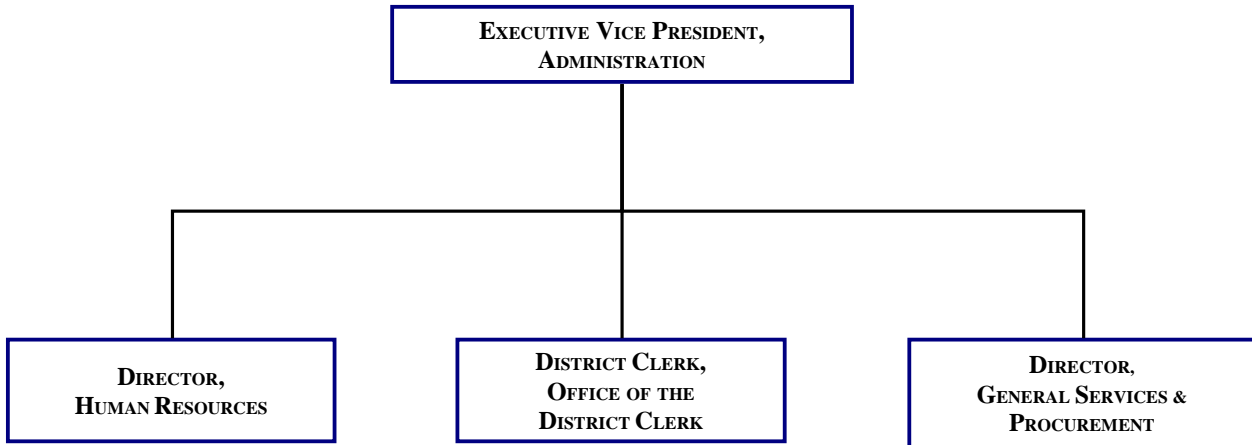


ADMINISTRATION



The Administration Division is responsible for managing, directing, and integrating the functions, programs and activities of Port-wide Human Resources, District Clerk, Equal Opportunity Management, and General Services & Procurement. The Executive Vice President, Administration is the Port's lead negotiator for labor negotiations and provides strategic leadership and the delivery of centralized corporate, administrative, and maintenance support services.

The Executive Vice President, Administration is also responsible for overseeing the Public Safety division (see Section 4).

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Administration Summary

FY 13/14 DIVISION BUDGET SUMMARY

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
EXPENSE BY COST CENTER:					
General Services & Procurement	\$ 16,431,729	\$ 17,116,500	\$ 17,173,700	\$ 57,200	0.3%
Human Resources	8,215,610	7,593,400	5,745,200	(1,848,200)	-24.3%
Office of the District Clerk	2,677,710	2,941,900	3,135,200	193,300	6.6%
TOTAL DIRECT EXPENSE	\$ 27,325,049	\$ 27,651,800	\$ 26,054,100	\$ (1,597,700)	-5.8%
EQUIPMENT OUTLAY	\$ 401,159	\$ 771,800	\$ 522,200	\$ (249,600)	-32.3%
TOTAL DIVISION	\$ 27,726,208	\$ 28,423,600	\$ 26,576,300	\$ (1,847,300)	-6.5%
 STAFFING BUDGET	 160	 157	 152	 -5	 -3.2%

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GENERAL SERVICES & PROCUREMENT

GENERAL SERVICES

Mission Statement

To maintain the infrastructure of the Port. The Port's infrastructure includes: the bay and bay front, beaches, piers, wharves, moorings, parks, buildings, three marine terminals, railroad, roads, parking lots, landscape, signage, art, tenant leases, utilities, and fleet services. We do this through strong and aligned leadership that fosters teamwork, trust and support of our employees, to achieve the Port's COMPASS Strategic Goals.

Vision Statement

Achieve World Class status in Port maintenance and operational responsiveness.

Objectives

- Create and sustain positive relationships with stakeholders and the San Diego community
- Develop and maintain Port infrastructure to support businesses and economic goals
- Reduce safety mishaps/accidents
- Improve customer-focused services to our customers, stakeholders, and the public
- Continuously evaluate and improve business systems and processes
- Educate our customers about department services
- Reflect and support a constructive culture
- Control costs

Current Services

To achieve General Services' Mission and Vision Statements, staff is committed to providing the following services:

- Preventive maintenance (motive equipment, HVAC/electrical/sewer/rail-road, landscaping, custodial, etc.)
- Corrective maintenance (repair infrastructure and equipment based on work request and priority)
- New construction (limited to \$30,000 and below by law)
- Support services (pest control, special events support, trash and debris removal, furniture/equipment moves)
- Contract management of maintenance services
- Utilities management
- Project management support

- Focus on preventive maintenance to achieve long term goal of reduction in corrective maintenance actions
- Additional event management support through marketing/business development programs
- Inspection and maintenance of Port's owned/tenant assets
- "Fast response boat" support for the Harbor Police
- Centralized fleet asset management program
- Support and improve our services for cruise ship and maritime terminal operations

General Services currently has 93 permanent positions, and provides support from three locations: Port's General Services Maintenance Facility located at National City, Shelter Island – Vessel Maintenance Shop, and the Administration Building.

PROCUREMENT SERVICES

Mission Statement

To partner with our internal customers to develop business solutions, to provide a level playing field for our vendors and contractors, and to maximize fiscal resources through cost-effective and efficient operations.

Vision Statement

Procurement Services is a valued, integrated, one-stop shop staffed by a talented, innovative, dedicated, and ethical team.

Objectives

- Add value to the Port
- Create and sustain positive relationships with the stakeholders and the community at large
- Deliver customer-focused services in an effective, timely, and courteous manner
- Optimize proactive vendor relationship
- Maximize opportunities for Small Business Enterprise (SBE)
- Continuously evaluate and improve business system and process
- Retain the intellectual assets and corporate knowledge of the Port

- Recruit and retain a highly skilled, diverse work force
- Encourage an organizational culture of learning and growth
- Maximize the use of Port funds
- Control costs

General Services Maintenance Facility located at National City

Current Services

To achieve Procurement Services' Mission and Vision Statements, staff is committed to providing the following services:

- Perform competitive solicitations for and procurement of supplies, materials, equipment, and services
- Develop and administer professional and consulting services agreements, major maintenance contracts, and public works contracts
- Administer the Port's procurement card program
- Maintain an effective database of vendors, suppliers, contractors, and service providers who are interested in doing business with the Port
- Perform centralized receipt, inspection, acceptance, and distribution of material and equipment
- Process damaged goods and lost in shipment claims with freight carriers
- Prepare shipping documents and bills of lading to account for shipped materials
- Collect, store, redistribute, and sell or dispose of excess and surplus material and equipment, and manage all associated inventory records and reports
- Perform distribution of interoffice and U.S. Mail to and from outlying facilities in support of the Port's mailroom operations
- Manage Port vehicle and vessel fleet title and registration documents
- Conduct business outreach events for current and potential vendors and contractors
- Conduct and/or sponsor technical assistance, and vendor development workshops
- Review and provide Equal Opportunity Program language for solicitations and BPC agenda sheets
- Verify good faith efforts of apparent low bidders
- Assist potential Small Business Enterprise (SBE) vendors in registering with the Port's General Services & Procurement department for bidding opportunities

Procurement Services currently has 18 permanent positions, and provides support from the Port's

General Services & Procurement

SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Personnel Expense	\$ 12,471,407	\$ 12,573,600	\$ 13,371,300	\$ 797,700	6.3%
Non-Personnel Expense	3,960,323	4,542,900	3,802,400	(740,500)	-16.3%
Total Direct Expense	\$ 16,431,729	\$ 17,116,500	\$ 17,173,700	\$ 57,200	0.3%
Less: Capitalized Expense	(218,877)	-	-	-	-
Equipment Outlay	294,956	746,800	522,200	(224,600)	-30.1%
TOTAL DEPARTMENTAL EXPENSE	\$ 16,507,808	\$ 17,863,300	\$ 17,695,900	\$ (167,400)	-0.9%

PERSONNEL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Salaries and Wages	\$ 6,642,114	\$ 6,813,900	\$ 7,234,400	\$ 420,500	6.2%
Overtime	166,886	161,500	127,000	(34,500)	-21.4%
Burden	4,504,474	4,490,500	4,923,000	432,500	9.6%
OPEB Annual Expense	1,121,306	1,087,200	1,086,900	(300)	0.0%
Temporary Personnel	36,626	20,500	-	(20,500)	-100.0%
TOTAL PERSONNEL EXPENSE	\$ 12,471,407	\$ 12,573,600	\$ 13,371,300	\$ 797,700	6.3%

General Services & Procurement

PERMANENT POSITIONS

Eliminate: 2 Maintenance Worker I
 1 Maintenance Worker II
 1 Senior Administrative Assistant (Classified)
 1 Department Business Manager

POSITION TITLE	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14
Administrative Assistant II (Classified)	6	6
Assistant Procurement Analyst	1	1
Building Maintenance Coordinator	1	1
Carpenter	1	1
Contracts Administrator	2	2
Contracts Supervisor	1	1
Department Business Manager	4	3
Director, General Services & Procurement	1	1
Distribution & Storage Technician I	2	2
Distribution & Storage Technician II	1	1
Electrician	4	4
Equipment Operator	4	4
Executive Assistant I (Classified)	1	1
Financial Technician	1	1
Fleet Maintenance Technician	3	3
Gardener	10	10
Lead Custodian	1	1
Lead Distribution & Storage Technician	1	1
Lead Electrician	1	1
Lead Equipment Operator	1	1
Lead Fleet Maintenance Technician	1	1
Lead Gardener	4	4
Lead Maintenance Mechanic	1	1
Lead Maintenance Worker	3	3
Lead Marine Mechanic	1	1
Lead Painter	1	1
Lead Plumber	1	1
Lighting Technician	1	1
Locksmith	1	1
Maintenance Mechanic	1	1
Maintenance Planner/Inspector	3	3
Maintenance Planning Supervisor	1	1
Maintenance Supervisor	3	3
Maintenance Worker I	17	15
Maintenance Worker II	14	13

General Services & Procurement

PERMANENT POSITIONS

POSITION TITLE	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14
Management Analyst	1	1
Manager, Distribution & Storage	1	1
Manager, Procurement Services	1	1
Marine Mechanic	2	2
Painter	2	2
Parking Meter Repair/Collector	2	2
Plumber	2	2
Purchasing Analyst	1	1
Purchasing Supervisor	1	1
Senior Administrative Asst (Classified)	1	0
Senior Equal Opportunity Analyst	1	1
Senior Purchasing Analyst	1	1
TOTAL	116	111

STUDENT POSITIONS

POSITION TITLE	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14
Intern	4	0
TOTAL	4	0

General Services & Procurement

EQUIPMENT OUTLAY

DESCRIPTION	REASON	QTY	UNIT COST	TOTAL COST
CONTAINER SPREADER FOR HARBOR CRANE	N	1	\$ 150,000	\$ 150,000
MARINE CRANE	R	2	14,100	28,200
PROGRAMMABLE LOGIC CONTROL SYSTEMS	R	1	300,000	300,000
RIDE-ON REEL MOWER	R	1	32,000	32,000
TOW TRUCK/WHEEL LIFT	N	1	12,000	12,000
TOTAL		6		\$ 522,200

**General Services & Procurement
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
600110 Overtime MISCELLANEOUS		\$ 161,500		\$ 127,000		
Total:	\$ 166,886	\$ 161,500	\$ 161,500	\$ 127,000	\$ (34,500)	-21.4%
600120 Temporary Personnel MISCELLANEOUS		\$ 20,500		\$ -		
Total:	\$ 36,626	\$ 20,500	\$ 20,500	\$ -	\$ (20,500)	-100.0%
SUBTOTAL: OVERTIME & TEMPS	\$ 203,513	\$ 182,000	\$ 182,000	\$ 127,000	\$ (55,000)	-30.2%
610110 Books & Periodicals TRADE RELATED		\$ 2,000		\$ -		
Total:	\$ 1,807	\$ 2,000	\$ 2,000	\$ -	\$ (2,000)	-100.0%
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 3,500		\$ 3,500		
Total:	\$ 2,751	\$ 3,500	\$ 3,500	\$ 3,500	\$ -	0.0%
610120 Memberships & Dues CAPPO MEMBERSHIP MEMBERSHIPS & DUES MSDS ONLINE NAT CONTRACT MGT ASSN (NCMA)		\$ 600 1,500 400 1,000		\$ - 2,700 - -		
Total:	\$ 2,360	\$ 3,500	\$ 3,500	\$ 2,700	\$ (800)	-22.9%
610140 Seminars & Training MOBILE HARBOR CRANE TRAINING OUTBOARD ENGINE FACTORY MAINT PORT PROF MGR PROGRAM SKILLS TRAINING		\$ - 13,000 4,000 22,500		\$ 25,000 - - 10,300		
Total:	\$ 12,161	\$ 39,500	\$ 39,500	\$ 35,300	\$ (4,200)	-10.6%
615100 Mileage Reimbursement CAR ALLOWANCE/MILEAGE MILEAGE REIMBURSEMENT TRANSIT PASSES		\$ 9,500 - 500		\$ - 4,700 500		
Total:	\$ 9,994	\$ 10,000	\$ 10,000	\$ 5,200	\$ (4,800)	-48.0%
615110 Travel MOBILE HARBOR CRANE TRAINING PPM PROGRAM TRAVEL TRAVEL		\$ - 10,000 6,000		\$ 15,000 - -		
Total:	\$ 3,762	\$ 16,000	\$ 16,000	\$ 15,000	\$ (1,000)	-6.3%
620100 Services - Professional & Other						
Total:	\$ 25,143	\$ -	\$ -	\$ -	\$ -	N/A
620120 Services - Construction						
Total:	\$ 346	\$ -	\$ -	\$ -	\$ -	N/A
630100 Breakage & Obsolescence						
Total:	\$ 5,934	\$ -	\$ -	\$ -	\$ -	N/A
630110 Equipment & Systems						
Total:	\$ 13,328	\$ -	\$ -	\$ -	\$ -	N/A
630120 Equipment Rental/Leasing CNG & HYBRID VEHICLE LEASE CRANE RENTAL EQUIPMENT RENTAL/LEASING HEAVY EQUIPMENT LIGHT TOWER RENTALS PORTABLE TOILET RENTAL		\$ 66,100 20,000 1,000 50,000 - 35,000		\$ 77,600 15,000 1,000 50,000 9,600 40,000		
Total:	\$ 160,202	\$ 172,100	\$ 172,100	\$ 193,200	\$ 21,100	12.3%

General Services & Procurement
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED		
					dollars	pct	
630130 Office & Operating Supplies							
OPERATING SUPPLIES		\$ 30,000		\$ 16,000			
SUPPLIES		22,500		16,700			
TWIC-TRANSPORTATION WORKER ID		8,000		3,800			
Total:	\$ 31,627	\$ 60,500	\$ 60,500	\$ 36,500	\$ (24,000)	-39.7%	
630140 Postage & Shipping							
POSTAGE & SHIPPING		\$ 15,400		\$ 7,800			
Total:	\$ 3,524	\$ 15,400	\$ 15,400	\$ 7,800	\$ (7,600)	-49.4%	
630150 Safety Equipment & Supplies							
FIRE EXTINGUISHERS		\$ 4,200		\$ 3,900			
SAFETY INCENTIVE		9,200		8,800			
SAFETY SHOES		14,200		13,200			
SAFETY SUPPLIES & EQUIPMENT		15,800		14,800			
Total:	\$ 34,073	\$ 43,400	\$ 43,400	\$ 40,700	\$ (2,700)	-6.2%	
630160 Small Tools							
SMALL TOOLS FOR MAINT OPERS		\$ 40,000		\$ 37,200			
Total:	\$ 46,824	\$ 40,000	\$ 40,000	\$ 37,200	\$ (2,800)	-7.0%	
630170 Fuel & Lubricants							
CNG/PROPANE		\$ 4,000		\$ 3,000			
GAS/DIESEL		580,000		730,000			
MOTOR OIL		15,000		7,500			
Total:	\$ 712,400	\$ 599,000	\$ 599,000	\$ 740,500	\$ 141,500	23.6%	
630180 Parking Meter Supplies							
BATTERIES		\$ 4,600		\$ 1,600			
METER REPAIR PARTS		-		10,500			
METER REPLACEMENT		2,000		-			
PARTS FOR POM METERS		6,500		-			
STICKERS		1,000		900			
Total:	\$ 25,424	\$ 14,100	\$ 14,100	\$ 13,000	\$ (1,100)	-7.8%	
630200 Uniforms							
LOSS/DAMAGE ALLOWANCE		\$ 300		\$ -			
UNIFORM JACKET		2,800		2,100			
UNIFORM SERVICE		46,200		37,000			
Total:	\$ 39,998	\$ 49,300	\$ 49,300	\$ 39,100	\$ (10,200)	-20.7%	
640110 Telephone & Communications							
Total:	\$ 114,753	\$ -	\$ -	\$ -	\$ -	N/A	
650100 Facilities Maintenance-Supplies							
ALL CREWS		\$ 450,000		\$ 450,000			
RUOCCO PARK FIXTURE CONTINGENCY		-		14,300			
Total:	\$ 562,122	\$ 450,000	\$ 450,000	\$ 464,300	\$ 14,300	3.2%	

General Services & Procurement
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL	ADJUSTED	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
		BUDGET FY 12/13	BUDGET FY 12/13		dollars	pct
650110 Facilities Maintenance-Outside Services						
ADMIN BUILDING SECURITY		\$ 125,000		\$ -		
ANIMAL AND PEST CONTROL		45,200		31,800		
CESAR CHAVEZ PARK SOCCER FIELD MAIN		-		140,000		
CUSTODIAL SERVICES		645,000		390,000		
DUMPSTER SERVICE		89,900		80,000		
ELEVATOR MAINT		49,200		100,000		
FIRE ALARMS MONITORING		31,800		35,000		
GRAFFITI REMOVAL		65,000		65,000		
GRAFFITI TRACKER PROGRAM		5,000		-		
HARBOR DRIVE LANDSCAPE		171,800		-		
HVAC OTHER LOCATIONS		135,000		153,800		
RECYCLING SERVICES		24,200		24,200		
RUOCCO PARK MAINTENANCE		275,000		270,000		
STREET LIGHTING		24,000		22,000		
WINDOW CLEANING		15,000		25,000		
Total:	\$ 1,540,415	\$ 1,701,100	\$ 1,701,100	\$ 1,336,800	\$ (364,300)	-21.4%
650120 Equipment Maintenance-Supplies						
AUTOMOTIVE EQ/BOATS		\$ 150,000		\$ 155,000		
FAST BOAT PARTS GRANT RND 10		34,000		-		
FAST BOAT PARTS GRANT RND 8		12,800		-		
FORD PARTS		15,300		15,300		
SWEEPER MAINTENANCE		6,300		-		
TIRES		25,500		23,000		
Total:	\$ 263,112	\$ 243,900	\$ 243,900	\$ 193,300	\$ (50,600)	-20.7%
650130 Equipment Maintenance-Outside Services						
BOAT BOTTOM & HULL PAINT		\$ 70,000		\$ -		
BOAT HULL MAINTENANCE		-		20,000		
BOAT REPAIR		15,000		15,000		
EMISSION ANALYZER MAINT		3,600		3,600		
EQUIPMENT CERTIFICATION AND INSPECT		-		20,000		
EQUIPMENT MAINTENANCE-OUTSIDE		2,000		2,000		
FIRE EXTINGUISHER HYDROTEST		600		4,800		
HPD BURN BOAT MAINTENANCE		50,000		-		
METER PAINTING		2,000		5,000		
MOBILE HARBOR CRANE PAINTING		-		30,000		
MOBILE/HARBOR CRANE MAINT		20,000		-		
MOWER REEL MAINTENANANCE		30,000		30,000		
OTHER EQUIPMENT SERVICE/MAINT		55,000		60,000		
PARTS CLEANER		5,200		4,800		
PASSENGER BOARDING BRIDGE		17,000		-		
SHORE POWER MAINT SERVICE		280,500		-		
VEHICLE PAINTING		30,000		30,000		
Total:	\$ 329,673	\$ 580,900	\$ 580,900	\$ 225,200	\$ (355,700)	-61.2%

General Services & Procurement
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL	ADJUSTED	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
		BUDGET FY 12/13	BUDGET FY 12/13		dollars	pet
650131 As - Needed Maintenance						
ABANDONED & DERELICT VESSEL		\$ 50,000		\$ 50,000		
ADMIN ROOF EPOXY INJECTIONS		-		5,000		
BRUSH AND WEED REMOVAL		20,000		15,000		
CARPET/FLOOR COVERING RPR		29,600		-		
CST SPRUNG STRUCTURE/WINDOW CL		25,000		31,200		
DOORS (ROLL UP) MAINTENANCE		20,500		18,500		
DOORS AND GATES, ELECTRIC		4,000		3,700		
DUMPSTER SERVICE TRANSFER		45,600		45,600		
FENCE AND GATE MAINTENANCE		19,000		10,000		
LITTER AND BRUSH PICKUP		20,000		10,000		
MISC SMALL OUTSIDE SERVICES		57,500		53,000		
MOVING OF FURNITURES & EQUIP		6,000		-		
PAINTING MAINTENANCE		25,000		10,000		
PAVEMENT MAINT		29,000		-		
ROOF MAINTENANCE		15,000		10,000		
TREE TRIMMING		100,000		125,000		
UNDERGROUND SERVICE ALERT		1,500		1,400		
VESSEL SURVEYING		1,200		6,000		
VESSEL TOWING		7,500		-		
Total:	\$ -	\$ 476,400	\$ 476,400	\$ 394,400	\$ (82,000)	-17.2%
650140 Software Maintenance						
Total:	\$ 13	\$ -	\$ -	\$ -	\$ -	N/A
660100 Advertising						
ADVERTISING		\$ 3,600		\$ 7,000		
Total:	\$ 4,322	\$ 3,600	\$ 3,600	\$ 7,000	\$ 3,400	94.4%
660110 Promotional Services						
CALTRANS PROCUREMENT VENDOR		\$ 500		\$ 200		
PROMOTIONAL SERVICES		2,500		1,200		
SD COUNTY WATER AUTH PATHS		1,000		500		
SD SUPPLIER DEV COUNCIL-ANNUAL		500		200		
SD SUPPLIER DEV COUNCIL-MONTHLY		500		200		
SMALL BUSINESS SYMPOSIUM		1,500		700		
Total:	\$ 1,930	\$ 6,500	\$ 6,500	\$ 3,000	\$ (3,500)	-53.8%
660120 Promotional Materials						
PROMO		\$ 2,500		\$ -		
Total:	\$ 2,981	\$ 2,500	\$ 2,500	\$ -	\$ (2,500)	-100.0%
660150 Refuse & Hazardous Waste Disposal						
Total:	\$ 3,103	\$ -	\$ -	\$ -	\$ -	N/A
670130 Permits/Certificates/License						
PERMIT/CERT/LICENSE		\$ 9,700		\$ 8,700		
Total:	\$ 6,240	\$ 9,700	\$ 9,700	\$ 8,700	\$ (1,000)	-10.3%
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 3,960,323	\$ 4,542,900	\$ 4,542,900	\$ 3,802,400	\$ (740,500)	-16.3%
GRAND TOTAL:	\$ 4,163,835	\$ 4,724,900	\$ 4,724,900	\$ 3,929,400	\$ (795,500)	-16.8%

HUMAN RESOURCES

Mission Statement

The Human Resources department serves as a strategic partner alongside Port management and staff in supporting the roles of the organization. The Department takes a leadership position to establish the optimal work environment for obtaining sustained high productivity, continuous improvement, organizational renewal, and exceptional customer service.

Human Resources acts as a catalyst, enabling all employees to contribute at optimum levels towards the success of the Port.

We succeed by earning the satisfaction of our customers, the respect and trust of those who govern us, support us, and do business with us, and the pride of our employees.

Vision Statement

To be recognized as world class leaders in applying human resources best practices and innovations to make the Port an employer of choice.

Objectives

- Create and sustain positive relationships with stakeholders and the community at large
- Support other Port departments in running their business
- Maintain the Port's financial stability
- Participate visibly and collaboratively with communities in the region
- Deliver customer-focused services in an effective, timely, and courteous manner
- Recruit, retain, and develop a highly skilled, diverse workforce
- Reinforce a safe, open, and secure work environment for Port employees
- Encourage an organizational culture of learning and growth
- Retain intellectual assets and corporate knowledge of the Port
- Assist in safeguarding Port's assets, including the employees
- Continuously evaluate and improve business systems and processes
- Tracking and implementing new trends in the industry
- Focusing on operational excellence
- Supporting management to implement improvements

Current Services

To achieve the Department's Mission and Vision statements, staff is committed to providing the following services:

HR Operations

- Recruiting
- New hire orientation
- Intern program
- Desk audits
- Investigations
- Personnel file management
- Monitoring of Internet usage
- Manage the progressive discipline process
- Performance management
- Employee appreciation program
- Salary Ordinance maintenance
- Port classification system maintenance
- Exit interview process

Labor Relations

- Coordinate/facilitate labor and management collaboration opportunities
- Maintain and enforce personnel rules and regulations
- Maintain memorandum of understanding with unions
- Conduct labor negotiations

Benefits Management

- Overall administration for all employee benefits
- Wellness program
- Deferred compensation
- Tuition reimbursement
- Retiree interface
- Open enrollment
- COBRA administration
- Fit-for-Duty management
- Americans with Disabilities Act compliance
- Leave administration
- Retirement

Payroll

- Timely and accurate processing of employee payroll in compliance with IRS, state regulations, and Port policies

Training

- Regulatory training
- Human resources training as outlined in the Port's five-year training plan
- Diagnostics

- Process improvement
- Change Management
- Teambuilding
- Group Facilitation
- Career Development
- Coaching
- Succession Planning

Equal Opportunity Employment and Non-Discrimination

- Diversity awareness
- Port's Americans with Disability Act Coordinator
- Community outreach

The Human Resources department currently has 17 permanent positions.

Human Resources

SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Personnel Expense	\$ 3,373,600	\$ 2,778,500	\$ 2,513,600	\$ (264,900)	-9.5%
Non-Personnel Expense	4,842,010	4,814,900	3,231,600	(1,583,300)	-32.9%
	\$ 8,215,610	\$ 7,593,400	\$ 5,745,200	\$ (1,848,200)	-24.3%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	11,123	25,000	-	(25,000)	-100.0%
TOTAL DEPARTMENTAL EXPENSE	\$ 8,226,733	\$ 7,618,400	\$ 5,745,200	\$ (1,873,200)	-24.6%

PERSONNEL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Salaries and Wages	\$ 1,800,643	\$ 1,609,600	\$ 1,386,600	\$ (223,000)	-13.9%
Overtime	3,423	3,000	3,000	-	0.0%
Burden	1,280,284	954,700	957,500	2,800	0.3%
OPEB Annual Expense	232,165	187,200	166,500	(20,700)	-11.1%
Temporary Personnel	57,086	24,000	-	(24,000)	-100.0%
TOTAL PERSONNEL EXPENSE	\$ 3,373,600	\$ 2,778,500	\$ 2,513,600	\$ (264,900)	-9.5%

Note:

The Audit, Risk Management & Safety staff were transferred to Financial Services in FY 13/14.

Human Resources

PERMANENT POSITIONS

- Transfer:** 1 Risk and Safety Manager to Financial Services
 1 Risk Management Analyst to Financial Services
 2 Safety Specialist II to Financial Services
 1 Equal Opportunity Analyst to Business Information & Technology Services
 1 Senior Training & Org Development Specialist from Marketing & Communications
 1 Administrative Assistant I (Classified) from Marketing & Communications
 1 Manager, Public Art from Public Art
- Replace:** 1 Manager, Public Art with 1 Human Resources Technician (Unclassified)
 1 Administrative Assistant I (Classified) with 1 Administrative Assistant I (Unclassified)
- Eliminate:** 1 Human Resources Technician (Unclassified)

POSITION TITLE	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14
Administrative Asst I (Unclassified)	0	1
Benefits Analyst	1	1
Benefits Manager	1	1
Director, Human Resources	1	1
Equal Opportunity Analyst	1	0
Executive Assistant I (Unclassified)	1	1
Executive Vice President	1	1
Human Resources Analyst	2	2
Human Resources Assistant (Unclassified)	1	1
Human Resources Technician (Unclassified)	3	3
Manager, Equal Opportunity	1	1
Manager, Human Resources	1	1
Payroll Specialist	1	1
Risk and Safety Manager	1	0
Risk Management Analyst	1	0
Safety Specialist II	2	0
Senior Human Resources Analyst	1	1
Senior Training & Org. Dev. Specialist	0	1
TOTAL	20	17

STUDENT POSITIONS

POSITION TITLE	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14
Intern	3	1
TOTAL	3	1

Human Resources
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED		
					dollars	pct	
600110 Overtime							
OVERTIME		\$ 3,000		\$ 3,000			
Total:	\$ 3,423	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%	
600120 Temporary Personnel							
TEMPORARY PERSONNEL		\$ 24,000		\$ -			
Total:	\$ 57,086	\$ 24,000	\$ 24,000	\$ -	\$ (24,000)	-100.0%	
SUBTOTAL: OVERTIME & TEMPS	\$ 60,509	\$ 27,000	\$ 27,000	\$ 3,000	\$ (24,000)	-88.9%	
610100 Awards - Service							
EMPLOYEE APPRECIATION CARDS		\$ 8,000		\$ -			
MERITORIOUS SERVICE AWARDS		25,600		-			
RISK - SAFETY AWARDS		4,000		-			
Total:	\$ 32,963	\$ 37,600	\$ 37,600	\$ -	\$ (37,600)	-100.0%	
610110 Books & Periodicals							
HR - PUBLICATIONS		\$ 800		\$ 800			
RISK - PUBLICATIONS		1,500		-			
Total:	\$ 2,961	\$ 2,300	\$ 2,300	\$ 800	\$ (1,500)	-65.2%	
610115 Employee Recognition							
DIST EMPLOYEE RECOGNITION		\$ 10,200		\$ 6,600			
HR - EMPLOYEE RECOGNITION		600		500			
RISK - EMPLOYEE RECOGNITION		200		-			
Total:	\$ 7,303	\$ 11,000	\$ 11,000	\$ 7,100	\$ (3,900)	-35.5%	
610120 Memberships & Dues							
HR/EOM RELATED		\$ 5,600		\$ 3,300			
RISK - RELATED		1,500		-			
Total:	\$ 5,579	\$ 7,100	\$ 7,100	\$ 3,300	\$ (3,800)	-53.5%	
610125 Health and Wellness							
FLU SHOTS		\$ 4,400		\$ -			
HEALTH & WELLNESS FAIR		2,000		-			
HEALTH & WELLNESS PROGRAMS		5,000		-			
Total:	\$ 5,515	\$ 11,400	\$ 11,400	\$ -	\$ (11,400)	-100.0%	
610130 Recruiting							
Total:	\$ 71,455	\$ -	\$ -	\$ -	\$ -	N/A	
610140 Seminars & Training							
HR - DISTRICT TRAINING		\$ 12,800		\$ 6,900			
OD&L - PORT LEARNING CENTER		-		21,600			
OD&L RELATED		-		900			
RISK - STAFF TRAINING		2,000		-			
Total:	\$ 19,346	\$ 14,800	\$ 14,800	\$ 29,400	\$ 14,600	98.6%	
610150 Tuition Reimbursement Program							
TUITION		\$ 71,000		\$ 59,600			
Total:	\$ 47,011	\$ 71,000	\$ 71,000	\$ 59,600	\$ (11,400)	-16.1%	

Human Resources
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
615100 Mileage Reimbursement						
MILEAGE / CAR ALLOWANCES		\$ 15,000		\$ -		
MILEAGE REIMBURSEMENT		-		2,400		
RISK RELATED		300		-		
Total:	\$ 13,862	\$ 15,300	\$ 15,300	\$ 2,400	\$ (12,900)	-84.3%
615110 Travel						
RISK - TRAVEL		\$ 2,000		\$ -		
TRAVEL		10,000		-		
Total:	\$ 2,244	\$ 12,000	\$ 12,000	\$ -	\$ (12,000)	-100.0%
620100 Services - Professional & Other						
401(A) & 457 PASSIVE TRUSTEE		\$ 1,000		\$ 1,000		
ASSESSMENT SERVICES		3,000		-		
CONSULTANTS - DISTRICT		48,000		17,000		
EOM RELATED		2,000		-		
EXECUTIVE MEDICALS		32,000		20,000		
EXPERIAN		1,000		-		
FLEX PLAN		14,400		14,400		
PAB - COURT REPORTER		3,800		-		
PAB HEARINGS		1,000		3,000		
PHYSICALS/TESTS		-		1,200		
POLYGRAPHS - HP		5,200		-		
PRE.EMPLOY. MEDS: GRP III		3,600		-		
PRE.EMPLOY. MEDS: GS (GRP II)		1,000		-		
PRE.EMPLOY. MEDS: HP (GRP I)		2,600		2,600		
PSYCHOLOGICAL EXAMS: HP		1,000		1,500		
RETURN TO WORK MEDICALS		2,000		2,700		
RISK - ACCIDENT INVESTIGATIONS		4,800		-		
RISK - AED PROGRAM		600		-		
RISK - HAZWOPPER TRAINING		1,500		-		
RISK - HEARING CONSERVATION		5,000		-		
RISK - INSURANCE CERT TRACKING		11,100		-		
RISK - MARINE SURVEYS		1,900		-		
RISK - PHYSICALS		30,000		-		
Total:	\$ 295,951	\$ 176,500	\$ 176,500	\$ 63,400	\$ (113,100)	-64.1%
620110 Services - Legal						
LEGAL SERVICES		\$ 65,000		\$ -		
Total:	\$ 196,281	\$ 65,000	\$ 65,000	\$ -	\$ (65,000)	-100.0%
630110 Equipment & Systems						
FURNITURE		\$ 3,000		\$ 5,500		
MISC. - EQUIPMENT		3,000		3,000		
RISK - RELATED		12,000		-		
Total:	\$ 34,717	\$ 18,000	\$ 18,000	\$ 8,500	\$ (9,500)	-52.8%
630130 Office & Operating Supplies						
GENERAL OFFICE SUPPLIES		\$ 15,000		\$ 12,000		
OD&L OFFICE SUPPLIES		-		3,800		
RISK - RELATED		1,200		-		
Total:	\$ 19,284	\$ 16,200	\$ 16,200	\$ 15,800	\$ (400)	-2.5%

Human Resources
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED		
					dollars	pct	
630140 Postage & Shipping							
POSTAGE		\$ 4,900		\$ 4,900			
RISK - RELATED		200		-			
Total:	\$ 3,736	\$ 5,100	\$ 5,100	\$ 4,900	\$ (200)	-3.9%	
630150 Safety Equipment & Supplies							
RISK - RELATED		\$ 1,700		\$ -			
SAFETY- ERGONOMICS EQUIP		1,000		1,000			
Total:	\$ 1,346	\$ 2,700	\$ 2,700	\$ 1,000	\$ (1,700)	-63.0%	
640100 Space Rental							
RENTAL/TESTING		\$ 8,000		\$ -			
Total:	\$ 5,495	\$ 8,000	\$ 8,000	\$ -	\$ (8,000)	-100.0%	
640110 Telephone & Communications							
Total:	\$ 28,395	\$ -	\$ -	\$ -	\$ -	N/A	
650120 Equipment Maintenance-Supplies							
EQUIPMENT SUPPLIES		\$ 1,800		\$ 1,800			
OD&L - EQUIPMENT SUPPLIES		-		2,000			
RISK - RELATED		1,200		-			
Total:	\$ 265	\$ 3,000	\$ 3,000	\$ 3,800	\$ 800	26.7%	
650130 Equipment Maintenance-Outside Services							
HR COPIER/PRINTERS/FAX		\$ 2,000		\$ 4,000			
OD&L COPIER/PRINTER/FAX		-		2,000			
RISK - RELATED		2,000		-			
Total:	\$ 7,569	\$ 4,000	\$ 4,000	\$ 6,000	\$ 2,000	50.0%	
650140 Software Maintenance							
Total:	\$ 300	\$ -	\$ -	\$ -	\$ -	N/A	
660100 Advertising							
ADVERTISEMENTS/MEDIA		\$ 7,000		\$ 10,000			
Total:	\$ 7,032	\$ 7,000	\$ 7,000	\$ 10,000	\$ 3,000	42.9%	
660110 Promotional Services							
EMPLOYEE EVENT(S)		\$ 15,000		\$ 7,500			
EOM RELATED		11,000		6,700			
MEALS (EXTERNAL PARTICIPANTS)		2,000		1,000			
MISCELLANEOUS - DISTRICT		2,100		1,000			
RETIREMENT GIFTS/SENDOFF		2,000		1,000			
RISK - RELATED		1,300		-			
UNITED WAY		2,000		1,000			
Total:	\$ 19,540	\$ 35,400	\$ 35,400	\$ 18,200	\$ (17,200)	-48.6%	
660120 Promotional Materials							
EOM POSTERS/CALENDARS		\$ 1,000		\$ -			
JOB FAIRS		2,000		-			
PROMOTIONAL MATERIALS		1,500		-			
RISK - RELATED		300		-			
Total:	\$ 1,880	\$ 4,800	\$ 4,800	\$ -	\$ (4,800)	-100.0%	

Human Resources
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
670110 Insurance						
RISK - BROKER FEES		\$ 41,000		\$ -		
RISK - INSURANCE PREMIUMS		1,238,300		-		
Total:	\$ 1,213,005	\$ 1,279,300	\$ 1,279,300	\$ -	\$ (1,279,300)	-100.0%
670120 Insurance Claims						
INSURANCE CLAIMS		\$ 10,000		\$ -		
Total:	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ (10,000)	-100.0%
670130 Permits/Certificates/License						
RISK - RED CROSS		\$ 400		\$ -		
Total:	\$ -	\$ 400	\$ 400	\$ -	\$ (400)	-100.0%
670150 Retiree Health Benefits (Paid)						
RETIREE HEALTH BENEFITS		\$ 2,667,000		\$ 2,667,400		
Total:	\$ 2,522,231	\$ 2,667,000	\$ 2,667,000	\$ 2,667,400	\$ 400	0.0%
670155 Preservation of Benefits Plan (POB)						
PRESERVATION OF BENEFITS PLAN		\$ 330,000		\$ 330,000		
Total:	\$ 276,742	\$ 330,000	\$ 330,000	\$ 330,000	\$ -	0.0%
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 4,842,010	\$ 4,814,900	\$ 4,814,900	\$ 3,231,600	\$ (1,583,300)	-32.9%
GRAND TOTAL:	\$ 4,902,519	\$ 4,841,900	\$ 4,841,900	\$ 3,234,600	\$ (1,607,300)	-33.2%

OFFICE OF THE DISTRICT CLERK

Mission Statement

The Office of the District Clerk is comprised of Board Docket Management and Records Management and is dedicated to providing exceptional, precise, and timely management of information and services for our stakeholders.

Vision Statement

The Office of the District Clerk is a regional model of excellence, providing leadership at every level, partnering to preserve Port history, and anticipating the evolving needs of our stakeholders.

Objectives

- Create and sustain positive relationships with stakeholders and the community at large
- Deliver customer-focused services in an effective, timely, and courteous manner
- Participate visibly and collaboratively with communities in the region
- Retain the intellectual assets and corporate knowledge of the Port
- Secure and protect all security sensitive information
- Continuously evaluate and improve business systems and processes
- Educate other departments on the role of the District Clerk and departmental processes
- Recruit and retain a highly skilled, diverse workforce
- Encourage an organizational culture of learning and growth
- Controls costs
- Represent the Port while being the first point of contact for customers and stakeholders
- Promote a customer service culture throughout the organization that transfers to our external and internal stakeholders
- Enhance communication throughout Port departments and the Customer Service Center

Current Services

To achieve the Office of the District Clerk's Mission and Vision statements, staff is committed to providing the following services:

- Maintains the Port District Code and ensures compliance with the governances of the California Public Records Act, Brown Act, Political Reform Act, and Ethics Policy

- Maintains Board policies, certifies official records, performs other official duties as specified under the California Government Code, and is the official repository of Port archives and records
- Develops, prepares, distributes, and maintains minutes of Board of Port Commissioners (BPC) meetings
- Prepares, distribute, post, and publish BPC and Committee meeting agendas
- Manage electronic access to BPC agenda, information items, Agenda Related Memos (ARMS), and minutes
- Ensures proper administration of the Port website by updating and distributing public documents
- Provides logistical support for BPC meetings
- Responds to all public records requests
- Administration of the Conflict of Interest Program
- Creates and implements Records and Information Management Systems (RIMS)
- Administration of Port-wide Records Retention Program
- Manages Electronic Document Management System (EDMS)
- Maintains/updates BPC Policies, Port Code, and Administrative Procedures
- Provides central duplication services
- Provides Port-wide mail delivery and handling
- Effectively operates the District front desk by handling customer inquiries via phone and e-mail, as well as face-to-face interactions
- Oversees daily operations of the Administration building's first floor, including directing visitors to meeting locations, issuing Port vehicle keys to employees, regulating reserved and visitor parking, and managing all conference room schedules
- Assists internal and external customers by providing answers to general Port questions and providing guidance to locations within our various facilities

The Office of the District Clerk currently has 24 permanent positions.

The Office of the Executive Director/President/CEO is included in the Office of the District Clerk department for budgetary purposes only.

Office of the District Clerk

SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Personnel Expense	\$ 2,414,081	\$ 2,508,900	\$ 2,894,300	\$ 385,400	15.4%
Non-Personnel Expense	263,629	433,000	240,900	(192,100)	-44.4%
Total Direct Expense	\$ 2,677,710	\$ 2,941,900	\$ 3,135,200	\$ 193,300	6.6%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	95,079	-	-	-	-
TOTAL DEPARTMENTAL EXPENSE	\$ 2,772,790	\$ 2,941,900	\$ 3,135,200	\$ 193,300	6.6%

PERSONNEL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Salaries and Wages	\$ 1,319,542	\$ 1,452,800	\$ 1,590,100	\$ 137,300	9.5%
Overtime	8,131	10,000	15,000	5,000	50.0%
Burden	862,548	849,300	1,054,200	204,900	24.1%
OPEB Annual Expense	192,647	196,800	235,000	38,200	19.4%
Temporary Personnel	31,213	-	-	-	-
TOTAL PERSONNEL EXPENSE	\$ 2,414,081	\$ 2,508,900	\$ 2,894,300	\$ 385,400	15.4%

Office of the District Clerk

PERMANENT POSITIONS

Transfer: 2 Customer Relations Assistants from Marketing & Communications

1 Legislative Policy Administrator from Government & Civic Relations

Retitle: 1 Legislative Policy Administrator to 1 Staff Assistant II (Unclassified)

Replace: 1 Manager, Commissioner Services with 1 Manager, Commissioner & Executive Svcs

POSITION TITLE	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14
Administrative Assistant II (Classified)	1	1
Assistant to President/CEO	1	1
Assistant to Vice President	4	4
Commissioner Services Assistant	2	2
Customer Relations Assistant	0	2
Deputy District Clerk/Docket Coordinator	1	1
Deputy District Clerk/Records Manager	1	1
District Clerk	1	1
Document Management Assistant	3	3
Document Management Associate	2	2
Executive Assistant I (Classified)	1	1
Executive Director-Board Appointee	1	1
Management Analyst	1	1
Manager, Commissioner & Executive Svcs	0	1
Manager, Commissioner Services	1	0
Staff Assistant II (Unclassified)	0	1
Travel Services Coordinator	1	1
TOTAL	21	24

STUDENT POSITIONS

POSITION TITLE	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14
Intern	2	0
TOTAL	2	0

Office of the District Clerk
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pet
600110 Overtime MISCELLANEOUS		\$ 10,000		\$ 15,000		
Total:	\$ 8,131	\$ 10,000	\$ 10,000	\$ 15,000	\$ 5,000	50.0%
600120 Temporary Personnel						
Total:	\$ 31,213	\$ -	\$ -	\$ -	\$ -	N/A
SUBTOTAL: OVERTIME & TEMPS	\$ 39,344	\$ 10,000	\$ 10,000	\$ 15,000	\$ 5,000	50.0%
610100 Awards - Service						
Total:	\$ 356	\$ -	\$ -	\$ -	\$ -	N/A
610110 Books & Periodicals						
CEO		\$ 1,000		\$ 500		
COMMISSIONER SERVICES		100		-		
EXECUTIVE OFFICES		100		-		
OFFICE OF THE DISTRICT CLERK		400		-		
Total:	\$ 1,074	\$ 1,600	\$ 1,600	\$ 500	\$ (1,100)	-68.8%
610115 Employee Recognition						
CEO		\$ 1,500		\$ 1,000		
COMMISSIONER SERVICES		100		200		
EXECUTIVE OFFICES		200		200		
OFFICE OF THE DISTRICT CLERK		300		400		
Total:	\$ 1,983	\$ 2,100	\$ 2,100	\$ 1,800	\$ (300)	-14.3%
610120 Memberships & Dues						
CEO		\$ 3,400		\$ -		
COMMISSIONER SERVICES		800		-		
EXECUTIVE OFFICES		700		-		
OFFICE OF THE DISTRICT CLERK		1,700		4,800		
Total:	\$ 15,746	\$ 6,600	\$ 6,600	\$ 4,800	\$ (1,800)	-27.3%
610140 Seminars & Training						
ARMA (MONTHLY MEETINGS)		\$ -		\$ 100		
CEO		12,000		4,700		
COMMISSIONER SERVICES		3,000		-		
EXECUTIVE OFFICES		3,700		-		
IAAP (MONTHLY MEETINGS)		-		400		
OFFICE OF THE DISTRICT CLERK		10,600		1,400		
Total:	\$ 10,447	\$ 29,300	\$ 29,300	\$ 6,600	\$ (22,700)	-77.5%
615100 Mileage Reimbursement						
CEO		\$ -		\$ 12,000		
MILEAGE REIMBURSEMENT		19,700		3,000		
Total:	\$ 20,038	\$ 19,700	\$ 19,700	\$ 15,000	\$ (4,700)	-23.9%
615110 Travel						
CEO		\$ 75,000		\$ 50,000		
COMMISSIONER SERVICES		3,000		-		
EXECUTIVE OFFICES		1,000		-		
OFFICE OF THE DISTRICT CLERK		4,200		-		
Total:	\$ 11,297	\$ 83,200	\$ 83,200	\$ 50,000	\$ (33,200)	-39.9%

Office of the District Clerk
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pet
620100 Services - Professional & Other						
CEO		\$ 12,300		\$ -		
MICROFILMING		-		600		
OFF-SITE STORAGE		-		500		
OFFICE OF THE DISTRICT CLERK		77,600		-		
ON-CALL RECORDS RETENTION SERVICES		-		500		
SHREDDING		-		8,500		
TRANSCRIPTION SERVICES		-		4,000		
Total:	\$ 22,616	\$ 89,900	\$ 89,900	\$ 14,100	\$ (75,800)	-84.3%
630110 Equipment & Systems						
FILE CABINETS		\$ -		\$ 2,400		
EQUIPMENT & SYSTEMS		-		1,000		
OFFICE OF THE DISTRICT CLERK		7,700		-		
Total:	\$ 18,180	\$ 7,700	\$ 7,700	\$ 3,400	\$ (4,300)	-55.8%
630120 Equipment Rental/Leasing						
OFFICE OF THE DISTRICT CLERK		\$ 3,000		\$ 3,000		
Total:	\$ 12,523	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%
630130 Office & Operating Supplies						
OFFICE OF THE DISTRICT CLERK		\$ 60,000		\$ 56,000		
Total:	\$ 53,637	\$ 60,000	\$ 60,000	\$ 56,000	\$ (4,000)	-6.7%
630140 Postage & Shipping						
OFFICE OF THE DISTRICT CLERK		\$ 2,800		\$ 2,800		
Total:	\$ 1,374	\$ 2,800	\$ 2,800	\$ 2,800	\$ -	0.0%
630150 Safety Equipment & Supplies						
Total:	\$ 13	\$ -	\$ -	\$ -	\$ -	N/A
640110 Telephone & Communications						
Total:	\$ 26,978	\$ -	\$ -	\$ -	\$ -	N/A
650130 Equipment Maintenance-Outside Services						
OFFICE OF THE DISTRICT CLERK		\$ 45,000		\$ 3,000		
Total:	\$ 52,686	\$ 45,000	\$ 45,000	\$ 3,000	\$ (42,000)	-93.3%
660100 Advertising						
OFFICE OF THE DISTRICT CLERK		\$ 7,500		\$ 15,000		
Total:	\$ 7,397	\$ 7,500	\$ 7,500	\$ 15,000	\$ 7,500	100.0%
660110 Promotional Services						
CEO		\$ 9,500		\$ 4,200		
EXECUTIVE OFFICES		500		200		
OFFICE OF THE DISTRICT CLERK		500		500		
Total:	\$ 6,582	\$ 10,500	\$ 10,500	\$ 4,900	\$ (5,600)	-53.3%
660120 Promotional Materials						
CEO		\$ 1,000		\$ -		
Total:	\$ 612	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)	-100.0%
670130 Permits/Certificates/License						
Total:	\$ 91	\$ -	\$ -	\$ -	\$ -	N/A

Office of the District Clerk
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
680999 Contingency (Plan/Budget only) CEO		\$ 63,100		\$ 60,000		
Total:	\$ -	\$ 63,100	\$ 63,100	\$ 60,000	\$ (3,100)	-4.9%
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 263,629	\$ 433,000	\$ 433,000	\$ 240,900	\$ (192,100)	-44.4%
GRAND TOTAL:	\$ 302,973	\$ 443,000	\$ 443,000	\$ 255,900	\$ (187,100)	-42.2%