



AGENDA ITEM 6B

MEETING: March 19, 2014
TO: Humboldt LAFCo Commissioners
FROM: George Williamson, Executive Officer
SUBJECT: **Approval of Budget Amendment for Fiscal Year 2013-2014**
 The Commission will consider approving a budget amendment for Fiscal Year 2013-2014. An operating shortfall of \$4,654.00 would be covered by drawing down on agency reserves.

BACKGROUND

Humboldt LAFCo’s annual operating expenses are principally funded through appropriations from the county, cities and independent special districts, in addition to application fees and interest earnings.

DISCUSSION

The Commission’s adopted final budget for the current fiscal year totals \$102,845. This amount represents the total approved operating expenditures for the fiscal year within the Commission’s two active expense units: staffing and services/supplies. Budgeted revenues also total \$102,845 within three active revenue units: intergovernmental contributions; service charges; and investments.

The budget amendment reflects the following changes:

ACCOUNT TITLE	DESCRIPTION OF CHANGES
Revenues:	
Intergovernmental	<ul style="list-style-type: none"> No changes
Service Charges	<ul style="list-style-type: none"> Include application fees (\$7,500) collected for the fiscal year
Investments	<ul style="list-style-type: none"> No changes
Expenses:	
Staffing	<ul style="list-style-type: none"> Reduce legal fees from \$7,000 to \$5,000 Increase Task Order 1 staffing services related to preparing MSRs and SOIs from 27,100 to 30,000 Increase Task Order 2 staffing services related to day-to-day operations of LAFCo from \$50,400 to \$55,000 Increase staffing services related to application review and processing from \$0 to \$7,500

<p>Services and Supplies</p>	<ul style="list-style-type: none"> • Reduce costs associated with communications, media, office supplies, duplicating, postage, and legal notices • Increase rents and leases related to office space from \$5,100 to \$5,400 • Increase insurance related to SDRMA liability insurance from \$2,000 to \$2,100 • Increase memberships related to CSDA and CALAFCO memberships from \$3,235 to \$3,500 • Increase transportation and travel related to commissioner travel reimbursement from \$350 to \$400 • Increase out-of-county transportation related to commissioner and staff attendance at CALAFCO conferences from \$2,000 to \$2,500 • Increase staff/commissioner development and training related to conference registration costs from \$200 to \$1,000
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RECOMMENDATION

It is recommended the Commission approve the proposed amendments to its fiscal year 2013-2014 budget as described in the preceding section and reflected in Attachment A.

Attachments

Attachment A: Proposed budget amendment for FY 2013-14

Humboldt LAFCo: FY 2013-14 Operating Budget - Amendment

Revenues:

		FY 2013-14	
<u>Account</u>	<u>Title</u>	ADOPTED	AMENDED
Intergovernmental			
671181	Cities	34,131.67	34,132.00
671182	Special Districts	34,131.67	34,132.00
671183	County	34,131.67	34,132.00
Intergovernmental Total		\$ 102,395.00	\$ 102,396.00
Service Charges			
631100	Professional Services (Application Fees)	-	7,500.00
682238	Charges for Services	-	-
707010	Miscellaneous	-	-
Service Charges Total		\$ -	\$ 7,500.00
Investments			
401000	Interest	450.00	450.00
Interest Total		\$ 450.00	\$ 450.00
Revenue Total		\$ 102,845.00	\$ 110,346.00

Expenses:

		FY 2013-14	
<u>Account</u>	<u>Title</u>	ADOPTED	AMENDED
Staffing			
2255	Legal Fees	7,000.00	5,000.00
2118	Professional & Special Services (Task Order 1)	27,100.00	30,000.00
2118	Professional & Special Services (Task Order 2)	50,400.00	55,000.00
2118	Professional & Special Services (Application Review)	-	7,500.00
2325	Contract Services	-	-
Staffing Total		\$ 84,500.00	\$ 97,500.00
Services and Supplies			
2106	Communications	460.00	300.00
2147	Media	600.00	400.00
2121	Rents & Leases - Structures	5,100.00	5,400.00
2117	Office Supplies	300.00	100.00
2107	Duplicating	500.00	200.00
2116	Postage	500.00	100.00
2119	Publications and Legal Notices	2,000.00	1,000.00
2110	Insurance	2,000.00	2,100.00
2115	Memberships	3,235.00	3,500.00
2123	Special Departmental Expense	800.00	500.00
2125	Transportation & Travel	350.00	400.00
2225	Transportation Out of County	2,000.00	2,500.00
2614	Staff Development and Training	500.00	1,000.00
Services and Supplies Total		\$ 18,345.00	\$ 17,500.00
Contingency/ Carryover			
2020	Contingency	-	-
Contingency Total		\$ -	\$ -
Expense Total		\$ 102,845.00	\$ 115,000.00

Operating Difference

Negative Balance Indicates Use of Reserves

\$ - \$ (4,654.00)

Unreserved/Unrestricted Fund Balance

Beginning

Ending

FY 2013-14

79,409.13

52,529.12