

Board of Port Commissioners

SUMMARY OF DEPARTMENTAL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Personnel Expenses	\$ -	\$ -	\$ -	\$ -	-
Non-Personnel Expenses	167,480	205,800	217,700	11,900	5.8%
Total Direct Expense	\$ 167,480	\$ 205,800	\$ 217,700	\$ 11,900	5.8%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
TOTAL DEPARTMENTAL EXPENSE	\$ 167,480	\$ 205,800	\$ 217,700	\$ 11,900	5.8%

PERSONNEL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	-
Overtime	-	-	-	-	-
Burden	-	-	-	-	-
Temporary Personnel	-	-	-	-	-
TOTAL PERSONNEL EXPENSE	\$ -	\$ -	\$ -	\$ -	-

Board of Port Commissioners

NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Memberships & Dues	365	500	500	-	0.0%
Seminars & Training	7,180	10,000	10,400	400	4.0%
STAFF DEVELOPMENT	\$ 7,545	\$ 10,500	\$ 10,900	\$ 400	3.8%
Mileage Reimbursement	54,027	54,100	55,000	900	1.7%
Travel	43,844	73,800	76,000	2,200	3.0%
TRAVEL	\$ 97,871	\$ 127,900	\$ 131,000	\$ 3,100	2.4%
Services - Professional & Other	22,596	21,500	29,500	8,000	37.2%
CONTRACTUAL SERVICES	\$ 22,596	\$ 21,500	\$ 29,500	\$ 8,000	37.2%
Equipment & Systems	46	-	-	-	-
Office & Operating Supplies	-	1,800	1,800	-	0.0%
Postage & Shipping	1,059	1,500	1,500	-	0.0%
SUPPLIES & EQUIPMENT	\$ 1,106	\$ 3,300	\$ 3,300	\$ -	0.0%
Telephone & Communications	10,509	10,000	10,000	-	0.0%
FACILITIES EXPENSE	\$ 10,509	\$ 10,000	\$ 10,000	\$ -	0.0%
Promotional Services	27,501	30,600	31,000	400	1.3%
Promotional Materials	354	2,000	2,000	-	0.0%
COMMUNITY & ENVIRONMENTAL	\$ 27,855	\$ 32,600	\$ 33,000	\$ 400	1.2%
TOTAL NON PERSONNEL EXPENSES	\$ 167,480	\$ 205,800	\$ 217,700	\$ 11,900	5.8%

**Board of Port Commissioners
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
SUBTOTAL: OVERTIME & TEMPS	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
610120 Memberships & Dues MISCELLANEOUS		\$ 500		\$ 500		
Total:	\$ 365	\$ 500	\$ 500	\$ 500	\$ -	0%
610140 Seminars & Training MISCELLANEOUS		\$ 10,000		\$ 10,400		
Total:	\$ 7,180	\$ 10,000	\$ 10,000	\$ 10,400	\$ 400	4%
615100 Mileage Reimbursement MISCELLANEOUS		\$ 54,100		\$ 55,000		
Total:	\$ 54,027	\$ 54,100	\$ 54,100	\$ 55,000	\$ 900	2%
615110 Travel MISCELLANEOUS		\$ 73,800		\$ 76,000		
Total:	\$ 43,844	\$ 73,800	\$ 73,800	\$ 76,000	\$ 2,200	3%
620100 Services - Professional & Other MISCELLANEOUS		\$ 21,500		\$ 29,500		
Total:	\$ 22,596	\$ 21,500	\$ 21,500	\$ 29,500	\$ 8,000	37%
630110 Equipment & Systems						
Total:	\$ 46	\$ -	\$ -	\$ -	\$ -	N/A
630130 Office & Operating Supplies MISCELLANEOUS		\$ 1,800		\$ 1,800		
Total:	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	0%
630140 Postage & Shipping MISCELLANEOUS		\$ 1,500		\$ 1,500		
Total:	\$ 1,059	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%
640110 Telephone & Communications MISCELLANEOUS		\$ 10,000		\$ 10,000		
Total:	\$ 10,509	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0%
660110 Promotional Services MISCELLANEOUS		\$ 30,600		\$ 31,000		
Total:	\$ 27,501	\$ 30,600	\$ 30,600	\$ 31,000	\$ 400	1%
660120 Promotional Materials MISCELLANEOUS		\$ 2,000		\$ 2,000		
Total:	\$ 354	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 167,480	\$ 205,800	\$ 205,800	\$ 217,700	\$ 11,900	6%
GRAND TOTAL:	\$ 167,480	\$ 205,800	\$ 205,800	\$ 217,700	\$ 11,900	6%

