

ORANGE COUNTY

May 9, 2012 8b

CHAIR
CHARLEY WILSON

Director Santa Margarita Water District

VICE CHAIR

SUSAN WILSON
Representative of

Representative of General Public

PAT BATES

Supervisor 5th District

JOE CARCHIO

Councilmember City of Huntington Beach

PETER HERZOG

Councilmember City of Lake Forest

JOHN MOORLACH

Supervisor 2nd District

JOHN WITHERS

Irvine Ranch Water District

ALTERNATE
BILL CAMPBELL

Supervisor 3rd District

ALTERNATE

JAMES FISLER

Director Mesa Consolidated Water District

ALTERNATE **DEREK J. MCGREGOR**

Representative of General Public

ALTERNATE BOB RING

Councilmember City of Laguna Woods

JOYCE CROSTHWAITE
Executive Officer

TO: Local Agency Formation Commission

FROM: Executive Officer

Assistant Executive Officer

Policy Analyst

SUBJECT: Proposed LAFCO Final Budget for FY 2012-2013

BACKGROUND

Government Code Section 56381(a) requires the Commission to adopt a final LAFCO budget no later than June 15, 2012. On April 11, 2012, the Commission adopted a proposed budget for FY 2012-2013. The Commission adjusted retirement costs and directed staff to prepare an analysis of a potential one-time refund to the funding agencies. Discussions of both revisions to the proposed budget are provided within this report. The proposed final budget for FY 2012-13 (Attachment 1) and the revised 3-year budget projection (Attachment 2) include these adjustments.

Retirement Costs

During the April hearing, the Commission questioned the fluctuation between the actual and projected costs for the agency's retirement expenditures. The retirement costs are dependent on the gross wages of current staff members. The salary estimates are historically higher than actual salaries based on LAFCO's conservative management practices. There have been no substantial salary increases for several years with total salaries for FY 2012-13 almost \$100,000 lower than the total salaries for FY 2004-05.

Projections of agency retirement costs for the proposed FY 2012-13 LAFCO budget are based on the employer contribution rate adopted by OCERS and by the LAFCO Commission each year. The trending of the projected retirement costs is provided in the 3-year budget projections (See Table A).

Table A: LAFCO's Employer Contribution Rates (Projections)								
Fiscal Year (FY)	Projected Employer Contribution Rate	Projected Retirement Costs*						
FY 2012-2013	26.61% (adopted)	\$133,000						
FY 2013-2014	27.51%	\$147,700						
FY 2014-2015	28.45%	\$157,200						
FY 2015-2016	29.42%	\$167,300						

^{*}Note - LAFCO's total retirement cost includes estimated retirees medical benefits expenses.

The initial retirement cost in the FY 2012-13 draft budget was estimated at \$120,400. The cost was based on projected salaries and assumed the OCERS prepayment discount and a prior year overpayment. As directed by the Commission, the revised retirement cost (\$134,000) in the proposed final budget has been adjusted to reflect the appropriate trending and does not include assumptions regarding OCERS prepayment discounts and credits. The OCERS prepayment discounts are considered annually and may vary each year.

Refund to Funding Agencies

The final budget for FY 2012-13 continues to maintain the funding apportionment levels for the LAFCO funding agencies at \$926,683. The apportionments have remained static since 2001 at approximately \$930,000. While operational costs have escalated and interest revenues have diminished, LAFCO continues to subsidize the apportionments from unreserved equity in the reserve balance.

In 2010 the Commission adopted a reserve policy and froze the apportionments until the LAFCO reserve balance reaches 20% of the total budget. As of June 30, 2012 (as budgeted) the total reserve balance, including the unreserved equity amount, is approximately \$779,695. For FY 2012-13, LAFCO will use approximately \$79,000 from the unreserved equity to fund the final budget. If the unreserved equity continues to be used to fund the budget and keep agency apportionments the same, staff projects reaching the appropriate reserve balance by FY 2015-16.

