

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: FAM Fine Arts Museum GF

- ✖ ☐ **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** N/A
 - ✖ ☐ **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." 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."
- ☐ **Deappropriations from prior years' budget:** Indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A None
- ☐ **Position Changes:** Completed "Form 3B: Position Changes." None
- ✖ ☐ **Equipment & Fleet Requests:** New General Fund Equipment (Form 4A) and Fleet Requests (Forms 4B.1 and 4B.2) to be made in BFM.
- ☐ **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. N/A
- ✖ ☐ **Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing Report from BFM Reporting.
- ✖ ☐ **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:** None
 - ☐ 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 03/01/22.
- ✖ ☐ **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: Jason Seifer (CFO)

Signature: *Jason Seifer*

**BUDGET FORM 1A: Summary of Major Changes
FY 2022-23 and FY 2023-24**

Fine Arts Museum - General Fund

Major Changes	Department Response to Major Changes
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>The FAM Department is proposing the addback of 3.5 Security Officers in order to address chronic under-staffing challenges in the department. These positions were cut during the FY21 budget crisis and during a period in which the Museums were closed for many months. Now that the Museums are fully operational again, these staff cuts are leading to operational challenges. Due to the staffing shortages, periodic galleries have to be closed at the last minute, the risk of collection damage or visitor injury is heightened and staff burnout is increased due to excessive staff duties and OT.</p> <p>The other budgetary changes were to update expenditures to actual costs in key expense categories. In many cases, the expense budget had changed for many years even though actual expenses have continued to increase annually. Gallery lighting equipment has been requested to upgrade the galleries to LED technology that will save energy and staff maintenance over time.</p>
2. TARGET. How did the department meet its General Fund cost neutral target?	<p>The FAM budget is very lean and supports Museum building operations, security and engineering. FAM does not have any discretionary funds to reallocate. As such, FAM has exceeded its target to address chronic staffing shortages and rising expenditures.</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>The FAM Department is proposing the addback of 3.5 Security Officers in order to address chronic under-staffing challenges in the department. These positions were cut during the FY21 budget crisis and during a period in which the Museums were closed for many months. Now that the Museums are fully operational again, these staff cuts are leading to operational challenges. Due to the staffing shortages, periodic galleries have to be closed at the last minute, the risk of collection damage or visitor injury is heightened and staff burnout is increased due to excessive staff duties and OT.</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.	N/A
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?	N/A
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.	N/A
7. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	N/A
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 the request being made?	N/A
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.	<p>As noted in the FAM Racial Equity plan, there are a variety of cost-neutral FAM Departmental efforts such as enhanced employee communications, advancement of career opportunities in other departments, better on-boarding process and establishment of mentorship programs. FAM provides training and education to better serve the Public's needs. Although funded by the Museums' nonprofit, the FAM department provides operational support for a broad array of Museum programs tied to racial equity including the presentation of our art collections, diversified exhibition programming and education and public programs. The department also provides operational support for the Free Saturday program which has attracted more than 150,000 visitors by alleviating cost as a barrier to entry.</p>

**BUDGET FORM 1B: Department Budget Summary
FY 2022-23 and FY 2023-24**

Please run Department Total Budget Historical Comparison Report saved to the 3 Department Reports folder in BFM Reporting and include with budget submission. Example Report is shown below.

Department Total Budget Historical Comparison (Department's Submission)

Budget Year 2022-2023 and 2023-2024

Department Total Budget Historical Comparison

FAM Fine Arts Museum

Authorized Positions	2021-2022 Original Budget	2022-2023 Proposed Budget	Changes from 2021-2022	2023-2024 Proposed Budget	Changes from 2022-2023
Total Authorized	104.30	107.93	3.63	107.96	0.03
Non-Operating Positions (CAP/Other)	0.00	0.00	0.00	0.00	0.00
Net Operating Positions	104.30	107.93	3.63	107.96	0.03

Sources

Charges for Services	771,934	1,055,000	283,066	1,086,650	31,650
Expenditure Recovery	179,000	179,000	0	179,000	0
Transfers In	266,836	0	(266,836)	0	0
General Funds	19,767,986	19,795,016	27,030	18,874,704	(920,312)
Sources Total	20,985,756	21,029,016	43,260	20,140,354	(888,662)

Uses - Operating Expenditures

Salaries	9,800,763	10,287,078	486,315	10,543,153	256,075
Mandatory Fringe Benefits	4,475,646	4,376,241	(99,405)	4,251,762	(124,479)
Non-Personnel Services	617,481	713,107	95,626	713,107	0
Capital Outlay	1,399,579	1,020,258	(379,321)	0	(1,020,258)
Materials & Supplies	158,130	42,500	(115,630)	42,500	0
Overhead and Allocations	64,593	64,593	0	64,593	0
Services Of Other Depts	4,469,564	4,525,239	55,675	4,525,239	0
Uses Total	20,985,756	21,029,016	43,260	20,140,354	(888,662)

Uses - By Division Description

FAM Fine Arts Museum	20,985,756	21,029,016	43,260	20,140,354	(888,662)
Uses by Division Total	20,985,756	21,029,016	43,260	20,140,354	(888,662)

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?

As noted in the FAM Racial Equity plan, there are a variety of cost-neutral FAM Departmental efforts such as enhanced employee communications, advancement of career opportunities in other departments, better on-boarding process and establishment of mentorship programs. FAM provides training and education through *Be The Change* to better serve and welcome the Public's diverse visitation needs. Although funded by the Museum nonprofit, the FAM department provides operational support for a broad array of Museum programs tied to racial equity including the presentation of our art collections (Art relabeling, Installation and Acquisitions), diversified exhibition programming (In FY22 and beyond, Patrick Kelly, Guo Pei, Elem Pomo and Jules Tavernier, Faith Ringgold) and programming through our education (Equity Community Schools, Get Smart with Art) and public programs (free virtual and in-person lectures and activities). The department also provides operational support for the Free Saturday program which has attracted more than 150,000 visitors by alleviating cost as a barrier to entry.

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?

The Department discusses its priorities in great detail in the Department's Racial Equity Progress Report which include internal and external priorities. The internal priorities include hiring and recruitment, discipline and separation, diverse and equitable leadership, mobility and professional development and organizational culture. Due to severe budget limitations, the department's external priorities are focused on enhanced training for visitor-facing employees and enhancing the Museums as a welcoming, accessible and inclusive destination for all. Additional external DEIA goals are funded by the Museum nonprofit in the areas of collections, exhibition programming and educational programming.

DEPARTMENT: FAM GF None

Please identify proposed revenue changes from the FY 2022-23 and FY 2023-24 Base Budget at the account level.

Note: To submit this information, run the **15.30.005c - Snapshot to Current Comparison by Stage (audit trail)** report from the budget system.

Snapshot: **Start of Dept**
Budget Stage: **M2 Department Phase**

Budget Stages: M2 Deps

Account Lv 5: Filter for all Revenue Accounts
GFS Type: Do not select a value

GFS Type: Do not select a value.
Do not select values for any other prompts.

For any proposed changes, provide an

Please contact your Mayor's Office or Controller's

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.
All submissions must be formatted accordingly so that report codes are easily readable for the public.

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

Budget System Report 15.30.005 filtered on Regular Revenues

[illegible]

Budget Form 2B: Schedule of Licenses, Permits, Fines & Service Charges
DEPARTMENT: FAM GF None

Inflation Factor for FY 2023-24 Fee Auto Increase in per Code Section --
Inflation Factor for FY 2023-24 Fee Auto Increase in per Code Section --

CPI will be updated in January 2022. Call Controller's Budget Office to confirm CPI before submitting.

Fee Rate \$/M/N	Description	Code Authoriza- tion	Auto CPI Adjust Factor%	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 2021- 22 Fee **	FY 2021- 22 Units (Est.)	FY 2021- 22 Revenue (Est.)	FY 2021- 22 Cost Recovery (Est.)	FY 2022- 23 Fee	FY 2022- 23 Units (Est.)	FY 2022- 23 Revenue (Est.)	FY 2022- 23 Cost Recovery (Est.)	FY 2023- 24 Fee	FY 2023- 24 Units (Est.)	FY 2023- 24 Revenue (Est.)	FY 2023- 24 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																														
Fee Rate \$/M/N	Description	Code Authoriza- tion	Auto CPI Adjust Factor%	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 2021- 22 Fee **	FY 2021- 22 Units (Est.)	FY 2021- 22 Revenue \$ (Est.)	FY 2021- 22 Cost Recovery \$ (Est.)	FY 2022- 23 Fee	FY 2022- 23 Units (Est.)	FY 2022- 23 Revenue \$ (Est.)	FY 2022- 23 Cost Recovery \$ (Est.)	FY 2023- 24 Fee	FY 2023- 24 Units (Est.)	FY 2023- 24 Revenue \$ (Est.)	FY 2023- 24 Cost Recovery \$ (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
11																														
12																														
13																														
14																														
15																														
16																														
17																														
18																														
19																														
20																														

Fee Status: 1 Contribution
M Modified
N New
D Discontinued

Note:
** Auto CPI adjustment = Yes, FY 2023-22 and FY 2023-24 Fee will be automatically generated based on the inflation factor determined by the Controller.
If Auto CPI adjustment = No, FY 2023-22 and FY 2023-24 Fee will remain the same as previous year or entered by hand annotation to Code Authorization.

Please identify proposed expenditure changes from the FY 2020-23 and FY 2023-24 Base Budget at the account level.

