

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

September 12, 2012

TO: Members, Formation Commission

FROM: Martha Poyatos, Executive Officer

SUBJECT: Recommended Amendment to Adopted 2012-2013 LAFCo Budget

At the May LAFCo meeting, the Commission adopted a final 2012-2013 Appropriations Budget of \$313,020 and net operating budget of \$232,377, which reflected application of the 2011-2012 estimated fund balance of \$55,643. Following the close of the fiscal year, the final actual fund balance for the 2011-2012 Fiscal Year was \$66,176, or \$10,533 greater than estimated. The excess fund balance over what was estimated results from lower than anticipated expenditures in legal and secretarial services, rent, and graphics. This change in fund balance necessitates revision of the Commission's 2012-2013 adopted net operating budget.

The total actual expenditures in salary and benefits exceeded what was adopted by \$3,791 as an administrative leave cash out exceeded the estimate due to miscalculation of applicable benefit costs.

Staff recommends applying the difference in fund balance of \$10,533 to a special one-time reserve account which would require Commission approval for expenditure. By application of the difference in fund balance as appropriations in reserve, there is no change in proposed net operating budget or the one-third shares to the County, cities and special districts. The one-third shares of the Net Operating Budget to be funded by the County, 20 cities and 22 special districts for 2012-13 would be \$77,459 as adopted in May. This reflects a small increase of \$454 as compared to the 2011-12 apportionments of \$77,004.

The Recommended Amended 2012-13 Budget and the Budget adopted in May are attached for your reference.

Staff respectfully recommends that the Commission amend the 2012-13 adopted budget as shown in the attached revised budget labeled "Recommended Adopted 2012-13 Budget-September Revision" dated September 12, 2012 to reflect application of the actual surplus final fund balance to special reserve. The Revised Budget would then be transmitted to the County Controller in order to invoice funding agencies for their share of the net operating budget.

C: Cities
Special Districts
County of San Mateo

LAFCo Budget - Recommended Adopted 2012-13

9/12/2012

Recommended September Revision

| A | B | C | D | E | F | G | H |
|------|-----------------------------------------------|------------------|------------------|------------------|------------------|-------------------|------------------|
| | | <i>Actual</i> | <i>Actual</i> | <i>Amended</i> | <i>Final</i> | <i>Difference</i> | <i>Proposed</i> |
| | | <i>2009/10</i> | <i>2010-11</i> | <i>Adopted</i> | <i>Actual</i> | <i>Adopted</i> | <i>Draft</i> |
| | | | | <i>2011-12</i> | <i>2011-12</i> | <i>to Actual</i> | <i>2012-13</i> |
| 4111 | Salary & Benefits | 183,540 | 195,042 | 195,321 | 197,883 | 2,562 | 194,265 |
| 4141 | Admin. Leave Cash Out | 4,273 | 3,237 | 3,003 | 4,927 | 1,924 | 4,900 |
| 4161 | Commissioner Compensation | 5,300 | 3,700 | 4,800 | 4,500 | (300) | 4,800 |
| | County Annuity | 9,159 | 7,119 | 7,625 | 7,230 | (395) | 7,625 |
| | SALARIES & BENEFITS | 202,272 | 209,098 | 210,749 | 214,540 | 3,791 | 211,590 |
| 5191 | Outside Printing (other special printing) | 0 | 11 | 1,000 | 170 | (830) | 500 |
| 5193 | General Office Supplies | 500 | 500 | 500 | 500 | - | 500 |
| 5196 | Photocopy - in-house copier | 500 | 500 | 500 | 500 | - | 500 |
| 5197 | Postage & Mailing Service | 1,097 | 417 | 1,000 | 1,481 | 481 | 1,500 |
| 5212 | Computer Equipment under \$5,000 | - | - | - | 1,386 | 1,386 | - |
| 5331 | Memberships (CALAFCo/CSDA new in 0809) | 5,840 | 5,093 | 5,939 | 5,939 | - | 6,069 |
| 5341 | Legal Advertising | 382 | 150 | 1,500 | 566 | (934) | 1,500 |
| 5712 | Mileage Allowance | 0 | 0 | 250 | 0 | (250) | 250 |
| 5721 | Meetings & Conferences | 4,979 | 3,658 | 5,000 | 3,953 | (1,047) | 6,000 |
| 5733 | Training | 37 | 0 | 250 | 275 | 25 | 250 |
| 5810 | Fiscal Office Specialist | 950 | 988 | 988 | 988 | - | 988 |
| 5218 | Corovan Records Storage (new 09/10) | 500 | 177 | 200 | 140 | (60) | 200 |
| 5848 | Graphics | 3,103 | 2,320 | 6,500 | 950 | (5,550) | 4,500 |
| 5856 | consulting | | | | | - | |
| 5962 | Admin Asst. Shared with Parks. (start 4/6/09) | 30,898 | 14,997 | 25,000 | 11,030 | (13,970) | 25,000 |
| 5861 | GIS Mapping | 0 | 0 | 2,500 | 0 | (2,500) | 2,500 |
| 5872 | Controller Admin** | 3,066 | 1,760 | 1,936 | 1,760 | (176) | 2,440 |
| 6712 | Telephone | 670 | 670 | 670 | 620 | (50) | 670 |
| 6713 | ISD (Automation Services) | 3,940 | 2,694 | 4,650 | 4,462 | (188) | 4,650 |
| 6714 | Rent | 2,703 | 2,986 | 3,937 | 2,703 | (1,234) | 2,703 |
| 6722 | Copy Center Charges | 1,200 | 241 | 2,000 | 0 | (2,000) | 0 |
| 6725 | Gen'l Liability & bond ins. | 3,544 | 3,559 | 3,560 | 4,208 | 648 | 4,229 |
| 6732 | County Counsel | 13,395 | 18,060 | 39,280 | 4,752 | (34,528) | 30,000 |
| 6821 | A 87 Charges | 6,584 | 12,168 | 7,440 | 7,447 | 7 | -2,636 |
| | Subtotal Appropriations | 286,160 | 280,047 | 325,349 | 268,370 | (56,979) | 303,903 |
| 8612 | Reserve 3% | 0 | 0 | 9,760 | | | 9,117 |
| | <i>one time reserve</i> | 0 | 0 | | | | 10,533 |
| | Total Appropriations Budget | \$286,160 | \$280,047 | \$335,109 | \$268,370 | (66,739) | \$323,553 |
| | Revenues | | | | | | |
| | Fund Balance (Actual revenues over expend) | 125,056 | 94,886 | 79,097 | 79,097 | | 66,176 |
| | Application Fees | 17,072 | 16,643 | 25,000 | 24,437 | | 25,000 |
| *** | Intergov. Revenue | 238,918 | 247,615 | 231,012 | 231,012 | | 232,377 |
| | Total Revenues | \$381,046 | \$359,144 | \$335,109 | \$334,546 | | \$323,553 |
| | One-third apportionment | \$79,639 | \$82,538 | \$77,004 | \$77,004 | | \$77,459 |