During the April hearing, the Commission discussed a potential one-time refund to the 61 funding agencies (34 cities and 27 special districts) as an alternative to a multi-year reduction of our reserve balance. Three options involving a one-time refund to LAFCO funding agencies are provided in Table B.

TT 11	-	A	D (1		T 1.	
Lable	ĸ٠	()ne-time	Retund	ŧΩ	Hunding	Agencies
Iubic	υ.	One unic	ittiuiiu	w	I UIIUIIIS	115 CHCICS

			0 0	
	Total	Refund per	20% Reserve	Apportionments
	Refund	Agency *	Balance	Increase
	Amount	(average)	Reached	Needed
Option #1	\$200,000	\$3,278.69	FY 2014-15	FY 2015-16
Option #2	\$400,000	\$6,557.38	FY 2013-14	FY 2014-15
Option #3	\$600,000	\$9,836.07	FY 2012-13	FY 2013-14

^{*}Note - Assuming all 61 agencies receive same refund amount

To accelerate the reduction of the agency's reserve balance, staff recommends that the Commission approve Option #2. A one-time refund totaling \$400,000 to our funding agencies allows for both continued subsidizing of the FY 2012-13 LAFCO budget and provides a small refund to our funding agencies. Should the Commission approve Option #2, it is expected that the LAFCO apportionment cost of \$926,683 will remain static for an additional year (FY 2013-2014). However, an increase in apportionments is expected for the FY 2014-15 budget.

REQUEST FOR COMMENTS

On April 12, 2012, the proposed LAFCO budget was distributed to the Board of Supervisors, the County Executive Office, each city and independent special district for review and comment. No comments or questions were received.

RECOMMENDATIONS

Staff recommends that the Commission:

- 1. Adopt the Final LAFCO budget for Fiscal Year 2012-2013.
- 2. Direct staff to distribute the LAFCO Final Budget (*Attachment 1*) to the Board of Supervisors, the County Executive Office, each city, each independent special district, and the County Auditor-Controller.
- 3. Direct staff to prepare and distribute a one-time refund totaling \$400,000 to all funding agencies by <u>January 1st, 2013</u>.

Respectfully submitted,		
JOYCE CROSTHWAITE	CAROLYN EMERY	JOE SERRANO
Executive Officer	Assistant Executive Officer	Policy Analyst

LAFCO Final Budget for FY 2012-2013 May 9, 2012 Page 4

Attachments:

- 1. Final LAFCO Budget FY 2012-2013
- 2. 3-year budget projection
- 3. City Apportionments
- 4. Special District Apportionments
- 5. Budget Categories

Local Agency Formation Commission Final Budget

Final Budget							
		FY 12/13 Final					
Revenues:							
Transfe	r from Unreserved Equity (Reserves)	78,697					
4000	LAFCO Apportionment	926,683					
4050	Filing Fees	· -					
4200	Interest	7,200					
4150	Miscellaneous Revenue						
Total R	Revenues	1,012,580					
Expenditures:							
5000	Salaries	401,000					
5106	Retirement	134,000					
5104	Exec Def Comp	6,260					
5108	Health Insurance	49,400					
5110	Dental Insurance	5,800					
5112	Life Insurance	1,100					
5114	Worker's Comp	1,700					
5116	Medicare	5,900					
5118	Unemployment Ins	1,100					
5120	Salary Continuance	600					
5122	Acc Death Ins	120					
5124	Other Insurance	650					
5102	Optional Benefit Plan	20,300					
5125	Executive Car Allowance	7,200					
Salarie	s and Benefits	635,130					
5150	Information Technology	8,000					
5151	Telephone	10,400					
5200	County charges	5,000					
5250	General liability insurance	18,700					
5301	Repairs and maintenance	950					
5350	Membership/Subscriptions	20,800					
5450	Office equipment/supplies	15,000					
5490	Office contract labor	8,000					
	sional services:	3,000					
5510	Legal	55,000					
5520	Audit/Accounting	36,500					
5530	Human Resources	1,000					
5535	Mapping	8,000					
5540	Other professional	75,000					
5550	Investment Admin Fees	600					
5600	Public Noticing	10,000					
5625	Postage	3,100					
5650	Rents/Mantenance	39,000					
5675	Equipment Leases	7,800					
5700	Commissioner/Staff Expenses	6,600					
5710	Commission Stipends & Taxes/Fees	15,700					
5750	Staff Training	5,300					
5800	Transportation/Travel	25,000					
5850	Commission meeting expenses	2,000					
	al Services & Supplies	377,450					
Total E	Expenditures	1,012,580					

