

File No. 120097

Committee Item No. _____ / 10
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: February 15, 2012

Board of Supervisors Meeting

Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget & Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Ethics Form 126 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |

OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Victor Young

Date: February 10, 2012

Completed by: Victor Young

Date: _____

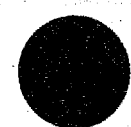
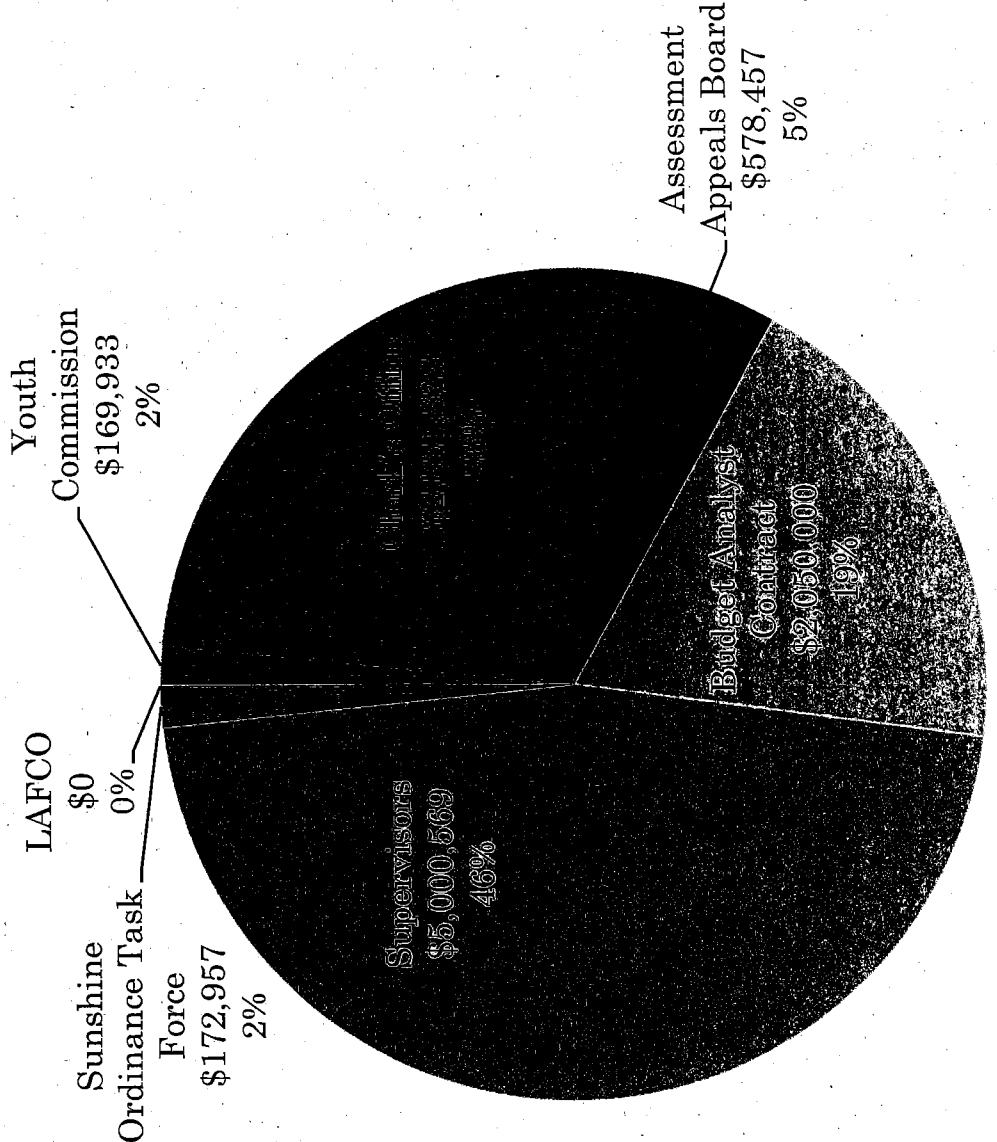
An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

