

Date: September 28, 2007

Item No. 8

LOCAL AGENCY FORMATION COMMISSION
AGENDA PACKET CONTENTS LIST*

- Memo re SF LAFCO 2007-2008 Fiscal Year Budget
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Completed by: Linda Wong

Date: 9/25/07

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

	2007-2008 Budget Approved by LAFCO	Phase "D"	Approved Budget (Under)/ Over Stated	Recommended Amended Amount		
A	Salary and Premium Pay	26,075	26,246	(171)	26,246	
B	Benefits	3,788	3,767	21	3,767	1)
C	Services from other departments	34,392	43,683	(9,291)	43,683	
D	Legal & Consultant Fees	220,541	222,824	(2,283)	220,541	2)
E	Memberships	4,396	2,113	2,283	4,396	
F	Publications & Legal Notices	1,500	3,500	(2,000)	3,500	
G	Books	1,000	0	1,000	0	
H	Records Management	1,000	0	1,000	0	
I	Materials & Supplies	1,500	1,500	0	1,500	
J	Conferences	3,000	3,000	0	3,000	
K	CCE Project (PUC)	0	0	0	700,000	3)
		297,192		(9,441)	1,006,633	

Recommendations:

1) Due to automatic calculations made by FAMIS to more correctly represent personnel expenses to staff LAFCO (after the initial LAFCO approval), adjustments need to be made in the Salaries and Benefits line item. In conjunction with the modifications made to the personnel items, adjustments were made to more correctly reflect expenses charged to the department for TIS-Citywatch services for LAFCO meetings. The additional funding from PUC was not included in the initial LAFCO budget. LAFCO approve the recommended budget with the detailed modifications.

2) COB submits a budget correction to the Controller's Office detailing the corrections that need to be made based on errors that occurred during the budget processes. [a] decrease 02700 Professional Services by \$2,283, b) increase 02401 Membership Dues by \$2,283]

3) Establish a Work Order for \$700,000 between PUC and LAFCO


NOTES TO LINE ITEMS

A	Original Budget Understated	171	True up of Personnel Costs
B	Original Budget Overstated	21	
C	Original Budget Understated	9,291	True up of DTIS Citywatch costs
D	Original Budget Understated	2,283	Correcting Accounting Error, No Net Change
E	Original Budget Overstated	2,283	
F	Original Budget Understated	2,000	Correcting Accounting Error, No Net Change
G	Original Budget Overstated	1,000	
H	Original Budget Overstated	1,000	
I	No Change		
J	No Change		
K	Supplement	700,000	See note 3 above.

San Francisco
Local Agency
Formation Commission

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TO: LAFCO Commissioners, Alternate Commissioner and Legal
Counsel

FROM: Gloria Young, Executive Officer 

DATE: January 12, 2007

SUBJECT: Proposed SF LAFCO Fiscal Year 2007-08 Budget Pursuant to
Government Code Section 56381

Attached is the proposed SF LAFCO Fiscal Year (FY) 2007-08 budget pursuant to Government Code Section 56381.

The FY 2007-08 budget for SF LAFCO reflects the same figures as in FY 2006-07 with the exception of the increased California Association of Local Agency Formation Commission's membership dues which were increased from \$3,197 to \$4,396 and a reciprocal decrease in legal and consultant services.

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 2007-08 budget at an amount of \$297,192.

Attachments

SAN FRANCISCO LOCAL AGENCY FORMATION
COMMISSION (SF LAFCO)

SF LAFCO BUDGET FOR FY 2007-08	Budget
Personnel	26,075
Salary and Benefits (System auto generated Fringes)	3,788
Services of other Departments	28,392
Legal Services & Consultant Services	220,541
Membership Dues – CALAFCO	4,396
Publications and Legal Notices	1,500
Books and Publications	1,000
Materials and Supplies	1,500
Conferences	3,000
Records Management Storage	1,000
Department of Telecommunications and Information Services (DTIS)	6,000
TOTAL	297,192

**EXPLANATION FOR FY 2007-08
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 Services

This account provides for as needed legal support.

Consultant Services

This account will pay for consultant services for special projects, data collection and analysis. This will depend on LAFCO's policy on district formation.

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.