Local Agency Formation Commission Final Budget Three Year Projection FY 12/13 to FY 15/16

		EN 00/00	EW 00/10	EW 10/11	ES7 11/10	ESV 10/10	ES7 12/14	ENV. 1.4/1.5	EST 15/16
		FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	FY 11/12 Approved	FY 12/13 Final	FY 13/14 Projected	FY 14/15 Projected	FY 15/16 Projected
D		7 ictuar	7 ictuar	7 ictuar	Approved		Trojecteu	Trojecteu	Trojecteu
Revenues:									
	r from Unreserved equity	-	-	127,262	211,617	78,697	119,487	156,657	195,957
4000	LAFCO Apportionment	948,537	926,682	926,682	926,683	926,683	926,683	926,683	926,683
4050	Filing Fees	118,920	70,712	1,738	- 200		- 7.400	-	
4200 4150	Interest	25,379	7,851	7,001	8,200	7,200	7,400	7,600	7,800
4150	Miscellaneous Revenue	2,683	1,569	570					
	levenues	1,095,519	1,006,814	1,063,253	1,146,500	1,012,580	1,053,570	1,090,940	1,130,440
Expenditures:		101 = 11	450.000	20 - 102	100 100	404.000	44.2.000	127 100	400.000
5000	Salaries	484,711	459,088	385,483	409,100	401,000	413,000	425,400	438,200
5106	Retirement	103,560	109,579	119,765	155,400	134,000	147,700	157,200	167,300
5104	Exec Def Comp	4,176	4,175	4,159	6,200	6,260	6,450	6,700	6,900
5108	Health Insurance	33,582	27,001	40,844	39,600	49,400	52,000	54,500	57,200
5110 5112	Dental Insurance Life Insurance	1,763 756	1,846 665	2,613 707	4,600 900	5,800 1,100	6,100 1,200	6,400 1,200	6,800 1,200
5114	Worker's Comp	1,676	1,664		1,900	1,700	1	1,200	2,000
5114	Medicare	4,851	5,351	2,123 5,600	5,900	5,900	1,800 6,000	6,200	6,400
5118	Unemployment Ins	271	860	1,297	1,100	1,100	1,200	1,100	1,200
5120	Salary Continuance	1,175	1,109	1,032	800	600	600	700	700
5122	Acc Death Ins	1,173	101	1,032	100	120	120	140	140
5124	Other Insurance	541	554	197	600	650	600	600	600
5102	Optional Benefit Plan	15,729	14,708	18,792	24,500	20,300	20,700	21,300	21,900
5125	Executive Car Allowance	-	7,200	7,200	7,200	7,200	7,200	7,200	7,200
	s and Benefits	652,918	633,901	589,919	657,900	635,130	664,670	690,540	717,740
5150 5151	Information Technology Telephone	6,617 9,137	4,556 9,375	17,619 9,090	13,200 10,100	8,000 10,400	8,200 10,700	8,400 11,000	8,700 11,300
5200	County charges	2,541	9,373	5,292	5,100	5,000	5,200	5,400	5,600
5250 5250	General liability insurance	14,803	14,092	13,085	14,900	18,700	19,300	19,900	20,500
5301	Repairs and maintenance	67	14,092	13,063	2,000	950	1,000	1,000	1,000
5350	Membership/Subscriptions	2,627	8,476	20,764	20,200	20,800	21,400	22,000	22,700
5450	Office equipment/supplies	14,890	6,587	20,761	20,200	15,000	15,500	16,000	16,500
5490	Office contract labor	14,070	0,507	20,701	25,000	8,000	8,200	8,400	8,700
	ional services:				23,000	0,000	- 1	-	-
5510	Legal	61,151	49,153	83,516	65,800	55,000	56,700	58,400	60,200
5520	Audit/Accounting	23,515	31,324	34,125	35,400	36,500	37,600	38,700	39,900
5530	Human Resources	3,725	1,300		2,000	1,000	1,000	1,000	1,000
5535	Mapping	10,826	6,816	11,779	15,200	8,000	8,200	8,400	8,700
5540	Other professional	128,043	107,165	159,193	136,600	75,000	77,300	79,600	82,000
5550	Investment Admin Fees	237	263	633	500	600	600	600	600
5600	Public Noticing	14,009	18,004	12,280	15,200	10,000	10,300	10,600	10,900
5625	Postage	2,813	1,828	2,677	3,000	3,100	3,200	3,300	3,400
5650	Rents/Mantenance	34,630	35,668	36,738	37,400	39,000	40,100	41,300	42,600
5675	Equipment Leases	8,306	7,295	7,410	9,100	7,800	8,000	8,200	8,400
5700	Commissioner/Staff Expenses	18,976	21,493	19,907	5,480	6,600	6,800	7,000	7,200
5710	Commission Stipends & Taxes/Fees	-	-	-	14,520	15,700	16,200	16,700	17,200
5750	Staff Training	3,535	4,416	4,375	5,100	5,300	5,500	5,700	5,900
5800	Transportation/Travel	22,084	13,858	11,462	30,500	25,000	25,800	26,600	27,400
5850	Commission meeting expenses	3,308	3,087	2,628	2,100	2,000	2,100	2,200	2,300
Subtota	al Services & Supplies	385,840	354,177	473,334	488,600	377,450	388,900	400,400	412,700
Total E	xpenditures	1,038,758	988,078	1,063,253	1,146,500	1,012,580	1,053,570	1,090,940	1,130,440
Revenue	s over expenditures	56,761	18,736						

