficient funds to properly train the Security Guard staff on life safety matters.</p>
<p>2. EXPENDITURES. 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>The only significant change from FY20 to FY21 is a request to increase the training budget to \$22,755. Currently, there are insufficient funds to properly train the Security Guard staff on life safety matters.</p>
<p>3. REVENUE. 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>No revenue changes.</p>
<p>4. TARGET. How did the department meet its target? What are the programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>The FAM Department cut Premium Pay and Building Contracts (Fire Alarm, Elevator, Security System, HVAC) from the budget to achieve the budget targets. However, Premium Pay is required under the various City-approved Union Contracts and the Museum won't be able to operate if these Building Contracts are not funded by the City. We request that these reductions</p>
<p>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.</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>FAM did not include any changes to positions or special classes. We are asking for a series of new FTE positions including an Archivist, Security Supervisor (2), Stationary Engineer and Senior Stationary Engineer.</p>

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

Fine Arts Museum GFS

<p>6. INTERDEPARTMENTAL SERVICES (IDS). Is the department proposing any discretionary changes to IDS workorders (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 > Enterprise Planning in BI).</p>	<p>N/A</p>
<p>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?</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>N/A</p>
<p>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.</p>	<p>N/A</p>
<p>9. TRANSFER OF FUNCTION: Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>N/A</p>
<p>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?</p>	<p>N/A</p>
<p>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?</p> <p>Reminder for AIR, PRT, PUC and SFMTA, please also address FY 21/22, including the 1249 HR Analyst Trainee program.</p>	<p>N/A</p>

*Only applicable for departments with General Fund Targets

Please run Oracle Business Intelligence Reports 15.40.001 & 15.40.002, aka "Target Reports" and include with budget submission to reflect Efficiency/Reduction Target proposal is loaded in the budget system.

GFS Target Basic Positions FTE Cost Report Balancing Mayor's Budget Book Annual Appropriation Labor Negotiation F

* Select a Report

- 15.40.001 GFS Target & Non GFS Balance - Dept Detail
- 15.40.002 GFS Target & Non-GFS Balance - Dept Summary

Attachment 1B-1

Attachment 1B-2

Please run Oracle Business Intelligence Report 15.50.012 Department Total Budget Historical Comparison and include with budget submission.

balancing Mayor's Budget Book Annual Appropriation Labor Negotiation Fixed 2nd Y

* Select a Report

- 15.50.001 Sources and Uses of Funds Excluding Fund Transfers
- 15.50.005 Uses by Service Area, Department and Division
- 15.50.007 Uses by Service Area and Department
- 15.50.008 Uses by Department
- 15.50.010 Authorized Positions, Grand Recap Detail
- 15.50.011 Funded Positions, Grand Recap by Major Service Area and Department Title
- 15.50.012 Department Total Budget Historical Comparison
- 15.50.014 Mayors Proposed Capital Projects and Facilities Maintenance
- 15.50.015 Major Fund Recap
- 15.50.016 Consolidated Schedule of Sources and Uses

Attachment 1C-15.50.012

BUDGET FORM 4A: Equipment Requests (Non-Vehicles)
 DEPARTMENT: FAM-GFS

All departments must fill out Budget Table 4A to validate equipment funded in last year's budget.
 Departments requesting new 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.

BUDGET FORM 4A: All equipment funded, including vehicles, during last year's budget process **None**
 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.
 Copy and paste from an equipment report (15.10.003) the fund, department, project ID, equipment number, title, units, and amount for FY 2020-21.
 For replacement vehicles, please list additional information on the vehicle being replaced.

Source	GFS Type	Dept	Project ID	Project Title	Equipment Number	New / Replace	Equipment Title	Base Units	Base Amount	Dept Units	Dept Amount	Justification of Need	If replacement vehicle, information on vehicle being replaced							
													VEHICLE TO BE REPLACED - Asset # (number decal on vehicle's doors)	VEHICLE TO BE REPLACED - License Plate #	VEHICLE TO BE REPLACED - Model Year	VEHICLE TO BE REPLACED - Make and Model	VEHICLE TO BE REPLACED - Current Mileage / Hours			

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

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.

