

File No. 101535

Committee Item No. 5

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: January 26, 2011

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 Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Ethics Form 126 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Victor Young

Date: January 21, 2011

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.

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

INTRODUCTION FORM

By a member of the Board of Supervisors or the Mayor

DEC -7 AM 9:45

BY

Time Stamp or
Meeting Date

I hereby submit the following item for introduction:

- _____ 1. For reference to Committee:
An ordinance, resolution, motion, or charter amendment.
- _____ 2. Request for next printed agenda without reference to Committee.
- X 3. Request for Committee hearing on a subject matter.
- _____ 4. Request for letter beginning "Supervisor _____ inquires..."
- _____ 5. City Attorney request.
- _____ 6. Call file from Committee.
- _____ 7. Budget Analyst request (attach written motion).
- _____ 8. Substitute Legislation File Nos.

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

- | | |
|---|--|
| <input type="checkbox"/> Small Business Commission | <input type="checkbox"/> Youth Commission |
| <input type="checkbox"/> Ethics Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Building Inspection Commission | |

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.]

Sponsor(s): Clerk of the Board

SUBJECT:

Hearing to consider the annual review and approval of the Board of Supervisors/Clerk of the Board Annual Budget Guidelines.

Signature of Sponsoring Supervisor: _____

For Clerk's Use Only:

Board of Supervisors/Clerk of the Board

Budget Guidelines FY2011-2012

Budget and Finance Committee Hearing

January 26, 2011

FY2011-2012 Budget Process

Key Dates

January 26, 2011	Guideline Hearing and Draft Budget Review
February 16, 2011	Draft Balanced Budget Review
February 22, 2011	Proposed Balanced Budget Due to the Controller and Mayor
March – May 2011	Mayor's Office Review
May 2011	Enterprise Budgets at Budget and Finance
June 2011	General Fund Budgets at Budget and Finance
July TBD	Final Budget Adopted



Today's Hearing Agenda

Purpose: To seek policy direction and guidance on the development of the Board's FY2011-2012 Budget

- Review budget objectives
- Present current year and historical overview
- Review Mayor's budget instructions
- Describe budget trends and workload changes
- Present a draft budget
- Offer cost-savings options for consideration
- Review policy guidelines and key budget assumptions.



FY2011-2012 Budget Objectives

Prepare a budget that provides for:

- Maintenance of the Legislative record
- Public access to that record and compliance with Open Meeting Laws
- Administration and Operations necessary to support the Board in its official duties
- Other duties and responsibilities:
 - Assessment Appeals Board
 - Sunshine Ordinance Task Force
 - Youth Commission
 - LAFCO
 - PUC Revenue Bond Oversight Committee



FY2010-11 Budget Overview

Division	Amount	% of Total
Board of Supervisors	4,857,672	46.3%
Clerk of the Board	2,724,116	26.0%
Budget & Leg Analyst	2,050,000	19.6%
AAB	529,268	5.0%
Sunshine Ordinance	161,492	1.5%
Youth Commission	159,683	1.5%
LAFCO	830	0.0%
<i>Total</i>	10,483,061	100.0%



FY2010-11 Budget Overview:

Labor & Contracts Over 90% of total

Item	Amount	% of Total
<i>Labor</i>	7,309,678	69.73%
<i>Travel</i>	1,550	0.01%
<i>Training</i>	8,845	0.08%
<i>Memberships</i>	172,075	1.64%
<i>Professional Services</i>	2,378,608	22.69%
<i>Office Equipment</i>	500	0.00%
<i>Other Current Expenses</i>	178,365	1.70%
<i>Advertising</i>	181,583	1.73%
<i>Materials and Supplies</i>	31,306	0.30%
<i>Services of Other Depts.</i>	220,551	2.10%
TOTAL	10,483,061	100%



Recent Budget Reductions: General Fund Support down 7.5% since FY2008-09

			Change	
Year	FY2008-09	FY2010-11	Amount	Percent
<i>Total Budget</i>	11,050,015	10,483,061	(566,954)	-5.1%
<i>Total GF Budget</i>	10,785,182	9,977,811	(807,371)	-7.5%

