

**LAFCO** *of Monterey County*

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LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

FINAL BUDGET FOR FY 2015-2016  
Adopted April 27, 2015

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**LAFCO** *of Monterey County*

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LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

SUMMARY OF ADOPTED EXPENDITURES  
AND REVENUES  
FOR  
FINAL FY 2015-2016 BUDGET

Adopted April 27, 2015

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**LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY**  
**Final Budget for FY 2015-2016**  
**Adopted April 27, 2015**

		Adopted Budget for Fiscal Year 2014-15	Estimated Year-End Expenditures for Fiscal Year 2014-15 (Includes Adopted Budget Amendment No. 1)	Adopted Final Budget for Fiscal Year 2015-2016
<b>SUMMARY OF ADOPTED EXPENDITURES - FISCAL YEAR 2015-16</b>				
6000	Employee Salaries	\$ 419,000.00	\$ 419,000.00	\$ 445,000.00
6100	Employee Benefits	\$ 185,000.00	\$ 185,000.00	\$ 195,000.00
7000	Postage and Shipping	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7010	Books and Periodicals	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7030	Copy Machine Charges	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
7040	Outside Printers	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00
7060	Office Supplies	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
7070	Office Equipment and Furnishings	\$ -	\$ -	\$ 1,000.00
7080	Computer/Hardware/Peripherals	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00
7085	Computer Support Services (Fixed Costs)	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
7090	Computer Support Services (Variable Costs)	\$ 6,000.00	\$ 6,000.00	\$ 12,000.00
7100	Computer Software	\$ 500.00	\$ 500.00	\$ 1,000.00
7105	Meeting Broadcast Services	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00
7110	Property and General Liability Insurance	\$ 5,300.00	\$ 5,300.00	\$ 5,300.00
7120	Office Maintenance Services	\$ 400.00	\$ 400.00	\$ 400.00
7130	Other Equipment Maintenance	\$ -	\$ -	\$ -
7140	Travel	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
7150	Training, Conferences and Workshops	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
7160	Vehicle Mileage	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7170	Rental of Buildings	\$ 23,300.00	\$ 23,300.00	\$ 24,400.00
7200	Telephone Communications	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7230	Temporary Help Services (Clerical)	\$ 2,000.00	\$ 7,000.00	\$ 25,000.00
7240	Outside Professional Services - Total for Line Items 7242 - 7249	\$ 62,000.00	\$ 57,000.00	\$ 62,000.00
	7242 Accounting and Financial Services	\$ 37,500.00	\$ 37,500.00	\$ 37,500.00
	7245 General Counsel and Special Counsel	\$ 11,500.00	\$ 6,500.00	\$ 11,000.00
	7247 Human Resources	\$ -	\$ -	\$ -
	7248 Annual Audit	\$ 13,000.00	\$ 13,000.00	\$ 13,500.00
	7249 Temporary Professional Services	\$ -	\$ -	\$ -
7250	Miscellaneous Office Expenses	\$ 600.00	\$ 600.00	\$ 600.00
7260	Legal Notices	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7261	Pass-Through Expenses	\$ -	\$ -	\$ -
7270	Recruitment Expenses	\$ -	\$ -	\$ -
7280	LAFCO Memberships	\$ 4,700.00	\$ 4,700.00	\$ 4,700.00
7290	Litigation Reserve	\$ -	\$ -	\$ -
7285	Records Storage and Security	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7295	Contingency Reserve (See Note 2)	\$ -	\$ -	\$ -
	<b>SUB TOTAL EXPENDITURES</b>	\$ <b>779,600.00</b>	\$ <b>779,600.00</b>	\$ <b>848,700.00</b>
	<b>LESS PASS-THROUGH EXPENSES (Acct. 7261)</b>	\$ <b>-</b>	\$ <b>-</b>	\$ <b>-</b>
	<b>TOTAL EXPENDITURES (NET)</b>	\$ <b>779,600.00</b>	\$ <b>779,600.00</b>	\$ <b>848,700.00</b>

**LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY**  
**FINAL BUDGET WORKSHEET**  
**FISCAL YEAR 2015-2016**  
**Adopted April 27, 2015**