Equipment Numbers: First two characters are two-letter code for department, next two are second half of fiscal year (i.e. 21), last to are sequencing numbers (i.e. 01, 02)

Fiscal Year	Priority	Equipment Description	Justification of Need	Project ID	Project Title	Equipment Number	New / Replace	Number of Units	Cost Per Unit	Total Cost w/ Tax (formula)
BY	High	Fabrication and installation of retractable shades to cover the laylights throughout the remaining twelve second-floor Legion of Honor galleries, matching a prototype that was installed in one gallery in 2016.	The proposed shades for the permanent collection galleries can avoid light-induced damage to artworks of a variety of media, including lacquer, textiles and works on paper. The shades reduce light to levels that ensure the preservation of collections.	10026729	FA Public Art and Culture	FA2101	New	1	\$ 322,600.00	\$ 350,021.00
BY	Medium	Specialized Display Cases for artworks needing preservation microclimates	Certain artworks require special display cases to prevent their deterioration. Such cases must be well-sealed, fabricated from entirely inert materials, and include a chamber for silica gel and VOC scavengers, such as activated charcoal.	10026729	FA Public Art and Culture	FA2102	New	1	\$ 45,560.00	\$ 49,432.60
BY	Medium	An instrument used by conservators to analyze and predict light damage to organic materials, such as dyes, photographic media, paper and textiles	The data is used to set exhibition parameters for display length and light levels to prevent visible change over the life of an artwork. Basing these parameters on data collected for individual artworks leads to guidelines that are neither too conservative and unnecessarily limit viewing access, nor too optimistic and lead to irreversible damage from light.	10026729	FA Public Art and Culture	FA2103	New	1	\$ 30,550.00	\$ 33,146.75

Select a Report 15.40.001 GFS Target & Non GFS Balance - Dept Detail CY
 Budget Year 2021
 Snapshot Current Phase CY
 Department FAM 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 11:53:47 AM

Department: FAM Fine Arts Museum (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
EXPENDITURE	Capital Outlay	1,500,000	0	1,500,000	0	0	0
	Facilities Maintenance	222,456	0	222,456	0	0	0
	Mandatory Fringe Benefits	4,246,261	(22,278)	4,223,983	4,305,201	(22,278)	4,282,923
	Materials & Supplies	39,400	3,950	43,350	39,400	3,950	43,350
	Non-Personnel Services	617,481	(306,508)	310,973	617,481	(306,508)	310,973
	Salaries	8,965,492	(281,284)	8,684,208	9,266,500	(281,284)	8,985,216
	Services Of Other Depts	3,733,230	0	3,733,230	3,733,230	0	3,733,230
		19,324,320	(606,120)	18,718,200	17,961,812	(606,120)	17,355,692
REVENUE	Expenditure Recovery	179,000	0	179,000	179,000	0	179,000
		179,000	0	179,000	179,000	0	179,000

	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	General Fund Support		19,145,320	(606,120)	18,539,200	17,782,812	(606,120)	17,176,692

General Fund Support - BY Target vs Mayor Proposed

Department Reduction Target	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
(606,120)	18,539,200	18,539,200	0

General Fund Support - BY+ 1 Target vs Mayor Proposed

BY+1 Department Reduction Target	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
(1,212,241)	16,570,571	17,176,692	606,121

Department: FAM Fine Arts Museum (Non GFS Balance)