- Eliminated only discretionary office
- Combined Budget and Legislative Analyst services
- Increased non-General Fund sources
- Labor concessions
- Non-salary costs to bare minimum



Mayor's Budget Instructions

- 2.5% General Fund reduction in current year
- 7.5% General Fund reduction
- 10% Contingency



Non-Discretionary & Discretionary Spending

Mandated Positions and Services	Total Cost
Board Members	1,504,100
Clerk of the Board	200,000
Assessment Appeals Board	511,700
Sunshine Ordinance Task Force	159,200
Youth Commission	150,000
CAFR	314,800
Official Advertising	181,600
Budget and Legislative Analyst	2,050,000
Board Aides	2,693,000
Committee and Legislative Clerks	1,074,100
<i>Total Nondiscretionary Budget</i>	8,838,500
<i>Discretionary Budget</i>	<u>1,644,561</u>
<i>Total Department Budget</i>	10,483,061



Mayor's Budget Instructions Applied to Discretionary Budget

Current year reduction at 2.5%	\$ 41,114
Budget year reduction at 7.5%	\$123,342
Budget year contingency at 10%	\$164,456



Workload Changes

- Assessment appeals nearly tripled from two years ago (2,476 to 6,662);
- Public information requests at 1,500 annually and Sunshine complaints constant;
- IT meeting new demands to post information on-line while deferring important purchases.



Draft Revenue Budget

<i>Item</i>	FY2010-2011 Budget	FY2011-2012 Proposed	Change	Percent Change
Planning Appeals	40,000	55,000	15,000	38%
AAB Fees	270,250	315,800	45,550	17%
PUC Clerk Support	110,000	147,330	37,330	34%
Citywide Memberships	85,000	58,000	(27,000)	-32%
<i>Total</i>	\$505,250	\$576,130	\$70,880	57%



Draft Salary Budget

<i>Item</i>	FY2011-2012			
	FY2010-2011 Budget	Proposed Budget	Difference	Percent Change
Salaries	\$5,179,684	\$5,247,025	\$67,341	1.3%
Temporary	95,784	84,000	(11,784)	-12.3%
Premium	25,521	22,346	(3,175)	-12.4%
Overtime	10,300	10,300	\$0	0.0%
Benefits	1,998,389	2,295,482	297,093	14.9%
<i>Total Labor</i>	\$7,309,678	\$7,659,153	\$349,475	4.8%



Draft Non-Salary Budget

<i>Item</i>	FY2010-2011 Budget	FY2011-2012 Proposal	Change	% Change
Travel and Training	10,395	11,870	1,475	14.2%
Memberships	172,075	171,640	(435)	-0.3%
Interpreters	0	5,000	5,000	100.0%
Professional Services	2,378,608	2,375,808	(2,800)	-0.1%
Other Current Expenses	178,865	224,974	46,109	25.8%
Advertising	181,583	181,583	0	0.0%
Materials and Supplies	31,306	32,598	1,292	4.1%
Equipment	0	29,855	29,855	100.0%
Services of Other Depts.	220,551	222,433	1,882	0.9%
<i>TOTAL</i>	3,173,383	3,255,761	82,378	2.6%

Proposed Budget By Division

Division	FY2010-11	Proposed FY2011-12	Amount	Percent
Clerk of the Board	2,724,116	2,888,407	164,291	6.0%
Board of Supervisors	4,857,672	5,040,819	183,147	3.8%
AAB	529,268	585,401	56,133	10.6%
Youth Commission	159,683	167,971	8,288	5.2%
Sunshine Ordinance	161,492	182,315	20,823	12.9%
Budget & Leg Analyst	2,050,000	2,050,000	0	0.0%
LAFCO	830	0	(830)	-100%
Total	10,483,061	10,914,914	431,853	4.1%
Total General Fund	9,977,811	10,338,784	360,973	3.6%



Meeting Budget Targets

Current year reduction at 2.5%	\$ 41,114
Budget year reduction at 7.5%	\$123,342
Value of reduction at 10%	\$164,456

