

**LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY
FINAL BUDGET WORKSHEET
FISCAL YEAR 2010 - 2011**

Adopted on March 29, 2010

	Adopted Budget for Fiscal Year 2009-10	Estimated Actual Year End Expenditures for Fiscal Year 2009-10	Adopted Proposed Budget Fiscal Year 2010-11
6000 EMPLOYEE SALARIES			
Proposal is to extend current freeze on salaries for all positions (Executive Officer, Senior Analyst, Administrative Secretary). No cost-of-living adjustments. No merit step increase for eligible Administrative Secretary position. No funding for a vacant Analyst position.	\$ 308,946.00	\$ 308,946.00	\$ 308,946.00
6100 EMPLOYEE BENEFITS			
Proposal is to extend current freeze on benefits, and continue to underfund or not fund certain benefits.	\$ 152,500.00	\$ 152,500.00	\$ 148,700.00
6010 - Accrued Leave Reserve: Commission policy is to fund the liability for payout of leave time. Proposal is to fund a portion of the liability. The reserve will continue to be significantly underfunded in FY 2010-2011.	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00
XXXX - Post-Retirement Healthcare Obligation Reserve: Adopted Commission policy is to fund the liability for required employer contribution to retiree healthcare medical benefit premiums, and to establish a cash reserve for this purpose. This liability is \$100 per month toward the CALPERS health benefits of any retiree who elects to receive and pay for this benefit. See January 2010 report for liability calculations. Together with pre-funding started in FY 2009-2010, the proposed budget will significantly fund this new reserve.	\$ 1,500.00	\$ 1,500.00	\$ 2,300.00
TOTAL SALARIES & BENEFITS (see Note 1)	\$ 467,946.00	\$ 467,946.00	\$ 467,946.00

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SERVICES & SUPPLIES			
2001 Litigation Settlement Agreement Costs None anticipated in FY 2010-11.	\$ 85,600.00	\$ 85,262.00	\$ -
7000 Postage and Shipping Includes postage for general correspondence and meeting mail outs, express mail, and certified mail. Also includes LAFCO election mailings to independent special districts, and mailings required for budget distribution.	\$ 5,000.00	\$ 4,000.00	\$ 5,000.00
7010 Books & Periodicals Includes newspaper subscriptions, publications and codes on LAFCO law, CEQA, employment law and other publications necessary to keep current on laws and trends.	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7030 Copy Machine Charges Includes copier machine lease.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7040 Outside Printers Includes copying of large volume publications, maps and other occasional needs.	\$ 1,000.00	\$ 300.00	\$ 1,000.00
7060 Office Supplies Includes annual consumable goods for office operations and work production. Anticipated increase in production costs reflects the multi-year effort now underway to prepare service reviews and Sphere of Influence updates for all cities and districts.	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00
7070 Office Equipment & Furnishings Includes office furniture such as small tables and miscellaneous items. Not funded.	\$ -	\$ -	\$ -
7080 Computer Hardware and Peripherals Provides for ongoing replacement of out-of-warranty computers and equipment.	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00

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<p>7085 Computer Support Services (Fixed Costs) Under contract with the County of Monterey, this line item provides device support (computer and network printers). Services also include micro systems support, web site housing, email, internet and network access. Costs are fixed.</p>	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
<p>7090 Computer Support Services (Variable Costs) Under contract with County of Monterey or other vendor, this line item provides GIS support and development services for LAFCO's mapping and information functions, and enables LAFCO to be part of the County centralized GIS system. Also includes miscellaneous support services. Anticipated cost reflects the multi-year work effort to update Sphere maps for all local agencies. Charges are variable.</p>	\$ 8,000.00	\$ 5,000.00	\$ 8,000.00
<p>7100 Computer Software Includes software updates and licenses. Purposes are to extend the life and compatibility of existing computers. Carryover funds (\$2,500) from FY 2008-2009 were encumbered in FY 2009-2010 for software. No funding is proposed for FY 2010-2011.</p>	\$ -	\$ -	\$ -
<p>7105 Meeting Broadcast Services This account funds the live cable TV and web feed coverage of LAFCO meetings, and weekly TV re-broadcasts, under contract with the County of Monterey. Costs are variable depending on number and length of meetings.</p>	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
<p>7110 Property and General Liability Insurance Errors & Omissions Insurance is obtained from a vendor (currently the Special Districts Risk Management Authority).</p>	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00