OFFICE OF THE DISTRICT CLERK

Role

The Office of the District Clerk is the official repository of District archives and records. The Office of the District Clerk reports to the Executive Director. The Office of the Executive Director is included in the Office of the District Clerk department for budgetary purposes. Responsibilities of the District Clerk include maintaining Port District Code and ensuring compliance with the governances of the Public Records Act, Brown Act, Political Reform Act, Ethics Policy, and Robert's Rules of Order. The District maintains Board policies, certifies official records and performs other official duties as specified under the California Government Code.

There are four sections within the department.

The **Commissioner Services** section provides: administrative support for the Board of Port Commissioners (BPC); tracking of Board requests & direction to staff.

The **Docket Management** section provides: agenda docket and minute preparation; logistical support for BPC meetings; managing the information delivered to BPC and agenda-related materials (ARMS); and administering the posting, publishing and distribution of BPC and Board Advisory Committee agendas.

The **Records Management** section processes, documents, tracks, microfilms, and stores all District documents and agreements; processes all records request; administers the District's Conflict of Interest program; and manages the District Electronic Document Management System.

The **Corporate Services** section provides corporate related District services, including Executive level administrative support, District-wide travel coordination, District mail and print shop services, as well as oversight of the Customer Relations Management (CRM) program.

The Office of the District Clerk currently has twenty-two (22) permanent budgeted employees and is located in the Port Administration Building.

Mission Statement

A team committed to providing exceptional customer service by ensuring accurate, complete and timely

management of information for the Board, Port staff and the public.

Vision Statement

Preserving Port History while Preparing Future Actions.

Current Services

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

- Provide administrative support for the Board of Port Commissioners (BPC)
- Provide administrative support for the Executive Director/CEO and management of Executive sponsored programs
- 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
- Maintain/Update BPC Policies and Port Code
- Respond to Public Records Requests
- Administer the District's Conflict of Interest program
- Process, document, track, microfilm and store all Port documents and agreements
- Manage Electronic Document Management System
- Provide Central Duplication services
- Provide District-wide Mail Delivery & Handling
- Provide travel services
- Maintain and promote Customer Relations Management process (CRM)

Goals

- Successfully integrate Commissioner Services, Executive Offices and Corporate Services functions and personnel into the Office of the District Clerk
- Develop a process to improve and simplify communications to the Board and subsequent documentation of Board actions.
- Continue Records Retention program

Office of the District Clerk

SUMMARY OF DEPARTMENTAL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Personnel Expenses	\$ 879,766	\$ 878,800	\$ 1,955,200	\$ 1,076,400	122.5%
Non-Personnel Expenses	91,930	221,500	452,600	231,100	104.3%
Total Direct Expense	\$ 971,696	\$ 1,100,300	\$ 2,407,800	\$ 1,307,500	118.8%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	15,000	15,000	-
TOTAL DEPARTMENTAL EXPENSE	\$ 971,696	\$ 1,100,300	\$ 2,422,800	\$ 1,322,500	120.2%

PERSONNEL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Salaries and Wages	\$ 575,198	\$ 583,700	\$ 1,298,500	\$ 714,800	122.5%
Overtime	582	5,000	7,500	2,500	50.0%
Burden	288,605	285,100	633,200	348,100	122.1%
Temporary Personnel	15,381	5,000	16,000	11,000	220.0%
TOTAL PERSONNEL EXPENSE	\$ 879,766	\$ 878,800	\$ 1,955,200	\$ 1,076,400	122.5%

