

SOMA Community Stabilization Fund Administrative Plan

The primary administrative needs of the SOMA Community Stabilization Fund are staff. One staff person is dedicated full-time to the Fund, and further management level support totals approximately .2 FTE across three managers. No more than .1 FTE from each of an Accountant and a Senior Accountant is needed to manage the disbursement of funds as approved by the Community Advisory Committee and the Board of Supervisors.

The Fund also incurs legal costs from time to time (which can be up to \$40,000 in one year) and minimal advertising costs. The Fund is not charge any other administrative overhead; the Fund's share of overhead and indirect is covered by other departmental fund sources.

At the beginning of each fiscal year, MOHCD will submit a journal entry for Controller's Office approval in order to appropriate the maximum allowed administrative uses, less any carryforward from the previous fiscal year.

Sample Annual Budget as of April 2016

Maximum Administrative Uses Allowed per Resolution 162-06:

Job Classification	Salary	Fringe	Total
9772	\$ 85,098	\$ 34,890	\$ 119,988
9775	\$ 116,792	\$ 47,885	\$ 164,677
TOTAL			\$ 284,665

Sample Administrative Support Schedule, as of April 2016

Staffing	
1.0 FTE 9775	\$ 164,677
0.2 FTE 0904	\$ 42,870
0.1 FTE 1657	\$ 17,128
0.1 FTE 9772	\$ 11,999
<i>subtotal</i>	\$ 236,673
City Attorney	\$ 40,000
Advertising	\$ 2,000
TOTAL	\$ 278,673