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7120 Office Maintenance Services Includes general office cleaning, including blinds, cabinets and underneath furniture. (Basic janitorial service to empty trash and sweep floors is included in office lease.)	\$ 400.00	\$ 400.00	\$ 400.00
7130 Other Equipment Maintenance Includes maintenance agreements for small office equipment.	\$ 250.00	\$ 250.00	\$ 250.00
7140 Travel Extends the current reductions and partial funding for employee, counsel and Commissioner (one member) travel for meetings, 2010 CALAFCO conference and 2010 staff workshop. Includes some transportation, hotel and meals.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7150 Training, Conferences and Workshops Extends the current reductions and partial funding for employee, counsel and Commissioner (one member) training and annual CALAFCO conference and workshop fees, and technical training on CEQA, financing, etc.	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
7160 Vehicle Mileage Reimbursement for use of personal vehicles, at the government rate.	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7170 Rental of Building Reduced cost reflects the anticipated terms of a new lease agreement, effective July 2010. Includes utilities.	\$ 30,000.00	\$ 30,000.00	\$ 25,500.00
7200 Telephone Communications Includes telephone, cell and fax charges, and system maintenance and repairs.	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00

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7230 Temporary Help Services (Clerical) Includes temporary clerical services during high workload periods or staff absences. Not funded.	\$ -	\$ 103.00	\$ -
7240 Outside Professional Services This line item includes: (a) General Counsel and Special Legal Counsel Services (Not Litigation). General Counsel costs are capped per a contract with County Counsel's Office and are significantly less than pre-2009 levels. Special Legal Counsel costs are variable, depending on need. (b) Accounting and Financial Services (fixed rate contract with Hayashi and Wayland is significantly less than pre-2009 cost). (c) Human resources services (variable rate contract with Fenton and Keller) (d) Annual audit (RFP process underway; vendor to be determined) (e) Temporary In-House Professional Services (during staff absences, vacancies or high workload periods). Not funded. (f) Pass-Through Costs that are Reimbursed by Project Applicants: Current LAFCO practice is to discourage these types of transactions.	\$ 71,500.00	\$ 71,500.00	\$ 71,500.00
	25,000	25,000	25,000
	36,000	36,000	36,000
	500	500	500
	10,000	10,000	10,000
	0	0	0
	0	0	0
7250 Miscellaneous Office Expenses Minor expenses for office operations, Commission meetings and recording fees for LAFCO-initiated activities.	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7260 Legal Notices Expenses for actions requiring public notices, such as annexations and Sphere of Influence updates. Increase reflects the multi-year effort underway to prepare service reviews and Sphere updates for all cities and districts.	\$ 6,300.00	\$ 3,000.00	\$ 6,000.00
7270 Recruitment Advertising To fill any vacant and funded position. None are anticipated.	\$ -	\$ -	\$ -

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7280 LAFCO Memberships CALAFCO Membership (\$3500) and California Special Districts Association dues (\$500). CALAFCO membership provides access to legislative and educational activities. CSDA membership is required in order to get the Authority's E & O Insurance.	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7290 Litigation Reserve Commission policy is to build a litigation defense reserve, with a 3-year goal of reaching and maintaining \$120,000. Reserve levels were depeleted by litigation defense in prior years. Proposal is to begin to rebuild the reserve. This reserve will continue to be significantly underfunded in FY 2010-11.	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00
XXXX Records Storage & Security Initiate a system to archive older records in disk format, and to ensure security of all records. Not funded.	\$ -	\$ -	\$ -
7295 Contingency Reserve Commission policy is to build a strategic operating reserve, with goal of 25 percent of total budget, at 5 percent per year. This reserve was depleted to fund litigation defense. Proposal is to begin to build this reserve. The reserve will continue to be significantly underfunded in FY 2010-2011.	\$ 5,000.00	\$ 5,000.00	\$ 30,000.00
SUBTOTAL SERVICES AND SUPPLIES (see Note 1)	\$ 271,550.00	\$ 263,315.00	\$ 228,150.00
LESS PASS-THROUGH CHARGES	\$ -	\$ -	\$ -
TOTAL SERVICES AND SUPPLIES (NET) (see Note 1)	\$ 271,550.00	\$ 263,315.00	\$ 228,150.00
TOTAL SALARIES & BENEFITS (see Note 1)	\$ 467,946.00	\$ 467,946.00	\$ 467,946.00
NET TOTAL FOR BUDGET UNIT (see Note 1)	\$ 739,496.00	\$ 731,261.00	\$ 696,096.00
	Recommended Budget for FY 2009-2010	Estimated Actual Year End Expenses FY 2008- 2009	Recommended Budget for FY 2009-2010