<b>ADOPTED REVENUES - FISCAL YEAR 2015-2016</b>			
<b>Revenue</b>	<b>Adopted Budget Revenues for Fiscal Year 2014-15</b>	<b>Estimated Year-End Revenues Fiscal Year 2014-2015</b>	<b>Anticipated Budget Revenues for Fiscal Year 2015-2016</b>
Source:			
4000 - Project Fees - See Note 1	\$ 10,000	\$ 10,000.00	\$ 10,000.00
4001 - Pass-through Fees	\$ -	\$ -	\$ -
4205 - County Contribution	\$ 249,367	\$ 249,367.00	\$ 269,067.00
4210 - City Contributions	\$ 249,367	\$ 249,367.00	\$ 269,067.00
4220 - Independent Special District Contributions	\$ 249,367	\$ 249,367.00	\$ 269,067.00
3810 - Contingency Reserve	\$ -	\$ -	
3850 - Unreserved Fund Balance - Supplement	\$ 20,000	\$ 20,000.00	\$ 30,000.00
4300 - Interest	\$ 1,500	\$ 1,500.00	\$ 1,500.00
<b>SUB TOTAL REVENUES</b>	<b>\$ 779,601</b>	<b>\$ 779,601.00</b>	<b>\$ 848,701.00</b>
<b>LESS PASS-THROUGH INCOME (Acct. 4001)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REVENUE (NET)</b>	<b>\$ 779,601</b>	<b>\$ 779,601.00</b>	<b>\$ 848,701.00</b>

**NOTE 1** Commission policy is to show anticipated project fees as revenue in the year in which the fees are collected.

**LAFCO** *of Monterey County*

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LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

DETAIL OF ADOPTED EXPENDITURES FOR  
FINAL FY 2015-16 BUDGET

Adopted April 27, 2015

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**LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY**  
**Final Budget for FY 2015-2016**  
**Adopted April 27, 2015**

	<b>Adopted Budget for Fiscal Year 2014-15</b>	<b>Estimated Year-End Expenditures for Fiscal Year 2014-15 (Includes Adopted Budget Amendment No. 1)</b>	<b>Adopted Final Budget for Fiscal Year 2015-16</b>
<p><b>6000 EMPLOYEE SALARIES</b></p> <p>This line item continues to fund four staff positions that support all work program activities of the Commission (Executive Officer, Senior Analyst, Associate Analyst, Clerk). Includes merit increases/COLA per employment agreements, for staff retention purposes. Includes overtime allowance for Clerk to the Commission.</p>	\$ 419,000.00	\$ 419,000.00	\$ 445,000.00
<p><b>6100 EMPLOYEE BENEFITS</b></p> <p>This line item assumes no new benefits, no benefit changes, and a continuation of significant benefit reductions already in effect. LAFCO pays 0% of the employee share of retirement plan contributions; employees pay 100% of this cost. Assumes minor increase in some benefit costs.</p>	\$ 185,000.00	\$ 185,000.00	\$ 195,000.00
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 604,000.00</b>	<b>\$ 604,000.00</b>	<b>\$ 640,000.00</b>

**LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY**  
**Final Budget for FY 2015-2016**  
**Adopted April 27, 2015**

	<b>Adopted Budget for Fiscal Year 2014-15</b>	<b>Estimated Year-End Expenditures for Fiscal Year 2014-15 (Includes Adopted Budget Amendment No. 1)</b>	<b>Adopted Final Budget for Fiscal Year 2015-16</b>
<b>SERVICES &amp; SUPPLIES</b>			
<b>7000 Postage and Shipping</b> Includes postage for general correspondence and agenda packet delivery, express mail, and certified mail. Also includes LAFCO election mailings to independent special districts, and distribution of budget.	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
<b>7010 Books &amp; Periodicals</b> 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
<b>7030 Copy Machine Charges</b> Includes copier machine lease (contract).	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
<b>7040 Outside Printers</b> Includes copying of agenda packets, large volume publications, maps and other occasional needs.	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00
<b>7060 Office Supplies</b> Includes annual consumable goods for office operations and work production.	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
<b>7070 Office Equipment &amp; Furnishings</b> Includes office furniture such as small tables and miscellaneous items. Not funded.	\$ -	\$ -	\$ 1,000.00
<b>7080 Computer Hardware and Peripherals</b> Includes lease of work station computers and occasional purchase of accessories.	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00

**LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY**  
**Final Budget for FY 2015-2016**  
**Adopted April 27, 2015**

	<b>Adopted Budget for Fiscal Year 2014-15</b>	<b>Estimated Year-End Expenditures for Fiscal Year 2014-15 (Includes Adopted Budget Amendment No. 1)</b>	<b>Adopted Final Budget for Fiscal Year 2015-16</b>
<p><b>7085 Computer Support Services (Fixed Costs)</b>            Under contract with the County of Monterey or other vendor, this line item provides device support (e.g. computers and network printers). Services also include web site housing, email, internet and network access. County IT is primary vendor, and costs for device support are fixed by unit count. Occasional device support service by other vendors is not fixed.</p>	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
<p><b>7090 Computer Support Services (Variable Costs)</b>            Under contract with the County of Monterey, this line item provides micro systems (software) support, mapping and GIS support for LAFCO data layers that are stored in the County's centralized GIS system. Includes mapping/data analysis for LAFCO's busy Municipal Service Review/Sphere of Influence Update program. Proposed budget reflects increases in data/mapping needs and increases in County rates. Charges are variable.</p>	\$ 6,000.00	\$ 6,000.00	\$ 12,000.00
<p><b>7100 Computer Software</b>            Includes software updates and licenses to extend the life and compatibility of computers.</p>	\$ 500.00	\$ 500.00	\$ 1,000.00
<p><b>7105 Meeting Broadcast Services</b>            This account funds the live cable TV coverage of LAFCO meetings, and weekly TV re-broadcasts, under contract with the County of Monterey and its vendors. Costs are variable depending on number and length of meetings.</p>	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00
<p><b>7110 Property and General Liability Insurance</b>            Property and Errors &amp; Omissions Insurance is obtained by contract with the Special Districts Risk Management Authority. Premiums reflect discounts for no claim history. Cost is fixed annually.</p>	\$ 5,300.00	\$ 5,300.00	\$ 5,300.00

**LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY**  
**Final Budget for FY 2015-2016**  
**Adopted April 27, 2015**

	<b>Adopted Budget for Fiscal Year 2014-15</b>	<b>Estimated Year-End Expenditures for Fiscal Year 2014-15 (Includes Adopted Budget Amendment No. 1)</b>	<b>Adopted Final Budget for Fiscal Year 2015-16</b>
<b>7120 Office Maintenance Services</b> 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
<b>7130 Other Equipment Maintenance</b> Includes maintenance agreements for small office equipment. Not funded.	\$ -	\$ -	\$ -
<b>7140 Travel</b> Provides partial funding for employee, counsel and Commissioner travel for annual CALAFCO conference (Sept. 2015), annual CALAFCO staff workshop (April 2016), and training classes. Includes some transportation, hotel and meal costs.	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
<b>7150 Training, Conferences and Workshops</b> Provides partial funding for employee, counsel and Commissioner registrations at annual CALAFCO conference (Sept. 2015), annual staff workshop (April 2016), and classes.	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
<b>7160 Vehicle Mileage</b> Reimbursement for use of personal vehicles, at the government rate.	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
<b>7170 Rental of Building</b> Continues a favorable five-year lease that included rent rollbacks for first two years. Includes utilities.	\$ 23,300.00	\$ 23,300.00	\$ 24,400.00
<b>7200 Telephone Communications</b> Includes telephone, cell and fax charges, office wi-fi "hotspot" for laptop/visitor use, and system maintenance and repairs.	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
<b>7230 Temporary Help Services (Clerical)</b> Includes temporary, part-time clerical assistance. Proposed increase is to relieve the sustained, high workload of the Clerk to the Commission.	\$ 2,000.00	\$ 7,000.00	\$ 25,000.00

**LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY**  
**Final Budget for FY 2015-2016**  
**Adopted April 27, 2015**