Note: To submit this information, run the **15.59.000c - Snapshot to Current Comparison by State (Audit Trail)** report from EFM Reporting.

the following criteria be considered first of all:

Snapshot Start of Deot

GES Tutor (a free software to use)

Approved for Release by NSA on 08-25-2013 pursuant to E.O. 13526

Do not select values for any other prompts.
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.

[illegible]

BUDGET FORM 3B: Position Changes
DEPARTMENT: FAM - GF

Please identify proposed position changes from the FY 2022-23 and FY 2023-24 Base Budget at the account level (reflecting both salary and discretionary special class changes)

Note: To submit this information, see the **15-20-200 Position Snapshot Comparison (Audit Trail)** report from the RFM Reporting

Select the following criteria before running the report:

Student Status: MT Department III/IIIa

QPS Type: Do not select a value.

Do not select values for any other accounts.
For any spreadsheet changes, provide an explanation in the "Explanation of ES and/or Amount Changes" 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.

Main Data Table																	Summary Section												
																	Total Q1 Performance				Q2 Performance				Total Q3 Performance				Q4 Performance
ID	Category	Item Name	Status	Value	Unit	Location	Date	Time	Type	Priority	Owner	Assignee	Due Date	Progress	Comments	Action	Q1 Data		Q2 Data		Q3 Data		Q4 Data		Grand Total	Variance	Remarks		
																	Sub A1	Sub A2	Sub A3	Sub A4	Sub B1	Sub B2	Sub B3	Sub B4				Sub C1	Sub C2
1	1	Item 1.1	Active	100	kg	Warehouse A	2023-10-26	10:00	Storage	High	John Doe	Jane Smith	2023-10-27	75%	Good condition	Check stock	10	20	30	40	50	60	70	80	90	100	10	0	Item 1.1 is active and in good condition.
2	2	Item 2.1	Pending	200	kg	Warehouse B	2023-10-26	11:00	Storage	Medium	John Doe	Jane Smith	2023-10-28	50%	Needs inspection	Review quality	15	25	35	45	55	65	75	85	95	105	15	0	Item 2.1 is pending inspection.
3	3	Item 3.1	Completed	300	kg	Warehouse C	2023-10-26	12:00	Storage	Low	John Doe	Jane Smith	2023-10-26	100%	Ready for use	Archive data	20	30	40	50	60	70	80	90	100	110	20	0	Item 3.1 is completed and ready for use.
4	4	Item 4.1	On Hold	400	kg	Warehouse D	2023-10-26	13:00	Storage	High	John Doe	Jane Smith	2023-10-29	20%	Waiting for approval	Request budget	25	35	45	55	65	75	85	95	105	115	25	0	Item 4.1 is on hold, waiting for approval.
5	5	Item 5.1	Active	500	kg	Warehouse E	2023-10-26	14:00	Storage	Medium	John Doe	Jane Smith	2023-10-30	60%	Under review	Finalize report	30	40	50	60	70	80	90	100	110	120	30	0	Item 5.1 is active and under review.
6	6	Item 6.1	Pending	600	kg	Warehouse F	2023-10-26	15:00	Storage	Low	John Doe	Jane Smith	2023-10-31	30%	Needs more info	Clarify requirements	35	45	55	65	75	85	95	105	115	125	35	0	Item 6.1 is pending more information.
7	7	Item 7.1	Completed	700	kg	Warehouse G	2023-10-26	16:00	Storage	High	John Doe	Jane Smith	2023-10-27	100%	Ready for use	Archive data	40	50	60	70	80	90	100	110	120	130	40	0	Item 7.1 is completed and ready for use.
8	8	Item 8.1	On Hold	800	kg	Warehouse H	2023-10-26	17:00	Storage	Medium	John Doe	Jane Smith	2023-10-32	10%	Waiting for approval	Request budget	45	55	65	75	85	95	105	115	125	135	45	0	Item 8.1 is on hold, waiting for approval.
9	9	Item 9.1	Active	900	kg	Warehouse I	2023-10-26	18:00	Storage	Low	John Doe	Jane Smith	2023-10-33	80%	Under review	Finalize report	50	60	70	80	90	100	110	120	130	140	50	0	Item 9.1 is active and under review.
10	10	Item 10.1	Pending	1000	kg	Warehouse J	2023-10-26	19:00	Storage	High	John Doe	Jane Smith	2023-10-34	40%	Needs more info	Clarify requirements	55	65	75	85	95	105	115	125	135	145	55	0	Item 10.1 is pending more information.
11	11	Item 11.1	Completed	1100	kg	Warehouse K	2023-10-26	20:00	Storage	Medium	John Doe	Jane Smith	2023-10-28	100%	Ready for use	Archive data	60	70	80	90	100	110	120	130	140	150	60	0	Item 11.1 is completed and ready for use.
12	12	Item 12.1	On Hold	1200	kg	Warehouse L	2023-10-26	21:00	Storage	Low	John Doe	Jane Smith	2023-10-35	5%	Waiting for approval	Request budget	65	75	85	95	105	115	125	135	145	155	65	0	Item 12.1 is on hold, waiting for approval.
13	13	Item 13.1	Active	1300	kg	Warehouse M	2023-10-26	22:00	Storage	High	John Doe	Jane Smith	2023-10-36	90%	Under review	Finalize report	70	80	90	100	110	120	130	140	150	160	70	0	Item 13.1 is active and under review.
14	14	Item 14.1	Pending	1400	kg	Warehouse N	2023-10-26	23:00	Storage	Medium	John Doe	Jane Smith	2023-10-37	35%	Needs more info	Clarify requirements	75	85	95	105	115	125	135	145	155	165	75	0	Item 14.1 is pending more information.
15	15	Item 15.1	Completed	1500	kg	Warehouse O	2023-10-26	00:00	Storage	Low	John Doe	Jane Smith	2023-10-29	100%	Ready for use	Archive data	80	90	100	110	120	130	140	150	160	170	80	0	Item 15.1 is completed and ready for use.
16	16	Item 16.1	On Hold	1600	kg	Warehouse P	2023-10-26	01:00	Storage	High	John Doe	Jane Smith	2023-10-38	15%	Waiting for approval	Request budget	85	95	105	115	125	135	145	155	165	175	85	0	Item 16.1 is on hold, waiting for approval.
17	17	Item 17.1	Active	1700	kg	Warehouse Q	2023-10-26	02:00	Storage	Medium	John Doe	Jane Smith	2023-10-39	70%	Under review	Finalize report	90	100	110	120	130	140	150	160	170	180	90	0	Item 17.1 is active and under review.
18	18	Item 18.1	Pending	1800	kg	Warehouse R	2023-10-26	03:00	Storage	Low	John Doe	Jane Smith	2023-10-40	25%	Needs more info	Clarify requirements	95	105	115	125	135	145	155	165	175	185	95	0	Item 18.1 is pending more information.
19	19	Item 19.1	Completed	1900	kg	Warehouse S	2023-10-26	04:00	Storage	High	John Doe	Jane Smith	2023-10-30	100%	Ready for use	Archive data	100	110	120	130	140	150	160	170	180	190	100	0	Item 19.1 is completed and ready for use.
20	20	Item 20.1	On Hold	2000	kg	Warehouse T	2023-10-26	05:00	Storage	Medium	John Doe	Jane Smith	2023-10-41	10%	Waiting for approval	Request budget	105	115	125	135	145	155	165	175	185	195	105	0	Item 20.1 is on hold, waiting for approval.

