



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

March 12, 2019

To: LAFCo Commissioners

From: Martha Poyatos, Executive Officer *M. Poyatos*

Subject: Consideration of Adoption of Proposed Work Program and LAFCo Budget for Fiscal Year 2019-20

Summary

Consider the Proposed 2019-20 Appropriations Budget of \$602,612, which includes a Net Operating Budget of \$376,639 resulting in a one-third apportionment of \$166,006 to the County, cities, and independent special districts. Following public comment, it is recommended that the Commission adopt the Proposed Budget with any desired amendments and direct the Executive Officer to (1) schedule consideration of the Final Budget for public hearing at the May 16 Commission meeting and (2) distribute it to the County, cities, and independent special districts

Budget Review Schedule and Background

Section 56381 of the Cortese-Knox-Hertzberg Local Government Reorganization Act (the Act), which covers adoption of the LAFCo budget, requires Commission consideration of both a Proposed and Final budget at the following intervals:

1. By May 1, the Commission shall adopt a "Proposed" Budget at a noticed public hearing following circulation of the Proposed Budget to the County, cities, and independent special districts.
2. By June 15, the Commission shall adopt a "Final" Budget at a noticed public hearing following circulation of the recommended Final Budget to the County, cities, and independent special districts.

The Act also provides that the Proposed and Final Budgets 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 the Act. There is also a provision for carryover of unused funds to the subsequent year's budget, and the Act

COMMISSIONERS: MIKE O'NEILL, CHAIR, City ▪ ANN DRAPER, VICE CHAIR, Public ▪ JOSHUA COSGROVE, Special District ▪ RICH GARBARINO, City
DON HORSLEY, County ▪ JOE SHERIDAN, Special District ▪ WARREN SLOCUM, County

ALTERNATES: KATI MARTIN, Special District ▪ HARVEY RARBACK, City ▪ SEPI RICHARDSON, Public ▪ DAVE PINE, County

STAFF: MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL ▪ JEAN BROOK, COMMISSION CLERK

requires that the LAFCo net operating budget be apportioned in thirds to the County, the cities, and the independent special districts¹. Also, because the Proposed and Final Budgets are adopted before the end of the fiscal year and include an estimate of fund balance carryover, once the current fiscal year closes and the actual fund balance carryover is determined, the Commission must consider revisions to the budget to reflect application of the actual fund balance carryover.

The Commission's budget is based on costs associated with LAFCo's contract with the County of San Mateo for staffing, offices, supplies, legal counsel, and other services. The 2019-20 Fiscal year budget reflects the first full year of 2.5 FTE staffing including the Executive Officer, Management Analyst and shared administrative assistant compared to the long standing staffing level of the full time executive office and half-time secretary. The Commission's Budget Committee (Vice Chair Cosgrove and Commissioners Horsley and O'Neill) considered the draft proposed budget and unanimously recommended approval.

Proposed Work Program

The following draft work plan includes a summary of recent activities and upcoming projects, such as preparing Municipal Service Reviews (MSRs)/Sphere of Influence (SOI) updates and special studies, updating the Commission's policies and procedures, and other projects and activities.

MSRs/SOI Updates - LAFCO law provides that every five years the Commission shall, as necessary, review and update each SOI [Gov. Code §56425(g)]. The statute also provides that in order to prepare and update an SOI, the Commission shall conduct a MSR. San Mateo LAFCo has completed first round MSR's for all but districts except Westborough Water District and all cities except Foster City, Burlingame, Hillsborough, Millbrae, San Bruno and South San Francisco. Staff has established the following prioritization for completing MSR's:

<u>Agency</u>	<u>Completion date</u>
San Mateo County Resource Conservation District	July 30, 2019
City of South San Francisco/Westborough Water District for completion	July 30, 2019
San Bruno and Millbrae	October 31, 2019
Burlingame, and Hillsborough and Foster City	January 30, 2020

¹ Apportionment of the one-third shares to individual cities and special districts is calculated by the County Controller based on a proportionate share of revenues reported in the most recent edition of the State Controller's reports on cities and special districts. These reports are not yet available. For estimation purposes, agencies can use the apportionment share calculated by the County Controller for Fiscal Year 2017-18.

Policies and Procedures Updates – Staff is working with the Legislative/Policy Committee on updating the Commission’s Policy and Procedures and will be bringing recommended updates to the Commission in the coming months.

Annexation Program

Staff will begin outreach to affected cities regarding plans for annexation and deferred annexation agreements to encourage local agencies to areas in their spheres including islands.