	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Actual	FY 11/12 Approved	FY 12/13 Final	FY 12/13 Projected	FY 13/14 Projected	FY 15/16 Projected
	6/30/09	6/30/10	6/30/11	6/30/12	6/30/13	6/30/14	6/30/15	6/30/16
Reserves:								
Contingency reserve	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Reserve for litigation	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Unfunded liability reserve	100,000	120,000	30,000	30,000	30,000	30,000	30,000	30,000
Reserved for projects deposits	-	-	31,503	31,503	31,503	31,503	31,503	31,503
<u>Unreserved equity:</u>								
Balance at the Beginning of FY			882,071	754,809	543,192	181,854	62,367	(94,290)
Projected change in Year End Deficit					117,359			
Amount used to balance Current Budget			(127,262)	(211,617)	(78,697)	(119,487)	(156,657)	(195,957)
Proposed Refund to funding agencies					(400,000)			
Additional Legal fees - Not budgeted								
Unreserved equity at the End of FY	824,838	823,574	754,809	543,192	181,854	62,367	(94,290)	(290,247)
Total Equity at Year End	1,099,838	1,118,574	991,312	779,695	418,357	298,870	142,213	(53,744)

20% Equity reserve met? Yes Yes No No

Final FY 2012-2013 **City Allocations**

	2010	Area	2/3rd Allocation		1/3rd Allocation		Combined
City	Population ¹	Sq. Miles ²	Based on Population	%	Based on Sq. Miles	%	City Allocation
Aliso Viejo	47,823	6.9	\$ 3,425.81	1.66%	\$ 1,352.00	1.33%	
Anaheim	336,265	50.3	\$ 24,088.38	11.64%	\$ 9,817.38	9.63%	\$ 33,905.76
Brea	39,282	12.4	\$ 2,813.97	1.36%	\$ 2,418.01	2.37%	\$ 5,231.98
Buena Park	80,530	10.1	\$ 5,768.78	2.79%	\$ 1,965.78	1.93%	\$ 7,734.56
Costa Mesa	109,960	15.5	\$ 7,877.00	3.81%	\$ 3,033.94	2.98%	\$ 10,910.94
Cypress	47,802	6.9	\$ 3,424.30	1.65%	\$ 1,352.78	1.33%	
Dana Point	33,351	6.7	\$ 2,389.10	1.15%	\$ 1,318.40	1.29%	\$ 3,707.50
Fountain Valley	55,313	9.6	\$ 3,962.35	1.91%	\$ 1,869.28	1.83%	\$ 5,831.63