BUDGET FORM 4A: New General Fund Equipment Requests - No Vehicles

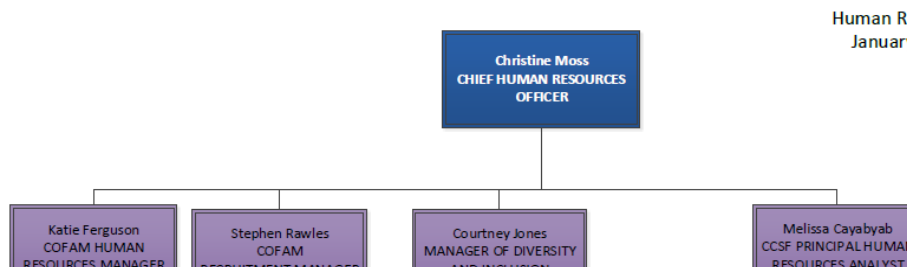
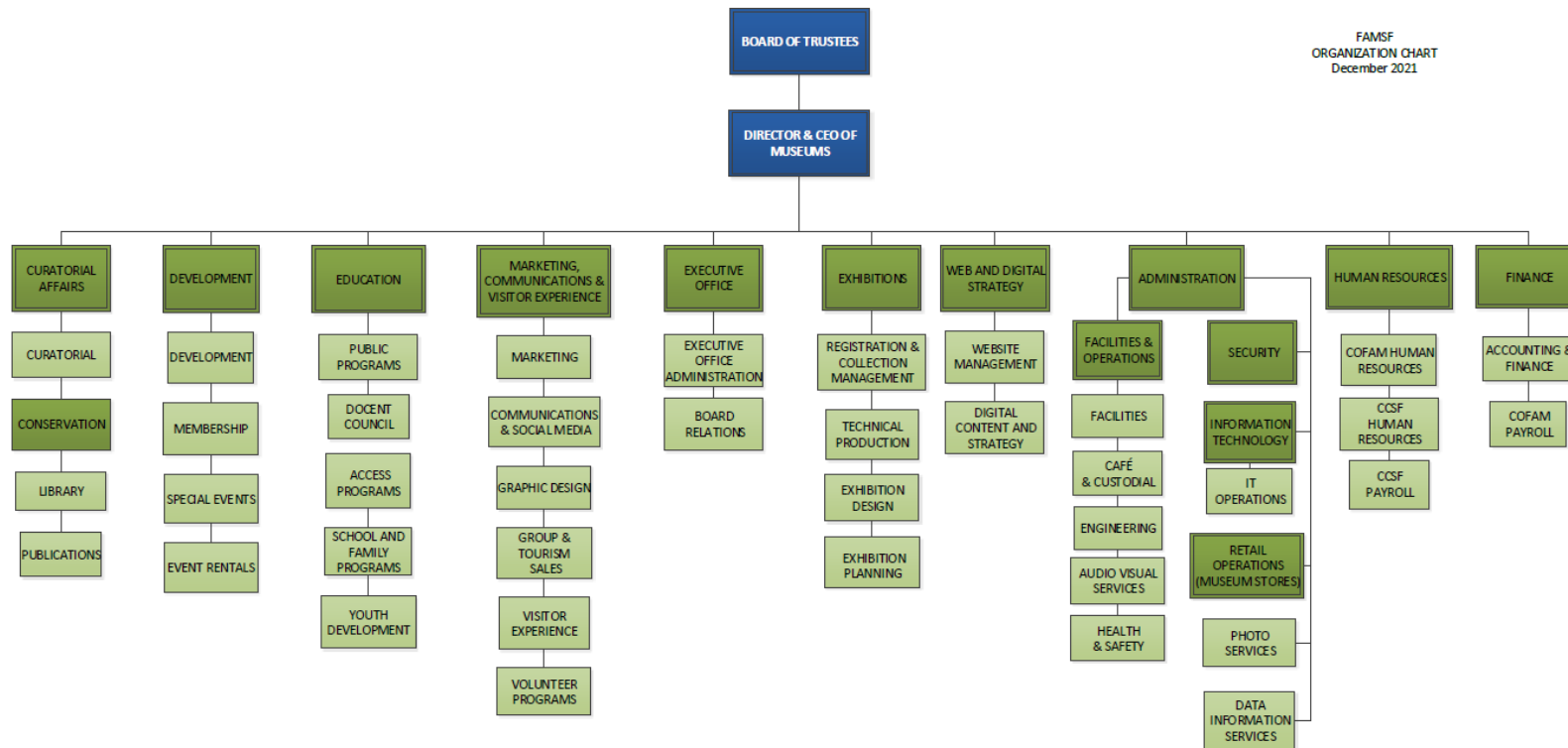
Departments that are making General Fund equipment requests should complete form 4A in BFM.
Do not load General Fund equipment requests in the budget system - they will be loaded centrally in Mayor phase.
Completing this form in BFM will not load General Fund to departmental budgets.
Equipment numbers 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.

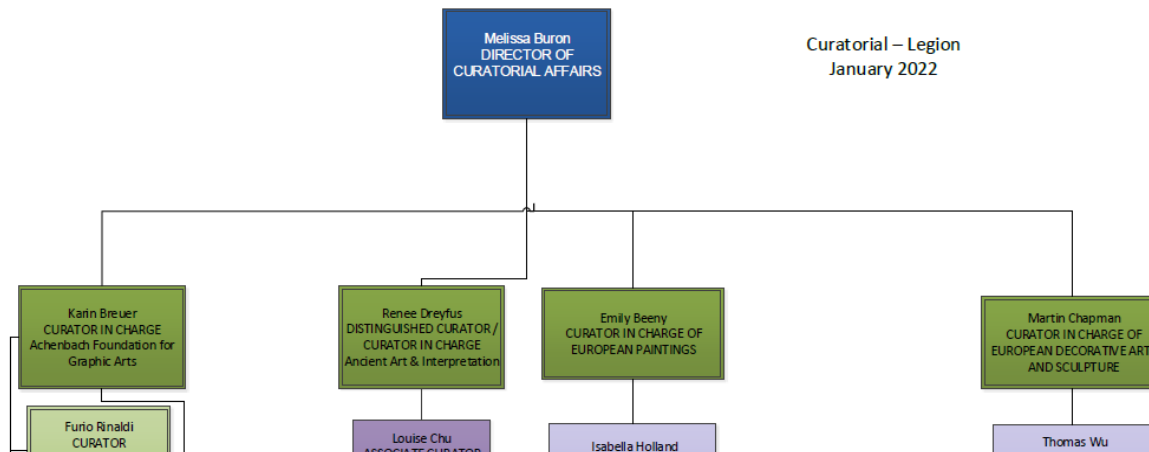
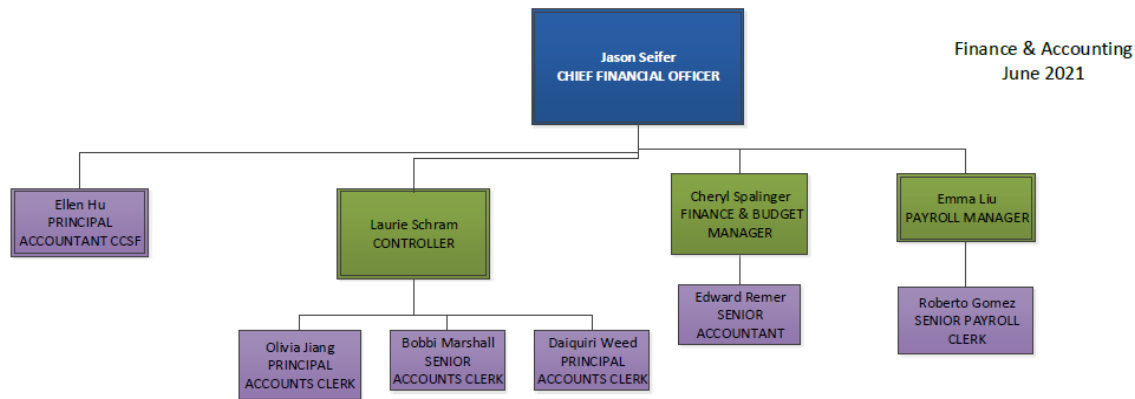
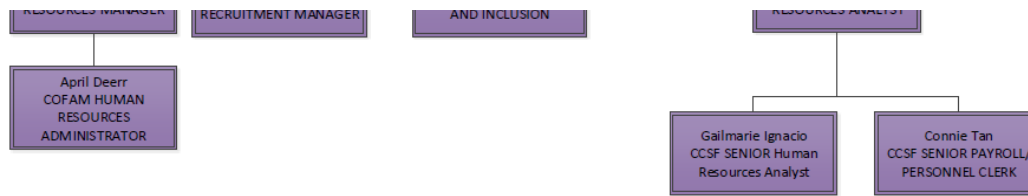
Equipment Numbers: BFM has prepopulated numbers to be used. Equipment Numbers in BFM have 8 characters with the format %dept%budget year%seq (ex. AAM23001).

