

# PACKET MATERIALS

DATE March 23, 2012

Item No. 5

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

- Staff Memorandum from Jason Fried, dated March 23, 2012
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\*\* Exceeds 20 pages; see file to review  
Available for review at City Hall, Room 244

Completed by: Linda Wong

Date: March 19, 2012

\* This list reflects the explanatory documents provided.



**San Francisco Local Agency Formation Commission**

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**COMMISSIONERS**

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Board of Supervisors*

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*Nancy Miller  
Interim Executive Officer*

*Jason Fried  
Senior Program Officer*

**TO:** LAFCO Commissioners and Alternate Commissioner

**FROM:** Jason Fried, Senior Program Officer

**DATE:** March 23, 2012

**SUBJECT:** Item 5: Consideration and Approval of SF LAFCo Budget for Fiscal Year 2012/2013 (*pursuant to Government Code Section 56381*)

Pursuant to Government Code Section 56381<sup>1</sup> SFLAFCo is required to conduct two hearings on the Commissions budget prior to adoption. This will be the first of the two hearing.

The FY 2012-13 budget for SF LAFCO reflects only minor changes from the approved FY 2011-12 budget to adjust for anticipated increase in cost for salaries and services provided to the Commission by City and County staff. All of the salary projections are calculated based upon the City's budgeting system as of February 21, 2012. The City and County salary projections may change when the final budget is approved and, consequently if needed, we will bring a budget amendment at the appropriate time.

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

<sup>1</sup> "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)

Currently LAFCo has enough in our reserve account for to fund up to \$ 344,445 of our budget from the reserves, and thus able to return to the CCSF General Fund up to \$ 344.445. This is consistent with LAFCO's action for the past four (4) FY budgets. The return of funds is discretionary with the SF LAFCo and the Commission reserves the right to request in future years the full statutory amount allowed under law.

**RECOMMENDATION:**

Staff requests the SF LAFCo approve the Final FY 2012-13 budget at an amount of \$344,445, and while reserving the right to in future years to the full statutory amount of \$344,445 that it receives from CCSF, it shall return this year's allocation to CCSF.

Attachments

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

SF LAFCO	FY 2011/12 Budget	FY 2012/13 Budget	Change
Clerk of the Board Office Salaries and Benefits	77,130	81,443	+4313
Services of other Departments	28,392	28,392	
LAFCo Staff, Legal, and Consultant Services	217,923	212,482	-5,441
Membership Dues – CALAFCO	7,000	7,000	
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	7,128	+1,128
<b>TOTAL</b>	<b>\$ 344,445</b>	<b>\$ 344,445</b>	<b>\$ 0</b>

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

**EXPLANATION FOR FY 2012-13  
PROPOSED LAFCO BUDGET**

Clerk of the Board Office Salary and Benefits

This account is for the proposed stipend for the Executive Officer (currently not used) and salary and benefits for secretarial support from the Clerk of the Boards of Supervisors Office. 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.

LAFCO staff, 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. When LAFCo staff is tasked with non CCA work load this account can be used to reimburse the CCA account for time spent on other LAFCo related work. A separate category for the CCA reimbursement account from SFPUC is listed separately as it is not CCSF General Funds but is a 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.