

PACKET MATERIALS

DATE February 26, 2010

Item No. 4

LOCAL AGENCY FORMATION COMMISSION AGENDA PACKET CONTENTS LIST *

- Memo Re: "Consideration of Draft FY2010-11 LAFCo Budget 2010-2011"
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** Exceeds 20 pages; see file to review
Available for review at City Hall, Room 244

Completed by: Alisa Somera

Date: February 23, 2010

* This list reflects the explanatory documents provided.

San Francisco Local Agency Formation Commission

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TO: LAFCO Commissioners and Alternate Commissioner

FROM: Jason Fried, Senior Program Officer

DATE: February 26, 2010

SUBJECT: Item No. 4: Consideration of Draft FY1010-11 LAFCo Budget 2010-2011 (Pursuant to Government Code Section 56381) (Discussion and Possible Action Item)

Attached is the proposed SF LAFCO Fiscal Year (FY) 2010-11 budget pursuant to Government Code Section 56381.¹

The FY 2010-11 budget for SF LAFCO reflects the same figures as the approved amended FY 2009-10 budget except where we are expecting cost increases in CALAFCO dues and benefit increases. These increase were offset by decreases in the Consulting Services category.

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.

It is to be noted that in the past we have requested the full statutory amount granted to LAFCo under Government Code Section 56381 and then determined

¹ "The commission shall adopt annually, following noticed public hearings, a proposed budget by May 1 and final budget by June 15. At a minimum, the proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the commission finds that reduced staffing or program costs will nevertheless allow the commission to fulfill the purposes and programs of this chapter. The commission shall transmit its proposed and final budgets to the board of supervisors, to each city, and to each independent special district." (Gov. Code § 56381.)

based upon our reserves, how much to dedicate back to the CCSF General Fund.

The reserve fund started this year at \$859,554 and based on spending for the first seven (7) months the reserve is estimated to be approximately \$625,000 at the end of the fiscal year. Based upon cost savings this year we would be able to fund up to \$ 344,445 of our budget from reserves, and thus able to return to the CCSF general fund up to \$ 344.445. This is consistent with LAFCO's action in FY 2009-10. The return of funds is discretionary with the SF LAFCo Commission and the Commission reserves the right to request in future years the full statutory amount allowed under law.

RECOMMENDATION:

Staff requests the SF LAFCO to approve its FY 2010-11 budget at an amount of \$ 344,445.

Attachments

SAN FRANCISCO LOCAL AGENCY FORMATION COMMISSION (SF LAFCO)

SF LAFCO	FY 2009/10 Budget	FY 2010/11 Budget	Change
Salaries	58,634	58,634	
Benefits (System auto generated Fringes)	17,278	18,496	1,218
Services of other Departments	28,392	28,392	
Consultant Services	220,541	218,923	(1618)
Membership Dues – CALAFCO	5,600	6,000	400
Publications and Legal Notices	1,500	1,500	
Books and Publications	1,000	1,000	
Materials and Supplies	1,500	1,500	
Conferences/ Travel	3,000	3,000	
Records Management Storage	1,000	1,000	
Department of Telecommunications and Information Services (DTIS)	6,000	6,000	
TOTAL	\$ 344,445	\$ 344,445	\$ 0

SF LAFCo Special Fund Budget (Not General Funds and
Not apart of the Statutory Budget amount under Gov.
Code Section 56381)

CCA Advice and Monitoring Project (Enterprise Funds from SFPUC)	700,000
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EXPLANATION FOR FY 2010-11

PROPOSED LAFCO BUDGET

Salary and Benefits

This account is for the proposed stipend for the Executive Officer (currently not used) and salary and benefits for secretarial support. Also included are Commissioner stipends. 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 outside consultant services for special projects, such as advising CCA costs, data collection legal services interim Executive Officer services and analysis. A separate category for the CCA reimbursement account from SFPUC is listed separately as it is not CCSF General Funds but is separate SFPUC enterprise funds.

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. A separate budget line item is included for separately funded CCA activities.