Office of the District Clerk

POSITION SUMMARY

- Reclassify:** 1 Office Assistant to 1 Document Management Assistant
- Replace:** 1 Central Service Technician II with 1 Manager, Commissioner Services
1 Central Service Technician II with 1 Commissioner Services, Assistant
1 Administrative Assistant II (Unclassified) with 1 Commissioner Services, Assistant
- Retitle:** 1 Manager, Executive Office Admin. to 1 Manager, Corporate/Executive Services
1 Director of Corporate Services to 1 District Clerk
1 Docket Coordinator to 1 Deputy District Clerk/Docket Coordinator
1 Document Management Supervisor to 1 Deputy District Clerk/Document Management Supervisor
- Transfer:** 1 Document Management Technician from Corporate Services
1 Administrative Assistant II (Classified) from Corporate Services
1 Office Assistant from Corporate Services
1 Document Management Assistant from Corporate Services
1 Lead Central Services Technician from Corporate Services
3 Central Service Technician II from Corporate Services
1 Document Management Supervisor from Corporate Services
1 Director of Corporate Services from Corporate Services
1 Docket Coordinator from Corporate Services
1 Executive Assistant I (Classified) from Corporate Services
2 Customer Relations Assistants from Strategic Management Services
1 Staff Assistant I (Classified) from Strategic Management Services

POSITION TITLE	AMENDED	
	BUDGET FY 06/07	BUDGET FY 07/08
Office of the Executive Director		
Executive Director-Board Appointee	1	1
Assistant to President/CEO	2	2
Office of the District Clerk		
Administrative Assistant II (Classified)	0	1
Administrative Assistant II (Unclassified)	1	0
Central Services Technician II	0	1
Commissioner Services, Assistant	1	3
Customer Relations Assistant	0	2
Deputy District Clerk/Docket Coordinator	0	1
Deputy District Clerk/Document Management Supervisor	0	1
District Clerk	0	1
Document Management Assistant	0	2
Document Management Technician	0	1
Executive Assistant I (Classified)	0	1
Lead Central Services Technician	0	1
Manager, Commissioner Services	0	1
Manager, Corporate/Executive Services	0	1
Manager, Executive Office Administration	1	0
Staff Assistant I (Classified)	0	1
Travel Services Coordinator	1	1
TOTAL	7	22

NOTE:

Executive Offices, Corporate Services, and the Customer Relations section of Strategic Management Services were consolidated to form the Office of the District Clerk, which reports to the Executive Director. Fifteen positions and associated expenses were transferred with the move. This reorganization will provide better customer service and make more efficient use of existing resources.

Office of the District Clerk

NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Books & Periodicals	248	500	1,000	500	100.0%
Employee Recognition	-	1,300	1,800	500	38.5%
Memberships & Dues	31,526	30,000	34,200	4,200	14.0%
Seminars & Training	6,560	6,300	17,500	11,200	177.8%
STAFF DEVELOPMENT	\$ 38,334	\$ 38,100	\$ 54,500	\$ 16,400	43.0%
Mileage Reimbursement	8,366	9,400	14,300	4,900	52.1%
Travel	7,703	19,000	20,900	1,900	10.0%
TRAVEL	\$ 16,069	\$ 28,400	\$ 35,200	\$ 6,800	23.9%
Services - Professional & Other	8,875	23,700	53,100	29,400	124.1%
CONTRACTUAL SERVICES	\$ 8,875	\$ 23,700	\$ 53,100	\$ 29,400	124.1%
Equipment & Systems	1,432	3,500	13,000	9,500	271.4%
Equipment Rental/Leasing	39	300	13,100	12,800	4266.7%
Office & Operating Supplies	8,978	10,000	77,000	67,000	670.0%
Postage & Shipping	252	300	1,800	1,500	500.0%
SUPPLIES & EQUIPMENT	\$ 10,701	\$ 14,100	\$ 104,900	\$ 90,800	644.0%
Space Rental	-	-	6,000	6,000	-
Telephone & Communications	6,902	8,000	22,000	14,000	175.0%
FACILITIES EXPENSE	\$ 6,902	\$ 8,000	\$ 28,000	\$ 20,000	250.0%
Equipment Maintenance-Outside Services	1,894	1,200	62,600	61,400	5116.7%
MAINTENANCE & REPAIRS	\$ 1,894	\$ 1,200	\$ 62,600	\$ 61,400	5116.7%
Advertising	-	-	7,500	7,500	-
Promotional Services	8,935	7,000	6,300	(700)	-10.0%
Promotional Materials	167	1,000	500	(500)	-50.0%
COMMUNITY & ENVIRONMENTAL	\$ 9,101	\$ 8,000	\$ 14,300	\$ 6,300	78.8%
Other Miscellaneous Expenses	54	-	-	-	-
Contingency (Plan/Budget only)	-	100,000	100,000	-	0.0%
OTHER EXPENSES	\$ 54	\$ 100,000	\$ 100,000	\$ -	0.0%
TOTAL NON PERSONNEL EXPENSES	\$ 91,930	\$ 221,500	\$ 452,600	\$ 231,100	104.3%

