

Date: November 9, 2007

Item No. 8

**LOCAL AGENCY FORMATION COMMISSION
AGENDA PACKET CONTENTS LIST***

- Letter from Interim Executive Officer
- Proposed Resolution adopting a Draft CCA Advice and
Monitoring Project Budget for Project years two and three;
Fiscal Years 2008-2009 and 2009-2010
- Exhibit A LAFCo Advisory and Monitoring Project 3-year
Budget
- _____
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Completed by: Linda Wong

Date: 11/6/07

*This list reflects the explanatory documents provided

San Francisco Local Agency Formation Commission

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TO: LAFCO Commissioners, Alternate Commissioners

FROM: Nancy C. Miller, Interim Executive Officer

DATE: November 5, 2007

SUBJECT: Consideration and Approval of CCA Project Monitoring Budget for the Fiscal Years 2008-2009 and 2009-2010.

This item is continued from last meeting.

The Board of Supervisors passed Ordinance 0146-07 requesting that LAFCO provide an advisory and monitoring role in the implementation of the Community Choice Aggregation ("CCA") program.

LAFCO has amended its current budget (Fiscal year 2007-2008) to include the CCA Advisory Project. This item provides and accepts the project over the next two years consistent with Ordinance 01146-07.

The next two Fiscal year project budgets are general and meant to be followed up with by Operating Budgets presented each Fiscal Year when projects and their costs are known. LAFCo will provide the advisory service and expenditures only after prior approval of the expenditures by LAFCO.

FILE NO.

RESOLUTION NO.

1 [LAFCo Resolution Adopting a Draft CCA Advice and Monitoring Project Budget for Project
2 years two and three; Fiscal Years 2008-2009 and 2009-2010]

3 **Resolution of the Local Agency Formation Commission of the City and County of San**
4 **Francisco adopting a Draft Community Choice Aggregation implementation Advice and**
5 **Monitoring Project Budget for Project years Two and Three; Fiscal Years 2008-2009**
6 **and 2009-2010.**

7
8 WHEREAS, The Board of Supervisors of the City and County of San Francisco has
9 instituted a city-wide renewable energy plan under the State of California's Community
10 Choice Aggregation law (AB 117, Migden- 2002) by adopting Ordinances 86-04; 146-07 and
11 147-07 which are incorporated by this reference as though set forth at length; and

12 WHEREAS, The San Francisco Local Agency Formation Commission (LAFCo) has
13 been specifically requested in ordinance 147-07 to undertake a role to provide advice and to
14 monitor the San Francisco Public Utilities Commission's (SFPUC) implementation of the
15 City's renewable energy plan; and,

16 WHEREAS, LAFCo has accepted the responsibility to provide monitoring of and
17 advice to the Board of Supervisors of the City and County of San Francisco and SFPUC
18 regarding implementation of the City's renewable energy plan through Community Choice
19 Aggregation (hereafter referred to as the "CCA Program") by adopting its Resolution number
20 2007-01 on September 28, 2007, which is incorporated by this reference as though set forth
21 at length; and,

22 WHEREAS, LAFCo understands that the SFPUC has agreed to provide LAFCo with
23 funds of up to \$2.1 million over a three (3) year period for the purposes of conducting The
24 Project and directed preparation of a budget in anticipation of receipt of said funds; and,

25
Supervisor Mirkanimi
Local Agency Formation Commission

1 WHEREAS, LAFCo is concurrently considering an amended Budget for fiscal year
2 2007-2008 incorporating a first year project budget; and

3 WHEREAS. LAFCo resolution 2007-01 requested its Executive Officer submit a
4 proposed budget for project years two and three; Now, Therefore, be it

5 RESOLVED, That the Local Agency Formation Commission of the City and County of
6 San Francisco hereby adopts a budget for conduct of The Project for project years two and
7 three Fiscal Years 2008-2009 and Fiscal Year 2009-2010 as set forth in Exhibit A attached
8 hereto which is incorporated by this reference as though set forth at length.

