

Department Budget Submission Checklist

To be completed by: All departments.

Instructions: Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

Department Name: SCI

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - Proposed Efficiency/Reduction Savings Loaded in BPMS via Target Reports:** Completed "Form 1B: Target Proposal"
 - Department Budget Summary:** Completed "Form 1C: Department Budget Summary" Submission includes copy of report 15.50.012.
- IDS Detail:** Completed "Form 1D: IDS Detail."
- Revenue Report:** Completed "Form 2A: Revenue Report."
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- Position Changes:** Completed "Form 3B: Position Changes."
- Layoffs :** Completed "Form 3C: Position Reductions Resulting in Layoffs."
- Contingency Reductions:** Completed "Form 3D: Contingency Reductions."
- Equipment & Fleet Requests:** Completed "Form 4A: New General Fund Equipment"; "Form 4B: "
- 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 15.20.012 3.b.2 IDS balancing repc
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect
- New Legislation:**
 - Included draft legislation that department would like to submit with the budget; or,
 - Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by
- Other Requests:** Submitted requests for the following items (through separate forms), if applicable:
 - COIT
 - Capital

For Chief Financial Officer/Budget Manager:

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

Full Name: Mathew Lau

Signature: Mathew Lau

**BUDGET FORM 1A: Summary of Major Changes
FY 2021-22 and FY 2022-23**

SCI

Major Changes	Department Response to Major Changes	Equity Lens: Explain what populations are benefited by these changes and how they are benefited. How will the department know those were successful?	Equity Lens: Explain what populations are negatively impacted by these changes and how they are impacted. Describe what strategies your Department recommends to mitigate any potential adverse impacts.
<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>Reductions to the Academy of Sciences budget must be absorbed by the institution. Funding from the City is for fixed cost items for the Steinhart Aquarium. A cut in support from the City results in further reductions in the Academy's budget.</p>	<p>None.</p>	<p>The Academy has already reduced our annual budget by 30% and labor by 43% in FY21. This has resulted in cutting programs that reach those most in need. For example, for this FY the Academy was forced to cut the following: Community Outreach Programs, Teen Volunteer Program, Early Childhood Programs, Hohfeld Hall Astronomy Programs, Naturalist Center, Teen Science Night, Teacher Outreach Kits, Touch Tide pool, Live Animal Ambassador Program. To mitigate these impacts, the Academy implores the City to fund this portion of the budget in full so no other programs targeted at equity are impacted for FY22. Further reductions, such as those asked by the City for the FY22-23 budget process will result in further elimination of equity programs.</p>
<p>2. TARGET. How did the department meet its target? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>The Academy of Sciences met the budget target through reduction in Steinhart Aquarium related expenses.</p>	<p>By reducing the amount the City funds for the Steinhart Aquarium, no jobs were reduced. The Stationary Engineers that work at the Academy represent a diverse group, 82% BIPOC.</p>	<p>Any further reduction to the Academy's budget will result in reduction and elimination of equity programs such as those mentioned above, neighborhood free days, free/reduced admission programs, etc.</p>
<p>3. EXPENDITURE CHANGES. What major expenditure 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. What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.</p>	<p>Expenditure changes include reduction of Steinhart Aquarium related expenses. The Academy cannot further reduce it's City Engineers, since FY21 resulted in leaving 1 position unfilled. With 11 Engineers, there is no room to cut another position since these positions are required for the facility 24 hour, 7 days a week. In order to have coverage for vacation, leave, etc., there is no flexibility in this number. General Fund impact is reduction in funding for the City needs to be covered by the Academy. City related costs are fixed costs related to the Steinhart Aquarium.</p>	<p>See above.</p>	<p>Further reduction will lead to further reduction in scope of equity programs offered by the Academy.</p>
<p>4. REVENUE. What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund. (This should match an Audit Trail, as shown in form 2A Revenue Report).</p>	<p><input type="checkbox"/> Summary of Major Changes: Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.</p>	<p>N/A</p>	<p>N/A</p>

**BUDGET FORM 1A: Summary of Major Changes
FY 2021-22 and FY 2022-23**

SCI

Major Changes	Department Response to Major Changes	Equity Lens: Explain what populations are benefited by these changes and how they are benefited. How will the department know those were successful?	Equity Lens: Explain what populations are negatively impacted by these changes and how they are impacted. Describe what strategies your Department recommends to mitigate any potential adverse impacts.
<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>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	N/A	N/A
<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>	N/A		
<p>7. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	N/A		
<p>8. 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>9. 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>	N/A	N/A	N/A
<p>10. BUDGET EQUITY. How will your department support advancing racial equity through its services to the community and within your organization, including the goals and actions identified in the Racial Equity Action Plan?</p>	The City budget does not support the Academy's Racial Equity Plan. The Racial Equity Plan is funded through the Academy's budget as an Academy initiative.		