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
ELIMINATION	Transfer Adjustment-Source	0	0	0	0	0	0
		0	0	0	0	0	0
EXPENDITURE	Mandatory Fringe Benefits	447,311	(3,126)	444,185	459,834	(3,126)	456,708
	Materials & Supplies	2,000	0	2,000	2,000	0	2,000
	Non-Personnel Services	94,067	(93,066)	1,001	94,067	(93,066)	1,001
	Overhead and Allocations	192,534	0	192,534	192,534	0	192,534
	Salaries	647,334	(39,456)	607,878	667,794	(39,456)	628,338
		1,383,246	(135,648)	1,247,598	1,416,229	(135,648)	1,280,581
REVENUE	Charges for Services	1,313,250	(132,547)	1,180,703	1,313,250	(97,126)	1,216,124
	Operating Transfers In	0	0	0	0	0	0
	Unappropriated Fund Balance	66,895	0	66,895	0	0	0
		1,380,145	(132,547)	1,247,598	1,313,250	(97,126)	1,216,124

Non-General Fund Support - Revenue Balance

Revenue Total : 1,247,598

Expenditure Total : 1,247,598

Revenue Surplus(Deficit) : 0

Non-General Fund Support - BY +1 Revenue Balance

Revenue Total : 1,216,124

Expenditure Total : 1,280,581

Revenue Surplus(Deficit) : (64,457)

Select a Report Budget Year Snapshot Department
 15.40.002 GFS Target & Non-GFS Balance - Dept Summary 2021 Current FAM
 CY 2020 Phase CY 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 11:57:37 AM

Department: FAM Fine Arts Museum (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
EXPENDITURE	Capital Outlay	1,500,000	0	1,500,000	0	0	0
	Facilities Maintenance	222,456	0	222,456	0	0	0
	Mandatory Fringe Benefits	4,246,261	(22,278)	4,223,983	4,305,201	(22,278)	4,282,923
	Materials & Supplies	39,400	3,950	43,350	39,400	3,950	43,350
	Non-Personnel Services	617,481	(306,508)	310,973	617,481	(306,508)	310,973
	Salaries	8,965,492	(281,284)	8,684,208	9,266,500	(281,284)	8,985,216
	Services Of Other Depts	3,733,230	0	3,733,230	3,733,230	0	3,733,230
		19,324,320	(606,120)	18,718,200	17,961,812	(606,120)	17,355,692
REVENUE	Expenditure Recovery	179,000	0	179,000	179,000	0	179,000
		179,000	0	179,000	179,000	0	179,000

	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	General Fund Support	19,145,320	(606,120)	18,539,200	17,782,812	(606,120)	17,176,692

General Fund Support - BY Target vs Mayor Proposed

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target	(606,120)	18,539,200	0

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	(1,212,241)	17,176,692	606,121

Non-General Fund Support - Revenue Balance

Revenue Total : 1,247,598

Expenditure Total : 1,247,598

Revenue Surplus(Deficit) : 0

Non-General Fund Support - BY +1 Revenue Balance

Revenue Total : 1,216,124

Expenditure Total : 1,280,581

Revenue Surplus(Deficit) : (64,457)

15.40.002 Target & Non GFS Balance - Dept Summary

Time run: 2/20/2020 11:57:37 AM

Department		BY Non General Fund Supported			BY+1 Non General Fund Supported		
		Revenue Total	Expenditure Total	Revenue Surplus(Deficit)	Revenue Total	Expenditure Total	Revenue Surplus (Deficit)
FAM	FAM Fine Arts Museum	1,380,145	1,383,246	(3,101)	1,313,250	1,416,229	(102,979)

FAM Fine Arts Museum					
Authorized Positions	2019-2020 Original Budget	2020-2021 Proposed Budget	Change From 2019- 2020	2021-2022 Proposed Budget	Change From 2020- 2021
Total Authorized	109.22	109.04	(0.18)	108.98	(0.06)
Non-Operating Positions (cap/other)					
Net Operating Positions	109.22	109.04	(0.18)	108.98	(0.06)

Sources

Charges for Services	1,275,230	1,180,703	(94,527)	1,216,124	35,421
Expenditure Recovery	179,000	179,000		179,000	
Operating Transfers In	90,000		(90,000)		
Unappropriated Fund Balance	61,610	66,895	5,285		(66,895)
General Fund Support	17,962,178	18,539,200	577,022	17,176,692	(1,362,508)
Sources Total	19,568,018	19,965,798	397,780	18,571,816	(1,393,982)

