

ITEM NO. 4

San Francisco
Local Agency
Formation Commission

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TO: LAFCO Commissioners and Alternates, and Legal Counsel

FROM: Gloria Young, Executive Officer



DATE: March 12, 2002

SUBJECT: Proposed LAFCO Budget for the Fiscal Year 2002-03

The Cortese-Knox-Hertzberg Act requires that the Local Agency Formation Commissions adopt an annual budget.

Government Code Section 56381 requires the Commission to adopt a proposed budget by May 1 and a final budget by June 15. Both actions require noticed public hearings, with at least 21 days advance notice. Moreover, the proposed and final budget must at a minimum 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 for which it is responsible under the Cortese-Knox-Hertzberg Act.

It is important for SF LAFCO to adopt a budget for Fiscal Year (FY) 2002-03 in the event that the Commission needs to appropriate additional funds to carry out its duties during FY 2002-03 over and above the unexpended carryover budget of approximately \$444,000 of which \$364,444 is on reserve. The SF LAFCO budget expenses fall basically into four categories: salaries and benefits, administrative costs, legal costs, and consultant services.

The Cortese-Knox-Hertzberg Act requires that SF LAFCO provide at a minimum the same budget that was adopted in FY 2001-02, which was \$458,750 unless certain specific findings are made regarding budget reductions. The budget may be increased if necessary. It is my determination that no increase is required at this time.

Therefore, the attached budget is substantially the same as the budget adopted by the Commission in June 2001. The full complement of Commissioners and

alternates will increase the total amount of the per diem pay and such amounts can be accommodated within the \$458,750.

Attachments

EXPLANATION FOR REMAINDER OF FY 2002-03 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 and benefits and fringes for budget system calculations.

Services of Other Departments

This account is proposed to pay for other City and County staff support which may be required from other City Departments, e.g., Public Works, Planning, Surveyor, Reproduction and Mail Services, and Assessor's 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.

CEQA Review

This will depend on LAFCO's policy on district formation.

Commissioners' Stipend

This account will pay for a stipend of up to \$100 per meeting per Commissioner.

Membership

This account will pay for membership in to the California Association for Local Agency Formation Commissions (CALAFCo) (The actual membership amount is \$2070 rather than the budgeted \$2,000.)

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 the records.

Management Information Services

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

SAN FRANCISCO LOCAL AGENCY FORMATION COMMISSION (LAFCo)

PROPOSED LAFCo BUDGET FOR FISCAL YEAR (FY) 2002-2003

SF LAFCO BUDGET FOR FY 2002-03	Budget
Personnel	
Salary and Benefits	\$ 72,000
Services of other Departments	\$ 62,000
Legal Services	\$100,000
Consultant Services	\$100,000
California Environmental Quality Act (CEQA) Review	\$100,000
Commissioners' Fees	\$ 8,000
Membership Dues – CALAFCO	\$ 2,000
Publications and Legal Notices	\$ 3,500
Books and Publications	\$ 1,000
Materials and Supplies	\$ 1,750
Conferences	\$ 3,000
Records Management Storage	\$ 500
Department of Telecommunications and Information Services (DTIS)	\$ 5,000
TOTAL	\$458,750

