

# 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: Department of Police Accountability (DPA)

- 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" Printed report from GFS Target, reports 15.40.001 & 15.40.002.
  - 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: Fleet".
- Minimum Compensation Ordinance:** The effects of the MCO in contracting have been considered as part of the budget submission.
- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing or new Prop Js.
- Interdepartmental Services Balancing:** Included Excel download of 15.20.012 3.b.2 IDS balancing report from Enterprise Planning.
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (f) vacant (V). Organizational charts also reflect any proposed position changes.
- New Legislation:**
  - Included draft legislation that department would like to submit with the budget; or,
  - Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will provided to the Mayor's Office by 03/01/20.
- 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 submit through the proper online forums.

Full Name: Nicole Armstrong

Signature: 

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

Department of Police Accountability (DPA)			
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><b>1. SUMMARY.</b> What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.</p>	<p>- Target reductions: met through increased attrition, decreased non-personnel and programmatic budgets - Work order adjustments to more accurately match actual expenditures - Request for extension of SB1421 limited term positions</p>	<p>The Department did not use any active positions for attrition. The changes do not affect DPA's employees.</p>	<p>No populations are negatively affected. The DPA will continue to use existing staff for DPA operations. The DPA will be using existing systems to ensure equity (Sharepoint, Teams, diversity programs). Four SB 1421 positions are sunseting in June. The loss of these positions will significantly impact DPA's ability to produce legally required documents for the public. It will take the DPA approximately nine years to review and release all documents needed without the positions. Also, a new senate bill is being discussed with will expand the scope of SB 1421 to include additional files and add a fine if DPA fails to produce files in a specific time frame. The DPA would like to extend the positions.</p>
<p><b>2. TARGET.</b> How did the department meet its target? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>- Target reductions: met through increased attrition, decreased non-personnel and programmatic budgets</p>	<p>The Department did not use any active positions for attrition. The changes do not affect DPA's employees.</p>	<p>No populations are negatively affected. The DPA will continue to use existing staff for DPA operations. The DPA will be using existing systems to ensure equity (Sharepoint, MS Office, Salesforce, diversity programs).</p>
<p><b>3. EXPENDITURE CHANGES.</b> 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>- No major expenditure changes apart from labor and work order adjustments mentioned above</p>	<p>The Department did not use any active positions for attrition. The changes do not affect DPA's employees.</p>	<p>No populations are negatively affected. The DPA will continue to use existing staff for DPA operations. The DPA will be using existing systems to ensure equity (Sharepoint, MS Office, Salesforce, diversity programs).</p>
<p><b>4. REVENUE.</b> 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>- One adjustment to work order revenue account</p>	<p>Adjustments to work orders do not affect staff. The adjustment is to correct the work order to refelect acutal service level.</p>	<p>Adjustments to work orders do not affect staff. The adjustment is to correct the work order to reflect acutal service level.</p>
<p><b>5. LEGISLATION.</b> Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?  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 - None</p>	<p>None</p>	<p>None</p>
<p><b>6. PROP J.</b> Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.</p>	<p>N/A - None</p>		
<p><b>7. TRANSFER OF FUNCTION.</b> Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>N/A - None</p>		
<p><b>8. INTERIM EXCEPTIONS.</b> Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.77)? If so, for what reason are is the request being made?</p>	<p>N/A - None</p>		
<p><b>9. FELLOWSHIP PROGRAMS.</b> Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?</p>	<p>N/A - None</p>	<p>N/A - None</p>	
<p><b>10. BUDGET EQUITY.</b> 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>	<p>The proposed budget will not impact the Department's existing equity programs or progress in fulfilling its Racial Equity Action Plan.</p>		

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

Budget Year  
 2022  
 2021

Snapshot  
 Current  
 Phase CY

Department  
 DPA  
 2020-2021

Phase BY 2021-2022

Phase BY+1 2022-2023

BY+1

2023

**Department: DPA Police Accountability (General Fund Supported)**

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
<b>EXPENDITURE</b>	Mandatory Fringe Benefits	2,396,248	(123,058)	2,273,190	2,395,342	(118,679)	2,276,663
	Materials & Supplies	34,918	0	34,918	34,918	0	34,918
	Non-Personnel Services	444,336	(125,654)	318,682	444,336	(125,541)	318,795
	Programmatic Projects	160,000	(60,000)	100,000	160,000	(60,000)	100,000
	Salaries	5,673,364	(295,395)	5,377,969	5,944,074	(299,887)	5,644,187
	Services Of Other Depts	1,024,291	3,000	1,027,291	1,024,291	3,000	1,027,291
		<b>9,733,157</b>	<b>(601,107)</b>	<b>9,132,050</b>	<b>10,002,961</b>	<b>(601,107)</b>	<b>9,401,854</b>
<b>REVENUE</b>	Expenditure Recovery	208,000	(80,000)	128,000	208,000	(80,000)	128,000
		<b>208,000</b>	<b>(80,000)</b>	<b>128,000</b>	<b>208,000</b>	<b>(80,000)</b>	<b>128,000</b>