Office of the District Clerk

EQUIPMENT OUTLAY

DESCRIPTION	REASON	QTY	UNIT COST	TOTAL COST
SCANNER	R	1	\$ 15,000	\$ 15,000
TOTAL		1		\$ 15,000

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

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
600110 Overtime						
CORPORATE SERVICES		\$ -		\$ 2,000		
CRM		-		500		
EXECUTIVE OFFICES		-		5,000		
MISCELLANEOUS		5,000		-		
Total:	\$ 582	\$ 5,000	\$ 5,000	\$ 7,500	\$ 2,500	50%
600120 Temporary Personnel						
CORPORATE SERVICES		\$ -		\$ 8,000		
CRM		-		3,000		
EXECUTIVE OFFICES		-		5,000		
MISCELLANEOUS		5,000		-		
Total:	\$ 15,381	\$ 5,000	\$ 5,000	\$ 16,000	\$ 11,000	220%
SUBTOTAL: OVERTIME & TEMPS	\$ 15,963	\$ 10,000	\$ 10,000	\$ 23,500	\$ 13,500	135%
610110 Books & Periodicals						
CORPORATE SERVICES		\$ -		\$ 500		
EXECUTIVE OFFICES		-		500		
MISCELLANEOUS		500		-		
Total:	\$ 248	\$ 500	\$ 500	\$ 1,000	\$ 500	100%
610115 Employee Recognition						
BRUCE HOLLINGSWORTH		\$ -		\$ 1,100		
CORPORATE SERVICES		-		400		
CRM		-		100		
EXECUTIVE OFFICES		-		200		
MISCELLANEOUS		1,300		-		
Total:	\$ -	\$ 1,300	\$ 1,300	\$ 1,800	\$ 500	38%
610120 Memberships & Dues						
AAPA, JAN-DEC		\$ 10,800		\$ 13,000		
ASSOC OF PACIFI PORTS, AUG-JUL		3,000		3,000		
CAPA		14,000		14,800		
CORPORATE SERVICES		-		1,300		
CRM		-		100		
OTHER EXECUTIVE OFFICES		-		1,500		
SD DOWNTOWN PARTNERSHIP, JAN-D		500		500		
MISCELLANEOUS		1,700		-		
Total:	\$ 31,526	\$ 30,000	\$ 30,000	\$ 34,200	\$ 4,200	14%
610140 Seminars & Training						
CORPORATE SERVICES		\$ -		\$ 7,000		
CRM		-		400		
EXECUTIVE OFFICES		-		10,100		
MISCELLANEOUS		6,300		-		
Total:	\$ 6,560	\$ 6,300	\$ 6,300	\$ 17,500	\$ 11,200	178%
615100 Mileage Reimbursement						
BRUCE HOLLINGSWORTH		\$ -		\$ 9,000		
CORPORATE SERVICES		-		200		
DISTRICT CLERK		-		4,800		
EXECUTIVE OFFICES		-		300		
MISCELLANEOUS		9,400		-		
Total:	\$ 8,366	\$ 9,400	\$ 9,400	\$ 14,300	\$ 4,900	52%