Other Items of Interest – LAFCo staff have been focused on several areas including the following:

Processing boundary change applications

Preparing the FY 2019-20 budget and Recommended Revisions to the Fee Schedule

On-going update of the LAFCo Directory of Local Agencies on the LAFCo website

Preparing for the FY 2018-19 financial audit

CALAFCo support activities including serving as the Executive Officer serving as the CALAFCo Deputy Executive Officer and staff preparation of the CALAFCo Annual Survey

2019-20 Work Program:

In addition to finishing first round MSR’s, Staff will commence second round sphere reviews and msr’s for South County and Coastside cities and districts. It is anticipated that these updates will be less extensive than the first round reviews focusing on issues identified in prior studies and any changes in service demands and finances.

Estimated Actual 2018-19 Budget

The 2018-19 Adopted Budget includes appropriations for the Executive Officer position, 9 months for the Management Analyst position and 2 months of the shared Administrative Secretary position, as well as Commission meetings, County Counsel, general operating expenditures including rent, supplies, etc., travel and meetings.

In addition to salary savings, expenditures are less than budgeted in County Counsel charges and an unspent 3 percent reserve. It is estimated that actual appropriations will be \$79,593 less than adopted as a result and this amount will be carried over to offset operating expenditures in the 2019-20 Fiscal Year.

On the revenue side, funds include fund balance carryover, application fees (estimated to come in \$11,000 under the projected amount), and intergovernmental revenue from the County, cities, and independent special districts.

Proposed 2019-20 Budget

Salary and Benefits

Salary and benefits of \$494,337 reflects the Executive Officer position, full-time Management Analyst, part time Executive Secretary, and Commissioner stipend. Administrative support for LAFCo meetings will be provided by the part time Executive Secretary which will be shared between LAFCo and the Planning and Building Department. It is anticipated that this position will be filled in May 2019.

The increase in salary and benefits increases reflect the County's Salary Schedule and recent negotiated salary increase of 4% effective January 27, 2019 and 4% effective December 15, 2019 . The Commission contracts with the County of San Mateo for staffing. The salary and benefits for the Principal Management Analyst (who serves as the Executive Officer), Management Analyst, and part time Executive Secretary are in parity with those that fill these three job classifications in County departments.

Services and Supplies

The Commission's contract with the County of San Mateo includes staffing, office space, and related services. With the exception of the Controller Administrative Fees (Account 5872), expenditures reflect service charges provided by County departments. An adjustment may be made to this account prior to the May meeting.

Charges from outside agencies include Memberships (Account 5331), which includes California Association of Local Agency Formation Commissions (CALAFCO) membership and California Special Districts Association (CSDA) membership and liability insurance (Account 6725) purchased from the California Special District Risk Management Authority.

Meetings and Conferences

The Meetings and Conferences appropriation is set at \$9,000 based on the annual CALAFCO conference and workshop venues and attendance by four commissioners and the Executive Officer at the annual conference and three staff members at the annual workshop.

A-87 Charges

A-87 is an Office of Management and Budget (OMB) guideline that sets forth principles and standards for the determination of costs applicable to County programs funded by the Federal and State governments. Under the circular, the County has to observe uniformity in its allocation of costs, that is, the County cannot be selective in the allocation process whereby

externally (State and Federal) funded programs are not charged equitably. Also referred to as the Countywide Cost Allocation Plan, the County uses A-87 guidelines to obtain reimbursement from Federal, State, and non-General Fund programs for departments that do not charge directly for services rendered. For example, the Controller's Office does not charge departments for payroll services. However, the cost of providing payroll services to Non-General Fund Departments and programs receiving funds from the Federal and State governments for this specific purpose is recovered through A-87. The A-87 formula for 2019-20 allocates \$8,598 compared to \$6,640 in the current fiscal year.

Reserve

Staff recommends appropriating the customary 3 percent reserve of \$17,756 in this fiscal year.

Application of Fund Balance

The Commission's practice regarding fund balance has been to appropriate all or a portion of the fund balance for consulting and/or special reserve and use a portion to offset the net operating budget, thereby reducing to the extent possible the funding obligation of the County, cities, and independent special districts. In preparing the annual budget, staff has been mindful of balancing the fiscal impact of the LAFCo budget on funding entities with the Commission's purpose to carry out mandated processing of applications and preparation of Municipal Service Reviews and sphere studies.

This year's estimated fund balance carryover is \$79,593. It is recommended this amount be used to offset the operating expenditures and there is no recommendation to appropriate funds for special reserves or consulting.

