



RESOLUTION NO. 18-11

ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2018-19

WHEREAS, the Humboldt Local Agency Formation Commission ("Commission") is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed budget no later than May 1st and a final budget no later than June 15th for the next fiscal year; and

WHEREAS, the Commission adopted a proposed budget at a noticed public hearing on March 21, 2018; and

WHEREAS, at the direction of the Commission, the Executive Officer circulated the adopted proposed budget to each member agency for review and comment; and

WHEREAS, the Executive Officer prepared a report with recommendations for a final budget and updated fee schedule; and

WHEREAS, the Executive Officer's report was presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at its public hearing on the final budget held on May 16, 2018; and

WHEREAS, the Commission determined the final budget projects the staffing and program costs of the agency as accurately and appropriately as is possible.

NOW, THEREFORE, BE IT RESOLVED by the Commission as follows:

1. The Commission hereby approves the final budget for fiscal year 2018-19 as outlined in Exhibit A.
2. The overall operating costs provided in the final budget will allow the Commission to fulfill its regulatory and planning responsibilities as required under Government Code Section 56381(a).
3. The Commission hereby updates its Schedule of Fees and Deposits as outlined in Exhibit B, effective July 1, 2018.

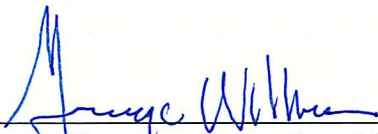
PASSED AND ADOPTED at a meeting of the Humboldt Local Agency Formation Commission on the 16th day of May, 2018, by the following roll call vote:

AYES: Commissioners: Johnson, Lake, Long, Nicolini, Sundberg, and McPherson
NOES: Commissioners: None
ABSENT: Commissioners: Bass and Fennell
ABSTAIN: Commissioners: None



Robert McPherson, Vice Chair
Humboldt LAFCo

Attest:



George Williamson, Executive Officer
Humboldt LAFCo

Humboldt LAFCo Operating Budget

| Revenues: | | FY 2016-17 | | FY 2017-18 | | FY 2018-19 |
|---|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| <u>Account</u> | <u>Title</u> | AMENDED | YEAR END ACTUAL | AMENDED | 8 MONTH ACTUAL | ADOPTED |
| Intergovernmental | | | | | | |
| 671181 | Cities | 36,567.00 | 36,567.00 | 39,500.00 | 39,500.00 | 40,685.00 |
| 671182 | Special Districts | 36,567.00 | 36,566.73 | 39,500.00 | 39,441.47 | 40,685.00 |
| 671183 | County | 36,566.00 | 36,566.00 | 39,500.00 | 39,500.00 | 40,685.00 |
| Intergovernmental Total | | \$ 109,700.00 | \$ 109,699.73 | \$ 118,500.00 | \$ 118,441.47 | \$ 122,055.00 |
| Service Charges | | | | | | |
| 631100 | Professional Services (Application Fees) | 30,000.00 | 64,995.30 | 30,000.00 | 20,200.00 | 30,000.00 |
| 682238 | Charges for Services | - | - | - | - | - |
| 707010 | Miscellaneous | - | - | - | - | - |
| 707590 | Cancelled Checks (prior year) | - | - | - | 20.00 | - |
| Service Charges Total | | \$ 30,000.00 | \$ 64,995.30 | \$ 30,000.00 | \$ 20,220.00 | \$ 30,000.00 |
| Investments | | | | | | |
| 401000 | Interest | 600.00 | 1,101.45 | 600.00 | 624.91 | 800.00 |
| Interest Total | | \$ 600.00 | \$ 1,101.45 | \$ 600.00 | \$ 624.91 | \$ 800.00 |
| Revenue Total | | \$ 140,300.00 | \$ 175,796.48 | \$ 149,100.00 | \$ 139,286.38 | \$ 152,855.00 |
| | | | | | | |
| Expenses: | | FY 2016-17 | | FY 2017-18 | | FY 2018-19 |
| <u>Account</u> | <u>Title</u> | AMENDED | YEAR END ACTUAL | AMENDED | 8 MONTH ACTUAL | ADOPTED |
| Staffing | | | | | | |
| 2255 | Legal Fees | 5,000.00 | 4,327.00 | 5,000.00 | 3,315.00 | 5,000.00 |
| 2118 | Professional & Special Services (Task Order 1 - MSRs/SOIs) | 49,000.00 | 46,529.50 | 49,000.00 | 21,573.50 | 49,000.00 |
| 2118 | Professional & Special Services (Task Order 2 - Staffing) | 55,000.00 | 51,731.00 | 55,000.00 | 37,132.50 | 55,000.00 |
| 2118 | Professional & Special Services (Application Review) | 30,000.00 | 54,159.16 | 30,000.00 | 43,507.33 | 30,000.00 |
| 2323 | Special Dept Expense | - | 1,364.05 | 2,000.00 | 1,801.00 | - |
| 2325 | Contract Services | - | - | - | - | - |
| Staffing Total | | \$ 139,000.00 | \$ 158,110.71 | \$ 141,000.00 | \$ 107,329.33 | \$ 139,000.00 |
| Services and Supplies | | | | | | |
| 2106 | Communications | 160.00 | 155.40 | 160.00 | 103.60 | 160.00 |
| 2107 | Duplicating | 300.00 | 227.86 | 300.00 | 130.54 | 300.00 |
| 2110 | Insurance | 2,000.00 | 1,917.90 | 2,200.00 | 2,178.63 | 2,200.00 |
| 2115 | Memberships | 3,800.00 | 3,779.00 | 4,000.00 | 4,025.00 | 4,100.00 |
| 2116 | Postage | 50.00 | 26.68 | 300.00 | 59.20 | 100.00 |
| 2117 | Office Supplies | - | 1.74 | - | 0.10 | - |
| 2119 | Publications & Legal Notices | 1,000.00 | 1,266.62 | 1,000.00 | 576.18 | 1,000.00 |
| 2121 | Rents & Leases - Structures | 5,400.00 | 5,400.00 | 5,400.00 | 3,600.00 | 5,400.00 |
| 2123 | Special Departmental Expense | 600.00 | 620.00 | 600.00 | 440.00 | 700.00 |
| 2125 | Transportation & Travel | 600.00 | 761.92 | 800.00 | 528.72 | 800.00 |
| 2147 | Media | 400.00 | 171.20 | 200.00 | 121.20 | 200.00 |
| 2225 | Transportation Out of County | 6,000.00 | 5,554.01 | 5,800.00 | 4,866.27 | 6,200.00 |
| 2614 | Staff Development & Training | 3,200.00 | 2,890.00 | 2,600.00 | 2,600.00 | 2,600.00 |
| Services and Supplies Total | | \$ 23,510.00 | \$ 22,772.33 | \$ 23,360.00 | \$ 19,229.44 | \$ 23,760.00 |
| Expense Total | | \$ 162,510.00 | \$ 180,883.04 | \$ 164,360.00 | \$ 126,558.77 | \$ 162,760.00 |
| | | | | | | |
| Operating Difference | | \$ (22,210.00) | \$ (5,086.56) | \$ (15,260.00) | \$ 12,727.61 | \$ (9,905.00) |
| <i>(Negative Balance Indicates Use of Reserves)</i> | | | | | | |
| Unreserved/Unrestricted Fund Balance | | FY 2016-17 | | FY 2017-18 | | |
| Beginning | | \$ 96,659.27 | | \$ 91,708.71 | | |
| Ending | | \$ 91,708.71 | | | | |