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

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED		
					dollars	pct	
615110 Travel							
CORPORATE SERVICES		\$ -		\$ 1,900			
EXECUTIVE OFFICES				19,000			
MISCELLANEOUS		19,000		-			
Total:	\$ 7,703	\$ 19,000	\$ 19,000	\$ 20,900	\$ 1,900	10%	
620100 Services - Professional & Other							
CORPORATE SERVICES		\$ -		\$ 28,100			
EXECUTIVE OFFICES				25,000			
MISCELLANEOUS		23,700		-			
Total:	\$ 8,875	\$ 23,700	\$ 23,700	\$ 53,100	\$ 29,400	124%	
630110 Equipment & Systems							
CORPORATE SERVICES		\$ -		\$ 10,000			
EXECUTIVE OFFICES				3,000			
MISCELLANEOUS		3,500		-			
Total:	\$ 1,432	\$ 3,500	\$ 3,500	\$ 13,000	\$ 9,500	271%	
630120 Equipment Rental/Leasing							
CORPORATE SERVICES		\$ -		\$ 13,000			
EXECUTIVE OFFICES				100			
MISCELLANEOUS		300		-			
Total:	\$ 39	\$ 300	\$ 300	\$ 13,100	\$ 12,800	4267%	
630130 Office & Operating Supplies							
CORPORATE SERVICES		\$ -		\$ 66,000			
CRM				1,000			
EXECUTIVE OFFICES				10,000			
MISCELLANEOUS		10,000		-			
Total:	\$ 8,978	\$ 10,000	\$ 10,000	\$ 77,000	\$ 67,000	670%	
630140 Postage & Shipping							
CORPORATE SERVICES		\$ -		\$ 1,000			
CRM				500			
EXECUTIVE OFFICES				300			
MISCELLANEOUS		300		-			
Total:	\$ 252	\$ 300	\$ 300	\$ 1,800	\$ 1,500	500%	
640100 Space Rental							
CORPORATE SERVICES		\$ -		\$ 6,000			
Total:	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	N/A	
640110 Telephone & Communications							
CORPORATE SERVICES		\$ -		\$ 14,000			
EXECUTIVE OFFICES				8,000			
MISCELLANEOUS		8,000		-			
Total:	\$ 6,902	\$ 8,000	\$ 8,000	\$ 22,000	\$ 14,000	175%	
650130 Equipment Maintenance-Outside Services							
CORPORATE SERVICES		\$ -		\$ 62,100			
EXECUTIVE OFFICES				500			
MISCELLANEOUS		1,200		-			
Total:	\$ 1,894	\$ 1,200	\$ 1,200	\$ 62,600	\$ 61,400	5117%	
660100 Advertising							
CORPORATE SERVICES		\$ -		\$ 7,500			
Total:	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500	N/A	

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

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
660110 Promotional Services						
CORPORATE SERVICES		\$ -		\$ 500		
EXECUTIVE OFFICES				5,800		
MISCELLANEOUS		7,000		-		
Total:	\$ 8,935	\$ 7,000	\$ 7,000	\$ 6,300	\$ (700)	-10%
660120 Promotional Materials						
EXECUTIVE OFFICES		\$ -		\$ 500		
MISCELLANEOUS		1,000		-		
Total:	\$ 167	\$ 1,000	\$ 1,000	\$ 500	\$ (500)	-50%
680190 Other Miscellaneous Expenses						
Total:	\$ 54	\$ -	\$ -	\$ -	\$ -	N/A
680999 Contingency (Plan/Budget only)						
EXECUTIVE OFFICES		\$ -		\$ 100,000		
MISCELLANEOUS		100,000		-		
Total:	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0%
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 91,930	\$ 221,500	\$ 221,500	\$ 452,600	\$ 231,100	104%
GRAND TOTAL:	\$ 107,893	\$ 231,500	\$ 231,500	\$ 476,100	\$ 244,600	106%

Financial Assistance

SUMMARY OF DEPARTMENTAL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Personnel Expenses	\$ -	\$ -	\$ -	\$ -	-
Non-Personnel Expenses	6,179,907	7,558,000	5,825,000	(1,733,000)	-22.9%
Total Direct Expense	\$ 6,179,907	\$ 7,558,000	\$ 5,825,000	\$ (1,733,000)	-22.9%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
TOTAL DEPARTMENTAL EXPENSE	\$ 6,179,907	\$ 7,558,000	\$ 5,825,000	\$ (1,733,000)	-22.9%

PERSONNEL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	-
Overtime	-	-	-	-	-
Burden	-	-	-	-	-
Temporary Personnel	-	-	-	-	-
TOTAL PERSONNEL EXPENSE	\$ -	\$ -	\$ -	\$ -	-