**BOARD OF SUPERVISORS
FY 12-13 AND FY 13-14 BUDGET**



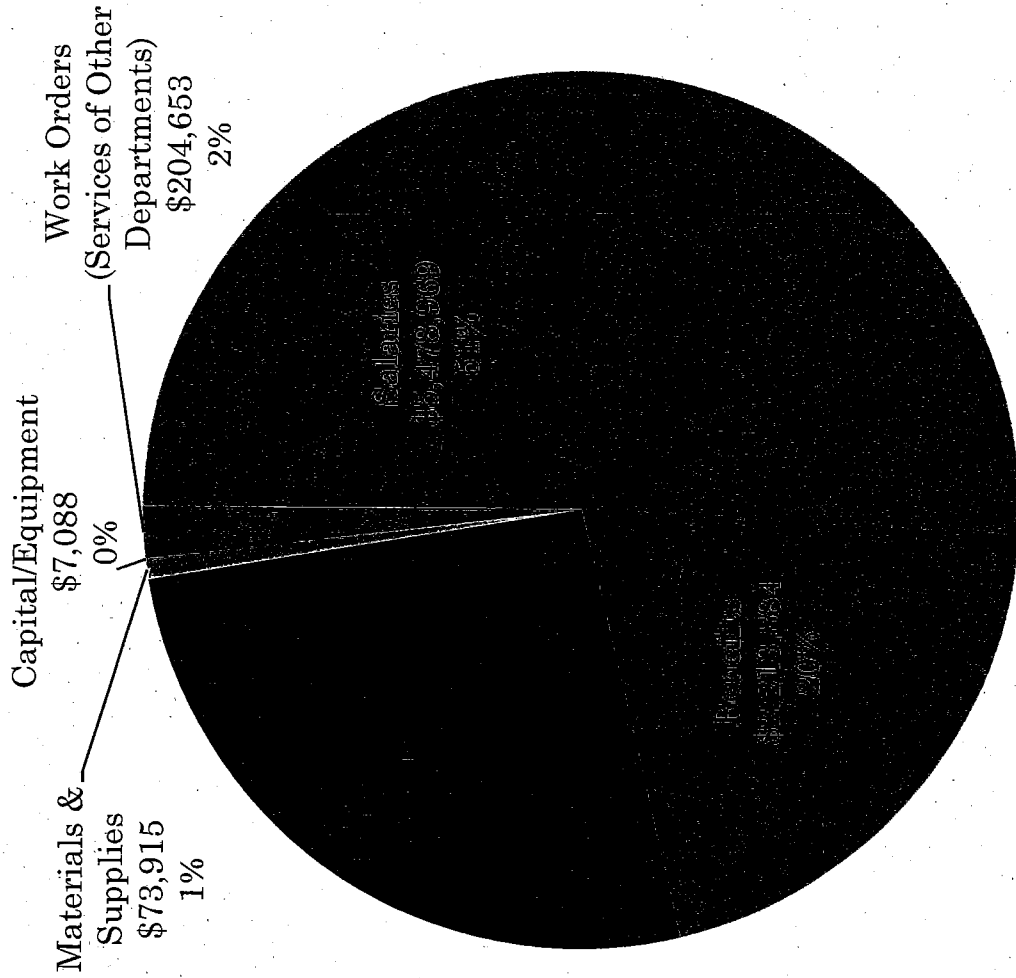
CURRENT YEAR FY 11-12 BUDGET: BY DIVISION

- Youth Commission
- Clerk's Office
- Assessment Appeals Board
- Budget Analyst Contract
- Supervisors
- Sunshine Ordinance Task Force
- LAFCO



CURRENT YEAR FY 11-12 BUDGET: BY EXPENSE TYPE

- Salaries
- Benefits
- Professional Services
- Materials & Supplies
- Capital/Equipment
- Work Orders (Services of Other Departments)



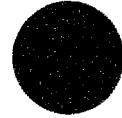
CURRENT YEAR FY 11-12 BUDGET: LABOR AND CONTRACTS