Fullerton	135,161	22.6	\$ 9,682.27	4.68%	\$ 4,411.14	4.33%	
Garden Grove	170,883	17.9	\$ 12,241.22	5.91%	\$ 3,496.91	3.43%	\$ 15,738.14
Huntington Beach	189,992	27.4	\$ 13,610.10	6.58%	\$ 5,352.32	5.25%	\$ 18,962.42
Irvine	212,375	66.3	\$ 15,213.51	7.35%	\$ 12,947.04	12.70%	\$ 28,160.55
Laguna Beach	22,723	7.8	\$ 1,627.76	0.79%	\$ 1,529.57	1.50%	\$ 3,157.33
Laguna Hills	30,344	6.6	\$ 2,173.70	1.05%	\$ 1,296.91	1.27%	\$ 3,470.61
Laguna Niguel	62,979	14.7	\$ 4,511.51	2.18%	\$ 2,879.62	2.82%	\$ 7,391.12
Laguna Woods	16,192	3.3	\$ 1,159.92	0.56%	\$ 646.60	0.63%	\$ 1,806.52
La Habra	60,239	7.3	\$ 4,315.23	2.09%	\$ 1,433.46	1.41%	\$ 5,748.69
Lake Forest	77,264	16.8	\$ 5,534.81	2.67%	\$ 3,280.86	3.22%	\$ 8,815.67
La Palma	15,568	2.0	\$ 1,115.22	0.54%	\$ 393.63	0.39%	\$ 1,508.84
Los Alamitos	11,449	4.3	\$ 820.15	0.40%	\$ 831.40	0.82%	\$ 1,651.55
Mission Viejo	93,305	17.4	\$ 6,683.91	3.23%	\$ 3,404.32	3.34%	\$ 10,088.23
Newport Beach	85,186	25.3	\$ 6,102.31	2.95%	\$ 4,946.20	4.85%	\$ 11,048.50
Orange	136,416	25.2	\$ 9,772.17	4.72%	\$ 4,928.62	4.84%	\$ 14,700.79
Placentia	50,533	6.6	\$ 3,619.94	1.75%	\$ 1,290.47	1.27%	\$ 4,910.40
Rancho Santa Margarita	47,853	13.1	\$ 3,427.95	1.66%	\$ 2,553.58	2.51%	\$ 5,981.54
San Clemente	63,522	18.3	\$ 4,550.41	2.20%	\$ 3,574.86	3.51%	\$ 8,125.26
San Juan Capistrano	34,593	14.5	\$ 2,478.07	1.20%	\$ 2,826.48	2.77%	\$ 5,304.56
Santa Ana	324,528	27.3	\$ 23,247.60	11.23%	\$ 5,342.17	5.24%	
Seal Beach	24,168	12.2	\$ 1,731.28	0.84%	\$ 2,383.24	2.34%	,
Stanton	38,186	3.1	\$ 2,735.46	1.32%	\$ 611.44	0.60%	
Tustin	75,540	11.0	\$ 5,411.32	2.61%	\$ 2,157.42	2.12%	
Villa Park	5,812	2.1	\$ 416.34	0.20%	\$ 407.89	0.40%	
Westminster	89,701	10.2	\$ 6,425.74	3.10%		1.95%	\$ 8,416.33
Yorba Linda	64,234	19.9		2.22%	\$ 3,890.73	3.82%	
TOTALS	2,889,072	521.8	\$ 206,958.98	100.00%	\$ 101,935.02	100.00%	\$ 308,894.00