Humboldt LAFCo Operating Budget - DESCRIPTION

Revenues:

| <u>Account</u> | <u>Title</u> | <u>Description</u> |
|--------------------------|-----------------------|---|
| Intergovernmental | | |
| 671181 | Cities | Contributes 1/3 of Commission's operating expenses |
| 671182 | Special Districts | Contributes 1/3 of Commission's operating expenses |
| 671183 | County | Contributes 1/3 of Commission's operating expenses |
| Service Charges | | |
| 631100 | Professional Services | Application Deposits per Fee Schedule |
| 682238 | Charges for Services | Accrued at hourly staff rates (i.e., mapping service fees) |
| 707010 | Miscellaneous | Available for one-time (nothing above \$5,000) |
| Investments | | |
| 401000 | Interest | Earnings on the fund balance invested by the County Treasurer |

Expenses:

| <u>Account</u> | <u>Title</u> | <u>Description</u> |
|-------------------------------|--|--|
| Staffing | | |
| 2255 | Legal Fees | Contract Legal Counsel staffing services related to attending LAFCo meetings and providing other legal services as needed |
| 2118 | Professional & Special Services (Task Order 1) | Contract Executive Officer and Administrator staffing services related to preparing sphere of influence updates and municipal service reviews |
| 2118 | Professional & Special Services (Task Order 2) | Contract Executive Officer and Administrator staffing services related to reviewing or preparing agendas, staff reports, policies and procedures, and other written correspondence; attending LAFCo meetings; conducting environmental review; and maintaining GIS mapping database for city and special district boundaries and SOIs |
| 2118 | Professional & Special Services (Application Review) | Contract Executive Officer and Administrator staffing services related to reviewing, noticing, preparing and presenting reports, including alternatives and recommendations to the Commission regarding annexations, district formations, out-of-agency service applications, detachments, consolidations or other changes of organization or reorganization |
| 2325 | Contract Services | For other potential contracts |
| Services and Supplies | | |
| 2106 | Communications | Telephone |
| 2147 | Media | Website |
| 2121 | Rents & Leases - Structures | Office space |
| 2117 | Office Supplies | Office supplies |
| 2107 | Duplicating | Printing costs (primarily agenda packets and mailings) |
| 2116 | Postage | Stamps for mailings to member agencies and other correspondence |
| 2119 | Publications and Legal Notices | Includes costs associated with the legal noticing of LAFCo public hearings |
| 2110 | Insurance | SDRMA Liability Insurance |
| 2115 | Memberships | CALAFCO and CSDA memberships |
| 2123 | Special Departmental Expense | Honorarium reimbursement for Commissioner expenses incurred as a result of attending LAFCo meetings |
| 2125 | Transportation & Travel | Commissioner travel reimbursement to regular and special meetings |
| 2225 | Transportation Out of County | Conference travel, lodging, meals and related expenses |
| 2614 | Staff Development and Training | Conference registration costs associated with attendance of Commissioners/staff at CALAFCO-sponsored conferences and workshops |
| Contingency/ Carryover | | |
| 2020 | Contingency | Appropriation for contingencies reduced to \$0 in past years |