Uses - Operating Expenditures

Salaries	9,376,755	9,292,086	(84,669)	9,613,554	321,468
Mandatory Fringe Benefits	4,375,994	4,668,168	292,174	4,739,631	71,463
Non-Personnel Services	811,548	311,974	(499,574)	311,974	
Capital Outlay	950,000	1,500,000	550,000		(1,500,000)
Facilities Maintenance	211,863	222,456	10,593		(222,456)
Materials & Supplies	41,400	45,350	3,950	45,350	
Overhead and Allocations	192,534	192,534		192,534	
Services Of Other Depts	3,607,924	3,733,230	125,306	3,733,230	
Uses Total	19,568,018	19,965,798	397,780	18,636,273	(1,329,525)

Uses - Division Description

FAM Fine Arts Museum	19,568,018	19,965,798	397,780	18,636,273	(1,329,525)
Uses by Division Total	19,568,018	19,965,798	397,780	18,636,273	(1,329,525)

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

Department Name: **FAM-Admission Non-GFS**

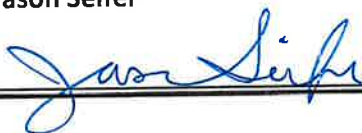
- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
- Proposed Efficiency/Reduction Savings Loaded in BPMS via Target Reports:** Printed report from GFS Target, reports #15.40.001 & 15.40.002
- Department Budget 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." *N/A*
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- Position Changes:** Completed "Form 3B: Position Changes." *NONE*
- Equipment & Fleet Requests:** Completed "Form 4A: All Equipment Funded in prior budget"; "Form 4B: New General Fund Equipment"; "Form 4C: Fleet". *NONE*
- Minimum Compensation Ordinance:** The effects of the MCO in contracting have been considered as part of the budget submission. *N/A*
- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing or new Prop Js *N/A*
- Interdepartmental Services Balancing:** Included Excel download of 15.20.012 3.b.2 IDS balancing report *N/A*
- 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. *N/A*
- New Legislation:** *N/A*
 - 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 *N/A*
 - 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: Jason Seifer

Signature: _____



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

Fine Arts Museum Non-GFS

Major Changes	Department Response
<p>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.</p>	<p>The Free Saturday program which provides complimentary general admissions to San Francisco residents will reduce the Admissions revenue in FY21. As a result, the grant back to COFAM will be reduced to cover the revenue reduction.</p>
<p>2. EXPENDITURES. 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>We reduced the non-personnel services budget by reducing the grant to COFAM of \$93,066.</p>
<p>3. REVENUE. 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>We reduced the revenues from admissions by \$132,547 to account for reduced revenue due to the Free Saturday's program which provides complimentary access to San Francisco residents every Saturday.</p>
<p>4. TARGET. How did the department meet its target? What are the programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>Yes, we reduced expenditures by \$135,648 or 10% of the total budget.</p>
<p>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.</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>N/A</p>

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

Fine Arts Museum Non-GFS

<p>6. INTERDEPARTMENTAL SERVICES (IDS). Is the department proposing any discretionary changes to IDS workorders (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 > Enterprise Planning in BI).</p>	N/A
<p>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?</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>	N/A
<p>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.</p>	N/A
<p>9. TRANSFER OF FUNCTION: Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	N/A
<p>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?</p>	N/A
<p>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?</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>	N/A

*Only applicable for departments with General Fund Targets

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GFS Target Basic Positions FTE Cost Report Balancing Mayor's Budget Book Annual Appropriation Labor Negotiation

* Select a Report

- 15.40.001 GFS Target & Non-GFS Balance - Dept Detail
- 15.40.002 GFS Target & Non-GFS Balance - Dept Summary

Attachment 1B-1 - 15.40.001

Attachment 1B-2 - 15.40.002

Please run Oracle Business Intelligence Report 15.50.012 Department Total Budget Historical Comparison and include with budget submission.

balancing **Mayor's Budget Book** Annual Appropriation Labor Negotiation Fixed 2nd Y

