

**LOCAL AGENCY FORMATION COMMISSION**  
SAN BENITO COUNTY

2301 Technology Parkway  
Hollister, CA 95023  
Phone: (831) 637-5313

May 28, 2015 (Agenda)

Local Agency Formation Commission  
2301 Technology Parkway  
Hollister CA 95023

**Final Budget for FY 2015-16**

Dear Members of the Commission:

RECOMMENDATION

It is recommended the Commission:

1. Receive this report, accept public testimony and adopt the Final Budget for Fiscal Year 2015-16 with any changes deemed appropriate.
2. Direct the staff to distribute the Final Budget to the County, cities and special districts as required by Government Code Section 56381.
3. Authorize the County Auditor-Controller to adjust the amounts collected from local agencies based on the actual year-end available fund balance.
4. Direct the staff to advise the Commission of any changed conditions that could adversely affect LAFCO's ability to fulfill its responsibilities in the coming year.

DISCUSSION

Introduction

We are recommending the Final Budget for Fiscal Year 2015-2016 so it can be adopted as statutorily required by June 15.

Appropriations

The Recommended Final Budget of \$143,416 is identical to the current year budget and identical to the Proposed Budget as approved on March 26.

A chart of accounts and descriptions of individual accounts are attached. As we noted on March 26 there are fewer accounts in this budget than in prior years since we have listed only those accounts that actually contain appropriations.

As the Commission is aware, appropriations not expended during one fiscal year become part of the Fund Balance available to finance the following fiscal year budget.

Thus far, with 75% of the fiscal year elapsed we have expended 39% of the approved budget. We anticipate this figure will increase significantly as contributions to the Cost Allocation Plan and contribution to the GIS program are processed by the County.

We have not received any comments about the budget from local agencies or members of the public since the Proposed Budget was approved on March 26.

#### Revenues

Contributions from the County and its cities comprise the majority of LAFCO financial support. We also receive fees for processing boundary changes. In the current fiscal year revenues of \$5,800 have been received as of May 15 and are anticipated to total \$7,040 for the entire fiscal year.

#### Designation for Contingency

The Commission maintains a \$10,000 designation for contingencies. These funds should remain available should the need arise due to unforeseen circumstances.

The designation for contingency remains unchanged from year to year but interest earned on this fund is allocated as revenue to the Commission's working budget.

#### Conclusion

In consideration of this information, it is recommended the Final Budget be approved and distributed to local agencies as required by Government Code Section 56381.

Please let me know if you have any questions.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Bob Braitman", followed by a long horizontal line extending to the right.

BOB BRAITMAN  
Executive Officer

# SAN BENITO LOCAL AGENCY FORMATION COMMISSION

## Recommended Final Budget for Fiscal Year 2015-16

Account	Description.	FY 2014-15 Adopted	As of 4/30/15 *	FY 2015-16 Proposed	Change
619.166	CALAFCO Membership	800	769	800	0
619.172	Office Expense - Postage	1,320	722	1,320	0
619.174	Office Expense Copies & Supplies	2,820	1,902	2,820	0
619.180	Public – Legal Noticing	750	450	750	0
619.194	Training & Education	500	860	500	0
619.196	Travel - Lodging	1,520	894	1,520	0
619.198	Travel – Meals	565	321	565	0
619.200	Travel – Mileage	5,116	2,194	5,116	0
619.210	Legal Counsel Services	10,000	570	10,000	0
619.222	LAFCO Staff Services	61,200	40,800	61,200	0
619.226	Prof. Services/Public Works	7,825	0	7,825	0
619.252	GIS Contribution	9,000	0	9,000	0
649.101	Cost Allocation Plan	22,000	0	22,000	0
645.704	Retiree Medical Insurance	10,000	6,759	10,000	0
999.999	Contingency Reserve	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0</u>
	Totals	143,416	56,241	143,416	0

\* Rounded to the nearest dollar.



# SAN BENITO LOCAL AGENCY FORMATION COMMISSION

## Recommended Final Budget for Fiscal Year 2015-16

### Explanation of Accounts

Account	Description	FY 2014-15 Adopted	As of 4/30/15*	FY 2015-16 Proposed	Change
619.166	CALAFCO Membership	800	769	800	0
	Membership dues are anticipated to increase from \$769 to \$785 for FY 2015-16.				
619.172	Office Expense - Postage	1,320	722	1,320	0
	No significant change in postage expenditures are anticipated for FY 2015-16				
169.174	Office Expense Copies & Supplies	2,820	1,902	2,820	0
	We expend on average per month \$176 for copying and \$25 for office supplies.				
169.180	Public – Legal Noticing	750	450	750	0
	We estimate we will be required to publish 15 notices at an estimated cost of \$750.				
619.194	Training & Education	500	860	500	0
	The 2015 CALAFCO Annual Conference will be held in Sacramento in September. Funding is included for the staff to attend this conference. In FY 2014-15 the staff was authorized to attend the annual UCLA Land Use Law and Planning Conference and we anticipate a similar request may be submitted for FY 2015-16.				
619.196	Travel – Lodging	1,520	894	1,520	0
	Lodging - We are expending on average \$95 per month for travel lodging. We think this amount will remain essentially the same for the coming year.				
619.198	Travel – Meals	565	321	565	0
	Meals - We are expending on average \$47 per month for travel meals. We think this amount will remain essentially the same for the coming year.				
619.200	Travel – Mileage	5,116	2,194	5,116	0
	We are expending on average \$343 per month for travel mileage.				
619.210	Legal Counsel Services	10,000	570	10,000	0
	Legal services are provided by the County Counsel Office.				

\* Rounded to the nearest dollar.

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Account	Description	FY 2014-15 Adopted	As of 4/30/15	FY 2015-16 Proposed	Change
623507	LAFCO Staff Services	61,200	40,800	61,200	0
	The staff services contract includes the Executive Officer and Commission Clerk. It became effective July 1, 2013 and no adjustments in the contract are proposed.				
619.226	Prof. Services – Public Wks	7,825	0	7,825	0
	Funding was approved in FY 2014-15 to develop and maintain a mapping program for city and special districts boundaries and Spheres of Influence. It is recommended that funding for this program be continued for FY 2015-16.				
623602	GIS Contribution	9,000	0	9,000	0
	The Commission participates in the County GIS Program. The amount is provided by the County as the LAFCO share of annual Basic Maintenance Expense.				
640101	Cost Allocation Plan	22,000	0	22,000	0
	The Commission participates in the County A87 Cost Allocation Plan. The amount is provided by the County as the LAFCO share of this program.				
640704	Retiree Medical/OPEB	10,000	6,759	10,000	0
	This account is related to the prior LAFCO staff.				
999901	Contingency Reserve	10,000	0	10,000	0
	This Contingency Reserve is recommended at the current amount for next year.				
	Totals	143,416	56,241	143,416	0