

File No. 150043

Committee Item No. 7  
Board Item No. \_\_\_\_\_

**COMMITTEE/BOARD OF SUPERVISORS**  
AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date February 11, 2015

Board of Supervisors Meeting

Date \_\_\_\_\_

**Cmte Board**

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

**OTHER (Use back side if additional space is needed)**

- PowerPoint presentation
- \_\_\_\_\_
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Completed by: Linda Wong Date February 6, 2015  
Completed by: \_\_\_\_\_ Date \_\_\_\_\_

File # 150043  
Recommended in Committee  
1/28/15  
f.w.

**BOARD OF SUPERVISORS:  
ANNUAL REVIEW & ADOPTION OF  
THE PROPOSED DRAFT BUDGET**

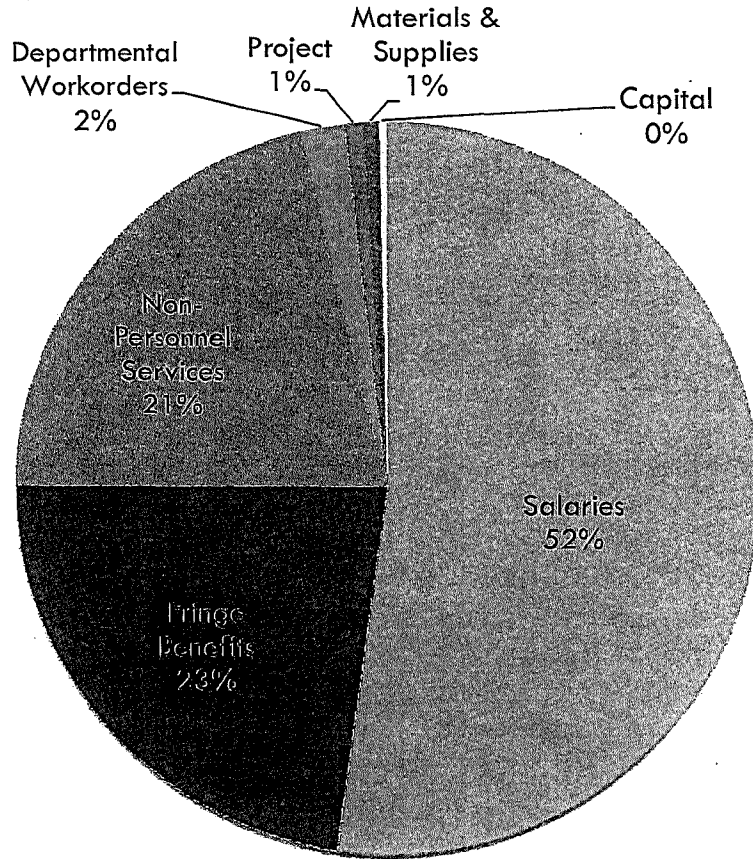
**RESOLUTIONS**

**Fiscal Years 2015/2016 and 2016/2017**

# FY 2014/2015

## General Fund Expenditures by Category

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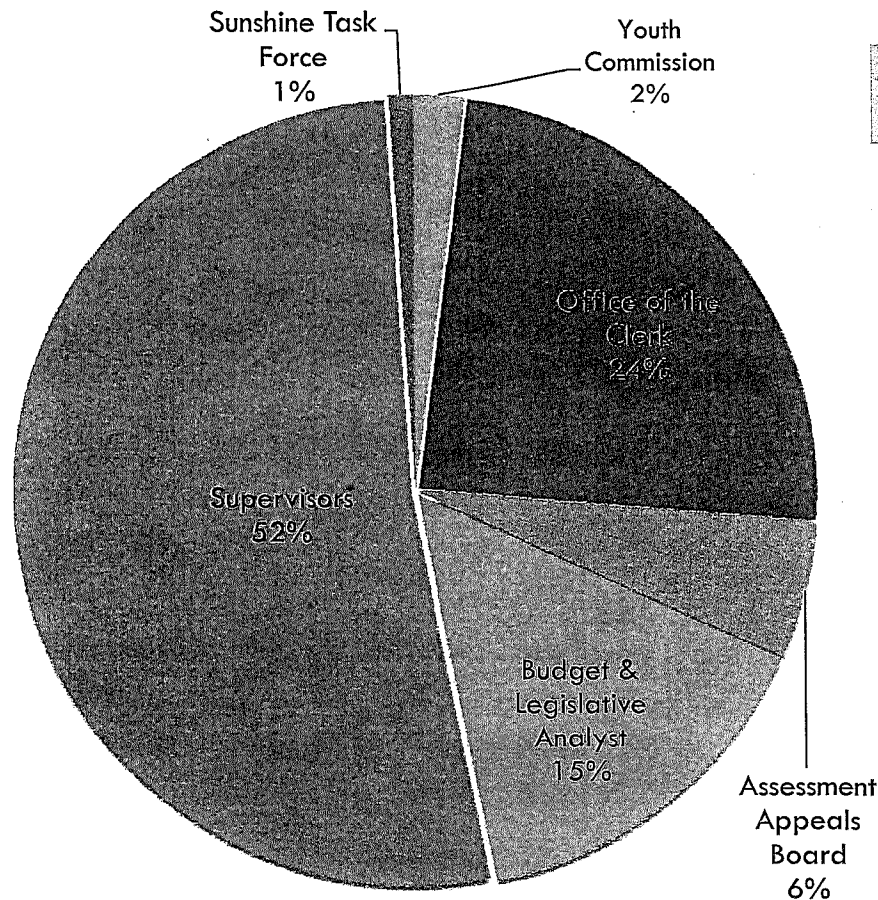