* Select a Report

- 15.50.001 Sources and Uses of Funds Excluding Fund Transfers
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- 15.50.015 Major Fund Recap
- 15.50.016 Consolidated Schedule of Sources and Uses

Attachment 1C - 15.50.012

Budget Form 2B: Schedule of Licenses, Permits, Fines & Service Charges

DEPARTMENT: FAM Non-GFS

Inflation Factor for FY 2020-21 Fee Auto Increase as per Code Section **	
Inflation Factor for FY 2021-22 Fee Auto Increase as per Code Section **	

CPI will be updated in January 2020. Call Controller's Budget Office to confirm CPI before submitting.

TABLE 1 - MODIFIED AND NEW FEES

Item	Fee Status M/N	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g., per sq. ft.)	FY 2019-20 Fee	FY 2019-20 Units (Est.)	FY 2019-20 Revenue Proposed	FY 2019-20 Cost Recovery (Est.)	FY 2020-21 Fee **	FY 2020-21 Units (Est.)	FY 2020-21 Revenue Proposed	FY 2020-21 Cost Recovery (Est.)	FY 2021-22 Fee **	FY 2021-22 Units (Est.)	FY 2021-22 Revenue Proposed	FY 2021-22 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
1																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
2																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
3																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
4																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
5																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
6																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
7																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
8																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
9																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
10																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	

TABLE 2 - CONTINUING FEES

Item	Fee Status	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g., per sq. ft.)	FY 2019-20 Fee	FY 2019-20 Units (Est.)	FY 2019-20 Revenue Proposed	FY 2019-20 Cost Recovery (Est.)	FY 2020-21 Fee **	FY 2020-21 Units (Est.)	FY 2020-21 Revenue Proposed	FY 2020-21 Cost Recovery (Est.)	FY 2021-22 Fee **	FY 2021-22 Units (Est.)	FY 2021-22 Revenue Proposed	FY 2021-22 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
11	C	Member	Section 10.100-307	No	462851	Museum Exhibition Admission	11940	SR Museums Admission	17041	FA Fine Arts Operating Rev-exp	230001	FAM Fine Arts Museum	10023196	FA Fine Arts Operating Rev/exp	0001	Fine Arts Operating Rev/exp		Free		\$ -		Free		\$ -		Free		\$ -		\$ -	
12	C	17 and Under	Section 10.100-307	No	462851	Museum Exhibition Admission	11940	SR Museums Admission	17041	FA Fine Arts Operating Rev-exp	230001	FAM Fine Arts Museum	10023196	FA Fine Arts Operating Rev/exp	0001	Fine Arts Operating Rev/exp		Free		\$ -		Free		\$ -		Free		\$ -		\$ -	
13	C	Adults	Section 10.100-307	No	462851	Museum Exhibition Admission	11940	SR Museums Admission	17041	FA Fine Arts Operating Rev-exp	230001	FAM Fine Arts Museum	10023196	FA Fine Arts Operating Rev/exp	0001	Fine Arts Operating Rev/exp		\$ 15.00		\$ -		\$ 15.00		\$ -		\$ 15.00		\$ -		\$ -	
14	C	Senior 65 +	Section 10.100-307	No	462851	Museum Exhibition Admission	11940	SR Museums Admission	17041	FA Fine Arts Operating Rev-exp	230001	FAM Fine Arts Museum	10023196	FA Fine Arts Operating Rev/exp	0001	Fine Arts Operating Rev/exp		\$ 12.00		\$ -		\$ 12.00		\$ -		\$ 12.00		\$ -		\$ -	
15	C	College Student with ID	Section 10.100-307	No	462851	Museum Exhibition Admission	11940	SR Museums Admission	17041	FA Fine Arts Operating Rev-exp	230001	FAM Fine Arts Museum	10023196	FA Fine Arts Operating Rev/exp	0001	Fine Arts Operating Rev/exp		\$ 6.00		\$ -		\$ 6.00		\$ -		\$ 6.00		\$ -		\$ -	
16																		\$ -		\$ 1,275,230.00		\$ -		\$ 1,180,703.00		\$ -		\$ 1,216,124.00		\$ -	
17																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
18																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
19																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
20																		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	

Fee Status: C Continuing
M Modified
N New
D Discontinued

Note:
** If Auto CPI adjustment = Yes, FY 2020-21 and FY 2021-22 Fee will be automatically generated based on the inflation factor determined by the Controller.
If Auto CPI adjustment = No, FY 2020-21 and FY 2021-22 Fee will remain the same as previous year or entered by dept according to Code Authorization.