(***Apportionment to county, cities & special districts (cities/districts based on proportional revenues)

also the net operating budget, (appropriation less revenues & fund balance)

net operating budget apportioned in thirds to funding agencies)

*County annuity reduced by 25% *

**controller charges 07-08 & 09-10

2010-11 fund balance carry over \$79,097

2011-12 fund balance carry over \$66,176

LAFCo Budget - Recommended Adopted 2012-13

Recommended Adopted May 9, 2012

| A | B | C | D | E | F | G |
|------|--------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| | | <i>Actual</i> | <i>Actual</i> | <i>Amended</i> | <i>Rev Est.</i> | <i>Proposed</i> |
| | | <i>2009/10</i> | <i>2010-11</i> | <i>Adopted</i> | <i>Actual</i> | <i>Draft</i> |
| | | | | <i>2011-12</i> | <i>2011-12</i> | <i>2012-13</i> |
| 4111 | Salary & Benefits | 183,540 | 195,042 | 195,321 | 195,321 | 194,265 |
| 4141 | Admin. Leave Cash Out | 4,273 | 3,237 | 3,003 | 4,927 | 4,900 |
| 4161 | Commissioner Compensation | 5,300 | 3,700 | 4,800 | 4,600 | 4,800 |
| | County Annuity | 9,159 | 7,119 | 7,625 | 7,625 | 7,625 |
| | SALARIES & BENEFITS | 202,272 | 209,098 | 210,749 | 212,473 | 211,590 |
| 5191 | Outside Printing (LAFco handbook, other special print) | 0 | 11 | 1,000 | 250 | 500 |
| 5193 | General Office Supplies | 500 | 500 | 500 | 500 | 500 |
| 5196 | Photocopy - in-house copier | 500 | 500 | 500 | 500 | 500 |
| 5197 | Postage & Mailing Service | 1,097 | 417 | 1,000 | 1,400 | 1,500 |
| 5212 | Computer Equipment under \$5,000 | - | - | - | 1,350 | - |
| 5331 | Memberships (CALAFco/CSDA new in 0809) | 5,840 | 5,093 | 5,939 | 5,064 | 6,069 |
| 5341 | Legal Advertising | 382 | 150 | 1,500 | 1,100 | 1,500 |
| 5712 | Mileage Allowance | 0 | 0 | 250 | 60 | 250 |
| 5721 | Meetings & Conferences | 4,979 | 3,658 | 5,000 | 3,953 | 6,000 |
| 5733 | Training | 37 | 0 | 250 | 50 | 250 |
| 5810 | Fiscal Office Specialist | 950 | 988 | 988 | 988 | 988 |
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| 6722 | Copy Center Charges | 1,200 | 241 | 2,000 | 0 | 0 |
| 6725 | Gen'l Liability & bond ins. | 3,544 | 3,559 | 3,560 | 4,229 | 4,229 |
| 6732 | County Counsel | 13,395 | 18,060 | 39,280 | 10,000 | 30,000 |
| 6821 | A 87 Charges | 6,584 | 12,168 | 7,440 | 7,440 | -2,636 |
| | Subtotal Appropriations | 286,160 | 280,047 | 325,349 | 279,466 | 303,903 |
| 8612 | Reserve 3% | 0 | 0 | 9,760 | | 9,117 |
| | one time reserve | 0 | 0 | | | |
| | Total Appropriations Budget | \$286,160 | \$280,047 | \$335,109 | \$279,466 | \$313,020 |
| | Revenues | | | | | |
| | Fund Balance from previous year | 125,056 | 94,886 | 79,097 | 79,097 | 55,643 |
| | Application Fees | 17,072 | 16,643 | 25,000 | 25,000 | 25,000 |
| *** | Intergov. Revenue | 238,918 | 247,615 | 231,012 | 231,012 | 232,377 |
| | Total Revenues | \$381,046 | \$359,144 | \$335,109 | \$335,109 | \$313,020 |
| | One-third apportionment | \$79,639 | \$82,538 | \$77,004 | \$77,004 | \$77,459 |

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net operating budget apportioned in thirds to funding agencies)

*County annuity reduced by 25% *

**controller charges 07-08 & 09-10

2009-10 fund balance carry over

\$79,097

estimated **2010-11 fund balance carry over**

\$55,643

Fund balance carry over is actual total revenues less actual appropriations