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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	(521,107)	9,004,050	9,004,050
			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	(521,107)	9,273,854	9,273,854
			0

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

Budget Year  
 2022  
 2021

Snapshot  
 Current  
 Phase CY

Department  
 DPA  
 2020-2021

Phase BY 2021-2022

Phase BY+1 2022-2023

BY+1 2023

Department: DPA Police Accountability

(General Fund Supported)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
<b>EXPENDITURE</b>	Mandatory Fringe Benefits	2,396,248	(123,058)	2,273,190	2,395,342	(118,679)	2,276,663
	Materials & Supplies	34,918	0	34,918	34,918	0	34,918
	Non-Personnel Services	444,336	(125,654)	318,682	444,336	(125,541)	318,795
	Programmatic Projects	160,000	(60,000)	100,000	160,000	(60,000)	100,000
	Salaries	5,673,364	(295,395)	5,377,969	5,944,074	(299,887)	5,644,187
	Services Of Other Depts	1,024,291	3,000	1,027,291	1,024,291	3,000	1,027,291
		<b>9,733,157</b>	<b>(601,107)</b>	<b>9,132,050</b>	<b>10,002,961</b>	<b>(601,107)</b>	<b>9,401,854</b>
<b>REVENUE</b>	Expenditure Recovery	208,000	(80,000)	128,000	208,000	(80,000)	128,000
		<b>208,000</b>	<b>(80,000)</b>	<b>128,000</b>	<b>208,000</b>	<b>(80,000)</b>	<b>128,000</b>

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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	(521,107)	9,004,050	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	(521,107)	9,273,854	0

**DPA Police Accountability**

<b>Authorized Positions</b>	<b>2020-2021 Original Budget</b>	<b>2021-2022 Proposed Budget</b>	<b>Change From 2020-2021</b>	<b>2022-2023 Proposed Budget</b>	<b>Change From 2021-2022</b>
Total Authorized	49.94	42.33	(7.61)	42.41	0.08
Non-Operating Positions (cap/other)	(2.00)	(2.00)		(2.00)	
<b>Net Operating Positions</b>	<b>47.94</b>	<b>40.33</b>	<b>(7.61)</b>	<b>40.41</b>	<b>0.08</b>

**Sources**

Expenditure Recovery	208,000	128,000	(80,000)	128,000	
General Fund Support	10,207,143	9,004,050	(1,203,093)	9,273,854	269,804
<b>Sources Total</b>	<b>10,415,143</b>	<b>9,132,050</b>	<b>(1,283,093)</b>	<b>9,401,854</b>	<b>269,804</b>

**Uses - Operating Expenditures**

Salaries	6,173,633	5,377,969	(795,664)	5,644,187	266,218
Mandatory Fringe Benefits	2,638,221	2,273,190	(365,031)	2,276,663	3,473
Non-Personnel Services	444,336	318,682	(125,654)	318,795	113
Materials & Supplies	34,918	34,918		34,918	
Programmatic Projects	160,000	100,000	(60,000)	100,000	
Services Of Other Depts	964,035	1,027,291	63,256	1,027,291	
<b>Uses Total</b>	<b>10,415,143</b>	<b>9,132,050</b>	<b>(1,283,093)</b>	<b>9,401,854</b>	<b>269,804</b>

**Uses - Division Description**

DPA Police Accountability	10,415,143	9,132,050	(1,283,093)	9,401,854	269,804
<b>Uses by Division Total</b>	<b>10,415,143</b>	<b>9,132,050</b>	<b>(1,283,093)</b>	<b>9,401,854</b>	<b>269,804</b>



			Values		
Account Lvl 5 Name	Account ID	Account Title	Sum of Start Dept Amt	Sum of End Dept Amt	Sum of Var Dept Amt
4860ExpRec	486370	Exp Rec Fr Comm Health Svc AAO	100,000	20,000	(80,000)
Grand Total			100,000	20,000	(80,000)

Account Lvl 5 Name	Account ID	Account Title	Values		
			Sum of Start Dept Amt	Sum of End Dept Amt	Sum of Var Dept Amt
5010Salary	501010	Perm Salaries-Misc-Regular	5,642,159	5,346,764	(295,395)
5060ProgPr	506070	Programmatic Projects-Budget	160,000	100,000	(60,000)
5130Fringe	513010	Retire City Misc	1,179,839	1,115,681	(64,158)
	514010	Social Security (OASDI & HI)	303,432	287,037	(16,395)
	514020	Social Sec-Medicare(HI Only)	79,220	74,937	(4,283)
	515010	Health Service-City Match	184,846	175,364	(9,482)
	515710	Dependent Coverage	463,855	440,062	(23,793)
	516010	Dental Coverage	52,985	50,267	(2,718)
	517010	Unemployment Insurance	5,463	5,168	(295)
	519110	Flexible Benefit Package	18,214	17,280	(934)
	519120	Long Term Disability Insurance	18,394	17,394	(1,000)
5210NPSvcs	527990	Other Professional Services	220,000	94,346	(125,654)
5810OthDep	581820	Is-Purch-Reproduction	3,101	6,101	3,000
(blank)	(blank)	(blank)			
Grand Total			8,331,508	7,730,401	(601,107)