	<b>Adopted Budget for Fiscal Year 2014-15</b>	<b>Estimated Year-End Expenditures for Fiscal Year 2014-15 (Includes Adopted Budget Amendment No. 1)</b>	<b>Adopted Final Budget for Fiscal Year 2015-16</b>
<b>7240 Outside Professional Services</b>	<b>\$ 62,000.00</b>	<b>\$ 57,000.00</b>	<b>\$ 62,000.00</b>
This line item includes:			
7242: <b>Accounting and Financial Services.</b> Fixed rate contract with Hayashi Wayland. Includes \$1,500 for other services by HW or other vendor.	37,500	37,500	\$ 37,500.00
7245: <b>General Counsel and Special Legal Counsel Services (Not Litigation).</b> General Counsel costs are variable, with an annual cap of \$15,000 (per contract with County Counsel's Office). This line item fund is also intended for variable Special Legal Counsel costs, depending on need (per contract with Michael Colantuono).	11,500	6,500	\$ 11,000.00
7247: <b>Human Resources Services.</b> Variable rate services from County of Monterey or other vendor. Not funded. Funds are encumbered from a prior year for this purpose.	\$ -	0	\$ -
7248: <b>Annual Audit.</b> Fixed rate contract with Bianchi, Kasavan & Pope.	13,000	13,000	\$ 13,500.00
7249: <b>Temporary Professional Services.</b> Intended to provide support during staff absences, vacancies or high workload periods. Not funded. All professional work is done by in-house staff.	\$ -	\$ -	\$ -
<b>7250 Miscellaneous Office Expenses</b>	<b>\$ 600.00</b>	<b>\$ 600.00</b>	<b>\$ 600.00</b>
Minor expenses for office operations, Commission meetings and recording fees for LAFCO-initiated activities.			
<b>7260 Legal Notices</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>
Expenses for actions requiring public notices, such as annexations, Sphere of Influence updates, municipal service reviews and budgets. Some of these costs are reimbursable.			
<b>7270 Recruitment Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
To fill any vacant position. Not funded. Funds are encumbered from FY 2013-2014 for this purpose.			

**LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY**  
**Final Budget for FY 2015-2016**  
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	<b>Adopted Budget for Fiscal Year 2014-15</b>	<b>Estimated Year-End Expenditures for Fiscal Year 2014-15 (Includes Adopted Budget Amendment No. 1)</b>	<b>Adopted Final Budget for Fiscal Year 2015-16</b>
<b>7280 LAFCO Memberships</b> CALAFCO Membership (\$3221) and California Special Districts Association dues (\$1300). CALAFCO membership provides access to legislative and educational activities. CSDA membership is required in order to get the Special District Authority's Workers Compensation Insurance and Property & Liability Insurance (Acct.# 7110).	\$ 4,700.00	\$ 4,700.00	\$ 4,700.00
<b>7290 Litigation Reserve</b> Per Commission policy, the target funding for the litigation defense reserve is \$300,000. This target would be sufficient for one-year's estimated expenses. This balance sheet reserve is currently funded to target level. LAFCO has no current or anticipated litigation. Accordingly, no fund supplement is proposed for FY 2015-2016.	\$ -	\$ -	\$ -
<b>7285 Records Management</b> A program is underway to inventory, organize and archive 50+ years of records. This multi-year staff effort is guided by a Records Management Policy adopted in 2014.	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>7295 Contingency Reserve</b> Per Commission policy, the target funding for the general contingency reserve is 25 percent of the annual budget. This balance sheet reserve is currently funded at three-fourths (\$156K) of the current year target level. No fund supplement is proposed for FY 2015-2016.	\$ -	\$ -	\$ -
<b>SUBTOTAL SERVICES AND SUPPLIES</b>	<b>\$ 175,600.00</b>	<b>\$ 175,600.00</b>	<b>\$ 208,700.00</b>
<b>LESS PASS-THROUGH EXPENSES (Account 7261)</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL SERVICES AND SUPPLIES (NET)</b>	<b>\$ 175,600.00</b>	<b>\$ 175,600.00</b>	<b>\$ 208,700.00</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 604,000.00</b>	<b>\$ 604,000.00</b>	<b>\$ 640,000.00</b>
<b>NET TOTAL FOR BUDGET UNIT</b>	<b>\$ 779,600.00</b>	<b>\$ 779,600.00</b>	<b>\$ 848,700.00</b>