California Department of Finance - Demographic Research Unit (State Census Data Center)
Canage County Geomatics/Land Information Systems (current to June 30, 2011)

Special District Final FY 12-13 Cost Allocations

District	Category	Percentage per Original Formula	Adjustment to 100%	Adjusted Percentage	ISDOC Formula Calulation*
Rossmoor/Los Alamitos Sewer	N-E 2				\$500
Silverado-Modjeska Rec. & Park	N-E 2				\$500
Surfside Colony Stormwater	N-E 2				\$500
Surfside Colony CSD	N-E 2				\$500
Capistrano Bay CSD	N-E 3				\$1,000
Buena Park Library	N-E 4				\$2,000
Orange County Vector Control	N-E 4				\$2,000
Orange County Cemetery	N-E 4				\$2,000
Placentia Library	N-E 4				\$2,000
Rossmoor CSD	N-E 4				\$2,000
Three Arch Bay CSD	N-E 4				\$2,000
Total Non-Enterprise Districts					\$15,000
Sunset Beach Sanitary	Α	1.7%	-0.3%	1.4%	\$4,191.44
Emerald Bay CSD	В	3.7%	-0.6%	3.1%	\$9,122.55
Serrano Water	В	3.7%	-0.6%	3.1%	\$9,122.55
East Orange Co. Water	В	3.7%	-0.6%	3.1%	\$9,122.55
Trabuco Canyon Water	С	5.6%	-0.9%	4.7%	\$13,807.10
Midway City Sanitary	С	5.6%	-0.9%	4.7%	\$13,807.10
Costa Mesa Sanitary	D	7.6%	-1.2%	6.4%	\$18,738.21
El Toro Water & Sewer	D	7.6%	-1.2%	6.4%	\$18,738.21
Mesa Consolidated Water	E	10.0%	-1.6%	8.4%	\$24,655.54
Yorba Linda Water	E	10.0%	-1.6%	8.4%	\$24,655.54
Irvine Ranch Water & Sewer	E	10.0%	-1.6%	8.4%	\$24,655.54
Moulton Niguel Water & Sewer	E	10.0%	-1.6%	8.4%	\$24,655.54
MWDOC Water	E	10.0%	-1.6%	8.4%	\$24,655.54
OCWD Water	E	10.0%	-1.6%	8.4%	\$24,655.54
Santa Margarita Water & Sewer	E	10.0%	-1.6%	8.4%	\$24,655.54
South Coast Water	E	10.0%	-1.6%	8.4%	\$24,655.54
Total Enterprise Districts		119.2%	-19.2%	100.0%	\$293,894.00

TOTAL NON-ENTERPRISE DISTRICT CONTRIBUTION TOTAL ENTERPRISE DISTRICT CONTRIBUTION

\$293,894 **\$308,894**

\$15,000

TOTAL '12-'13 LAFCO CONTRIBUTION

LAFCO Budget Categories FY 2012-2013

REVENUE

The following summarizes what is included in each of the revenue categories used in the proposed FY 2012-2013 LAFCO Budget:

4000 LAFCO Apportionment

These funds are provided by the County, special districts and cities. LAFCO uses the cost allocation formulas previously adopted by the Independent Special Districts of Orange County (ISDOC) and the Orange County League of Cities, calculated individual city and special district contributions, to determine the allocation apportionment for each funding agency. The County pays 1/3 of the total apportionment cost.

4050 Filing Fees

These funds are provided by incoming project applications, including but not limited to annexations, incorporations, dissolutions, and consolidations.

