

Proposed Budget Plan County Manager/Clerk of the Board



Board of Supervisors
March 30, 2010



Mission Statement

The County Manager/Clerk of the Board implements the policies and goals established by the Board of Supervisors for the residents of San Mateo County by planning, directing and coordinating the work of County departments; preparing the County budget and monitoring financial and operational performance; administering the legislative program and coordinating Countywide public affairs and events; preparing agenda items and providing support to the Board for its public meetings; and procuring quality goods and services, distributing internal and U.S. Mail and providing copying services for County departments.



County Manager / Clerk of the Board Programs

- **County Management**
 - County Management, Budget and Performance, Support Services, Memberships/Contributions/Sponsorships, and Special Projects (Re-Entry, Census)
- **Intergovernmental and Public Affairs**
 - Legislative Analysis, Internal and External Communications, Strategic Planning
- **Clerk of the Board**
 - Assessment Appeals, Boards and Commissions
- **Shared Services**
 - Purchasing, Surplus, Copy Center, Mail Services

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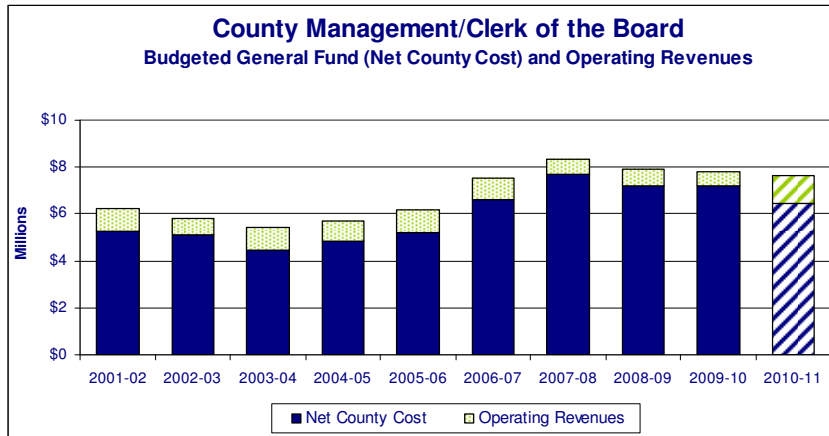
FY 2009-10 Adopted Budget

| | | |
|--------------------------------|-------------|--------------------|
| Total Positions | | 40 |
| Total Sources | | \$9,721,395 |
| Operating Revenues | \$587,998 | |
| General Fund (Net County Cost) | \$7,208,356 | |
| Fund Balance (one-time) | \$1,925,041 | |
| Total Uses | | \$9,721,395 |
| Operating Expenditures | \$8,426,226 | |
| Reserves (one-time) | \$1,295,169 | |

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Ten-Year Funding Trend Operating Revenues and General Fund FY 2002 to Estimated FY 2011



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FY 2010-11 Budget Target General Fund Contribution (Net County Cost)

| | |
|---|--------------------|
| Base: FY 2009-10 Net County Cost | \$7,208,356 |
| Retirement Increase | \$294,925 |
| Other Salary and Benefits | (\$54,999) |
| Revenue Offsets | (\$7,029) |
| Reduction Target | |
| County Manager/Clerk of Board (15%) | (\$879,431) |
| Shared Services (10%) | (\$134,400) |
| FY 2010-11 Net County Cost | (\$780,934) |
| | \$6,427,422 |

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Reductions Already Made FY 2008 through FY 2010 Adopted Budget

- **FY 2008 through 2009-10**
 - Held positions vacant
 - Reduced operating costs such as extra-help, contracts, and automation expenditures

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Planning and Priority-Setting Process

- **Who was involved?**
 - All staff from the County Manager's Office
- **Budget Scenario Planning Process**
 - All staff meetings
 - Planning sessions with management
- **Criteria Used to Develop Budget Reductions**
 - Review line-item budget and vacant positions in all units
 - Revise current and future priorities and countywide initiatives
 - Minimize impact on departments and customers
 - Core Services Analysis (Mandated vs. Discretionary)

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Mandated Services

The County Manager's Office MUST Provide:

- Management of day-to-day operations of the County
- County Purchasing Agent function
- Preparation, adoption, and administration of the annual budget
- The Board of Supervisors with objective analyses of issues
- Clerk of the Board and Assessment Appeals functions
- Leadership as Director of Office of Emergency Services



Discretionary Services

- Shared Services: copy center, mail services
- Memberships, Contributions, and Sponsorships (except for JPAs)
- Legislative analysis
- Internal and external communications
- Community engagement
- Special Projects such as:
 - Second Chance Grant (Re-Entry)
 - Green Team Coordination
 - Residential Energy Assistance Program
 - Census outreach



FY 2009-10 Mid-Year Budget Reductions as of February 9, 2010

- **Number of Positions = 4**
 - Assistant County Manager
 - Executive Secretary
 - CJIS Project Director
 - Copy Operator
- **Savings = \$429,909**
- **Impacts**
 - Positions held vacant for a year or more--workloads had already been redistributed to other CMO staff
 - Copy center has experienced a decline in demand and complexity of work requested by departments

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Proposed Reductions TOTAL = \$1,013,831

- **Mid-year position reductions = \$429,909**
- **Proposed Funding Adjustments**
 - Eliminate Rotational Analyst Program (1 vacant Management Analyst)
 - Eliminate 1 vacant Mail Services Driver
 - Further reduce or defer operating costs such as contracts, computers, servers, and furniture
 - Reduce Memberships, Contributions, and Sponsorships?
 - Reduce extra help
 - Defer some special projects
 - Utilize reserves

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Proposed Reductions TOTAL = \$1,013,831

- **Implementation July 1, 2010**
- **Impacts**
 - Reduced levels of training and support provided by the Budget and Performance Unit and reduced capacity to review and correct agenda items submitted by departments
 - Reduced mail delivery service during staff absences
 - Reduced ability to provide contributions and sponsorships that benefit the community

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Looking Ahead FY 2011-2012 and FY 2012-2013

- **All Core service will remain, but at reduced levels**
- **Major countywide initiatives to continue to meet performance goals**
 - Implement Purchasing Review recommendations
 - Expand use of Electronic Data Management System
 - Explore space consolidation alternatives
 - Automate the agenda process
- **Process moving forward**
 - Continue to analyze core services to find efficiencies

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DISCUSSION



THANK YOU