Financial Assistance

NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Services - Professional & Other	1,500	-	-	-	-
CONTRACTUAL SERVICES	\$ 1,500	\$ -	\$ -	\$ -	-
Financial Assistance/Grants/Contribution	1,678,407	3,058,000	1,325,000	(1,733,000)	-56.7%
Convention Center Financial Assistance	4,500,000	4,500,000	4,500,000	-	0.0%
COMMUNITY & ENVIRONMENTAL	\$ 6,178,407	\$ 7,558,000	\$ 5,825,000	\$ (1,733,000)	-22.9%
TOTAL NON PERSONNEL EXPENSES	\$ 6,179,907	\$ 7,558,000	\$ 5,825,000	\$ (1,733,000)	-22.9%

NOTES:

Financial Assistance/Grants/Contributions - The decrease of approximately \$1.7 million is due to a lower payment for the Glorietta Bay Linear Park project in FY 07/08 than was budgeted for in FY 06/07 based upon the agreed terms in the Memorandum of Understanding dated July 3, 2003 with the City of Coronado.

Financial Assistance
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
SUBTOTAL: OVERTIME & TEMPS	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
620100 Services - Professional & Other						
Total:	\$ 1,500	\$ -	\$ -	\$ -	\$ -	N/A
660160 Financial Assistance/Grants/Contribution						
GLORIETTA BAY PARK		2,778,000		1,000,000		
MISCELLANEOUS		280,000		325,000		
Total:	\$ 1,678,407	\$ 3,058,000	\$ 3,058,000	\$ 1,325,000	\$ (1,733,000)	-57%
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%
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 6,179,907	\$ 7,558,000	\$ 7,558,000	\$ 5,825,000	\$ (1,733,000)	-23%
GRAND TOTAL:	\$ 6,179,907	\$ 7,558,000	\$ 7,558,000	\$ 5,825,000	\$ (1,733,000)	-23%

PORT ATTORNEY

Role

The Port Attorney's Office represents and advises the Board of Port Commissioners, the President/CEO and Officers, and Port staff in matters of law pertaining to the Port. There are 10 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 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 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, for example, 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:

- We will consider strategies for enhancing public entity attorney-client relations
- We will consider enhancing legislative/regulatory review to apprise the Port of changes, or proposed changes, in the law
- We will expand efforts to achieve cost effective mechanisms to deliver legal services
- We will continue to utilize proven strategies to assess and address environmental issues and litigation matters
- We will make use of all resources to minimize litigation risks and costs

Port Attorney

SUMMARY OF DEPARTMENTAL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Personnel Expenses	\$ 1,422,757	\$ 1,590,900	\$ 1,555,800	\$ (35,100)	-2.2%
Non-Personnel Expenses	3,342,658	2,092,100	3,096,300	1,004,200	48.0%
Total Direct Expense	\$ 4,765,415	\$ 3,683,000	\$ 4,652,100	\$ 969,100	26.3%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	23,100	-	(23,100)	-100.0%
TOTAL DEPARTMENTAL EXPENSE	\$ 4,765,415	\$ 3,706,100	\$ 4,652,100	\$ 946,000	25.5%

PERSONNEL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Salaries and Wages	\$ 968,238	\$ 1,079,700	\$ 1,089,600	\$ 9,900	0.9%
Overtime	349	2,500	2,500	-	0.0%
Burden	454,170	508,700	463,700	(45,000)	-8.8%
Temporary Personnel	-	-	-	-	-
TOTAL PERSONNEL EXPENSE	\$ 1,422,757	\$ 1,590,900	\$ 1,555,800	\$ (35,100)	-2.2%