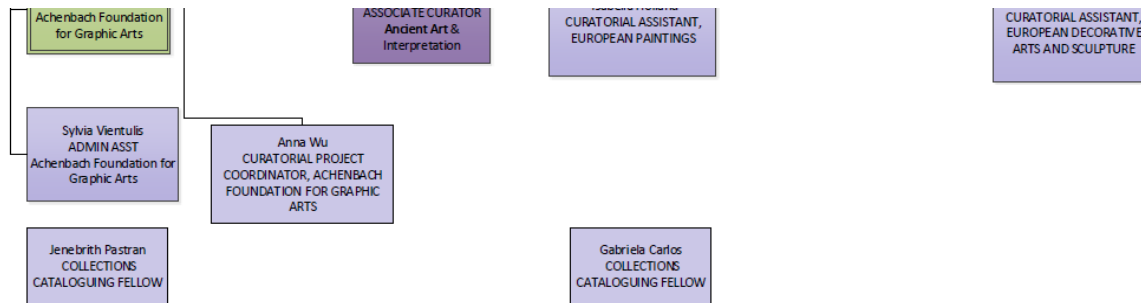
Form 4A was completed and saved in BFM

BUDGET FORM: Organizational Chart
FY 2022-23 and FY 2023-24

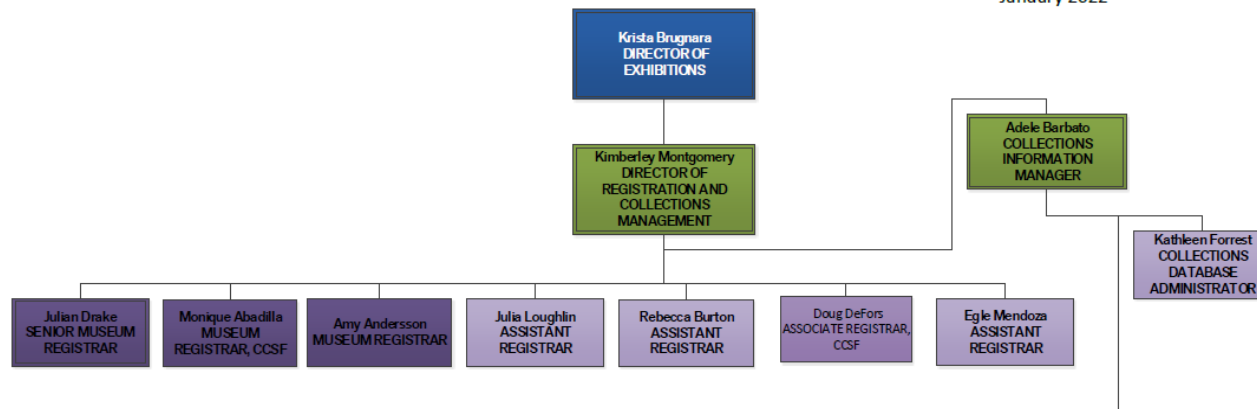
*Please insert an organizational chart





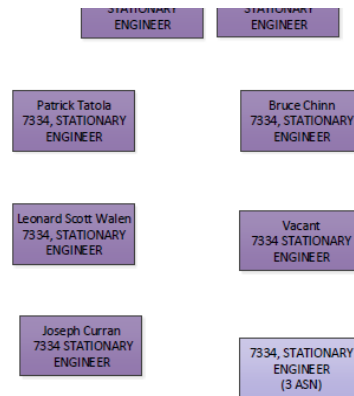


Registration & Collections Management January 2022



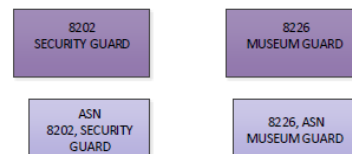
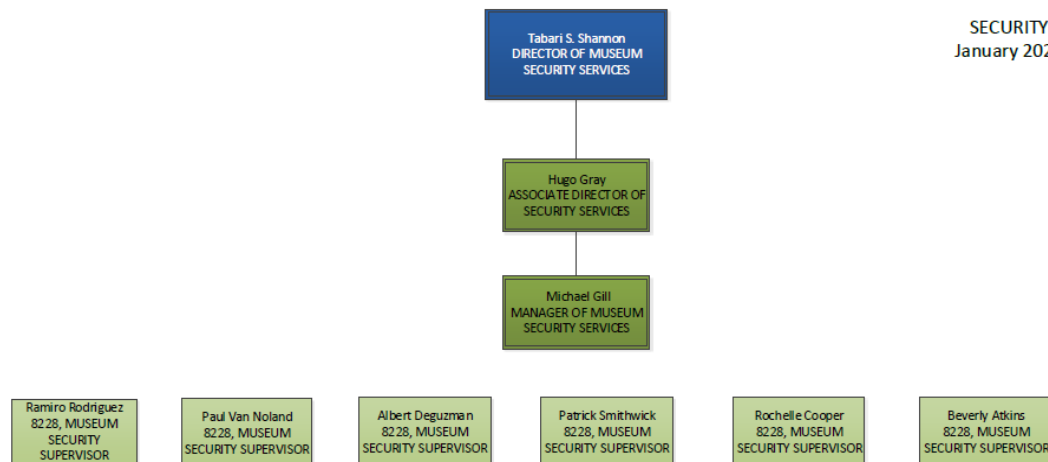
BUILDINGS AND GROUNDS January 2022





Confidential - Internal Use Only

SECURITY January 2022



PCS = Permanent Civil Service
TPV = Temporary Provisional
TEX = Temporary Exempt

Department Budget Submission Checklist

To be completed by: All departments.

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Department Name: FAM Fine Arts Museum - Non-GFS Admission

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 - ☐ **Proposed GF cost neutral proposal** N/A
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 - ☐ 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 (CFO)

Signature: *Jason Seifer*

**BUDGET FORM 1A: Summary of Major Changes
FY 2022-23 and FY 2023-24**

Fine Arts Museum - Admission Fund

Major Changes	Department Response to Major Changes
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.	FAM has proposed an increase in revenue from FY22 even after accounting for a slow attendance recovery. Attendance is lower than historical comparisons due to the closure of JFK, reduced transit options and decreased tourism. As a result, the General Fund transfer is reduced to zero which provides a savings to the City.
2. TARGET. How did the department meet its General Fund cost neutral target?	There are no General Fund costs in the Admission Fund.
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.	No major spending changes are noted.
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.	This is non-General Fund revenue. FAM has proposed an increase in revenue from FY22 even after accounting for a slow attendance recovery. Attendance is lower than historical comparisons due to the closure of JFK, reduced transit options and decreased tourism. As a result, the General Fund transfer is reduced to zero which provides a savings to the City.
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?	N/A
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.	N/A
7. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	N/A
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?	N/A
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.	As noted in the FAM Racial Equity plan, there are a variety of cost-neutral FAM Departmental efforts such as enhanced employee communications, advancement of career opportunities in other departments, better on-boarding process and establishment of mentorship programs. FAM provides training and education to better serve the Public's needs. Although funded by the Museums' nonprofit, the FAM department provides operational support for a broad array of Museum programs tied to racial equity including the presentation of our art collections, diversified exhibition programming and education and public programs. The department also provides operational support for the Free Saturday program which has attracted more than 150,000 visitors by alleviating cost as a barrier to entry.

BUDGET FORM 1B: Department Budget Summary
FY 2022-23 and FY 2023-24

Please run Department Total Budget Historical Comparison Report saved to the 3 Department Reports folder in BFM Reporting and include with budget submission. Example Report is shown below.

Department Total Budget Historical Comparison (Department's Submission)

Budget Year 2022-2023 and 2023-2024

Department Total Budget Historical Comparison

FAM Fine Arts Museum

Authorized Positions	2021-2022 Original Budget	2022-2023 Proposed Budget	Changes from 2021-2022	2023-2024 Proposed Budget	Changes from 2022-2023
Total Authorized	104.30	107.93	3.63	107.96	0.03
Non-Operating Positions (CAP/Other)	0.00	0.00	0.00	0.00	0.00
Net Operating Positions	104.30	107.93	3.63	107.96	0.03

Sources

Charges for Services	771,934	1,055,000	283,066	1,086,650	31,650
Expenditure Recovery	179,000	179,000	0	179,000	0
Transfers In	266,836	0	(266,836)	0	0
General Funds	19,767,986	19,795,016	27,030	18,874,704	(920,312)
Sources Total	20,985,756	21,029,016	43,260	20,140,354	(888,662)

Uses - Operating Expenditures

Salaries	9,800,763	10,287,078	486,315	10,543,153	256,075
Mandatory Fringe Benefits	4,475,646	4,376,241	(99,405)	4,251,762	(124,479)
Non-Personnel Services	617,481	713,107	95,626	713,107	0
Capital Outlay	1,399,579	1,020,258	(379,321)	0	(1,020,258)
Materials & Supplies	158,130	42,500	(115,630)	42,500	0
Overhead and Allocations	64,593	64,593	0	64,593	0
Services Of Other Depts	4,469,564	4,525,239	55,675	4,525,239	0
Uses Total	20,985,756	21,029,016	43,260	20,140,354	(888,662)

Uses - By Division Description

FAM Fine Arts Museum	20,985,756	21,029,016	43,260	20,140,354	(888,662)
Uses by Division Total	20,985,756	21,029,016	43,260	20,140,354	(888,662)

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?

As noted in the FAM Racial Equity plan, there are a variety of cost-neutral FAM Departmental efforts such as enhanced employee communications, advancement of career opportunities in other departments, better on-boarding process and establishment of mentorship programs. FAM provides training and education through Be The Change to better serve and welcome the Public's diverse visitation needs. Although funded by the Museum nonprofit, the FAM department provides operational support for a broad array of Museum programs tied to racial equity including the presentation of our art collections (Art relabeling, Installation and Acquisitions), diversified exhibition programming (In FY22 and beyond, Patrick Kelly, Guo Pei, Elem Pomo and Jules Tavernier, Faith Ringgold) and programming through our education (Equity Community Schools, Get Smart with Art) and public programs (free virtual and in-person lectures and activities). The department also provides operational support for the Free Saturday program which has attracted more than 150,000 visitors by alleviating cost as a barrier to entry.

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?

The Department discusses its priorities in great detail in the Department's Racial Equity Progress Report which include internal and external priorities. The internal priorities include hiring and recruitment, discipline and separation, diverse and equitable leadership, mobility and professional development and organizational culture. Due to severe budget limitations, the department's external priorities are focused on enhanced training for visitor-facing employees and enhancing the Museums as a welcoming, accessible and inclusive destination for all. Additional external DEIA goals are funded by the Museum nonprofit in the areas of collections, exhibition programming and educational programming.

DEPARTMENT: FAM Admission

Please identify proposed revenue changes from the FY 2022-23 and FY 2023-24 Base Budget at the account level.

Note: To submit this information, run the **15.30.005c - Snapshot to Current Comparison by Stage (audit trail)** report from the budget system.

Select the following criteria before running the report:

Snapshot: Start of Dept
Budget Stages: M2 Dep

Budget Stages: M2 Department Phase
Account LM 5: Filter for all Revenue Accounts

GFS Type: Do not select a value.

Do not select values for any other

For any proposed changes, provide an explanation in the "Revenue Description & Explanation of Change" 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.

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

[illegible]

Budget Form 2B: Schedule of Licenses, Permits, Fines & Service Charges
DEPARTMENT: FAM Admission Fund

Inflation Factor for FY 2022-23 Fee Auto Adjustments - No Code Section --
Inflation Factor for FY 2023-24 Fee Auto Adjustments - No Code Section --

CPI will be updated in January 2022. Call Controller's Budget Office to confirm CPI before submitting.