Recruitment Planned  
Manager II  
0  
1145498

Recruitment Planned  
IS Bus Analyst  
0  
1132843

Danielle Motley-Lewis  
Senior Admin Analyst  
183169  
1137615  
On Leave

DPAMN  
**Paul D Henderson**  
Dept Head II  
27819  
1092735

DPAA2\_SS  
Mary Ann McCormick  
Executive Secretary I  
175734  
1031138

DPAMN  
APRV DPAO2\_SS

DPAMN  
APRV DPAL1\_SS    APRV DPAA2\_SS

DPAMN  
APRV DPAI7-SS

Sharon Woo  
Assistant Chief  
Attorney I  
29439  
1133458

Sarah K Hawkins  
Chief of Staff  
60396  
1083285

Roderick C Baltazar  
Dep Dir I  
21599  
1100668

DPAO2\_SS

APPRV DPAAU\_SS

DPAO2\_SS  
APRV DPAO1\_SS

Stephen Flaherty  
Manager III  
51191  
1139800

DPAO2\_SS  
APRV DPAMO\_SS

DPAA2\_SS  
APRV DPAA1\_SS

DPAL1\_SS

DPAL1\_SS

DPAL1\_SS  
APRV DPAL4\_SS

DPAL1\_SS

DPAL1\_SS

DPAL1\_SS  
APRV DPAL2\_SS

DPAL1\_SS

DPAL1\_SS  
APRV DPAL3\_SS

DPAI7-SS

DPAI7\_SS

DPAI7\_SS

DPAI7\_SS

DPAI7\_SS

DPAI7\_SS

DPAI7\_SS

APRV DPAI1\_SS

APRV DPAI2\_SS

APRV DPAI3\_SS

APRV DPAI4\_SS

APRV DPAI5\_SS

APRV DPAI6\_SS

Marie M Valdez  
Sr Mgmt Assistant  
168663  
1144074

Vacant  
IS Bus Analyst-Senior  
0  
1065415

Vacant  
Auditor III  
0  
1139799

Sharon A Owsley  
Sr Investigator DPA  
10011  
1081707

Vilma Ines Gamero  
Senior Admin Analyst  
199780  
1137615

Pamela D Thompson  
Office Manager  
48726  
1102963

Gwendolyn Lancaster  
Clerk Typist  
36398  
1004089

Pat C Grigerek  
Senior Clerk Typist  
14503  
1024152

Vacant  
Senior Clerk Typist  
16480  
1095813

Vacant  
Legal Process Clerk  
201254  
1143118

Sandra Wilkerson  
Legal Assistant  
0  
1144866

Victoria Weilhammer  
Legal Assistant  
0  
1144867

Mary J Polk  
Legal Assistant  
195007  
1143117

Kaneem Thornton  
Public Service Aide  
202303  
1145524

Steven R Ball  
Sr Investigator DPA  
16479  
1083751

William Huey  
Investigator DPA  
31868  
1007225

Elmer A Sescon  
Investigator DPA  
47274  
1085681

Ellen N Dolese  
Investigator DPA  
56875  
1110452

Candace Carpenter  
Sr Investigator DPA  
55952  
1120155

Helen Calderon-Garcia  
Investigator DPA  
39084  
1006673

Jeanetta Minix  
Investigator DPA  
200052  
1135540

Vacant  
Investigator DPA  
201009  
1039786

Susan J Gray  
Sr Investigator DPA  
60618  
1023176

Teri M Torgeson  
Investigator DPA  
183705  
1135539

Chris Garden  
Investigator DPA  
202095  
1120156

Cori Varsallone  
Investigator DPA  
201187  
1041006

Brent W Begin  
Sr Investigator DPA  
65620  
1004993

Kevin C Comer  
Investigator DPA  
183708  
1097933

Matt Stonecipher  
Investigator DPA  
176943  
1120154

Peacy Mathias  
Investigator DPA  
48801  
1117150

Christian Chisnall  
Sr Investigator DPA  
188849  
1135543

Kelly Benitez  
Investigator DPA  
188834  
1090862

Mei Ting Chan  
Investigator DPA  
188242  
1023177

Vacant  
Investigator DPA  
0  
1063743

Alexandra Schultheis  
Sr Investigator DPA  
188850  
1135541

Joseph Lazzareschi  
Investigator DPA  
200753  
1079067

Robert Deutsch  
Investigator DPA  
188848  
1044102

Vacant  
Investigator DPA  
183706  
1132846