

Date: 02-11-08

Item No. 2

File No. _____

SUNSHINE ORDINANCE TASK FORCE

AGENDA PACKET CONTENTS LIST*

- Proposal for FY 2008-2009 BOS/COB budget**
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Completed by: Chris Rustom

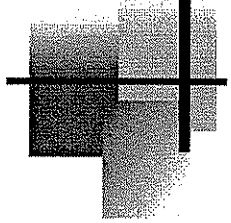
Date: 02-08-082

***This list reflects the explanatory documents provided**

~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

** The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.

**Board of Supervisors/Clerk of the Board
FY 2008-2009 Budget**

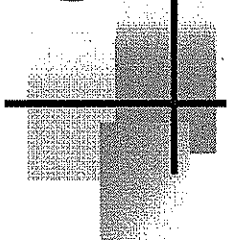


January 16, 2008



Objectives

- Develop a budget that effectively resources the Department given financial constraints
- Seek policy guidance from the Budget and Finance Committee on how best to achieve this goal



Current Year

- Budget spending is on target due to maintaining vacant positions

- Revenue collection is lower than budgeted
 - SB90 (\$260,000)
 - Appeals (6,000)
 - Other fees (4,000)
 - (\$270,000)

FY2008-2009 Budget

- Base Increase of \$1,149,500

Items	Cost
Labor costs	511,500
Benefit costs	414,000
Budget Analyst	199,000
Memberships	15,000
Advertising	10,000
<i>Total Estimated Base Increase</i>	1,149,500



FY2008-2009 Budget

■ New Needs of \$130,000

Items	Cost
Employee turnover due to term limits	70,000
Moving costs and building maintenance	44,000
Job sharing	10,000
Training	6,000
<i>Estimate for New Needs</i>	130,000



FY2008-2009 Budget

- Revenue Enhancements/Cost Savings
 - Options totaling \$629,000
 - Appeal recovery potential
 - Change to cost center for CAFR
 - Maintaining vacant positions, slowing hiring and increasing attrition savings
 - Budget Analyst contract

Potential Cost Savings/Revenue Enhancements

Items	Savings
Macias, Gini & O'Connell	(273,000)
Maintaining one vacant OLA position	(105,000)
Additional recovery of appeal costs	(70,000)
Budget Analyst contract increasing 6% instead of 8.3%	(56,000)
Attrition savings in the Clerk's Office	(55,000)
Potential savings from Clerk's reorganization	(50,000)
Photocopy machines	(20,000)
<i>Total for Potential Cost Savings and Recoveries</i>	(629,000)



Policy Questions

- Should the Department seek more cost recovery for appeals?
- Does the Board wish to assume the responsibility for the PUC Revenue Bond Oversight Committee?
- Does the Committee wish to accept the Cost Savings/Enhancements?
- How does the Committee want to respond to the Mayor's Budget Instructions?
- Does the Committee wish to modify the Department's Performance Measures?

Mayor's Budget Instructions

- The savings and revenue options allow us to absorb the majority base labor and wage increases

	Mayor's Budget Instructions	Clerk's Draft Budget
Ongoing	(508,341)	(553,000)
One-time	<u>(305,004)</u>	<u>(76,000)</u>
Total	(813,345)	(629,000)