Fee ID	Fee Status	Description	Code Authorization	Auto CPI Adjus tment	Account Code	Account Title	Fund Code	Fund Title	Autho rity Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g. per sq. ft.)	FY 2021- 22 Fee	FY 2021- 22 Units (E&I)	FY 2021-22 Revenue Proposed	FY 2021- 22 Cost Recovery (E&I)		FY 2022- 23 Fee	FY 2022- 23 Units (E&I)	FY 2022-23 Revenue Proposed	FY 2022- 23 Cost Recovery (E&I)		FY 2023- 24 Fee	FY 2023- 24 Units (E&I)	FY 2023-24 Revenue Proposed	FY 2023- 24 Cost Recovery (E&I)		Fiscal Year of Last Increase	Fee Prior to Last Increase
1																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -
2																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -
3																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -
4																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -
5																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -
6																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -
7																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -
8																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -
9																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -
10																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -

Fee ID		Description	Code Authorization	Auto CPI Adjus tment	Account Code	Account Title	Fund Code	Fund Title	Autho rity Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g. per sq. ft.)	FY 2021-22 Fee	FY 2021-22 Units (E&I)	FY 2021-22 Revenue Proposed	FY 2021-22 Cost Recovery (E&I)		FY 2022-23 Fee	FY 2022-23 Units (E&I)	FY 2022-23 Revenue Proposed	FY 2022-23 Cost Recovery (E&I)		FY 2023-24 Fee	FY 2023-24 Units (E&I)	FY 2023-24 Revenue Proposed	FY 2023-24 Cost Recovery (E&I)		Fiscal Year of Last Increase	Fee Prior to Last Increase	
11	C	Member	Section 10.100.307	No	402951	Museum Exhibition Education	11940	SR Museums Administration	17041	FA Fine Arts Operations	230001	FAM Fine Arts Museum	10023196	FA Fine Arts Operations	0001	Fine Arts Operating Support		Free		\$ -	-			Free		\$ -	-		Free		\$ -	-			\$ -
12	C	17 and Under	Section 10.100.307	No	402951	Museum Exhibition Education	11940	SR Museums Administration	17041	FA Fine Arts Operations	230001	FAM Fine Arts Museum	10023196	FA Fine Arts Operations	0001	Fine Arts Operating Support		Free		\$ -	-			Free		\$ -	-		Free		\$ -	-			\$ -
13	C	Adults	Section 10.100.307	No	402951	Museum Exhibition Education	11940	SR Museums Administration	17041	FA Fine Arts Operations	230001	FAM Fine Arts Museum	10023196	FA Fine Arts Operations	0001	Fine Arts Operating Support		\$ 15.00		\$ -	-			\$ 15.00		\$ -	-		\$ 15.00		\$ -	-			\$ -
14	C	Senior 65+	Section 10.100.307	No	402951	Museum Exhibition Education	11940	SR Museums Administration	17041	FA Fine Arts Operations	230001	FAM Fine Arts Museum	10023196	FA Fine Arts Operations	0001	Fine Arts Operating Support		\$ 12.00		\$ -	-			\$ 12.00		\$ -	-		\$ 12.00		\$ -	-			\$ -
15	C	College Student with ID	Section 10.100.307	No	402951	Museum Exhibition Education	11940	SR Museums Administration	17041	FA Fine Arts Operations	230001	FAM Fine Arts Museum	10023196	FA Fine Arts Operations	0001	Fine Arts Operating Support		\$ 6.00		\$ -	-			\$ 6.00		\$ -	-		\$ 6.00		\$ -	-			\$ -
16																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -	
17																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -	
18																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -	
19																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -	
20																		\$ -	-	\$ -	-		\$ -	-	\$ -	-		\$ -	-	\$ -	-			\$ -	

Fee Status: C Continues
M Modified
N New
D Discontinued

Note:
** If Auto CPI adjustment = Yes, FY 2022-23 and FY 2023-24 Fee will be automatically generated based on the inflation factor determined by the Controller.
If Auto CPI adjustment = No, FY 2022-23 and FY 2023-24 Fee will remain the same as previous year or entered by user according to Code Authorization.

Budget Form 2C: Fee Cost Recovery

PLEASE FILL OUT HIGHLIGHTED AREAS AND PROVIDE A DETAILED DESCRIPTION OF THE SERVICE

DEPARTMENT: **FAM** None

Fee Name: **Fee XYZ**

Department Providing Service: **Department ABC**
 Fee Administrator: **Jane Smart**
 Code Authorization/
 Proposed Fee Ordinance/File No: **Admin Code Section X.X**

	Numeric Code	Title
PS Department of Proposed Revenue:	XXXXXX	
PS Fund of Proposed Revenue:	XXXXX	
PS Authority of Proposed Revenue:	XXXXX	
PS Project of Proposed Revenue:	XXXXXXXX	
PS Activity of Proposed Revenue:	XXXXX	
PS Account of Proposed Revenue:	XXXXXX	

Proposed Fee (FY 2023-24):	\$	44.00	(1)
Proposed Fee (FY 2022-23):	\$	42.00	(2)
Current Fee (FY 2021-22):	\$	40.00	(3)

Fee Status (New/Modified): **New**
 Fee Status (New/Modified): **New**

Detailed Service Description:
 Please provide description of service

Proposed Fee (FY 2023-24):	\$	44.00	FY 2023-24 Proposed Fee Increase/Decrease:	\$	2.00
Proposed Fee (FY 2022-23):	\$	42.00	FY 2023-24 % Proposed Fee Change from FY 2022-23 Fee:		4.76%
Current Fee (FY 2021-22):	\$	40.00	FY 2022-23 Proposed Fee Increase/Decrease:	\$	2.00
			FY 2022-23 % Proposed Fee Change from Current Fee:		5.00%

Fee Prior to Current:	\$	38.00	Fiscal Year of Prior Fee Change:	2010-11
Current Fee Increase/Decrease from Prior Fee:	\$	2.00	% Current Fee Change from Prior Fee:	5.26%

FY2022-23					
ESTIMATED REVENUE DERIVED FROM SERVICE			ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 22-23, BELOW		
A	Quantity Estimated (# of Units of Service Provided)	5,000	D	Direct Costs	FY 2022-23
					Estimated Cost % of Total
				Productive Labor & Benefits (0.75 of 2022-23 Salary & MFB)	\$ 313,702 59.25%
				Leave & Non-Productive Time (0.25 of FY 2022-23 Salary & MFB)	\$ 104,567 19.75%
				Space Rental Equivalent	\$ 15,000 2.83%
				Materials & Supplies	\$ - 0.00%
				Other (Please Describe on Worksheet)	\$ - 0.00%
B	Fee per Unit (Proposed)	\$ 42	E	Indirect Costs	Rate
				Departmental Overhead	20.00% \$ 83,654 15.80%
				Central Services Overhead	3.00% \$ 12,548 2.37%
C	FY 2022-23 Revenue Budgeted (A x B)	\$ 210,000	F	FY 2022-23 Direct & Indirect Costs	\$ 529,471 100.00%
G	FY 2022-23 Revenue Recovery Rate (C/F):	39.66%			
H	Required Fee For 100% Cost Recovery (F/A):	\$ 105.89			
I	Over (+) or Under (-) 100% Cost Recovery (B-H):	(\$63.89)			
J	FY 2022-23 Estimated Revenue [(2) x A]:				\$ 210,000.00
K	FY 2021-22 Estimated Revenue [(3) x A]:				\$ 200,000.00
L	FY 2022-23 Estimated Revenue Increase/Decrease Based on Proposed Fee [J -K]:				\$ 10,000.00

FY2023-24					
ESTIMATED REVENUE DERIVED FROM SERVICE			ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 23-24, BELOW		
A	Quantity Estimated (# of Units of Service Provided)	5,000	D	Direct Costs	FY 2023-24
					Estimated Cost % of Total
				Productive Labor & Benefits (0.75 of 2023-24 Salary & MFB)	\$ - #DIV/0!
				Leave & Non-Productive Time (0.25 of FY 2023-24 Salary & MFB)	\$ - #DIV/0!
				Space Rental Equivalent	\$ - #DIV/0!
				Materials & Supplies	\$ - #DIV/0!
				Other (Please Describe on Worksheet)	\$ - 0.00%
B	Fee per Unit (Proposed)	\$ 44	E	Indirect Costs	Rate
				Departmental Overhead	0.00% \$ - #DIV/0!
				Central Services Overhead	3.00% \$ - #DIV/0!
C	FY 2023-24 Revenue Budgeted (A x B)	\$ 220,000	F	FY 2023-24 Direct & Indirect Costs	\$ - #DIV/0!
G	FY 2023-24 Revenue Recovery Rate (C/F):	#DIV/0!			
H	Required Fee For 100% Cost Recovery (F/A):	\$ -			
I	Over (+) or Under (-) 100% Cost Recovery (B-H):	\$44.00			
J	FY 2023-24 Estimated Revenue [(1) x A]:				\$ 220,000.00
K	FY 2022-23 Estimated Revenue [(2) x A]:				\$ 210,000.00