Port Attorney

POSITION SUMMARY

POSITION TITLE	AMENDED	
	BUDGET FY 06/07	BUDGET FY 07/08
Assistant Port Attorney	1	1
Deputy Port Attorney I/II/III (II)	1	1
Deputy Port Attorney I/II/III (III)	3	3
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 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Books & Periodicals	22,905	20,000	24,000	4,000	20.0%
Employee Recognition	-	-	400	400	-
Memberships & Dues	4,632	7,500	7,500	-	0.0%
Seminars & Training	7,129	15,000	15,000	-	0.0%
STAFF DEVELOPMENT	\$ 34,666	\$ 42,500	\$ 46,900	\$ 4,400	10.4%
Mileage Reimbursement	15,888	18,500	18,500	-	0.0%
Travel	13,098	22,500	22,500	-	0.0%
TRAVEL	\$ 28,986	\$ 41,000	\$ 41,000	\$ -	0.0%
Services - Professional & Other	1,252,720	375,000	1,074,900	699,900	186.6%
Services - Legal	1,987,207	1,600,000	1,900,000	300,000	18.8%
CONTRACTUAL SERVICES	\$ 3,239,927	\$ 1,975,000	\$ 2,974,900	\$ 999,900	50.6%
Equipment & Systems	3,522	5,000	5,000	-	0.0%
Equipment Rental/Leasing	138	400	300	(100)	-25.0%
Office & Operating Supplies	9,655	8,000	8,000	-	0.0%
Postage & Shipping	1,306	3,300	3,300	-	0.0%
SUPPLIES & EQUIPMENT	\$ 14,622	\$ 16,700	\$ 16,600	\$ (100)	-0.6%
Telephone & Communications	7,113	11,300	11,300	-	0.0%
FACILITIES EXPENSE	\$ 7,113	\$ 11,300	\$ 11,300	\$ -	0.0%
Equipment Maintenance-Outside Services	1,430	2,900	2,900	-	0.0%
MAINTENANCE & REPAIRS	\$ 1,430	\$ 2,900	\$ 2,900	\$ -	0.0%
Promotional Services	2,359	2,500	2,500	-	0.0%
Promotional Materials	249	200	200	-	0.0%
COMMUNITY & ENVIRONMENTAL	\$ 2,607	\$ 2,700	\$ 2,700	\$ -	0.0%
Other Miscellaneous Expenses	13,306	-	-	-	-
OTHER EXPENSES	\$ 13,306	\$ -	\$ -	\$ -	-
TOTAL NON PERSONNEL EXPENSES	\$ 3,342,658	\$ 2,092,100	\$ 3,096,300	\$ 1,004,200	48.0%

NOTES:

Contractual Services- The increase of \$999,900 compared to the FY 06/07 Amended Budget is due to the expected increase of outside consultants and legal services required for both anticipated and unknown environmental related claims and litigation involving San Diego Bay.

Port Attorney
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
600110 Overtime MISCELLANEOUS		\$ 2,500		\$ 2,500		
Total:	\$ 349	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0%
SUBTOTAL: OVERTIME & TEMPS	\$ 349	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0%
610110 Books & Periodicals MISCELLANEOUS		\$ 20,000		\$ 24,000		
Total:	\$ 22,905	\$ 20,000	\$ 20,000	\$ 24,000	\$ 4,000	20%
610115 Employee Recognition MISCELLANEOUS		\$ -		\$ 400		
Total:	\$ -	\$ -	\$ -	\$ 400	\$ 400	N/A
610120 Memberships & Dues MISCELLANEOUS		\$ 7,500		\$ 7,500		
Total:	\$ 4,632	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	0%
610140 Seminars & Training MISCELLANEOUS		\$ 15,000		\$ 15,000		
Total:	\$ 7,129	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0%
615100 Mileage Reimbursement MISCELLANEOUS		\$ 18,500		\$ 18,500		
Total:	\$ 15,888	\$ 18,500	\$ 18,500	\$ 18,500	\$ -	0%
615110 Travel MISCELLANEOUS		\$ 22,500		\$ 22,500		
Total:	\$ 13,098	\$ 22,500	\$ 22,500	\$ 22,500	\$ -	0%
620100 Services - Professional & Other MISCELLANEOUS		\$ 375,000		\$ 1,074,900		
Total:	\$ 1,252,720	\$ 375,000	\$ 375,000	\$ 1,074,900	\$ 699,900	187%
620110 Services - Legal MISCELLANEOUS		\$ 1,600,000		\$ 1,900,000		
Total:	\$ 1,987,207	\$ 1,600,000	\$ 1,600,000	\$ 1,900,000	\$ 300,000	19%
630110 Equipment & Systems MISCELLANEOUS		\$ 5,000		\$ 5,000		
Total:	\$ 3,522	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0%
630120 Equipment Rental/Leasing MISCELLANEOUS		\$ 400		\$ 300		
Total:	\$ 138	\$ 400	\$ 400	\$ 300	\$ (100)	-25%
630130 Office & Operating Supplies MISCELLANEOUS		\$ 8,000		\$ 8,000		
Total:	\$ 9,655	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0%
630140 Postage & Shipping MISCELLANEOUS		\$ 3,300		\$ 3,300		
Total:	\$ 1,306	\$ 3,300	\$ 3,300	\$ 3,300	\$ -	0%
640110 Telephone & Communications MISCELLANEOUS		\$ 11,300		\$ 11,300		
Total:	\$ 7,113	\$ 11,300	\$ 11,300	\$ 11,300	\$ -	0%

