



# Board of Supervisors

**Guideline Hearing  
for the Proposed Budget  
FY 2019-20 & FY 2020-21**

**December 6, 2018**



# Project Update

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## **Legislative Management System (LMS) Project**

- Phase 1 – In progress (to be completed during December recess)  
Operation-critical tools - Legistar, Legislative Drafting/Approval, Boards and Commissions, iLegislate mobile technology
- Phase 2 – To be completed in Summer 2019  
Public-oriented communications and social components (communications cloud for constituent engagement and eComment)

## **Records Digitization Project**

- ✓ Phase 1 – Completed in October 2018  
Preservation of historically significant enacted legislations
- Phase 2 – In progress (to be completed in March 2019)  
Digitization of supporting legislative records for research and efficiency

# Project Update – cont'd

## Constituent Management System

- ✓ System consultant has been selected thru a competitive process
- ✓ Purchased Salesforce CRM product licenses
- ✓ Meetings with Supervisor offices have been conducted

Phase	Milestone	Timeline
1	Discovery	Dec 2018
2	Development, Configuration, & Implementation	Jan - Feb 2019
3	Validation & Testing	Mar 2019
4	Training & Go-Live	Apr 2019

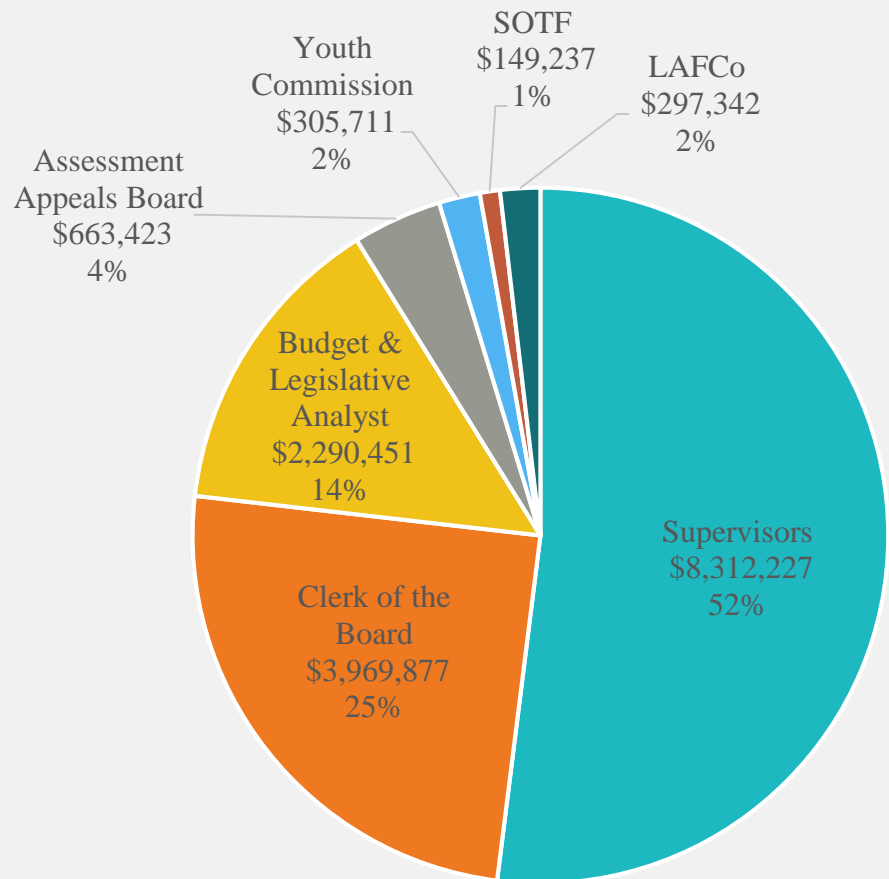
- **Planned rollout in April 2019**

## Emergency Planning

- Off-Site Board Meeting Plan
  - MOU with SF Public Library
- Staff Training Classes
  - Mail & Telephone Threat Training
  - Active Shooter Training
  - “Stop the Bleed” Training
- Purchase of Emergency Equipment

# Current Year Budget - \$16M

## Budget by Division



## Budget by Category

Expenditure Category	Budget	%
Salary	\$8,459,998	53%
Benefits	\$3,502,301	22%
Non-Personnel Services (Budget Analyst, CAFR, Membership, Software, Advertising, Subscriptions, Travel, Training, etc.)	\$3,622,584	23%
Materials & Supplies (Office Supplies, Computer, Furniture, etc.)	\$109,901	1%
City Services (SFGTV, Email, Phone, Mail, Building Management, etc.)	\$293,484	2%
<b>Total</b>	<b>\$15,988,268</b>	

# Recommended Budget Adjustments for FY 2019-20 & FY 2020-21

#	Recommended Expenditure Adjustments	FY 19-20	FY 20-21
1	Digitization of DVD and tapes of the Board meetings in FY 19-20 & Ongoing digitization for future years	\$150k	\$50k
2	Annual support and enhancement for Constituent Management System	\$34k	\$34k
3	Increase to the Department's share of the citywide CAFR cost	\$18k	\$18k
4	Microsoft E3 & Adobe Acrobat Pro licenses price increase	\$5k	\$20k
5	Cost associated with off-site emergency Board meeting at SFPL	TBD	-
6	Cost associated with office renovation in Clerk's Office	TBD	-
7	Cost associated with hosting CCBSA conference in SF in 2019	TBD	-
	<b>Total Increase to the Expenditure Budget</b>	<b>TBD</b>	<b>\$122k</b>



# Budget and Policy Guidance for FY 2019-20

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- **New COLA for the Budget & Legislative Analyst contract**
  - 3.2% COLA - \$73,294 increase to the current contract of \$2.29M
  - New contract amount for FY 2019-20 = \$2.36M
  
- **General Fund Appropriation for LAFCo**
  - \$297k in FY 2019-20 Base Budget (statutory maximum)
  - Will know the request in May

Questions?