Review by Budget Committee

The Budget Committee unanimously recommended approval of the Draft Proposed 2019-20 budget.

Recommendation

1. Open the public hearing and accept public comment.
2. Consider and approve by resolution the attached Proposed Budget of \$602,612.
3. Direct the Executive Officer to schedule the Final 2019-20 Budget for a public hearing at the May 15, 2019 Commission meeting and circulate it with any necessary amendments to the County, cities, and independent special districts.

Attachment: Spreadsheet and Narrative

Distribution: County of San Mateo, Cities, Independent Special Districts

SAN MATEO



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LAFCO PROPOSED 2019-20 BUDGET NARRATIVE

The following provides a narrative to the budget spreadsheet and reflects costs associated with LAFCo's contract with the County of San Mateo for staffing, office space, supplies and legal counsel.

Salary & Benefits (4111 through 4161)

Salary and benefits of \$494,337 includes the County position of Principal Management Analyst that serves as Executive Officer by contract with the County, Management Analyst salary and benefits, part time Executive Secretary, Executive Officer administrative leave cash out, and Commissioner stipend of \$100 per bi-monthly meeting. Salary and benefits increases reflect the County's Salary Schedule.

Services & Supplies

Outside Printing (5191)

Appropriation of \$1,000 for copying and printing by outside print shops for special community mailings or workshop distribution of MSRs that cannot be distributed electronically.

General Office Supplies (5193)

A flat appropriation of \$500 for incidental office supplies provided to LAFCo.

Photocopy (5196)

A flat appropriation of \$500 for incidental copies made from the Planning Department copier where the LAFCo office is located.

Postage & Mailing (5197)

Appropriation of \$1,200 for postage/ mailing service through the County mailroom.

Records Storage (5218)

Appropriation of \$700 for offsite records storage.

Memberships (5331)

Estimated dues of \$8,882 for CALAFCo and California Special Districts Association.

Legal Advertising (5341)

Appropriation of \$1,500 for legal notices published in newspapers for LAFCo hearing items that require notice.

Mileage Allowance (5712)

Appropriation of \$250 for mileage reimbursement for staff attendance at off-site meetings or site visits.

Video Recording of Commission Meetings

\$4,000 based on minimum of 4 hours at \$100 per hour. Six regular meetings of various duration and one potential additional meeting.

Meetings & Conferences (5721)

Appropriation of \$9,000 for Commission and staff attendance and travel related to CALAFCO Annual Workshop and Staff Workshop based on the venue for each event (four Commissioners and Executive Officer to attend the Annual Conference and three staff members to attend at the CALAFCO staff workshop.

Training (5733)

Appropriation of \$250 for educational classes, workshops, or training related to LAFCo or CEQA.

Fiscal Office Specialist (5810)

Appropriation of \$988 for a County Fiscal Office Specialist to process LAFCo accounts receivable, accounts payable, and payroll.

Graphics/GIS (5848)

Appropriation of \$1,500 for GIS and other mapping services for LAFCo studies and sphere updates.

Consulting (5856)

No appropriation for consulting recommended at this time.

GIS (5861)

Appropriation of \$1,000 for special work completed by ISD/Public Works GIS mapping related to LAFCo applications or studies.

Controller (5872)

Estimated Cost of \$1,982 for administering the apportionment and collection of LAFCo budget to county, cities, and special districts.

Telephone (6712)

Telephone charges of \$1,413 for Executive Officer and Management Analyst phone lines.

Other Information Services Department (ISD) Services (6713)

An estimate of \$7,576 for computer support, connectivity, etc.

Rent (6714)

Rent charges of \$12,925.

General Liability & Bond Insurance (6725)

Estimated Appropriation of \$5,950 for insurance through CSDA and employee bond insurance with County of San Mateo.

County Counsel (6732)

Appropriation of \$20,000 for County Counsel charges, a reduction of \$10,000 from the 2018-189 budget. This appropriation is based on requirement for indemnification by applicants for all annexation/reorganization proposals.

A-87 Charges (6821)

Indirect charges such as Human Resources, County Manager, are \$8,598 A-87 is an Office of Management and Budget (OMB) circular or guideline that sets forth principles and standards for the determination of costs applicable to programs funded externally such as Federal and State government. Also referred to as the Countywide Cost Allocation Plan, the County uses A-87 guidelines to obtain reimbursement from Federal, State and non-General Fund programs for departments that do not charge directly for services rendered. For example, the Controller's Office does not charge departments for payroll services. However, the cost of providing payroll services to Non-General Fund Departments and programs receiving external governmental funds for this specific purpose is recovered through A- 87.

