

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE: SEPTEMBER 11, 2013 
FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
MICHAEL TUERPE, Project Manager
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #7: Consideration of Contract with the County
Information Services Department for Development of a Fiscal Indicators
Program for Use in Service Reviews

RECOMMENDATION:

Staff recommends the Commission take the following actions:

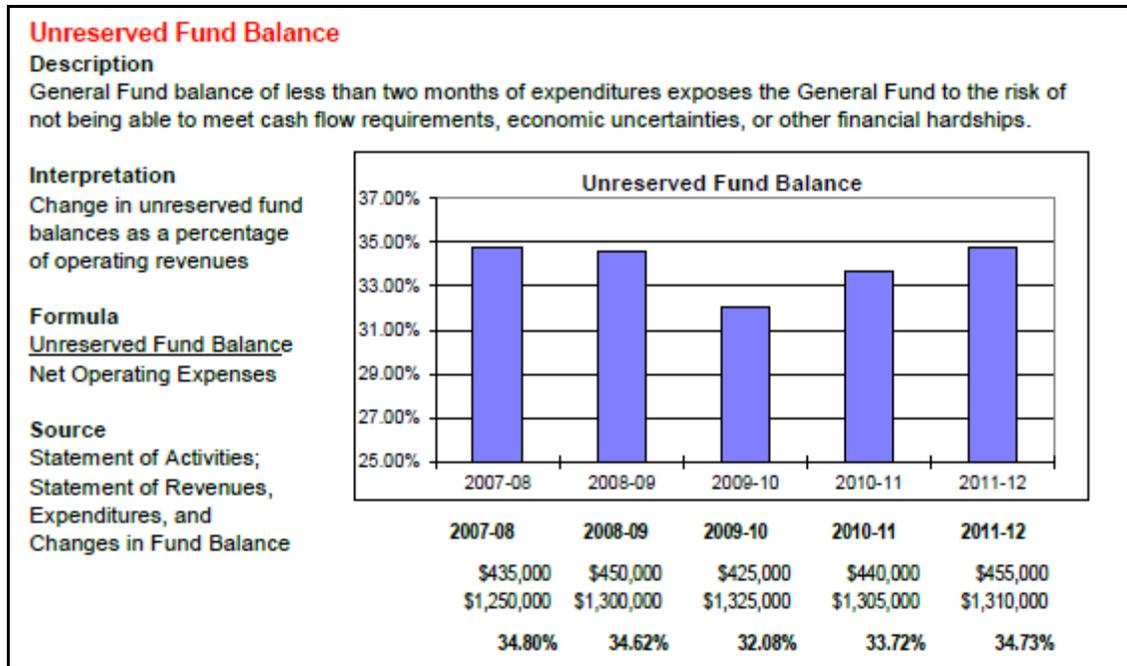
1. Approve the *Fiscal Indicators* project with the County Information Services Department for \$13,179 with a 10% contingency;
2. Direct staff to return at the October 16, 2013 Hearing to fund the \$10,997 for the project through Unassigned Carryover from 2012-13; and,
3. Authorize the Executive Officer to sign the contract with the County Information Services Department.

BACKGROUND:

As a part of the FY 2012-13 budget, the Commission authorized staff to negotiate with Orange LAFCO to acquire access to its *Fiscal Indicators and Shared Services* programs for implementation by our LAFCO. After about nine months, the Executive Officer suspended contract negotiations with Orange LAFCO in June 2013 for licensing of Orange LAFCO's *Fiscal Indicators and Shared Services* program, which has an approved budget authorization of \$3,500. The hurdles encountered for use of the programs were numerous and not feasible for San Bernardino LAFCO such as the development of an additional and dedicated website to run the program, lack of technical support, lack of customization ability, and questions on overall security and maintenance issues. However, the need for the program for implementation of our second cycle Service Reviews remains.

Therefore, LAFCO staff has consulted financial literature and purchased a customized spreadsheet (at minimal cost) that provides for a basic replacement of the Orange LAFCO program. In order to make this data easily accessible to staff as well as the County, cities,

special districts, and the public, staff has consulted with the County’s Information Services Department (“ISD”) to create a streamlined way to display this data. The goal is to make the data easily understandable and accessible to users on LAFCO’s website. A preliminary example of how an indicator would be represented graphically is shown below:



The two components of the project as previously approved by the Commission (*Fiscal Indicators* and *Shared Services*) is proposed to be split into two separate projects. Shared Services will need additional coordination with the County and others before it is ready for presentation. The *Fiscal Indicators* project is ready to move forward at this time and staff is currently conducting a survey with the County, Cities and Special Districts on the fiscal indicators to be included. The method for development of the project through ISD is described below with a recommendation for Commission action.

Fiscal Indicators Project:

ISD has provided a quote and proposed contract outlining the scope of the work, costs, and timing (included as attachments to this report) for the project. The proposed contract identifies that the project will take six weeks to complete which can begin as soon as the contract is signed, for a total estimated cost of \$13,179.

In reviewing the quote, staff believes that the scope, timing, and cost of the project are reasonable. As for funding, the Commission has already allocated \$3,500 for the combined project (*Fiscal Indicators* and *Shared Services*). Additionally, staff identified in the *2012-13 Year-End Financial Report* that at year’s-end there was \$37,692 classified as “Unassigned, Additional Carryover into FY 2013-14”. Staff recommends that should the Commission determine to move forward with this project through ISD, that a 10% contingency be added and the remaining cost of \$10,997 be taken from the additional carryover, as identified below:

Estimated cost of \$13,179 plus 10% contingency	\$14,497
FY 2013-14 Commission approved allocation	(3,500)
Remainder funded from additional carryover in FY 2013-14	(10,997)

Staff would then return at the First Quarter financial review in October to recommend the appropriate changes to the budget to accommodate for the additional carryover and unbudgeted project costs as well as a project status update.

Staff Recommendation:

Staff recommends that the Commission:

- Approve the *Fiscal Indicators* project with the County Information Services Department for \$13,179 with a 10% contingency;
- Direct staff to return at the October 16, 2013 Hearing to fund the \$10,997 for the project through Unassigned Carryover from 2012-13; and,
- Authorize the Executive Officer to sign the contract with the County Information Services Department.

Should the Commission have any questions, staff will be happy to answer them before or at the hearing.

MT/

Attachments:

1. [Contract with County Information Services Department identified as "LAFCO Fiscal Indicators Project Charter"](#)
2. [County Information Services Department Quote for *Fiscal Indicators* Project](#)