BUDGET FORM 4A: New General Fund Equipment Requests - No Vehicles None

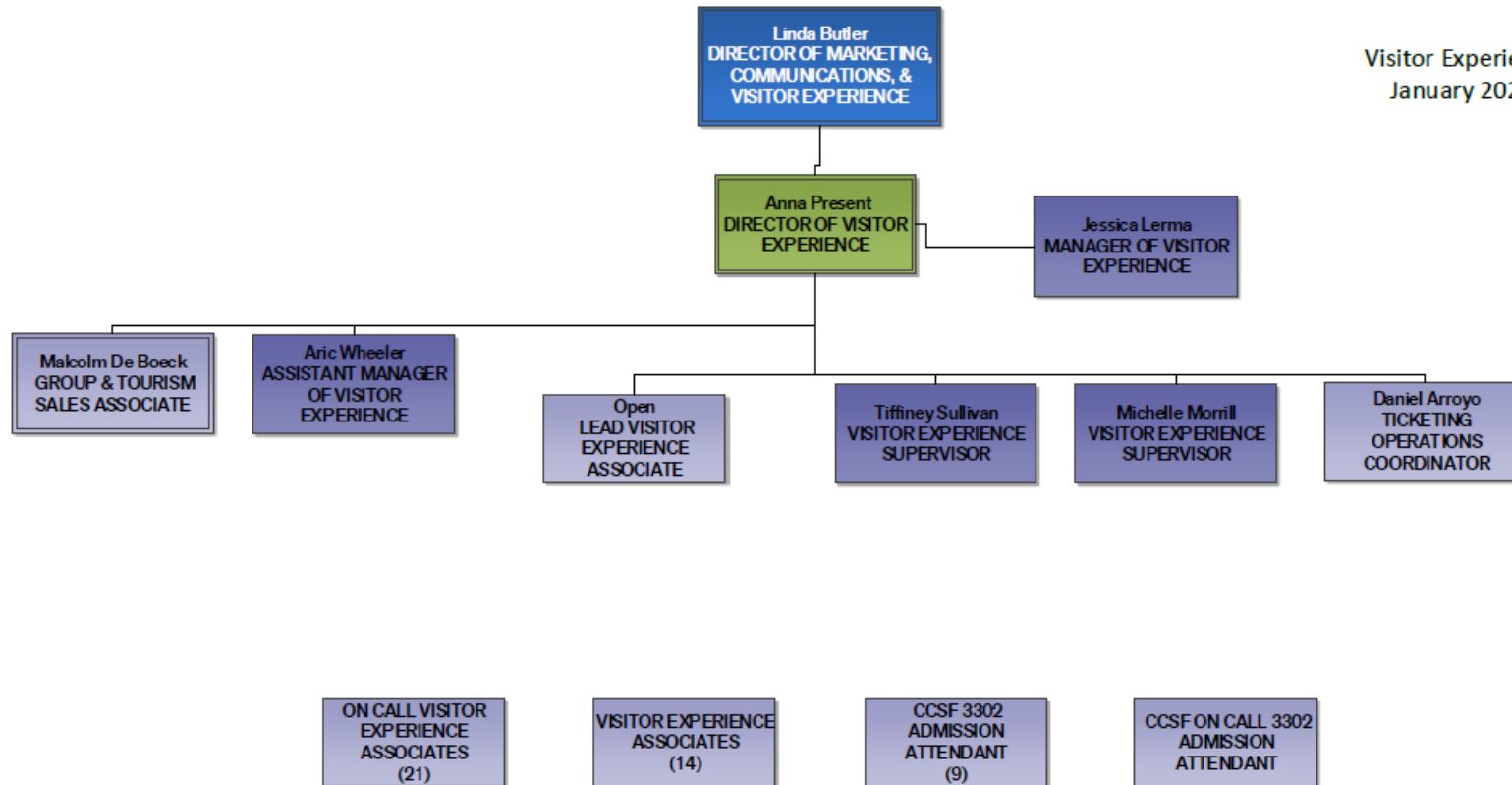
Departments that are making General Fund equipment requests should complete form 4A in BFM.
Do not load General Fund equipment requests in the budget system - they will be loaded centrally in Mayor phase.
Completing this form in BFM will not load General Fund to departmental budgets.
Equipment numbers 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.

Equipment Numbers: BFM has prepopulated numbers to be used. Equipment Numbers in BFM have 8 characters with the format %dept%budget year%seq (ex. AAM23001).

BUDGET FORM: Organizational Chart
FY 2022-23 and FY 2023-24

***Please insert an organizational chart**

Visitor Experience
January 2022



Holiday Schedule 2022-2023

1H

Date	Day	Holiday	de Young	Legion
7/4/2022	Mon	Independence Day	Open	Open
9/5/2022	Mon	Labor Day	Open	Open
10/10/2022	Mon	Columbus Day	Open	Closed
11/11/2022	Fri	Veteran Day	Open	Open
11/24/2022	Thurs	Thanksgiving	Closed	Closed
11/25/2022	Fri	Day after Thanksgiving	Open	Open
12/25/2022	Sun	Christmas	Closed	Closed
1/1/2023	Sun	New Year Day	Open	Open
1/16/2023	Mon	M L King Day	Open	Closed
2/20/2023	Mon	Presidents' Day	Closed	Open
5/29/2023	Mon	Memorial Day	Closed	Open

Open Days:	7	7
Closed Days:	4	4
Total Holiday:	11	11

Additional Days Open:

Date	Day	de Young	Legion
12/26/2022	Mon	Open	Open

Fine Arts Museums
Special Job Class & Other Expenses
FY 2022-20223

Special Job Class

	de Young	Legion	Dept. Proposed Budget	BFM Budget Entries
Holiday Pay	162,416	79,975	242,392	242,392
Overtime	234,143	95,275	329,418	197,651
Temp Salaries	476,971	140,741	617,711	290,324

Premium

Shift Premium	120,806	56,001	176,807	
Longevity Premium			28,080	
Total Premium Pay	120,806	56,001	204,887	204,887

Other Expenses

Employee Training	18,338	18,338
Scavenger Services	132,908	132,908
Cell Phone	7,200	7,200
Uniform	41,000	41,000

Fine Arts Museums
Special Job Class
de Young
FY 2022-2023

3a

	FY22-23 Base Rate	FY22-23 OT Rate
8226	39.3861	59.0791
8228	43.8423	65.7635
7334	55.0495	82.5743
7335	62.3827	93.5740

Holiday Pay

Swing Shift (5pm-1am)									
8% more	\$	63.8054	x	8 hrs	x	4 (Guards)	=	2,042	
	\$	71.0245	x	8 hrs	x	1 (Sr. Guard)	=	568	
								2,610	x 11 holidays= 28,710
Grave Shift (12:45am - 8:45am)									
10% more	\$	64.9870	x	8 hrs	x	4 (Guards)	=	2,080	
	\$	72.3398	x	8 hrs	x	1 (Sr. Guard)	=	579	
								2,658	x 11 holidays= 29,241
Closed:									
Day Shift	\$	59.0791	x	8 hrs	x	6 (Guards)	=	2,836	
	\$	65.7635	x	8 hrs	x	1 (Sr. Guard)	=	526	
								3,362	x 4 holidays= 13,448
Open:									
Day Shift	\$	59.0791	x	8 hrs	x	25 (Guards)	=	11,816	
	\$	65.7635	x	8 hrs	x	1 (Sr. Guard)	=	526	
	\$	82.5743	x	8 hrs	x	1 (Engineer)	=	661	
								13,003	x 7 holidays= 91,018
								deY Holiday Total: 162,416	
FAM Holiday Total:		\$242,392							

Premium Pay									
(8% on work hours between 5:00 pm - 1:00 am)					(10% on work hours between 12:45 am - 8:45 am)				
Swing Shift	\$	3.1509	x	8 hrs	x	4 (Guards)	x	354	(365 Days-11 Holidays) = 35,693
Swing Shift	\$	3.5074	x	8 hrs	x	1 (Sr. Guard)			
Grave Shift	\$	3.9386	x	8 hrs	x	4 (Guards)	x	354	(365 Days-11 Holidays) = 44,617
Grave Shift	\$	4.3842	x	8 hrs	x	1 (Sr. Guard)	x	354	(365 Days-11 Holidays) = 12,416
								92,726	
Longevity Pay	\$24	x	pay	26 period	x	45 (deY & LOH Employees)			= 28,080
8202 pay as 8226									
								deY Premium Total: 120,805.88	

Overtime Pay

Access Days	\$	59.0791	x	96 hrs		(Guards)	=	5,672	
	\$	65.7635	x	24 hrs		(Sr. Guard)	=	1,578	
								7,250	7,250
Monday (Day Shift)	\$	59.0791	x	8 hrs	x	25 (Guards)	=	11,816	
(Monday after Christmas)	\$	65.7635	x	8 hrs	x	1 (Sr. Guard)	=	526	
	\$	82.5743	x	8 hrs	x	1 (Engineer)	=	661	
								13,003	13,003
Facilities Maint & Mandatory Training Overtime-Security Guard								54,392	54,392
Sick & Vacation Leave Relief-Swing & Grave Shift-Security Guard	\$	59.0791	x	264 hrs	X	8 (Guards)	=	124,775	124,775
	\$	65.7635	x	264 hrs	X	2 (Sr. Guard)	=	34,723	34,723
								deY Overtime Total: 234,143	
FAM Overtime Budget Total:		329,418							
FY22 Overtime Base Budget:		124,702							
FY22 BFM Overtime Entry		197,651							

ehu:
40% of the estimated cost may be adsorbed from the surplus of the Fringe Benefit; vacant position's budget, and unpaid sick leave employees salaries budget.