BUDGET FORM 3A: Expenditure Changes

DEPARTMENT: FAM Non-GFS

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 **16,39,886 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 Changes" for each Budget Year column.
Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running the report.
All submissions must be formatted appropriately so that printed copies are easily readable for the public.

														Total BY Expenditure Variance: (135,448.00)			Total BY+1 Expenditure Variance: (135,448.00)							
GFS Type	Dept	Dept ID	Dept ID Description	Fund ID	Fund Title	Project ID	Project Title	Activity ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FORMULA	FILE #	
Self Supporting	FAM	23000L	FAM Fine Arts Museum	13900	09 Museum's Administration	130221016	14 Fine Arts Operating Recipro	0001	Fine Arts Operating Recipro	17061	14 Fine Arts Operating Recipro	100000	100000 Salary	100100	Welfare Pay - Misc	56,475	56,450	(\$2,975)	56,475	56,450	(\$2,975)		001	Decreased based upon historical surplus in Perm Salaries, see attachment B.
Self Supporting	FAM	23000L	FAM Fine Arts Museum	13900	09 Museum's Administration	130221016	14 Fine Arts Operating Recipro	0001	Fine Arts Operating Recipro	17061	14 Fine Arts Operating Recipro	100000	100000 Salary	100100	Temp/Misc Regular Salaries	25,000	24,000	(\$10,000)	25,000	24,000	(\$10,000)		001	Decreased based upon historical surplus in Perm Salaries, see attachment B.
Self Supporting	FAM	23000L	FAM Fine Arts Museum	13900	09 Museum's Administration	130221016	14 Fine Arts Operating Recipro	0001	Fine Arts Operating Recipro	17061	14 Fine Arts Operating Recipro	100000	100000 Salary	100100	Personnel Pay - Misc	54,000	52,500	(\$15,000)	54,000	52,500	(\$15,000)		001	Decreased based upon historical surplus in Perm Salaries, see attachment B.
Self Supporting	FAM	23000L	FAM Fine Arts Museum	13900	09 Museum's Administration	130221016	14 Fine Arts Operating Recipro	0001	Fine Arts Operating Recipro	17061	14 Fine Arts Operating Recipro	100000	100000 Salary	110100	Overseas - Scheduled Misc	250,000	249,000	(\$10,000)	250,000	249,000	(\$10,000)		001	Decreased based upon historical surplus in Perm Salaries, see attachment B.
Self Supporting	FAM	23000L	FAM Fine Arts Museum	13900	09 Museum's Administration	130221016	14 Fine Arts Operating Recipro	0001	Fine Arts Operating Recipro	17061	14 Fine Arts Operating Recipro	100000	100000 Salary	110100	Health Security Direct & Ind	546,200	537,200	(\$9,000)	546,200	545,000	(\$1,200)		001	Decrease in Holiday Pay, Term Salaries, and Overtime resulted in decrease of Fringe Benefits.
Self Supporting	FAM	23000L	FAM Fine Arts Museum	13900	09 Museum's Administration	130221016	14 Fine Arts Operating Recipro	0001	Fine Arts Operating Recipro	17061	14 Fine Arts Operating Recipro	100000	100000 Salary	110100	Social Sec Medicaid(OT/SA)	35,000	34,800	(\$2,000)	35,000	34,800	(\$2,000)		001	Decrease in Holiday Pay, Term Salaries, and Overtime resulted in decrease of Fringe Benefits.
Self Supporting	FAM	23000L	FAM Fine Arts Museum	13900	09 Museum's Administration	130221016	14 Fine Arts Operating Recipro	0001	Fine Arts Operating Recipro	17061	14 Fine Arts Operating Recipro	100000	100000 Salary	110700	Unemployment Insurance	61,700	61,400	(\$3,000)	61,700	61,400	(\$3,000)		001	Decrease in Holiday Pay, Term Salaries, and Overtime resulted in decrease of Fringe Benefits.
Self Supporting	FAM	23000L	FAM Fine Arts Museum	13900	09 Museum's Administration	130221016	14 Fine Arts Operating Recipro	0001	Fine Arts Operating Recipro	17061	14 Fine Arts Operating Recipro	100000	100000 Salary	120000	Other Current Expenses	346,000	345,000	(\$10,000)	346,000	345,000	(\$10,000)		001	Other Current Expenses, the grant back to GDFAM decreased in historical document.