Expenditure Category	Amount
Salaries	\$7,034,757
Fringe Benefits	\$3,070,615
Non-Personnel Services	\$2,859,677
Departmental Workorders	\$260,693
AAB Project Funding	\$109,545
Materials & Supplies	\$93,401
Capital	\$38,509
<b>TOTAL</b>	<b>\$13,467,197</b>

# FY 2014/2015

## General Fund Expenditures by Division

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Division	Amount
Supervisors	\$7,014,046
Office of the Clerk	\$3,261,773
Budget & Legislative Analyst	\$2,045,000
Assessment Appeals Board	\$736,269
Youth Commission	\$275,558
Sunshine Task Force	\$134,551
<b>TOTAL</b>	<b>\$13,467,197</b>

The Local Agency Formation Commission (LAFCo) did not receive a General Fund appropriation in FY 2014/15 and has been utilizing prior year carryforward funds.

# FY 2015/16

## Proposed Budget Changes

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### Personnel

- **Downward Substitution (-\$6k)**
  - ▣ 1.00 FTE 1426 Sr. Clerk Typist → 1.00 FTE 1406 Sr. Clerk
  
- **Reduce Attrition Savings (\$121k)**
  
- **Reduce Step Savings (\$132k)**
  
- **Reduce Temp Salaries (-\$10k)**
  
- **Increase Premium Pay: Legislative Assistant Premium (\$14k)**

**FY 2015/16**

**Proposed Budget Changes**

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**Non-Personnel**

- **Professional Development and Training Funds for Legislative Aides (\$8k)**
  - ▣ \$250 per aide/\$750 per office
  
- **Annual Lease Costs for New Multi-Functional Machines (\$20k)**

**FY 2015/16**

**Proposed Budget Changes**

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- General Fund Appropriation for LAFCo (\$149k)**
  
- New COLA Request from the Budget & Legislative Analyst (\$50k)**

# Summary Table of Proposed Budget Adjustments FY 2015/16 & FY 2016/17

7

Adjustment Type	Proposed Budget Adjustments	FY 2015/16 Cost	FY 2016/17 Cost
	Downward Substitution (1426 → 1406)	(\$5,700)	(\$2,470)
	Reduce Attrition Savings	\$120,932	\$120,932
	Reduce Step Savings	\$132,000	\$132,000
Recommended	Reduce Temp Salaries	(\$10,000)	\$0
	Increase Premium Pay: Legislative Assistant Premium	\$14,180	\$18,743
	Training Funds	\$8,250	\$8,250
	Annual Lease Costs for New Multi-Functional Machines	\$20,260	\$20,260
	LAFCO General Fund Appropriation	\$148,671	TBD
Board Consideration	New BLA COLA Request	\$50,213	\$16,737
	<b>TOTAL</b>	<b>\$478,806</b>	<b>\$316,922</b>



# **FY 2015/16 & FY 2016/17 Budget Instructions**

## **Board Consideration**

- Include the Requested General Fund Appropriation for LAFCo in the Department's Proposed Draft Budget?
- Include the Costs of a new 3.25% COLA to the Contract for Budget and Legislative Analyst Services, Effective October 1, 2015, in the Department's Proposed Draft Budget?

Print Form

AR  
11/13/15

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Question(s) submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission       Youth Commission       Ethics Commission
- Planning Commission       Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.**

**Sponsor(s):**

Clerk of the Board

**Subject:**

Hearing - Review and Adoption of the Proposed Draft FY2015-16 and FY2016-17 Budgets for the Board of Supervisors/Office of the Clerk of the Board.

**The text is listed below or attached:**

Hearing to consider the annual review and adoption of the Proposed Draft FY2015-16 and FY2016-17 Budgets for the Board of Supervisors/Office of the Clerk of the Board.

Signature of Sponsoring Supervisor: APR CARLIS

For Clerk's Use Only:

190043