Ellen Hu:
197,651 = 60% of the FY23 estimated cost

Fine Arts Museums
Special Job Class
Legion of Honor
FY 2022-2023

3b

Legion of Honor

	FY22-23 Base Rate	FY22-23 OT Rate
8226	39.3861	59.0791
8228	43.8423	65.7635
7334	55.0495	82.5743
7335	62.3827	93.5740

Holiday Pay

Swing Shift (5pm-1am)

8% more	\$ 63.8054	x	8 hrs	x	2 (Guards)	=	1,021			
	\$ 71.0245	x	8 hrs	x	1 (Sr. Guard)	=	568			
							1,589	x	11 holidays=	17,480

Grave Shift (12:45am - 8:45am)

10% more	\$ 64.9870	x	8 hrs	x	2 (Guards)	=	1,040	x	11 holidays=	11,438
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Closed:

Day Shift	\$ 59.0791	x	8 hrs	x	4 (Guards)	=	1,891			
	\$ 65.7635	x	8 hrs	x	1 (Sr. Guard)	=	526			
							2,417	x	4 holidays=	9,667

Open:

Day Shift	\$ 59.0791	x	8 hrs	x	10 (Guards)	=	4,726			
	\$ 65.7635	x	8 hrs	x	1 (Sr. Guard)	=	526			
	\$ 82.5743	x	8 hrs	x	1 (Engineer)	=	661			
							5,913	x	7 holidays=	41,391
Legion Holiday Total:										<u>79,975</u>

Premium Pay

(8% on work hours between 5 pm - 7 am)

(10% on work hours between Midnite and 7.00 a.m.)

Swing Shift (8226 & 8202)	\$ 3.1509	x	8 hrs	x	2 (Guards)	x	354	(365 Days - 11 Holidays)	=	17,847
Swing Shift (8228)	\$ 3.5074	x	8 hrs	x	1 (Sr. Guard)	x	354	(365 Days - 11 Holidays)	=	9,933
Grave Shift (8226 & 8202)	\$ 3.9386	x	8 hrs	x	2 (Guards)	x	354	(365 Days - 11 Holidays)	=	22,308
										<u>50,088</u>

Monday (Day Shift)	\$ 59.0791	x	8 hrs	x	10 (Guards)				=	4,726
(Monday after Christmas)	\$ 65.7635	x	8 hrs	x	1 (Sr. Guard)				=	526
	\$ 82.5743	x	8 hrs	x	1 (Engineer)				=	661
										<u>5,913</u>

Legion Premium total: 56,001

Overtime Pay

Access Days	\$ 59.0791	x	96 hrs		(Guards)	=	5,672			
	\$ 65.7635	x	24 hrs		(Sr. Guard)	=	1,578			
										<u>7,250</u>

Monday (Day Shift)	59.0791		8 hrs	x	15 (Guards)	=	7,089			
(Monday After Christmas)	65.7635		8 hrs	x	1 (Sr. Guard)	=	526			
	82.5743		8 hrs	x	1 (Engineer)	=	661			
										<u>8,276</u>

Sick & Vacation Leave Relief-
Swing & Grave Shift-Security
Guard

	\$ 59.0791	x	264 hrs	X	4 (Guards)	=	62,388			62,388
	\$ 65.7635	x	264 hrs	X	1 (Sr. Guard)	=	17,362			17,362

Legion Overtime Total: 95,275

Fine Arts Museums**3c****General Fund Temporary Salaries:
FY 2022-2023**

	FY22/Step 2	FY22-23 Base Rate
8226	32.6878	39.3861
7334		55.0495

de Young Temporary Salaries**Stationary Engineer Temp. Salary**

(Engineer Vacation, Sick Leave & Comp Time Relief)

# Employees	Hour/week	Week	Hourly Rate	Annual Amount
4	14	52	55.0495	160,304

Museum Guard Temp. Salary to meet required staffing

(Museum Guard Vacation & Sick Leave Relief-Day Shift)

# Employees	Hour/week	Week	(Step 2) Hourly Rate	Annual Amount
4.5	40	52	33.8319	316,666

de Young Temporary Salaries Total: 476,971**Legion Temporary Salaries****Museum Guard Temp. Salary to meet required staffing**

(Museum Guard Vacation & Sick Leave Relief-Day Shift)

# Employees	Hour/week	Week	(Step 2) Hourly Rate	Annual Amount
2	40	52	33.8319	140,741

ehu:
53% of estimated cost may be
adsorbed from the surplus of the
Fringe Benefit, vacant position's
budget, and unpaid sick leave
employees salaries budget.

Legion Temporary Salaries Total: 140,741**FAM Temp Salaries Budget Total:****617,711**

FY22 Temp Base Budget:

187,364

FY22 BPMS Temp Salaries Entry**290,324**

Ellen Hu:
290,324 = 47% of the
FY23 estimated cost

**61 Fine Arts Museums
FY 2022-2023**

3d

1. HR Employee Training - 522000

Name	Purpose	Workshop/Training Information	Amount
Melissa Cayabyab	24 Plus Refresher Workshop (DHR)	Leaders who completed the 24 PLUS for Supervisors and Managers program over three years ago, and would like to review updated performance management concepts	\$445
Gailmarie Ignacio & Melissa Cayabyab	ADA Interactive Process: Having Hard Conversations (Shaw Consulting)	The ADA Disability Interactive Process is about gathering good data in order to conduct an individualized assessment if reasonable accommodations can be implemented for an employee. There should be no surprises when decisions are ultimately made, and the key to this is good communication. This means having hard, but human, conversations as you go through this multistep process - and, not just at the end. Understand when and how to prepare and have these conversations when conducting the Disability Interactive Process.	\$598
Gailmarie Ignacio & Connie Tan	Managing Implicit Bias: Creating Awareness and Building Inclusion	Increase your awareness of how implicit bias can unconsciously impact your thoughts, attitudes, language, and behavior. Learn strategies to foster a more equitable, inclusive workplace for all employees.	\$500

Subtotal:

\$1,543

HR Training Budget Justification

Human Resources is requesting \$1,543 for training. Our Department continues to focus on consulting with managers to improve employee performance, conduct fair and consistent investigations to address employee misconduct in relation to violations of City EEO and Department Standard Operating policies. Additionally, we continue to work closely with our colleagues from the Department of Human Resources' EEO, ERD, Client Services, Worker's Compensation and City Attorney's Legal team to ensure all actions taken by the Department are aligned with appropriate and current Civil Service Rules, HR policies, procedures, as well as state and Federal laws. It is essential that our HR team's knowledge, skills and abilities are developed to address all HR matters brought forth to management. Supporting and providing ongoing training demonstrates the Fine Arts Museums of San Francisco's commitment to employees' growth. FAMSF's most important resource is its highly educated, experienced and skilled workforce. It is critical that HR staff have the proper knowledge, skills, and abilities to perform assigned duties and meet emerging needs. The dynamic field of HR is complex and in a constant state of flux. Employees today increasingly turn to attorneys when they are unhappy at work and the actions and decisions of HR staff are frequently placed under a microscope. HR staff need to be properly trained to employ the smartest tactics and reduce risks and minimize liability.

2. Security Officer Training - 522000

Name	Purpose	Workshop/Training Information	Amount
Manager - 8229	Initial Training	24 Plus for Managers & Supervisors	\$1,100
Security Supervisors	Refresher	24 plus refresher	\$2,670
Security Supervisors	PPAR - evaluation	PPAR review - The Performance Plan & Appraisal	\$2,250
0923 & 0922, 8229	Training	7 Habits for Managers	\$2,025
8202, 8226	Training	Customer Focused Communication	\$8,750

Subtotal:

\$16,795

Security Office Training Budget Justification

We have an upcoming 8229 opening due to retirement and 24 Plus is required for managers. We want to send all of our supervisory team to a refresher 24 Plus training. Supervisors are tasked with completing evaluations and need formal training on how to properly evaluate their teams while following the City guidelines. The managers training will give management tools to be more effective. The Customer Focused Communication will directly assist the front line security team with their interaction with guests.

Department Total

\$18,338

**Recology Sunset Scavenger
Budget Request - Account 528010
FY 2022-2023**

3e

FAM FY23 Projection

QTR 1	21,160	(Based on FY22 Q1 actual)
QTR 2	21,160	(Based on FY22 Q1 actual)
QTR 3	45,294	(Based on FY22 OCA estimate)
QTR 4	45,294	(Based on FY22 OCA estimate)
	132,908	

OCA FY22 Projection

	Estimated Cost/QTR	# of QTR	Total
FY22 Projection	45,294	4	181,176

City and County of San Francisco

Office of Contract Administration



**London N. Breed
Mayor**

**Sailaja Kurella
Director and Purchaser**

City Departmental Requisition to Purchase Order Process for Recology Refuse Collection

Step 1:
**Determine your
Estimated Amount**

Listed below are OCA's estimated 3-month need for each department based on each department's January 2020 spend. If you do not agree with these amounts, please upload your justification with your Requisition (RQ) in accordance with Step 2.

City Departments/Divisions	Projected 3-Month Spend
Adult Probation Dept	\$ 2,766.43
Department of Health	\$ 77,702.14
Dept of Elections	\$ 1,060.71
Dept of Emergency Management	\$ 60,862.29
Dept Of Human Services	\$ 5,810.14
Dept Of Parking & Traffic	\$ 8,800.29
Dept Of Telecommunications	\$ 2,065.71
DPW - Bureau of Building Repair	\$ 13,934.14
Fine Arts Museum	\$ 45,294.00
GSA-Central Shops	\$ 4,410.86
Laguna Honda Hospital	\$ 189,184.29
Municipal Railway /Structures	\$ 244,860.00

61 Fine Arts Museums
FY 2022-2023

3f

Cell Phone Expenses

<u>Position</u>	<u>Class</u>	<u># of Positions</u>
Security Director	0923	1
Security Associate Director	0922	1
Security Manager	8229	1
Security Supervisor	8228	6
B & G Engineering Superintendent	7120	1
Associate Museum Registrar	3554	1
Museum Registrar	3556	1
Total Positions		12
Annual Cost (\$50/month)		\$ 600.00
Total Cost		\$ 7,200

Note: These city positions require emergency accessibility at all times to fulfill their job responsibilities.

