

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 | California Academy of Sciences

- ☒ **Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - ☒ **Proposed GF cost neutral proposal**
 - ☒ **Department Budget Summary:** Completed "Form 1B: Department Budget Summary" Submission includes copy of report 15.50.012.
 - ☒ **Budget Equity:** Completed "Form 1C: Budget Equity"
- ☐ **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."
- ☐ **Deappropriations from prior years' budget:** Indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A
- ☐ **Position Changes:** Completed "Form 3B: Position Changes."
- ☐ **Equipment & Fleet Requests:** New General Fund Equipment (Form 4A) and Fleet Requests (Forms
- ☒ **Minimum Compensation Ordinance:** The effects of the MCO in contracting have been considered as
- ☐ **Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing or new Prop Js
- ☐ **Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing I
- ☒ **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
- ☐ **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 item (through a separate form), 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: Mathew Lau

Signature: Mathew Lau

BUDGET FORM 1A: Summary of Major Changes

FY 2022-23 and FY 2023-24

DEPT NAME HERE

Major Changes	Department Response to Major Changes
<p>1. SUMMARY. What major changes is the department proposing? Include a description of changes intended to improve core service delivery. Clearly describe each change and the department's proposal to fund each change without increased General Fund support (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in the Expenditure Changes section below.</p>	<p>In order to meet the cost neutral target, the Academy is not proposing material changes to our City budget.</p> <p>As an overview, from an attendance perspective, the Academy expects FY23 to be another recovery year. We are hopeful that visitations from the local and domestic segments will return to 2019 levels, while international visitors and revenues from facility rentals will continue to improve, but not yet reaching 2019 levels. From an expense perspective, inflation compounded with supply chain and labor shortage issues will increase our operating expenses in FY23. As a result of the cost neutral target, the non City funded portion of the Academy's expense load will increase in FY23.</p>
<p>2. TARGET. How did the department meet its General Fund cost neutral target?</p>	<p>We are not making any changes to our labor and non labor expenses for FY22-23 and FY23-24.</p>
<p>3. EXPENDITURE CHANGES. What major spending changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.</p>	<p>None</p>
<p>4. REVENUE. What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.</p>	<p>Not applicable</p>
<p>5. 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>Not applicable</p>
<p>6. 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>Not applicable</p>

7. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	Not applicable
8. INTERIM EXCEPTIONS. Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason are is the request being made?	Not applicable
9. BUDGET EQUITY. How has the department advanced racial equity through its services to the community? Please provide a high level summary in this form and all details in Form 1D.	We are continually improving our internal DEIA needs through our partnership with an outside consulting firm. The Academy is also gradually reinstating and/or expanding affordable access programs such as Museums for All, Discovery & Go Library Program, Rock Fund Program, and San Francisco Neighborhood Free Days.

Department Total Budget Historical Comparison

SCI Academy Of Sciences

Authorized Positions	2021-2022 Original Budget	2022-2023 Proposed Budget	Changes from 2021-2022	2023-2024 Proposed Budget	Changes from 2022-2023
Total Authorized	11.11	11.09	(0.02)	11.10	0.01
Non-Operating Positions (CAP/Other)	0.00	0.00	0.00	0.00	0.00
Net Operating Positions	11.11	11.09	(0.02)	11.10	0.01

Sources

General Funds	5,572,739	5,656,360	83,621	5,180,545	(475,815)
Sources Total	5,572,739	5,656,360	83,621	5,180,545	(475,815)

Uses - Operating Expenditures

Salaries	1,449,182	1,490,859	41,677	1,529,158	38,299
Mandatory Fringe Benefits	594,046	564,836	(29,210)	535,218	(29,618)
Non-Personnel Services	1,499,468	1,499,468	0	1,499,468	0
Capital Outlay	318,568	484,496	165,928	0	(484,496)
Facilities Maintenance	100,000	0	(100,000)	0	0
Services Of Other Depts	1,611,475	1,616,701	5,226	1,616,701	0
Uses Total	5,572,739	5,656,360	83,621	5,180,545	(475,815)

Uses - By Division Description

SCI Academy of Sciences	5,572,739	5,656,360	83,621	5,180,545	(475,815)
Uses by Division Total	5,572,739	5,656,360	83,621	5,180,545	(475,815)

BUDGET FORM 1C: BUDGET EQUITY
FY 2022-23 and FY 2023-24

1. What is the department's approach to advancing racial equity in the services provided to the residents of San Francisco?

FY23 will continue to be a recovery year for the Academy of Sciences, after facing a significant reduction in operating budget and labor due to the pandemic. As restrictions from the pandemic ease over time and demand for museum visitations strengthen, we expect to serve additional physical visitors from the Museum For All program, as well as our internal School Groups program. Moreover, we hope to reintroduce free access programs such as San Francisco Neighborhood Free Days throughout the fiscal year.

2. What are the department's top racial equity priorities for the upcoming budget cycle? Are there any existing programs that the department is proposing to modify or recommending new initiatives in order to fulfill racial equity priorities?

In the current fiscal year, the Academy brought in an outside consulting firm to survey and assess diversity, equity and inclusion needs for the organization. This effort also includes monthly working sessions, across all levels of the organization, to discuss and learn about various DEIA topics relevant to the workforce. For the upcoming fiscal years, the Academy is looking forward to move into the next step of our DEIA work to ensure diversity, equity, inclusion and accessibility are thought of and included into everything that we do, including our strategy and our leading initiatives.

Department of SCI
California Academy of Sciences
Organizational Chart, February 2022