Select a Report

15.40.001 GFS Target & Non GFS Balance - Dept Detail
CY

Budget Year

2022
2021

Snapshot

Current
Phase CY

Department

SCI
2020-2021

Phase BY 2021-2022

Phase BY+1

2022-2023

BY+1

Department: SCI Academy Of Sciences

(General Fund Supported)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
EXPENDITURE	Capital Outlay	318,568	0	318,568	0	0	0
	Facilities Maintenance	0	0	0	0	0	0
	Mandatory Fringe Benefits	604,624	0	604,624	607,326	0	607,326
	Non-Personnel Services	1,499,468	(396,324)	1,103,144	1,499,468	(396,324)	1,103,144
	Salaries	1,427,577	0	1,427,577	1,486,243	0	1,486,243
	Services Of Other Depts	1,786,094	0	1,786,094	1,786,094	0	1,786,094
		5,636,331	(396,324)	5,240,007	5,379,131	(396,324)	4,982,807

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General Fund Support - BY Target vs Mayor Proposed

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target	(393,456)	5,240,007	(2,868)

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	(393,456)	4,985,675	(2,868)

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

Budget Year
 2022
 2021

Snapshot
 Current
 Phase CY

Department
 SCI
 2020-2021

Phase BY 2021-2022

Phase BY+1 2022-2023

BY+1

Department: SCI Academy Of Sciences (General Fund Supported)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
EXPENDITURE	Capital Outlay	318,568	0	318,568	0	0	0
	Facilities Maintenance	0	0	0	0	0	0
	Mandatory Fringe Benefits	604,624	0	604,624	607,326	0	607,326
	Non-Personnel Services	1,499,468	(396,324)	1,103,144	1,499,468	(396,324)	1,103,144
	Salaries	1,427,577	0	1,427,577	1,486,243	0	1,486,243
	Services Of Other Depts	1,786,094	0	1,786,094	1,786,094	0	1,786,094
		5,636,331	(396,324)	5,240,007	5,379,131	(396,324)	4,982,807

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General Fund Support - BY Target vs Mayor Proposed

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target	(393,456)	5,240,007	(2,868)

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	(393,456)	4,985,675	(2,868)

SCI Academy Of Sciences

Authorized Positions	2020-2021 Original Budget	2021-2022 Proposed Budget	Change From 2020-2021	2022-2023 Proposed Budget	Change From 2021-2022
Total Authorized	11.04	11.11	0.07	11.08	(0.03)
Non-Operating Positions (cap/other)					
Net Operating Positions	11.04	11.11	0.07	11.08	(0.03)

General Fund Support	5,587,723	5,240,007	(347,716)	4,982,807	(257,200)
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Sources Total	5,587,723	5,240,007	(347,716)	4,982,807	(257,200)
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Uses - Operating Expenditures

Salaries	1,346,947	1,427,577	80,630	1,486,243	58,666
Mandatory Fringe Benefits	577,885	604,624	26,739	607,326	2,702
Non-Personnel Services	1,499,468	1,103,144	(396,324)	1,103,144	
Capital Outlay	603,398	318,568	(284,830)		(318,568)
Services Of Other Depts	1,560,025	1,786,094	226,069	1,786,094	
Uses Total	5,587,723	5,240,007	(347,716)	4,982,807	(257,200)

Uses - Division Description

SCI Academy Of Sciences	5,587,723	5,240,007	(347,716)	4,982,807	(257,200)
Uses by Division Total	5,587,723	5,240,007	(347,716)	4,982,807	(257,200)

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

DEPARTMENT: SCI

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 **Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submit

Equipment Numbers: First two characters are two-letter code for department, next two are second half of fiscal year (i.e. 22), last to are sequencing numbers (i.e. 01, 02)

Fiscal Year (dropdown)	Equipment Description	Justification of Need	Project ID	Project Title	Equipment Number	New / Replace (dropdown)	Number of Units	Cost Per Unit	Total Cost w/ Tax (auto-fill)
BY	Aquarium Specialty Lighting Fixtures	Specialty lights are used throughout the building in live plant and animal exhibits, quarantine and holding spaces, providing the spectrum and intensity needed to sustain life and health. This funding would be used to replace obsolete, discontinued end-of-life, and energy intensive specialty aquarium lighting with new high efficiency lights.	10026790	SC Public Art and Culture	SC2201	New	107.00	879	102,048
BY	Aquarium Life Support Sand and Carbon Filters	Replace exhausted sand filter media in the following exhibits: Penguins, Rainforest, Lagoon, Cal Coast, Alligator Gar, and Swamp. All filters tie to the Steinhart Aquarium.	10026790	SC Public Art and Culture	SC2202	New	18.00	13,667	266,917
BY+1	Aquarium Specialty Lighting Fixtures	Specialty lights are used throughout the building in live plant and animal exhibits, quarantine and holding spaces, providing the spectrum and intensity needed to sustain life and health. This funding would be used to replace obsolete, discontinued end-of-life, and energy intensive specialty aquarium lighting with new high efficiency lights.	10026790	SC Public Art and Culture	SC2301	New	130.00	1,350	190,418
BY+1	Aquarium Life Support System pumps	Replace critical pumps in the following areas: tropical saltwater storage system sand filter & transfer, sewer discharge metering, swamp sand filter alligator gar sand filter, cal coast heat exchanger, reef lagoon heat exchanger, tropical saltwater heat exchanger, rainforest heat exchanger, and swamp heat exchanger. All areas are in relation to the Steinhart Aquarium.	10026790	SC Public Art and Culture	SC2302	New	9.00	13,778	134,542

Department of SCI
California Academy of Sciences
Organizational Chart, February 2021