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LAFCo Advisory and Monitoring Project 3-year Budget

	FY 07-08	FY 08-09	FY 09-10	Total
Personnel*	120,143	120,143	120,143	<u>360,429</u>
Benefits and Fringes**	32,008	32,008	32,008	<u>96,025</u>
Services of other Departments	48,262	33,232	33,232	<u>114,726</u>
Legal and Consultants	485,687	504,817	504,817	<u>1,495,320</u>
Publications and Legal Notices	5,000	5,000	5,000	<u>15,000</u>
Books and Publications	2,000	2,000	2,000	<u>6,000</u>
Materials and Supplies	6,900	2,800	2,800	<u>12,500</u>
Total	<u>700,000</u>	<u>700,000</u>	<u>700,000</u>	<u>2,100,000</u>

* Using Step 1 of Class 0952 for Budget Purposes

** estimated

LAFCo Advice and Monitoring Project Budget Detail- Fiscal Year 2007-2008

Personnel	Amount	Description
Government and Public Affairs Manager	88,296	9382 / 0952 Sub Specialty: Assistant Executive Officer
9382 or Deputy Director II 0952	94,068	Salary Step I for both Classifications. For Budget Purposes, using 0952
1492 Clerk .5FTE	26,075	Current amount budgeted for this item. Anticipate doubling number of hearings
Subtotal	120,143	
Benefits and Fringes	32,008	3,788 Currently budgeted for 1492; Estimated for new position @ 30% of base per B/A
Services of other Departments		
Rental of office space	18,000	Up to 1500/ Mo: per B/A @ \$3/ sqft this would provide 500 sqft for staff member
Printing	6,000	Anticipate using Mail and Repro to Print IP/ other material
Mailing	6,000	Distro of IP
1 IT Support	6,000	500/ Mo-- BOS IT Staff looking into these numbers
2 Telephone	712	Equip: \$280: instal \$250 and \$11/ Mo: per line plus LD (est @\$50/ mo)
3 E-mail	550	Initiation and up to 25/ Mo BOS IT Staff looking into these numbers
4 Website	6,000	Current budgeted for DTIS web-site maintenance. Anticipate doubling usage
Misc	5,000	
Subtotal	48,262	
Legal and Consultants	485,687	
Publications and Legal Notices	5,000	Current amount budgeted for this item. Anticipate more of hearings/ posting notices in trade journals
Books and Publications	2,000	Current amount budgeted for this item. Anticipate subscriptions to trade/ technical journals
Materials and Supplies		
5 Computers/ software and ofc equip	3,700	Desktop and/or laptop/ printer, etc(Per Mo @ BOS IT: PC: +/- 1200; Printer etc, +/- 2500
Wireless services	2,200	Initiation and up to 150/mo
Misc	1,000	
Subtotal	6,900	
Total	700,000	

1 IT Support would include LAN connection, server space, help desk access, hardware and software support
 2 Telephone: device and monthly charges including long distance. Note LAFCo counsel is Sacramento-based
 3 E-mail: set up account such as New.Employee@LAFCO.sfgov.org and maintenance
 4 Website: LAFCo already spends 500/ mo for website updates for its average 6 meetings a year. This amount doubles that capacity necessitated by moving to monthly meetings,
 5 Computers, etc: fairly self explanatory

LAFCo Advice and Monitoring Project Budget- Fiscal Years 2008-2009; 2009-2010

	Amount	Description
<u>Personnell</u>		
Government and Public Affairs Manager	88,296	9382 / 0952 Sub Speciality: Assistant Executive Officer
9382 or Deputy Director II 0952	94,068	Salary Step I for both Classifications. For Budget Purposes, using 0952
1492 Clerk .5FTE	26,075	Current amount budgeted for this item. Anticipate doubling number of hearings
Subtotal	<u>120,143</u>	
<u>Benefits and Fringes</u>	<u>32,008</u>	3,788 Currently budgeted for 1492; Estimated for new position @ 30% of base per B/A
<u>Services of other Departments</u>		
Rental of office space	18,000	Up to 1500/ Mo: per B/A @ \$3/ sqft this would provide 500 sqft for staff member
Printing	0	Anticipate using Mail and Repro to Print IP/ other material
Mailing	0	Distro of IP
1 IT Support	6,000	500/ Mo-- estimated
2 Telephone	182	\$11/ Mo per line plus LD (est @\$50/ mo)
E-mail	550	up to 25/ Mo
Website	6,000	Current budgeted for DTIS web-site maintenance. Anticipate doubling usage
Misc	2,500	
Subtotal	<u>33,232</u>	
<u>Legal and Consultants</u>	<u>504,817</u>	
<u>Publications and Legal Notices</u>	<u>5,000</u>	Current amount budgeted for this item. Anticipate more of hearings/ posting notices in trade journals
<u>Books and Publications</u>	<u>2,000</u>	Current amount budgeted for this item. Anticipate subscriptions to trade/ technical journals
<u>Materials and Supplies</u>		
Computers/ software and ofc equip	0	
Wireless services	1,800	up to 150/mo
Misc	1,000	
Subtotal	<u>2,800</u>	

Total 700,000

1 IT Support would include LAN connection, server space, help desk access, hardware and software support

2 Note LAFCo counsel is Sacramento-based