4200 Interest

These funds are the interest earned from the agency's bank accounts and investment portfolio, including the Local Agency Investment Fund (LAIF) and the Orange County Fund.

4150 Miscellaneous Revenue

These funds are incurred by nonoperational income including but not limited to reimbursement.

EXPENDITURES

The following summarizes what is included in each of the expenditure categories used in the proposed FY 2012-2013 LAFCO Budget:

5000-5124 Salaries and Benefits

These accounts are used to pay for LAFCO employee salaries and benefits, including retirement, unemployment insurance, health and dental insurance, workers compensation and Medicare.

5150 Information Technology

This account is used to pay for the maintenance and repair costs of office computers, modem lines, Internet access, archival system (On-Base Client), and technical support. LAFCO contracts with County IT services for these functions.

5151 Telephone

Office and cellular phone charges are paid out of this account.

5200 County Charges

LAFCO contracts with the County to provide internal "pony" mail service within County departments, payroll services, warehouse storage for LAFCO files and records, and billing and collection of County, city and special district allocations.

5250 General Liability Insurance

LAFCO contracts with County (Risk Management) for insurance coverage for general liability, worker's compensation, and automobile, as well as instances related to crimes, (i.e., theft, forgery, fraud) that occur during the general operation of the agency.

5301 Repairs and Maintenance

This account is used to pay for repairs and maintenance to the LAFCO offices.

5350 Membership

CALAFCO, OCLS, CDR and other applicable membership fees are paid out of this account.

5450 Office Equipment/Supplies

This category provides for the purchase of computer and office supplies/equipment and software for on-going office automation requirements.

5500 Professional Services

This category covers the costs for professional services provided to LAFCO. The following are subcategories for professional services:

- ✓ 5510 LAFCO legal counsel through the law offices of Best, Best & Krieger
- ✓ 5520 Bookkeeping and accounting services through CBIZ Accounting Tax and Advisory and IntelliBridge Partners. This account also pays for a certified public accounting firm to conduct mandated annual audits of LAFCO's financial statements and consultant assistance
- ✓ 5535 LAFCO's archiving and GIS mapping programs
- ✓ 5540 Other professional services

5550 Investment Admin Fees

Minor administrative fee charged by County for financial services.

5600 Public Noticing

Legal publication costs for Commission-initiated projects (e.g., municipal service reviews, annual budget adoption, etc.).

5625 *Postage*

This account pays for mail postage when distributing LAFCO correspondence, invoices, letters, staff reports and other documents.

5650 Office Lease

LAFCO leases its office space from the County. Lease payments are paid out of this account. Repairs and maintenance of office space are paid out of *Account 5301*.

5675 Equipment Leases/Maintenance

LAFCO leases a copier and postage meter for office use. Lease payments are paid out of this account.

5700 Commissioner/Staff Expenses

This account pays for Commissioner parking, mileage reimbursement, and staff educational reimbursement expenses.

5710 Commissioner Stipends & Taxes/Fees

This account pays for Commissioner meeting stipends and related employment taxes and fees.

5750 Staff Training

This account pays mandatory or job-related staff training, workshops, courses (i.e., sexual harassment, ethics in the workplace, software courses, etc.).

5800 Transportation/Travel/Registration

Funds from this account category are used to pay for registration and travel expenses for commissioners and staff to the CALAFCO annual conference and staff workshop.

5850 Commission Meeting Expenses

Funds to pay for coffee, water, nameplates and other miscellaneous items used during Commission meetings are paid for out of this fund.

LAFCO Budget Reserve Categories FY 2012-2013

Contingency Reserve

Restricted funds used to cover any unforeseen future agency loss and/or urgency (i.e., property or equipment damage, loss or theft).

Reserve for Litigation

Restricted funds used for costs related to agency legal challenges.

Unfunded Liability Reserve

Restricted funds used to offset anticipated agency liabilities (i.e., employee vacation and administrative leave payouts).