Annual cost per person: \$ 600.00

Fine Arts Museums
FY 2022-2023

3g

Uniform 545310

Security Officer Uniform Budget Request

Location	Job Code	Status	Head Count	Uniform	Subtotal
de Young & Legion	8202	PCS	20	450.00	9,000
de Young & Legion	8226	PCS	45	450.00	20,250
de Young & Legion	8228	PCS	6	450.00	2,700

Security Dept Total: 71 \$ 31,950

Engineer Uniform and Safety Equipment Budget Request

Job Title	Job Code	Status	Head Count	Uniform	Safety Shoes and Glasses	Foul Weather Gear and Rubber Boots	Total
B & G Superintendent	7120	PCS	1	500	200	250	950
B & G Maintenance Supervisor	7203	PCS	1	450	200	250	900
Stationary Engineer	7334	PCS	6	450	200	250	5,400
Sr. Stationary Engineer	7335	PCS	2	450	200	250	1,800

Engineering Dept Total: 1,850 800 1,000 \$ 9,050

Total Dept: \$ 41,000

***FY23 MOU is not available yet

Uniforms for 3302 Admission Attendants, 8202 Security Guards, 8226 Museum Guards and 8228 Museum Security Supervisors at the Fine Arts Museum

201. Employees in classes 3302 Admission Attendant, 8202 Security Guard, 8226 Museum Guard and 8228 Museum Security Supervisor at the Fine Arts Museum shall continue to purchase their own uniforms and submit receipts for reimbursement to the Department according to existing departmental practices. The reimbursement amount for 8202 Security Guard, 8226 Museum Guard and 8228 Museum Security Supervisor shall be up to \$450. The reimbursement amount for 3302 Admission Attendant shall be up to \$250.

JULY 1, 2019 - JUNE 30, 2022 CBA BETWEEN
CITY AND COUNTY OF SAN FRANCISCO AND SEIU LOCAL 1021

V.C. WORK CLOTHING

262. All employees covered by the provisions of this MOU shall be provided with changes of work clothing as deemed appropriate by and authorized by the appointing officer. At a minimum, employees will be provided with five (5) sets of work clothing as well as a work jacket and one pair of coveralls. Such work clothing will be replaced at least annually or more often, at the discretion of the appointing officer. Where the employee is regularly in contact with sewage or hazardous or contagious materials the employer will provide a clean change of clothing each working day. Supervisory classes 5148, 5149, 7120, 7205, 7203,

Memorandum of Understanding
By and Between

The City and County of San Francisco and Stationary Engineers, Local 39
July 1, 2019 – June 30, 2022

45

7223, 7262, and 9232 shall be excluded from this provision, unless, at the discretion of the Appointing Officer, it is deemed that a work situation requires the supervisor to work in the field and warrants providing work clothing. When the parties agree to provide reimbursement in lieu of providing work clothing, individual departments may, after consulting with the Union over the amount and method of payment, pay a cash uniform allowance which shall be no less than \$500 per year. This provision is not subject to the grievance process.

263. All employees covered by the provisions of this MOU shall be provided with foul weather gear (rain clothes and boots when required to work in the rain or other unreasonably wet conditions, jackets when required to work in cold conditions), as deemed appropriate by and authorized by the appointing officer.

V.D. SAFETY SHOES

264. Where appropriate and authorized by the Appointing Officer or designee, employees covered by this MOU shall be provided safety shoes.
265. The City agrees to provide all required safety equipment (i.e., protective eyewear, protective footwear) in compliance with Cal-OSHA regulations.

V.E. SAFETY GOGGLES AND GLASSES

266. All employees covered by provisions of this MOU who are determined by the Appointing Officer or designee, after meeting and conferring with the employee organization representing said classes, to require eye protection shall be provided safety goggles. Said employees who wear prescription glasses and are determined by the appointing officer to require eye protection shall be provided prescription safety glasses.

**Access Days Security OT Cost
FY 2023**

1A

Special Exhibition	Dates	Gallery	Number of Access Days	Number of 8226	Number of 8228	Hrs/day	8226 hours	8228 hours
Alice Neal	6/27/2022	Herbst/de Young	1	4	1	8	32	8
TBD	TBD	Herbst/de Young	1	4	1	8	32	8
TBD	TBD	Herbst/de Young	1	4	1	8	32	8
							96	24

	OT Rate		Amount
8226	59.0791	96.00	5,671.59
8228	65.7635	24.00	1,578.32

de Young Total: \$ 7,249.91

Special Exhibition	Dates	Gallery	Number of Access Days	Number of 8226	Number of 8228	Hrs/day	8226 hours	8228 hours
Guo Pei	TBD	Rosekrans/Legion	1	4	1	8	32	8
TBD	TBD	Rosekrans/Legion	1	4	1	8	32	8
TBD	TBD	Rosekrans/Legion	1	4	1	8	32	8
							96	24

	OT Rate		Amount
8226	59.0791	96.00	5,671.59
8228	65.7635	24.00	1,578.32

Legion Total: \$ 7,249.91

Estimated General Admissions Revenue Worksheet - Fiscal Year 2023

2R

<u>General Admission Fees</u>		<u>Legion</u>	<u>deYoung</u>
Adult 18-64	\$	15.00	\$ 15.00
Senior 65+	\$	12.00	\$ 12.00
College Students With ID	\$	6.00	\$ 6.00
Youth, Members		Free	Free

	Totals
de Young General Admission Attendance	150,000
Legion of Honor General Admission Attendance	61,000
Total General Admission Attendance	211,000

de Young General Admissions Revenue @ 40% Paid Avg. Ticket \$12.50	\$ 750,000
Legion General Admissions Revenue @ 40% Paid Avg. Ticket \$12.50	\$ 305,000
Total General Admissions Revenue Gross	\$ 1,055,000

FY23-24 Estimated Revenue	\$ 1,086,650
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Fine Arts Museum
FY 2022-2023
535000 - Other Current Expenses

4E

Engineering Department

City Budget Proposal	FY 2022 BOS Approved	FY 2023 Dept. Proposed	Change From FY2022	FY 2023 BOS Approved	Change From Dept. Proposed	Notes
deYoung						
Superior Sprinkler Standpipe and Fire pump contract	9,836	9,836	-		(9,836)	Full year maintenance contract
Superior Sprinkler Standpipe and fire pump repairs	8,042	9,000	958		(9,000)	Full year maintenance contract
ADT Testing and inspection contract	25,000	25,000	-		(25,000)	Full year maintenance contract
ADT Fire alarm system repairs & Monitoring	8,088	9,500	1,412		(9,500)	Full year maintenance contract
ADT Fire Alarm Monitoring contract	550	-	(550)		-	As needed
Otis elevator service contract	59,390	60,000	610		(60,000)	Full year maintenance contract
Otis elevator repairs	22,500	23,000	500		(23,000)	Full year maintenance contract
Convergint	29,189	30,000	811		(30,000)	Full year maintenance contract
EMCOR Humidifier Service	5,000	13,000	8,000		(13,000)	AHU and Humidifier maintenace
Pacific Coast Trane HVAC Control Service Contract	32,288	33,288	1,000		(33,288)	Full year maintenance contract
Pacific Coast Trane Chillers - Overhaul	13,400	15,000	1,600		(15,000)	Full year maintenance contract
Rosendin Electrical Maintenance	3,700	3,700	-		(3,700)	Full year maintenance contract
Subtotal	216,983	231,324	14,341	-	(231,324)	
CPLH						
ADT Testing and inspection contract	5,700	5,700	-		(5,700)	Full year maintenance contract
ADT Fire alarm system repairs - Monitoring	1,200	13,000	11,800		(13,000)	Full year maintenance contract
ADT Fire Alarm Monitoring contract	550	-	(550)		-	As needed, new system parts inventory
Superior Sprinkler Standpipe and fire pump repairs	6,048	7,000	952		(7,000)	Full year maintenance contract
Superior Sprinkler Standpipe and fire pump contract	5,132	5,500	368		(5,500)	Full year maintenance contract
Otis elevator service contract	12,340	13,000	660		(13,000)	Full year maintenance contract
Otis elevator repairs	5,000	5,000	-		(5,000)	Full year maintenance contract
Convergint	29,189	30,000	811		(30,000)	Full year maintenance contract
Hills Pool service	22,380	23,000	620		(23,000)	Full year maintenance contract
Hills Pool repairs	3,500	3,500	-		(3,500)	Full year maintenance contract
Pacific Coast Trane	11,000	11,000	-		(11,000)	Full year maintenance contract
Pacific Coast Trane HVAC Control Service Contract	12,812	13,000	188		(13,000)	Full year maintenance contract
Pacific Coast Trane Ch 3Trim Reprigerant & Condenser Fan Rep		7,000	7,000		(7,000)	Full year maintenance contract
Rosendin Electrical Maintenance	1,530	2,000	470		(2,000)	Full year maintenance contract
Subtotal	116,381	138,700	22,319	-	(138,700)	
Engineering Dept. Total	333,364	370,024	36,660		(370,024)	
Other reallocation	15,000	-	(15,000)		-	
Other Current Expenses (Account 535000) Total	348,364	370,024	21,660	-	(370,024)	