Reserve (8612)

Amount of \$17,756 in reserve for unanticipated expenditures, historically set at 3 percent of gross appropriations. Commission authorization is required to spend reserve.

LAFCo	Proposed Draft FY 19-20 Budget	Adopt.Sept.	Final	Revised	Final	Revised	Estimated	Proposed
	Date: March 3, 2019	Revised	Actual	Adopted	Actual	Adopted	Actual	Draft
		2016-17	2016-17	2017-18	FY 17-18	FY 18-19	FY 18-19	FY 19-20
4111	Salary & Benefits Executive Officer	222,349	222,349	231,706	231,706	234,340	234,340	253,324
	.5 FTE Exec. Secretary	45,203	45,203	45,416	42,451	52,138	9,000	52,138
	Management Analyst (effective 9/24/18)					145,000	145,000	178,075
4141	Admin. Leave Cash Out	6,000	4,418	6,000	4,678	6,000	0	6,000
4161	Commissioner Compensation	4,800	4,600	4,800	4,400	4,800	4,800	4,800
	SALARIES & BENEFITS	278,352	270,802	287,922	283,235	442,278	393,140	494,337
	SERVICES & SUPPLIES							
	<i>Refund County overpayment in 2014/15</i>	12,416	0	12,416		12,416	12,416	0
5191	Outside Printing (other special printing)	1,000	0	1,000	0	1,000	0	1,000
5193	General Office Supplies	1,000	1,488	500	352	500	500	500
5196	Photocopy - in-house copier	1,000	1,000	500	500	500	500	500
5197	Postage & Mailing Service	1,500	856	1,200	602	1,200	675	1,200
5212	Computer Equipment under \$5,000	1,278	1,278	0		0	0	0
5331	Memberships (CALAFCo/CSDA)	7,100	7,095	7,628	8,872	7,714	7,714	8,882
5341	Legal Advertising	1,500	753	1,500	334	1,500	650	1,500
5712	Mileage Allowance/Motor Pool	250	0	250	0	250	0	250
	Video Recording Comm. Meetings			2,000	0	4,000	4,000	4,000
5721	Meetings & Conferences	8,000	7,052	8,000	5,488	9,000	8,500	9,000
5733	Training	250	98	250	0	250	250	250
5810	Fiscal Office Specialist	1,976	1,976	988	988	988	988	988
5218	Corovan Records Storage	200	178	500	268	700	600	700
5848	Graphics	4,500	50	1,500	0	1,500	0	1,500
	Outside Auditing Services					7,700	7,700	7,700
5858	Consulting	60,000	56,683	12,317	13,395	0	0	0
5861	GIS Mapping	2,500	0	1,000	0	1,000	0	1,000
5872	Controller Admin	1,641	1,641	1,982	1,982	1,982	1,982	1,982
6712	Telephone	500	367	500	287	500	500	1,413
6713	ISD (Automation Services)	8,377	6,055	8,073	6,815	8,443	8,443	7,576
6714	Rent	5,406	5,406	12,925	12,925	12,925	12,925	12,925
6722	Countywide security and HR	53	84	90	90	90	90	105
6725	Gen'l Liability & bond ins.	5,387	3,621	4,237	4,316	4,591	4,591	5,950
6732	County Counsel	30,000	4,478	30,000	7,656	30,000	15,000	20,000
6821	A 87 Charges	6,193	6,193	10,250	10,250	6,640	6,640	8,598
	Subtotal Appropriations	440,379	377,154	407,528	358,355	557,667	487,804	591,856
8612	Reserve 3%	13,211	0	11,484	0	16,730	0	17,756
	special reserve	40,000	0	73,559	0	0	0	0
	Total Appropriations Budget	493,590	377,154	492,571	358,355	574,397	487,804	609,612
	Revenues							
	Fund Balance	151,888	151,888	108,258	108,258	128,846	128,846	79,593
	Application Fees	30,000	21,822	30,000	24,630	30,000	19,000	28,000
	CALFCO Deputy EO Stipend						4,000	4,000
	Intergov. Rev. (County/City/Dist)	311,702	311,702	354,313	354,313	415,551	415,551	498,019
	Total Revenues	493,590	485,412	492,571	487,201	574,397	567,397	609,612
	County/City/District 1/3 Apportionment	103,901	103,901	118,104	118,104	138,517	138,517	166,006

Management analyst salary adjusted to reflect D step starting in September, Acct 5331 reflects overpayment of \$1,299 to be credited this fiscal year; Refund to county not issued & carried over to 18/19 FY