All Other
Expenses
\$736,083
7%

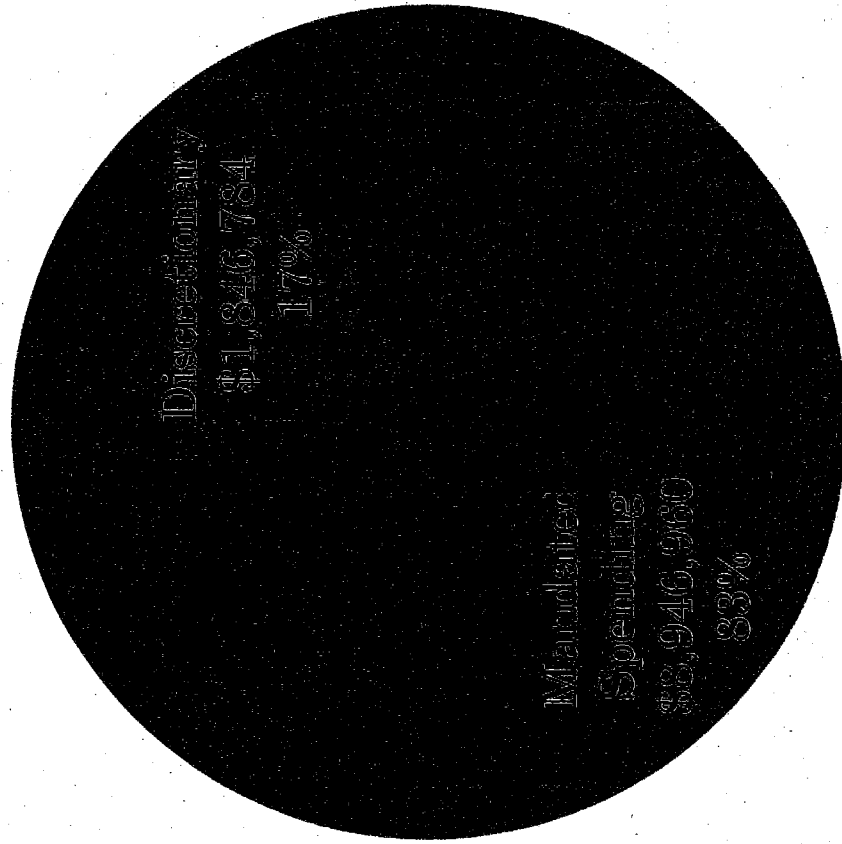


■ Labor and Contracts

■ All Other Expenses

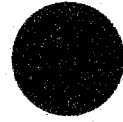


REQUIRED AND DISCRETIONARY SPENDING



■ Discretionary Spending

■ Mandated Spending



REQUIRED SPENDING

Mandated Positions and Services	Total Cost
Board Members	\$1,551,345
Clerk of the Board	\$228,793
Assessment Appeals Board	\$578,457
Sunshine Ordinance Task Force	\$159,200
Youth Commission	\$172,957
CAFR	\$314,808
Official Advertising	\$48,000
Budget and Legislative Analyst	\$2,050,000
Board Aides	\$2,777,577
Committee and Legislative Clerks	\$1,065,823
Total Mandated Costs	\$8,946,960

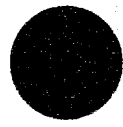


PROPOSED BUDGET CHANGES

Adjustment	FY 12-13 (to FY 11-12)	FY 13-14 (to FY 11-12)
Records manager 0922 to 1823	(\$23,280)	(\$23,865)
Salary step adjustment for new hires	(\$32,602)	(\$30,000) (Placeholder)
Salary attrition from vacancies	\$126,425	\$90,000 (Placeholder)
Citywide membership cost recovery	(\$85,000)	(\$85,000)
Increased Assessment Appeals Board revenue	(\$70,000)	(\$30,000)
Increased Assessment Appeals Board mail costs	\$2,704	\$2,254
End of life IT equipment replacement	N/A	\$15,000
Budget Analyst contingency	(\$50,000)	(\$50,000)
Total Savings	(\$131,753)	(\$111,611)

COIT BUDGET REQUESTS

- COIT Budget & Planning Requests
 - Records digitization project
 - Update tracking systems
 - Assessment Appeals Board
 - Part of larger project that includes cashiering and online filing
 - Boards and Commissions
 - Inventory
 - Clerk to Act
- End of life refresh
 - Computers
 - Printers (Multi-Functional Devices)



[Signature]
1/27/12
8:19a
Time stamp
or meeting date

Introduction Form

By a Member of the Board of Supervisors or the Mayor

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. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. 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 different form.

Sponsor(s):

Subject:

The text is listed below or attached:

Signature of Sponsoring Supervisor: *[Signature]*

For Clerk's Use Only: