

Board of Port Commissioners

SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Personnel Expense	\$ -	\$ -	\$ -	\$ -	-
Non-Personnel Expense	165,113	232,400	199,100	(33,300)	-14.3%
Total Direct Expense	\$ 165,113	\$ 232,400	\$ 199,100	\$ (33,300)	-14.3%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
TOTAL DEPARTMENTAL EXPENSE	\$ 165,113	\$ 232,400	\$ 199,100	\$ (33,300)	-14.3%

PERSONNEL EXPENSE

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	-
Overtime	-	-	-	-	-
Burden	-	-	-	-	-
Temporary Personnel	-	-	-	-	-
TOTAL PERSONNEL EXPENSE	\$ -	\$ -	\$ -	\$ -	-

Board of Port Commissioners

NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Books & Periodicals	389	-	-	-	-
Memberships & Dues	175	500	500	-	0.0%
Seminars & Training	2,880	10,400	8,000	(2,400)	-23.1%
STAFF DEVELOPMENT	\$ 3,444	\$ 10,900	\$ 8,500	\$ (2,400)	-22.0%
Mileage Reimbursement	68,324	73,000	60,000	(13,000)	-17.8%
Travel	42,998	76,000	70,000	(6,000)	-7.9%
TRAVEL	\$ 111,322	\$ 149,000	\$ 130,000	\$ (19,000)	-12.8%
Services - Professional & Other	5,624	25,500	19,500	(6,000)	-23.5%
CONTRACTUAL SERVICES	\$ 5,624	\$ 25,500	\$ 19,500	\$ (6,000)	-23.5%
Equipment & Systems	468	-	-	-	-
Office & Operating Supplies	756	1,000	500	(500)	-50.0%
Postage & Shipping	344	1,200	1,000	(200)	-16.7%
SUPPLIES & EQUIPMENT	\$ 1,568	\$ 2,200	\$ 1,500	\$ (700)	-31.8%
Telephone & Communications	10,472	11,800	10,600	(1,200)	-10.2%
FACILITIES EXPENSE	\$ 10,472	\$ 11,800	\$ 10,600	\$ (1,200)	-10.2%
Promotional Services	31,596	31,000	27,000	(4,000)	-12.9%
Promotional Materials	1,086	2,000	2,000	-	0.0%
COMMUNITY & ENVIRONMENTAL	\$ 32,682	\$ 33,000	\$ 29,000	\$ (4,000)	-12.1%
TOTAL NON-PERSONNEL EXPENSE	\$ 165,113	\$ 232,400	\$ 199,100	\$ (33,300)	-14.3%

**Board of Port Commissioners
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 07/08	ORIGINAL BUDGET FY 08/09	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE OVER AMENDED	
					dollars	pct
SUBTOTAL: OVERTIME & TEMPS	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
610110 Books & Periodicals						
Total:	\$ 389	\$ -	\$ -	\$ -	\$ -	N/A
610120 Memberships & Dues MISCELLANEOUS		\$ 500	\$ 500	\$ 500		
Total:	\$ 175	\$ 500	\$ 500	\$ 500	\$ -	0.0%
610140 Seminars & Training MISCELLANEOUS		\$ 10,400	\$ 10,400	\$ 8,000		
Total:	\$ 2,880	\$ 10,400	\$ 10,400	\$ 8,000	\$ (2,400)	-23.1%
615100 Mileage Reimbursement MISCELLANEOUS		\$ 73,000	\$ 73,000	\$ 60,000		
Total:	\$ 68,324	\$ 73,000	\$ 73,000	\$ 60,000	\$ (13,000)	-17.8%
615110 Travel MISCELLANEOUS		\$ 76,000	\$ 76,000	\$ 70,000		
Total:	\$ 42,998	\$ 76,000	\$ 76,000	\$ 70,000	\$ (6,000)	-7.9%
620100 Services - Professional & Other MISCELLANEOUS		\$ 25,500	\$ 25,500	\$ 19,500		
Total:	\$ 5,624	\$ 25,500	\$ 25,500	\$ 19,500	\$ (6,000)	-23.5%
630110 Equipment & Systems						
Total:	\$ 468	\$ -	\$ -	\$ -	\$ -	N/A
630130 Office & Operating Supplies MISCELLANEOUS		\$ 1,000	\$ 1,000	\$ 500		
Total:	\$ 756	\$ 1,000	\$ 1,000	\$ 500	\$ (500)	-50.0%
630140 Postage & Shipping MISCELLANEOUS		\$ 1,200	\$ 1,200	\$ 1,000		
Total:	\$ 344	\$ 1,200	\$ 1,200	\$ 1,000	\$ (200)	-16.7%
640110 Telephone & Communications MISCELLANEOUS		\$ 11,800	\$ 11,800	\$ 10,600		
Total:	\$ 10,472	\$ 11,800	\$ 11,800	\$ 10,600	\$ (1,200)	-10.2%
660110 Promotional Services MISCELLANEOUS		\$ 31,000	\$ 31,000	\$ 27,000		
Total:	\$ 31,596	\$ 31,000	\$ 31,000	\$ 27,000	\$ (4,000)	-12.9%
660120 Promotional Materials MISCELLANEOUS		\$ 2,000	\$ 2,000	\$ 2,000		
Total:	\$ 1,086	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 165,113	\$ 232,400	\$ 232,400	\$ 199,100	\$ (33,300)	-14.3%
GRAND TOTAL:	\$ 165,113	\$ 232,400	\$ 232,400	\$ 199,100	\$ (33,300)	-14.3%

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Financial Assistance

SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Personnel Expense	\$ -	\$ -	\$ -	\$ -	-
Non-Personnel Expense	5,462,924	10,209,800	4,712,300	(5,497,500)	-53.8%
Total Direct Expense	\$ 5,462,924	\$ 10,209,800	\$ 4,712,300	\$ (5,497,500)	-53.8%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
TOTAL DEPARTMENTAL EXPENSE	\$ 5,462,924	\$ 10,209,800	\$ 4,712,300	\$ (5,497,500)	-53.8%

PERSONNEL EXPENSE

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	-
Overtime	-	-	-	-	-
Burden	-	-	-	-	-
Temporary Personnel	-	-	-	-	-
TOTAL PERSONNEL EXPENSE	\$ -	\$ -	\$ -	\$ -	-

Financial Assistance

NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Promotional Services	10,000	-	-	-	-
Financial Assistance/Grants/Contribution	952,924	5,709,800	212,300	(5,497,500)	-96.3%
Convention Center Financial Assistance	4,500,000	4,500,000	4,500,000	-	0.0%
COMMUNITY & ENVIRONMENTAL	\$ 5,462,924	\$ 10,209,800	\$ 4,712,300	\$ (5,497,500)	-53.8%
TOTAL NON-PERSONNEL EXPENSE	\$ 5,462,924	\$ 10,209,800	\$ 4,712,300	\$ (5,497,500)	-53.8%

Note:

<p>Financial Assistance/Grants/Contribution will decrease by \$5,497,500 primarily due to preliminary costs for the Port's freeway access improvement projects that occurred in FY 08/09 and not anticipated in FY 09/10.</p>
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**Financial Assistance
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 07/08	ORIGINAL BUDGET FY 08/09	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE OVER AMENDED	
					dollars	pct
SUBTOTAL: OVERTIME & TEMPS	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
660110 Promotional Services						
Total:	\$ 10,000	\$ -	\$ -	\$ -	\$ -	N/A
660160 Financial Assistance/Grants/Contribution						
SD VINTAGE TROLLEY		50,000		-		
MISCELLANEOUS		329,800		212,300		
Total:	\$ 952,924	\$ 379,800	\$ 5,709,800	\$ 212,300	\$ (5,497,500)	-96.3%
660180 Convention Center Financial Assistance						
MISCELLANEOUS		\$ 4,500,000		\$ 4,500,000		
Total:	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000	\$ -	0.0%
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 5,462,924	\$ 4,879,800	\$ 10,209,800	\$ 4,712,300	\$ (5,497,500)	-53.8%
GRAND TOTAL:	\$ 5,462,924	\$ 4,879,800	\$ 10,209,800	\$ 4,712,300	\$ (5,497,500)	-53.8%

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OFFICE OF THE DISTRICT CLERK

Role

The Office of the District Clerk is the official repository of Port archives and records. The Office of the Executive Director/President/CEO is included in the Office of the District Clerk Department for budgetary purposes only.

Responsibilities of the District Clerk include maintaining Port District Code and ensuring compliance with the governances of the California Public Records Act, Brown Act, Political Reform Act, Ethics Policy, and Robert's Rules of Order. The District Clerk maintains Board policies, certifies official records, and performs other official duties as specified under the California Government Code.

The Office of the District Clerk currently has twenty-two permanent budgeted employees and is located in the Port Administration Building.

Mission Statement

The Office of the District Clerk is comprised of a team of leaders in the areas of Board Docket Management, Commissioner Services, Corporate Services, Customer Service, Executive Services, and Records Management, 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.

Current Services

To achieve this Mission/Vision we will continue to offer these current services:

Commissioner Services

- Provide administrative support for the Board of Port Commissioners (BPC) and management of Commissioner programs
- Track Board requests and direction to staff
- Oversee Board Advisory Committee administration

Docket Management

- Develop, prepare, distribute, and maintain minutes of BPC meetings
- Prepare, distribute, post, and publish BPC and Committee meeting agendas

- Manage electronic access to BPC agenda, information items, ARMS, and minutes
- Provide logistical support for BPC meetings

Records Management

- Respond to all Public Records Requests
- Administration of the Conflict of Interest Program
- Creation and implementation of Records and Information Management Systems (RIMS)
- Administration of District-wide Records Retention Program
- Manage Electronic Document Management System (EDMS)
- Maintain/Update BPC Policies and Port Code

Corporate & Executive Services

- Coordinate and oversee executive sponsored programs for Executive Director/Executive offices
- Provide Central Duplication services
- Provide District-wide Mail Delivery & Handling
- Administer District-wide travel services
- Manage Customer Relations Management (CRM) program

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
- Ensure Port compliance with regulatory requirements
- 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
- Control costs.

Office of the District Clerk

SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Personnel Expense	\$ 2,002,130	\$ 2,188,500	\$ 2,128,300	\$ (60,200)	-2.8%
Non-Personnel Expense	300,012	479,300	423,700	(55,600)	-11.6%
Total Direct Expense	\$ 2,302,143	\$ 2,667,800	\$ 2,552,000	\$ (115,800)	-4.3%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	36,427	125,000	-	(125,000)	-100.0%
TOTAL DEPARTMENTAL EXPENSE	\$ 2,338,570	\$ 2,792,800	\$ 2,552,000	\$ (240,800)	-8.6%

PERSONNEL EXPENSE

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Salaries and Wages	\$ 1,405,022	\$ 1,460,300	\$ 1,395,900	\$ (64,400)	-4.4%
Overtime	6,888	6,000	6,000	-	0.0%
Burden	546,457	706,200	710,400	4,200	0.6%
Temporary Personnel	43,764	16,000	16,000	-	0.0%
TOTAL PERSONNEL EXPENSE	\$ 2,002,130	\$ 2,188,500	\$ 2,128,300	\$ (60,200)	-2.8%

Office of the District Clerk

POSITION SUMMARY

Addition: 1 Executive Vice President

Transfer: 1 Assistant to Vice President to Real Estate

1 Asst. V.P., Gov't Relations & Comm. to Communications & Community Services

Reclass: 1 Executive Assistant I (Classified) with 1 Executive Assistant II (Classified)

Eliminate: 1 Executive Assistant II (Unclassified)

POSITION TITLE	AMENDED	
	BUDGET FY 08/09	BUDGET FY 09/10
Administrative Assistant II (Classified)	1	1
Assistant to President/CEO	1	1
Assistant to Vice President	1	0
Asst. V.P., Gov't. Relations & Comm.	1	0
Central Services Technician II	1	1
Commissioner Services, Assistant	3	3
Customer Relations Assistant	2	2
Deputy District Clerk/Doc. Mgmt. Supvr	1	1
Deputy District Clerk/Docket Coordinator	1	1
District Clerk	1	1
Document Management Assistant	2	2
Document Management Technician	1	1
Executive Assistant I (Classified)	1	0
Executive Assistant II (Classified)	0	1
Executive Assistant II (Unclassified)	1	0
Executive Director-Board Appointee	1	1
Executive Vice President	0	1
Lead Central Services Technician	1	1
Manager, Commissioner Services	1	1
Manager, Corporate/Executive Services	1	1
Staff Assistant I (Classified)	1	1
Travel Services Coordinator	1	1
TOTAL	24	22

Office of the District Clerk

NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Books & Periodicals	1,056	1,000	1,000	-	0.0%
Employee Recognition	2,016	1,800	1,800	-	0.0%
Memberships & Dues	35,993	37,400	39,300	1,900	5.1%
Seminars & Training	16,267	34,800	24,100	(10,700)	-30.7%
STAFF DEVELOPMENT	\$ 55,332	\$ 75,000	\$ 66,200	\$ (8,800)	-11.7%
Mileage Reimbursement	18,608	25,500	18,800	(6,700)	-26.3%
Travel	17,385	27,000	22,100	(4,900)	-18.1%
TRAVEL	\$ 35,993	\$ 52,500	\$ 40,900	\$ (11,600)	-22.1%
Services - Professional & Other	18,566	53,500	49,400	(4,100)	-7.7%
CONTRACTUAL SERVICES	\$ 18,566	\$ 53,500	\$ 49,400	\$ (4,100)	-7.7%
Equipment & Systems	24,017	14,300	7,200	(7,100)	-49.7%
Equipment Rental/Leasing	3,390	10,300	8,000	(2,300)	-22.3%
Office & Operating Supplies	70,337	76,000	70,000	(6,000)	-7.9%
Postage & Shipping	4,932	1,800	1,800	-	0.0%
SUPPLIES & EQUIPMENT	\$ 102,676	\$ 102,400	\$ 87,000	\$ (15,400)	-15.0%
Space Rental	4,210	3,000	3,000	-	0.0%
Telephone & Communications	8,699	23,400	13,000	(10,400)	-44.4%
FACILITIES EXPENSE	\$ 12,909	\$ 26,400	\$ 16,000	\$ (10,400)	-39.4%
Equipment Maintenance-Outside Services	33,835	45,500	38,800	(6,700)	-14.7%
MAINTENANCE & REPAIRS	\$ 33,835	\$ 45,500	\$ 38,800	\$ (6,700)	-14.7%
Advertising	6,947	13,500	13,500	-	0.0%
Promotional Services	24,004	8,300	9,100	800	9.6%
Promotional Materials	9,751	2,200	2,800	600	27.3%
COMMUNITY & ENVIRONMENTAL	\$ 40,701	\$ 24,000	\$ 25,400	\$ 1,400	5.8%
Contingency (Plan/Budget only)	-	100,000	100,000	-	0.0%
OTHER EXPENSE	\$ -	\$ 100,000	\$ 100,000	\$ -	0.0%
TOTAL NON-PERSONNEL EXPENSE	\$ 300,012	\$ 479,300	\$ 423,700	\$ (55,600)	-11.6%

Office of the District Clerk
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 07/08	ORIGINAL BUDGET FY 08/09	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE OVER AMENDED		
					dollars	pct	
600110 Overtime							
OFFICE OF THE DISTRICT CLERK		\$ 6,000		\$ 6,000			
Total:	\$ 6,888	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.0%	
600120 Temporary Personnel							
OFFICE OF THE DISTRICT CLERK		\$ 16,000		\$ 16,000			
Total:	\$ 43,764	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	0.0%	
SUBTOTAL: OVERTIME & TEMPS	\$ 50,652	\$ 22,000	\$ 22,000	\$ 22,000	\$ -	0.0%	
610110 Books & Periodicals							
EXECUTIVE OFFICES		\$ 500		\$ 500			
OFFICE OF THE DISTRICT CLERK		500		500			
Total:	\$ 1,056	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%	
610115 Employee Recognition							
BRUCE HOLLINGSWORTH		\$ 1,100		\$ -			
EXECUTIVE OFFICES		-		1,100			
OFFICE OF THE DISTRICT CLERK		700		700			
Total:	\$ 2,016	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	0.0%	
610120 Memberships & Dues							
AAPA, JAN-DEC		\$ 16,500		\$ 18,000			
ASSOC OF PACIFI PORTS, AUG-JUL		3,000		3,000			
CAPA		14,500		14,500			
OFFICE OF THE DISTRICT CLERK		2,400		3,300			
SD DOWNTOWN PARTNERSHIP, JAN-D		500		500			
VICE PRESIDENT		500		-			
Total:	\$ 35,993	\$ 37,400	\$ 37,400	\$ 39,300	\$ 1,900	5.1%	
610140 Seminars & Training							
EXECUTIVE OFFICES		\$ 10,100		\$ 10,000			
OFFICE OF THE DISTRICT CLERK		22,700		14,100			
VICE PRESIDENT		2,000		-			
Total:	\$ 16,267	\$ 34,800	\$ 34,800	\$ 24,100	\$ (10,700)	-30.7%	
615100 Mileage Reimbursement							
BRUCE HOLLINGSWORTH		\$ 12,000		\$ -			
DISTRICT CLERK		4,800		4,800			
EXECUTIVE OFFICES		-		12,000			
OFFICE OF THE DISTRICT CLERK		1,500		2,000			
VICE PRESIDENT		7,200		-			
Total:	\$ 18,608	\$ 25,500	\$ 25,500	\$ 18,800	\$ (6,700)	-26.3%	
615110 Travel							
EXECUTIVE OFFICES		\$ 19,000		\$ 17,000			
OFFICE OF THE DISTRICT CLERK		5,000		5,100			
VICE PRESIDENT		3,000		-			
Total:	\$ 17,385	\$ 27,000	\$ 27,000	\$ 22,100	\$ (4,900)	-18.1%	
620100 Services - Professional & Other							
EXECUTIVE OFFICES		\$ 25,000		\$ 21,000			
OFFICE OF THE DISTRICT CLERK		28,500		28,400			
Total:	\$ 18,566	\$ 53,500	\$ 53,500	\$ 49,400	\$ (4,100)	-7.7%	

**Office of the District Clerk
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 07/08	ORIGINAL BUDGET FY 08/09	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE OVER AMENDED	
					dollars	pct
630110 Equipment & Systems OFFICE OF THE DISTRICT CLERK		\$ 10,300		\$ 7,200		
VICE PRESIDENT		4,000		-		
Total:	\$ 24,017	\$ 14,300	\$ 14,300	\$ 7,200	\$ (7,100)	-49.7%
630120 Equipment Rental/Leasing OFFICE OF THE DISTRICT CLERK		10,300		8,000		
Total:	\$ 3,390	\$ 10,300	\$ 10,300	\$ 8,000	\$ (2,300)	-22.3%
630130 Office & Operating Supplies OFFICE OF THE DISTRICT CLERK		\$ 76,000		\$ 70,000		
Total:	\$ 70,337	\$ 76,000	\$ 76,000	\$ 70,000	\$ (6,000)	-7.9%
630140 Postage & Shipping OFFICE OF THE DISTRICT CLERK		\$ 1,800		\$ 1,800		
Total:	\$ 4,932	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	0.0%
640100 Space Rental OFFICE OF THE DISTRICT CLERK		\$ 3,000		\$ 3,000		
Total:	\$ 4,210	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%
640110 Telephone & Communications OFFICE OF THE DISTRICT CLERK		\$ 23,400		\$ 13,000		
Total:	\$ 8,699	\$ 23,400	\$ 23,400	\$ 13,000	\$ (10,400)	-44.4%
650130 Equipment Maintenance-Outside Services EXECUTIVE OFFICES		\$ 500		\$ 500		
OFFICE OF THE DISTRICT CLERK		45,000		38,300		
Total:	\$ 33,835	\$ 45,500	\$ 45,500	\$ 38,800	\$ (6,700)	-14.7%
660100 Advertising OFFICE OF THE DISTRICT CLERK		\$ 13,500		\$ 13,500		
Total:	\$ 6,947	\$ 13,500	\$ 13,500	\$ 13,500	\$ -	0.0%
660110 Promotional Services EXECUTIVE OFFICES		\$ 5,800		\$ 7,600		
OFFICE OF THE DISTRICT CLERK		1,500		1,500		
VICE PRESIDENT		1,000		-		
Total:	\$ 24,004	\$ 8,300	\$ 8,300	\$ 9,100	\$ 800	9.6%
660120 Promotional Materials EXECUTIVE OFFICES		\$ 1,000		\$ 1,000		
OFFICE OF THE DISTRICT CLERK		1,200		1,800		
Total:	\$ 9,751	\$ 2,200	\$ 2,200	\$ 2,800	\$ 600	27.3%
680999 Contingency (Plan/Budget only) EXECUTIVE OFFICES		\$ 100,000		\$ 100,000		
Total:	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.0%
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 300,012	\$ 479,300	\$ 479,300	\$ 423,700	\$ (55,600)	-11.6%
GRAND TOTAL:	\$ 350,664	\$ 501,300	\$ 501,300	\$ 445,700	\$ (55,600)	-11.1%

Office of the Executive VP

SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	%
					INCREASE
Personnel Expense	\$ 457,209	\$ 309,600	\$ -	\$ (309,600)	-100.0%
Non-Personnel Expense	187,888	40,300	-	(40,300)	-100.0%
Total Direct Expense	\$ 645,097	\$ 349,900	\$ -	\$ (349,900)	-100.0%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
TOTAL DEPARTMENTAL EXPENSE	\$ 645,097	\$ 349,900	\$ -	\$ (349,900)	-100.0%

PERSONNEL EXPENSE

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	%
					INCREASE
Salaries and Wages	\$ 365,414	\$ 213,200	\$ -	\$ (213,200)	-100.0%
Overtime	40	-	-	-	-
Burden	91,755	96,400	-	(96,400)	-100.0%
Temporary Personnel	-	-	-	-	-
TOTAL PERSONNEL EXPENSE	\$ 457,209	\$ 309,600	\$ -	\$ (309,600)	-100.0%

Note:

Office of the Executive Vice President duties and responsibilities have been redistributed and assigned to other departments. The department budget was transferred to Communications & Community Services.

Office of the Executive VP

POSITION SUMMARY

Transfer: 1 Assistant to Vice President to Communications & Community Services
1 Executive Vice President to Real Estate

POSITION TITLE	AMENDED	
	BUDGET FY 08/09	BUDGET FY 09/10
Assistant to Vice President	1	0
Executive Vice President	1	0
TOTAL	2	0

Office of the Executive VP

NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Books & Periodicals	1,350	600	-	(600)	-100.0%
Employee Recognition	-	600	-	(600)	-100.0%
Memberships & Dues	200	400	-	(400)	-100.0%
Seminars & Training	833	1,700	-	(1,700)	-100.0%
STAFF DEVELOPMENT	\$ 2,383	\$ 3,300	\$ -	\$ (3,300)	-100.0%
Mileage Reimbursement	8,161	8,500	-	(8,500)	-100.0%
Travel	7,659	7,500	-	(7,500)	-100.0%
TRAVEL	\$ 15,819	\$ 16,000	\$ -	\$ (16,000)	-100.0%
Services - Professional & Other	158,950	9,500	-	(9,500)	-100.0%
CONTRACTUAL SERVICES	\$ 158,950	\$ 9,500	\$ -	\$ (9,500)	-100.0%
Equipment & Systems	1,260	300	-	(300)	-100.0%
Equipment Rental/Leasing	34	-	-	-	-
Office & Operating Supplies	1,128	1,600	-	(1,600)	-100.0%
Postage & Shipping	184	300	-	(300)	-100.0%
SUPPLIES & EQUIPMENT	\$ 2,606	\$ 2,200	\$ -	\$ (2,200)	-100.0%
Telephone & Communications	1,835	3,000	-	(3,000)	-100.0%
FACILITIES EXPENSE	\$ 1,835	\$ 3,000	\$ -	\$ (3,000)	-100.0%
Equipment Maintenance-Outside Services	-	200	-	(200)	-100.0%
MAINTENANCE & REPAIRS	\$ -	\$ 200	\$ -	\$ (200)	-100.0%
Advertising	-	800	-	(800)	-100.0%
Promotional Services	6,295	5,300	-	(5,300)	-100.0%
COMMUNITY & ENVIRONMENTAL	\$ 6,295	\$ 6,100	\$ -	\$ (6,100)	-100.0%
TOTAL NON-PERSONNEL EXPENSE	\$ 187,888	\$ 40,300	\$ -	\$ (40,300)	-100.0%

Note:

Office of the Executive Vice President duties and responsibilities have been redistributed and assigned to other departments. The department budget was transferred to Communications & Community Services.

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PORT ATTORNEY

Role

The Port Attorney's Office represents and advises the Board of Port Commissioners, the Executive Director/President/CEO and Officers, and Port staff in matters of law pertaining to the Port. There are ten permanent budgeted positions.

Mission Statement

Our Mission is to provide legal expertise to, and to support, represent, and advise the Board of Port Commissioners, the Executive Director /President / CEO, and Port staff in matters of law pertaining to the Port and to provide full legal analysis and support for Port projects and initiatives.

Vision Statement

Our Vision is to be a premier public law firm dedicated to providing comprehensive legal services to the Board of Port Commissioners, the Executive Director /President /CEO, and Port staff.

Current Services

To achieve this Mission/Vision we will continue to offer these services:

- Review, interpret, analyze, and advise regarding laws, policies, and regulations including the Brown Act, Public Records Act, Public Contract Code, San Diego Unified Port District Act, Fair Employment and Housing Act, Americans with Disabilities Act, Board of Port Commission Policies, Port Code, and numerous others
- Review, revise, and approve leases, permits, agreements, contracts, policies, and other such documents
- Handle directly, coordinate with outside counsel, or monitor outside counsel regarding all aspects of claims and litigation filed against the Port, or by the Port against others, including analyzing claims, reporting to the Board, conducting legal research, initiating factual investigations, putting insurers on notice, tendering defense, developing strategy, conducting and responding to discovery, drafting and filing pleadings, and representing the Port in hearings, depositions, mediation, arbitration, and court proceedings. Claims range from environmental cost recovery actions and slip and fall claims to *Skelly* hearings and employment hearings and lawsuits

- Prepare Board resolutions and ordinances, and review and approve Board agendas
- Identify issues and potential liability and, if necessary, retain and oversee work by outside counsel and outside consultants
- Provide legal support for purchases and acquisitions
- Conduct limited legislative monitoring, draft proposed legislation, assist with lobbying efforts, and interface with bill sponsors as requested
- Assist member cities by working with city attorneys on joint projects or in allocating responsibility
- Administrative tasks such as processing claims, serving notices, billing attorney's time for cost recovery purposes, reviewing and paying outside counsel fees, ordering office supplies, making travel arrangements, maintaining legal memoranda and opinions, processing expense and other reports, scheduling meetings, managing on-line legal research, customer service requests, managing budget, and others
- Respond to all legal inquiries in a timely manner in an attempt to facilitate the accomplishment of Port goals and projects
- Implement proactive legal strategies to minimize legal exposure of the Port
- Work with Port staff to properly analyze and apply legal principles

Modified and New Services

To achieve this Mission/Vision we will consider expanding our Services to include:

- Strategies for enhancing public entity attorney-client relations
- Enhancement of legislative/regulatory review to apprise the Port of changes, or proposed changes, in the law
- Efforts to achieve cost effective mechanisms to deliver legal services
- Strategies to assess and address environmental issues and litigation matters
- Minimize litigation risks and costs.

Port Attorney

SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Personnel Expense	\$ 1,742,638	\$ 1,607,500	\$ 1,690,500	\$ 83,000	5.2%
Non-Personnel Expense	2,549,907	3,086,300	3,086,300	-	0.0%
Total Direct Expense	\$ 4,292,545	\$ 4,693,800	\$ 4,776,800	\$ 83,000	1.8%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	10,000	-	(10,000)	-100.0%
TOTAL DEPARTMENTAL EXPENSE	\$ 4,292,545	\$ 4,703,800	\$ 4,776,800	\$ 73,000	1.6%

PERSONNEL EXPENSE

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Salaries and Wages	\$ 1,239,011	\$ 1,134,200	\$ 1,187,700	\$ 53,500	4.7%
Overtime	53	2,500	1,000	(1,500)	-60.0%
Burden	503,573	470,800	501,800	31,000	6.6%
Temporary Personnel	-	-	-	-	-
TOTAL PERSONNEL EXPENSE	\$ 1,742,638	\$ 1,607,500	\$ 1,690,500	\$ 83,000	5.2%

Port Attorney

POSITION SUMMARY

Replace: 1 Deputy Port Attorney II with 1 Deputy Port Attorney III

POSITION TITLE	AMENDED	
	BUDGET FY 08/09	BUDGET FY 09/10
Assistant Port Attorney	1	1
Deputy Port Attorney I/II/III (II)	1	0
Deputy Port Attorney I/II/III (III)	3	4
Legal Secretary	2	2
Manager, Port Attorney Office Admin	1	1
Paralegal	1	1
Port Attorney - Board Appointee	1	1
TOTAL	10	10

Port Attorney

NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Books & Periodicals	25,922	24,000	25,000	1,000	4.2%
Employee Recognition	383	400	400	-	0.0%
Memberships & Dues	5,200	7,500	7,500	-	0.0%
Seminars & Training	15,919	15,000	15,000	-	0.0%
STAFF DEVELOPMENT	\$ 47,424	\$ 46,900	\$ 47,900	\$ 1,000	2.1%
Mileage Reimbursement	19,962	23,000	23,000	-	0.0%
Travel	19,811	22,500	22,500	-	0.0%
TRAVEL	\$ 39,773	\$ 45,500	\$ 45,500	\$ -	0.0%
Services - Professional & Other	444,700	1,057,200	1,057,200	-	0.0%
Services - Legal	1,614,095	1,900,000	1,900,000	-	0.0%
CONTRACTUAL SERVICES	\$ 2,058,795	\$ 2,957,200	\$ 2,957,200	\$ -	0.0%
Equipment & Systems	4,311	5,000	5,000	-	0.0%
Equipment Rental/Leasing	138	300	300	-	0.0%
Office & Operating Supplies	9,632	8,000	8,000	-	0.0%
Postage & Shipping	1,238	3,300	3,300	-	0.0%
Safety Equipment & Supplies	87	-	-	-	-
SUPPLIES & EQUIPMENT	\$ 15,407	\$ 16,600	\$ 16,600	\$ -	0.0%
Telephone & Communications	8,168	12,700	12,700	-	0.0%
FACILITIES EXPENSE	\$ 8,168	\$ 12,700	\$ 12,700	\$ -	0.0%
Equipment Maintenance-Outside Services	856	3,700	1,700	(2,000)	-54.1%
MAINTENANCE & REPAIRS	\$ 856	\$ 3,700	\$ 1,700	\$ (2,000)	-54.1%
Promotional Services	5,083	3,500	4,500	1,000	28.6%
Promotional Materials	-	200	200	-	0.0%
COMMUNITY & ENVIRONMENTAL	\$ 5,083	\$ 3,700	\$ 4,700	\$ 1,000	27.0%
Other Misc Non-Operating Expense	374,401	-	-	-	-
OTHER EXPENSE	\$ 374,401	\$ -	\$ -	\$ -	-
TOTAL NON-PERSONNEL EXPENSE	\$ 2,549,907	\$ 3,086,300	\$ 3,086,300	\$ -	0.0%

Port Attorney
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 07/08	ORIGINAL BUDGET FY 08/09	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE OVER AMENDED	
					dollars	pct
600110 Overtime MISCELLANEOUS	\$ 53	\$ 2,500	\$ 2,500	\$ 1,000	\$ (1,500)	-60.0%
Total:	\$ 53	\$ 2,500	\$ 2,500	\$ 1,000	\$ (1,500)	-60.0%
SUBTOTAL: OVERTIME & TEMPS	\$ 53	\$ 2,500	\$ 2,500	\$ 1,000	\$ (1,500)	-60.0%
610110 Books & Periodicals MISCELLANEOUS	\$ 25,922	\$ 24,000	\$ 24,000	\$ 25,000	\$ 1,000	4.2%
Total:	\$ 25,922	\$ 24,000	\$ 24,000	\$ 25,000	\$ 1,000	4.2%
610115 Employee Recognition MISCELLANEOUS	\$ 383	\$ 400	\$ 400	\$ 400	\$ -	0.0%
Total:	\$ 383	\$ 400	\$ 400	\$ 400	\$ -	0.0%
610120 Memberships & Dues MISCELLANEOUS	\$ 5,200	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	0.0%
Total:	\$ 5,200	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	0.0%
610140 Seminars & Training MISCELLANEOUS	\$ 15,919	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0.0%
Total:	\$ 15,919	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0.0%
615100 Mileage Reimbursement MISCELLANEOUS	\$ 19,962	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	0.0%
Total:	\$ 19,962	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	0.0%
615110 Travel MISCELLANEOUS	\$ 19,811	\$ 22,500	\$ 22,500	\$ 22,500	\$ -	0.0%
Total:	\$ 19,811	\$ 22,500	\$ 22,500	\$ 22,500	\$ -	0.0%
620100 Services - Professional & Other MISCELLANEOUS	\$ 444,700	\$ 1,057,200	\$ 1,057,200	\$ 1,057,200	\$ -	0.0%
Total:	\$ 444,700	\$ 1,057,200	\$ 1,057,200	\$ 1,057,200	\$ -	0.0%
620110 Services - Legal MISCELLANEOUS	\$ 1,614,095	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ -	0.0%
Total:	\$ 1,614,095	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ -	0.0%
630110 Equipment & Systems MISCELLANEOUS	\$ 4,311	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
Total:	\$ 4,311	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
630120 Equipment Rental/Leasing MISCELLANEOUS	\$ 138	\$ 300	\$ 300	\$ 300	\$ -	0.0%
Total:	\$ 138	\$ 300	\$ 300	\$ 300	\$ -	0.0%
630130 Office & Operating Supplies MISCELLANEOUS	\$ 9,632	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.0%
Total:	\$ 9,632	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.0%
630140 Postage & Shipping MISCELLANEOUS	\$ 1,238	\$ 3,300	\$ 3,300	\$ 3,300	\$ -	0.0%
Total:	\$ 1,238	\$ 3,300	\$ 3,300	\$ 3,300	\$ -	0.0%

Port Attorney
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 07/08	ORIGINAL BUDGET FY 08/09	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE OVER AMENDED		
					dollars	pct	
630150 Safety Equipment & Supplies							
Total:	\$ 87	\$ -	\$ -	\$ -	\$ -		N/A
640110 Telephone & Communications MISCELLANEOUS		\$ 12,700		\$ 12,700			
Total:	\$ 8,168	\$ 12,700	\$ 12,700	\$ 12,700	\$ -		0.0%
650130 Equipment Maintenance-Outside Services MISCELLANEOUS		\$ 3,700		\$ 1,700			
Total:	\$ 856	\$ 3,700	\$ 3,700	\$ 1,700	\$ (2,000)		-54.1%
660110 Promotional Services MISCELLANEOUS		\$ 3,500		\$ 4,500			
Total:	\$ 5,083	\$ 3,500	\$ 3,500	\$ 4,500	\$ 1,000		28.6%
660120 Promotional Materials MISCELLANEOUS		\$ 200		\$ 200			
Total:	\$ -	\$ 200	\$ 200	\$ 200	\$ -		0.0%
680190 Other Miscellaneous Non-Operating Expens							
Total:	\$ 374,401	\$ -	\$ -	\$ -	\$ -		N/A
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 2,549,907	\$ 3,086,300	\$ 3,086,300	\$ 3,086,300	\$ -		0.0%
GRAND TOTAL:	\$ 2,549,961	\$ 3,088,800	\$ 3,088,800	\$ 3,087,300	\$ (1,500)		0.0%

Port Auditor

SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Personnel Expense	\$ -	\$ -	\$ -	\$ -	-
Non-Personnel Expense	91,063	137,200	137,200	-	0.0%
Total Direct Expense	\$ 91,063	\$ 137,200	\$ 137,200	\$ -	0.0%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
TOTAL DEPARTMENTAL EXPENSE	\$ 91,063	\$ 137,200	\$ 137,200	\$ -	0.0%

PERSONNEL EXPENSE

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	-
Overtime	-	-	-	-	-
Burden	-	-	-	-	-
Temporary Personnel	-	-	-	-	-
TOTAL PERSONNEL EXPENSE	\$ -	\$ -	\$ -	\$ -	-

Port Auditor

NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 07/08	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE FY 09/10-08/09 BUDGET	% INCREASE
Books & Periodicals	-	1,000	1,000	-	0.0%
Seminars & Training	-	7,600	7,600	-	0.0%
STAFF DEVELOPMENT	\$ -	\$ 8,600	\$ 8,600	\$ -	0.0%
Travel	-	6,200	6,200	-	0.0%
TRAVEL	\$ -	\$ 6,200	\$ 6,200	\$ -	0.0%
Services - Professional & Other	91,063	122,400	122,400	-	0.0%
CONTRACTUAL SERVICES	\$ 91,063	\$ 122,400	\$ 122,400	\$ -	0.0%
TOTAL NON-PERSONNEL EXPENSE	\$ 91,063	\$ 137,200	\$ 137,200	\$ -	0.0%

**Port Auditor
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 07/08	ORIGINAL BUDGET FY 08/09	AMENDED BUDGET FY 08/09	BUDGET FY 09/10	INCREASE OVER AMENDED	
					dollars	pct
SUBTOTAL: OVERTIME & TEMPS	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
610110 Books & Periodicals MISCELLANEOUS		\$ 1,000		\$ 1,000		
Total:	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%
610140 Seminars & Training MISCELLANEOUS		\$ 7,600		\$ 7,600		
Total:	\$ -	\$ 7,600	\$ 7,600	\$ 7,600	\$ -	0.0%
615110 Travel MISCELLANEOUS		\$ 6,200		\$ 6,200		
Total:	\$ -	\$ 6,200	\$ 6,200	\$ 6,200	\$ -	0.0%
620100 Services - Professional & Other AUDIT ADVISORY COMMITTEE		\$ 29,500		\$ 24,000		
ETHICS HOTLINE		2,000		2,400		
EXTERNAL AUDITOR		90,900		96,000		
Total:	\$ 91,063	\$ 122,400	\$ 122,400	\$ 122,400	\$ -	0.0%
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 91,063	\$ 137,200	\$ 137,200	\$ 137,200	\$ -	0.0%
GRAND TOTAL:	\$ 91,063	\$ 137,200	\$ 137,200	\$ 137,200	\$ -	0.0%

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