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

Budget Year
 2021
 2020

Snapshot
 Current
 Phase CY

Department
 FAM
 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 11:53:47 AM

Department: FAM Fine Arts Museum (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
EXPENDITURE	Capital Outlay	1,500,000	0	1,500,000	0	0	0
	Facilities Maintenance	222,456	0	222,456	0	0	0
	Mandatory Fringe Benefits	4,246,261	(22,278)	4,223,983	4,305,201	(22,278)	4,282,923
	Materials & Supplies	39,400	3,950	43,350	39,400	3,950	43,350
	Non-Personnel Services	617,481	(306,508)	310,973	617,481	(306,508)	310,973
	Salaries	8,965,492	(281,284)	8,684,208	9,266,500	(281,284)	8,985,216
	Services Of Other Depts	3,733,230	0	3,733,230	3,733,230	0	3,733,230
		19,324,320	(606,120)	18,718,200	17,961,812	(606,120)	17,355,692
REVENUE	Expenditure Recovery	179,000	0	179,000	179,000	0	179,000
		179,000	0	179,000	179,000	0	179,000

	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	General Fund Support		19,145,320	(606,120)	18,539,200	17,782,812	(606,120)	17,176,692

General Fund Support - BY Target vs Mayor Proposed

Department Reduction Target	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
(606,120)	18,539,200	18,539,200	0

General Fund Support - BY+ 1 Target vs Mayor Proposed

BY+1 Department Reduction Target	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
(1,212,241)	16,570,571	17,176,692	606,121

Department: FAM Fine Arts Museum (Non GFS Balance)

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
ELIMINATION	Transfer Adjustment-Source	0	0	0	0	0	0
		0	0	0	0	0	0
EXPENDITURE	Mandatory Fringe Benefits	447,311	(3,126)	444,185	459,834	(3,126)	456,708
	Materials & Supplies	2,000	0	2,000	2,000	0	2,000
	Non-Personnel Services	94,067	(93,066)	1,001	94,067	(93,066)	1,001
	Overhead and Allocations	192,534	0	192,534	192,534	0	192,534
	Salaries	647,334	(39,456)	607,878	667,794	(39,456)	628,338
		1,383,246	(135,648)	1,247,598	1,416,229	(135,648)	1,280,581
REVENUE	Charges for Services	1,313,250	(132,547)	1,180,703	1,313,250	(97,126)	1,216,124
	Operating Transfers In	0	0	0	0	0	0
	Unappropriated Fund Balance	66,895	0	66,895	0	0	0
		1,380,145	(132,547)	1,247,598	1,313,250	(97,126)	1,216,124

Non-General Fund Support - Revenue Balance

Revenue Total : 1,247,598

Expenditure Total : 1,247,598

Revenue Surplus(Deficit) : 0

Non-General Fund Support - BY +1 Revenue Balance

Revenue Total : 1,216,124

Expenditure Total : 1,280,581

Revenue Surplus(Deficit) : (64,457)

