

Date January 23, 2009 Item No. 7

LOCAL AGENCY FORMATION COMMISSION
AGENDA PACKET CONTENTS LIST*

- Memo re the Discussion of LAFCo's Mid-Year Budget _____
- Approved LAFCo Budget for FY 08-09 _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

- Exceeds 20 pages; see file to review
Available for review at City Hall, Room 244

Completed by: Linda Wong Date: January 21, 2009

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

San Francisco Local Agency Formation Commission

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. 415.554.5184
Fax. 415.554.5163

TO: LAFCO Commissioners

FROM: Nancy C. Miller, Interim Executive Officer

DATE: January 23, 2009

SUBJECT: Item 7: Discussion of SF LAFCO's Mid-Year Budget. (Discussion and Possible Action Item)

At the LAFCO hearing held March 21, 2008, the Commission adopted its annual budget for Fiscal Year 2008-09. As reflected in the adopted budget, attached hereto, \$700,000 was included in the 2008-09 budget for CCA activities.

In July 2008, the Commission adopted Resolution 2008-02, amending the budget for fiscal year 2008-09 to allow LAFCO to reimburse the Clerk of the Board of Supervisors' office for the salary and benefits to be provided to a part-time assistant clerk to assist LAFCO in the implementation of the CCA program. In July 2008, the 2008-09 Budget was amended again by Resolution 2008-03 to allow LAFCO to release a portion of its reserve funds to the City and County of San Francisco.

Of the \$700,000 budgeted for CCA activities in fiscal year 2008-09, LAFCO has encumbered approximately \$92,260 for two consultant contracts. The first contract was with Michael Bell Management Consulting Inc. (MBMC), for \$28,260. Under this contract, MBMC reviewed the Request for Information and the Request for Proposals developed and released pursuant to the Implementation Plan, as well as the responses and proposals received in response to these documents. MBMC also reviewed the Implementation Plan to identify recommended modifications to the document.

The second contract was with Local Power, Inc. (LPI) for \$64,000. Under this contract, LPI developed a Program Report on the critical ongoing clean energy programs being developed in parallel with the CCA program, and identified projects for possible inclusion in the CCA program. LPI also evaluated the benefits and potential impacts of ongoing government programs on CCA, and developed a Best Practices Survey of other CCA-type programs in California and other states. While this amount has been encumbered, it has not yet been paid to LPI.

In addition to the \$92,260 encumbered for consultant contracts, a portion of the \$700,000 CCA budget may be spent on CCA personnel, should the positions be approved and filled prior to the end of the fiscal year. In the event that this should happen by March 1, 2009, \$70,915 would be spent on CCA personnel before the end of the fiscal year.

Including three months of salary and benefits for two CCA personnel, approximately \$537,000 of the CCA budget for fiscal year 2008-09 remains unspent and unencumbered.

San Francisco
Local Agency
Formation Commission

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. 415.554.5184
Fax. 415.554.5163

TO: LAFCO Commissioners and Alternate Commissioner

FROM: Nancy C. Miller, Interim Executive Officer

DATE: March 18, 2008

SUBJECT: Item No. 5: Consideration and Approval of LAFCo Budget
2008-2009 Pursuant to Government Code Section 56381

Attached is the proposed SF LAFCO Fiscal Year (FY) 2008-09 budget pursuant to Government Code Section 56381.

The FY 2008-09 budget for SF LAFCO reflects the same figures as the approved amended FY 2007-08 budget adopted in November 2007.

The Cortese-Knox-Hertzberg Act, Government Code Section 56381 requires that Local Agency Formation Commissions adopt a proposed budget by May 1 and a final budget by June 15. The final budget must, at a minimum, be equal to the budget adopted for the previous fiscal year unless the Commission deems otherwise.

RECOMMENDATION:

Staff requests the SF LAFCO to approve its FY 2008-09 budget at an amount of \$997,192.

Attachments

**SAN FRANCISCO LOCAL AGENCY FORMATION
COMMISSION (SF LAFCO)**

SF LAFCO	FY 2008 YTD*	FY 2009 Budget
Personnel	1,500	26,075
Salary and Benefits (System auto generated Fringes)	70	3,788
Services of other Departments	2,679	28,392
Legal Services & Consultant Services	22,030	220,541
Membership Dues – CALAFCO	4,396	4,396
Publications and Legal Notices	0	1,500
Books and Publications	0	1,000
Materials and Supplies	324	1,500
Conferences	0	3,000
Records Management Storage	0	1,000
Department of Telecommunications and Information Services (DTIS)	1,475	6,000
CCA Advice and Monitoring Project	0	700,000
TOTAL	\$32,474	\$ 997,192

* As of February 29, 2008

**EXPLANATION FOR FY 2008-09
PROPOSED LAFCO BUDGET**

Salary and Benefits

This account is for the proposed stipend for the Executive Officer and salary and benefits for secretarial support. The Controller may need to adjust the figures for salary, benefits and fringes for budget system calculations.

Services of Other Departments

This account will pay for other City and County staff support.

Legal and Consultant Services

This account provides for as needed legal support and outside consultant services for special projects, such as CCA, data collection and analysis.

Commissioners' Stipend

This account will pay for a stipend of \$100 for each one-half day service.

Membership

This account will pay for membership of California Association of Local Agency Formation Commissions (CALAFCo).

Publications/Legal Notices

This account reflects the cost of publishing and posting notices of LAFCO meetings and publishing public hearing notices in a newspaper of general circulation.

Books and Publications

This account provides for reference documents and subscriptions for periodicals.

Materials and Supplies

This account provides for office and meeting supplies and postage.

Conferences

This account provides for staff and Commissioners to attend CALAFCO conferences and/or workshops.

Records Management

This account provides for storage and maintenance of records.

Management Information Services

This account will pay the standard amount charged by Department of Telecommunications and Information Services (DTIS) for website maintenance and improvements.

Community Choice Aggregation Advice and Monitoring Project

As per SF County Board of Supervisors Ordinance No. 146-07 (see attached) the SF LAFCo has been designated as the entity to monitor and advise the Board on CCA implementation.