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6000 Employee Salaries	\$ 308,946.00	\$ 308,946.00	\$ 308,946.00
6100 Employee Benefits	\$ 152,500.00	\$ 152,500.00	\$ 148,700.00
6010-Accrued Leave Reserve	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00
XXX-Post-Retirement Healthcare Obligation Reserve	\$ 1,500.00	\$ 1,500.00	\$ 2,300.00
2001 Litigation Settlement Agreement Costs (July 2008)	\$ 85,600.00	\$ 85,262.00	\$ -
7000 Postage and Shipping	\$ 5,000.00	\$ 4,000.00	\$ 5,000.00
7010 Books and Periodicals	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7030 Copy Machine Charges	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7040 Outside Printers	\$ 1,000.00	\$ 300.00	\$ 1,000.00
7060 Office Supplies	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00
7070 Office Equipment and Furnishings	\$ -	\$ -	\$ -
7080 Computer/Hardware/Peripherals	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7085 Computer Support Services (Fixed Costs)	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7090 Computer Support Services (Variable Costs)	\$ 8,000.00	\$ 5,000.00	\$ 8,000.00
7100 Computer Software	\$ -	\$ -	\$ -
7105 Meeting Broadcast Services	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7110 Property and General Liability Insurance	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7120 Office Maintenance Services	\$ 400.00	\$ 400.00	\$ 400.00
7130 Other Equipment Maintenance	\$ 250.00	\$ 250.00	\$ 250.00
7140 Travel	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7150 Training, Conferences and Workshops	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
7160 Vehicle Mileage	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7170 Rental of Buildings	\$ 30,000.00	\$ 30,000.00	\$ 25,500.00
7200 Telephone Communications	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7230 Temporary Help Services (Clerical)	\$ -	\$ 103.00	\$ -
7240 Outside Professional Services - Total for Line Items (a) - (f) Below	\$ 71,500.00	\$ 71,500.00	\$ 71,500.00
(a) General Counsel and Special Counsel	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
(b) Accounting and Financial Services	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
(c) Human Resources	\$ 500.00	\$ 500.00	\$ 500.00
(d) Annual Audit	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
(e) Temporary In-House Professional Services	\$ -	\$ -	\$ -
(f) Pass-Through Charges for Project Related Work (09-10 item is not reimbursable)	\$ -	\$ -	\$ -
7250 Miscellaneous Office Expenses	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7260 Legal Notices	\$ 6,300.00	\$ 3,000.00	\$ 6,000.00
7270 Recruitment Advertising	\$ -	\$ -	\$ -
7280 LAFCO Memberships	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7290 Litigation Reserve	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00
XXXX Records Storage and Security	\$ -	\$ -	\$ -
7295 Contingency Reserve	\$ 5,000.00	\$ 5,000.00	\$ 30,000.00
SUB TOTAL EXPENDITURES (see Note 1)	\$ 739,496.00	\$ 731,261.00	\$ 696,096.00
LESS PASS-THROUGH CHARGES (Line Item "(f)" above)	\$ -	\$ -	\$ -
TOTAL EXPENDITURES (NET) (see Note 1)	\$ 739,496.00	\$ 731,261.00	\$ 696,096.00

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REVENUES:			
	Adopted Anticipated Budget Revenues for Fiscal Year 2009-10	Estimated Actual Year End Revenues Fiscal Year 2009-10	Proposed Budget Revenues for Fiscal Year 2010-11
Fees:			
a. Project Fees (see Note 2)	\$ 20,000	\$ 15,000	\$ 10,000
b. Pass-through Fees	\$ -	\$ -	\$ -
County Contribution	\$ 237,499	\$ 237,499	\$ 227,699
City Contributions	\$ 237,499	\$ 237,499	\$ 227,699
Independent Special District Contributions	\$ 237,499	\$ 237,499	\$ 227,699
Voluntary Contributions from Other Agencies	\$ -	\$ -	\$ -
Contingency Reserve	\$ -	\$ -	\$ -
Unreserved Fund Balance (see Note 3)	\$ -	\$ -	\$ -
Interest	\$ 7,000	\$ 7,000	\$ 3,000
SUB TOTAL REVENUES	\$ 739,496	\$ 734,497	\$ 696,096
LESS PASS-THROUGH FEES (Line Item 7240 (f))	\$ -	\$ -	\$ -
TOTAL REVENUE (NET) (see Note 1)	\$ 739,496	\$ 734,497	\$ 696,096

NOTE 1 Pursuant to Government Code 56381 (a), the proposed and final budget for FY 2010-11 shall be equal to the budget adopted for FY 2009-10, unless the Commission finds that reduced staffing or program costs will nevertheless allow the Commission to fulfill the purpose and programs of the Cortese-Knox-Hertzberg Act. The Commission would need to make such findings as part of resolutions to adopt the proposed and final budgets.

NOTE 2 Commission policy is to show anticipated project fees as revenue in the year in which the fees are collected.

NOTE 3 Current Commission policy is to maintain the Unreserved Fund Balance.