Port Attorney
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
650130 Equipment Maintenance-Outside Services MISCELLANEOUS		\$ 2,900		\$ 2,900		
Total:	\$ 1,430	\$ 2,900	\$ 2,900	\$ 2,900	\$ -	0%
660110 Promotional Services MISCELLANEOUS		\$ 2,500		\$ 2,500		
Total:	\$ 2,359	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0%
660120 Promotional Materials MISCELLANEOUS		\$ 200		\$ 200		
Total:	\$ 249	\$ 200	\$ 200	\$ 200	\$ -	0%
680190 Other Miscellaneous Expenses						
Total:	\$ 13,306	\$ -	\$ -	\$ -	\$ -	N/A
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 3,342,658	\$ 2,092,100	\$ 2,092,100	\$ 3,096,300	\$ 1,004,200	48%
GRAND TOTAL:	\$ 3,343,007	\$ 2,094,600	\$ 2,094,600	\$ 3,098,800	\$ 1,004,200	48%

Port Auditor

SUMMARY OF DEPARTMENTAL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Personnel Expenses	\$ -	\$ -	\$ -	\$ -	-
Non-Personnel Expenses	86,512	132,400	135,000	2,600	2.0%
Total Direct Expense	\$ 86,512	\$ 132,400	\$ 135,000	\$ 2,600	2.0%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
TOTAL DEPARTMENTAL EXPENSE	\$ 86,512	\$ 132,400	\$ 135,000	\$ 2,600	2.0%

PERSONNEL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	-
Overtime	-	-	-	-	-
Burden	-	-	-	-	-
Temporary Personnel	-	-	-	-	-
TOTAL PERSONNEL EXPENSE	\$ -	\$ -	\$ -	\$ -	-

Port Auditor

NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Books & Periodicals	-	1,000	1,000	-	0.0%
Seminars & Training	1,345	7,500	7,600	100	1.3%
STAFF DEVELOPMENT	\$ 1,345	\$ 8,500	\$ 8,600	\$ 100	1.2%
Travel	842	6,000	6,200	200	3.3%
TRAVEL	\$ 842	\$ 6,000	\$ 6,200	\$ 200	3.3%
Services - Professional & Other	84,325	117,900	120,200	2,300	2.0%
CONTRACTUAL SERVICES	\$ 84,325	\$ 117,900	\$ 120,200	\$ 2,300	2.0%
TOTAL NON PERSONNEL EXPENSES	\$ 86,512	\$ 132,400	\$ 135,000	\$ 2,600	2.0%

**Port Auditor
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	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%
610140 Seminars & Training MISCELLANEOUS		\$ 7,500		\$ 7,600		
Total:	\$ 1,345	\$ 7,500	\$ 7,500	\$ 7,600	\$ 100	1%
615110 Travel MISCELLANEOUS		\$ 6,000		\$ 6,200		
Total:	\$ 842	\$ 6,000	\$ 6,000	\$ 6,200	\$ 200	3%
620100 Services - Professional & Other AUDIT ADVISORY COMMITTEE		\$ 28,000		\$ 29,500		
ETHICS HOTLINE		3,500		2,000		
EXTERNAL AUDITOR		-		88,700		
MISCELLANEOUS		86,400		-		
Total:	\$ 84,325	\$ 117,900	\$ 117,900	\$ 120,200	\$ 2,300	2%
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 86,512	\$ 132,400	\$ 132,400	\$ 135,000	\$ 2,600	2%
GRAND TOTAL:	\$ 86,512	\$ 132,400	\$ 132,400	\$ 135,000	\$ 2,600	2%

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