Select a Report
15.40.002 GFS Target & Non-GFS Balance - Dept Summary
CY

Budget Year
2021
2020

Snapshot
Current
Phase CY

Department
FAM
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 11:57:37 AM

Department: FAM Fine Arts Museum (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
EXPENDITURE	Capital Outlay	1,500,000	0	1,500,000	0	0	0
	Facilities Maintenance	222,456	0	222,456	0	0	0
	Mandatory Fringe Benefits	4,246,261	(22,278)	4,223,983	4,305,201	(22,278)	4,282,923
	Materials & Supplies	39,400	3,950	43,350	39,400	3,950	43,350
	Non-Personnel Services	617,481	(306,508)	310,973	617,481	(306,508)	310,973
	Salaries	8,965,492	(281,284)	8,684,208	9,266,500	(281,284)	8,985,216
	Services Of Other Depts	3,733,230	0	3,733,230	3,733,230	0	3,733,230
		19,324,320	(606,120)	18,718,200	17,961,812	(606,120)	17,355,692
REVENUE	Expenditure Recovery	179,000	0	179,000	179,000	0	179,000
		179,000	0	179,000	179,000	0	179,000

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	General Fund Support	19,145,320	(606,120)	18,539,200	17,782,812	(606,120)	17,176,692

General Fund Support - BY Target vs Mayor Proposed

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target	(606,120)	18,539,200	0

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	(1,212,241)	17,176,692	606,121

Non-General Fund Support - Revenue Balance

Revenue Total : 1,247,598

Expenditure Total : 1,247,598

Revenue Surplus(Deficit) : 0

Non-General Fund Support - BY +1 Revenue Balance

Revenue Total : 1,216,124

Expenditure Total : 1,280,581

Revenue Surplus(Deficit) : (64,457)

15.40.002 Target & Non GFS Balance - Dept Summary

Time run: 2/20/2020 11:57:37 AM

Department	BY Non General Fund Supported	BY Non General Fund Supported			BY+1 Non General Fund Supported		
		Revenue Total	Expenditure Total	Revenue Surplus(Deficit)	Revenue Total	Expenditure Total	Revenue Surplus (Deficit)
FAM	FAM Fine Arts Museum	1,380,145	1,383,246	(3,101)	1,313,250	1,416,229	(102,979)

FAM Fine Arts Museum					
Authorized Positions	2019-2020 Original Budget	2020-2021 Proposed Budget	Change From 2019- 2020	2021-2022 Proposed Budget	Change From 2020- 2021
Total Authorized	109.22	109.04	(0.18)	108.98	(0.06)
Non-Operating Positions (cap/other)					
Net Operating Positions	109.22	109.04	(0.18)	108.98	(0.06)

Sources

Charges for Services	1,275,230	1,180,703	(94,527)	1,216,124	35,421
Expenditure Recovery	179,000	179,000		179,000	
Operating Transfers In	90,000		(90,000)		
Unappropriated Fund Balance	61,610	66,895	5,285		(66,895)
General Fund Support	17,962,178	18,539,200	577,022	17,176,692	(1,362,508)
Sources Total	19,568,018	19,965,798	397,780	18,571,816	(1,393,982)

Uses - Operating Expenditures

Salaries	9,376,755	9,292,086	(84,669)	9,613,554	321,468
Mandatory Fringe Benefits	4,375,994	4,668,168	292,174	4,739,631	71,463
Non-Personnel Services	811,548	311,974	(499,574)	311,974	
Capital Outlay	950,000	1,500,000	550,000		(1,500,000)
Facilities Maintenance	211,863	222,456	10,593		(222,456)
Materials & Supplies	41,400	45,350	3,950	45,350	
Overhead and Allocations	192,534	192,534		192,534	
Services Of Other Depts	3,607,924	3,733,230	125,306	3,733,230	
Uses Total	19,568,018	19,965,798	397,780	18,636,273	(1,329,525)

Uses - Division Description

FAM Fine Arts Museum	19,568,018	19,965,798	397,780	18,636,273	(1,329,525)
Uses by Division Total	19,568,018	19,965,798	397,780	18,636,273	(1,329,525)