

Les Baugh
County Member

Larry Farr
City Member Alternate

Stan Neutze
City Member

Julie Winter
City Member

Irwin Fust
Special District Member

Mary Rickert
County Member Alternate

Brenda Haynes
Special District Member



Larry Russell
Public Member

Joe Chimenti
County Member

Patricia A. Clarke
Special District Alternate

Katharine Ann Campbell
Public Member Alternate

George Williamson
Executive Officer

James M. Underwood
General Counsel

Kathy Bull
Manager

Agenda Item: 7.a.

Meeting Date: April 4, 2019

From: George Williamson, Executive Officer & Kathy Bull, Office Manager

Subject: Proposed Draft Budget for Fiscal Year 2019/2020

SUMMARY

Local Agency Formation Commissions (LAFCOs) are independent commissions established by the California legislature under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. Under California Government Code Section 56381, LAFCOs are responsible for annually adopting a proposed budget by May 1st and a final budget by June 15th. State law specifies the proposed and final budgets shall, at a minimum, be equal to the budget adopted for the previous fiscal year unless LAFCO finds the reduced costs will nevertheless allow the agency to fulfill its prescribed regulatory and planning duties.

DISCUSSION

The Executive Committee met on March 6, 2019 and discussed the FY 2019/2020 Budget. Due to a CalPERS unfunded liability, the Executive Committee recommended staff provide a budget with two different options for the full Commission's approval. Staff has decreased costs where possible, however, there will be a need to increase revenues for local funding agencies.

Funding Sources:

Shasta LAFCO's annual operating expenses are principally funded through appropriations from the County, Cities and Special Districts, in addition to application fees and interest earnings. Each fiscal year, after the Commission adopts the final budget, the County Auditor apportions operating expenses by one-third shared between the County, the Cities, and the independent special districts. Statutory authority allows the County Auditor to collect the amounts apportioned.

Operating Expenses:

Operating expenses in the coming five years are going to be severely impacted by CalPERS unfunded liability repayment. The proposed operating expenses reflect the anticipated staffing services, daily operational needs, and municipal service reviews and sphere of influence updates. Notable operating expenses are as follows:

- CalPERS unfunded liability payments estimated at \$43,000 annually for five years starting July 1, 2019.
- Retirement – Previous EO – Increase costs expected annually due to changing variables. Staff will confirm if these annual payments will be continued during the above stated five-year period.
- Fiscal/Audit Services – Full FY 2018/2019 Audit services to be completed in FY 2019/2020.
- CALAFCO membership dues have increased 16.25% for FY 2019/2020.

- Special District Risk Management Authority (SDRMA) has increased their property rates by 11% and liability rates by 5% for FY 2019/2020.
- Rents/Leases of Structures – In October, the SRTA lease agreement terminates. Shasta LAFCO will downsize to an office space with less monthly costs than, possibly sooner.
- Moving expenses are anticipated to be approximately \$3,000.00

In addition, Public Employee Retirement Plan (PERL) Attorney (Best Best & Krieger) fees estimated at \$10,000 are expected to be incurred mostly in FY 2018/2019 but may extend into FY 2019/2020.

Operating Revenues:

The FY 2019/2020 operating revenues from local funding agencies would increase with Commission approval of either Option 1 or Option 2.

- **Option 1:** A one-time 10% increase from \$186,000 to \$204,600 in FY 2019/2020. This will still result in a \$22,965.00 revenue shortfall due to CalPERS liability payment, with Contingency funds making up the difference.
- **Option 2:** A 5% increase from \$186,000 to \$195,300 in FY 2019/2020 with an additional 5% increase from \$195,300 to \$205,065 in FY 2020/2021. The overall FY 2019/2020 Budget shortfall would be \$32,265.00 with Contingency funds making up the difference.

While these are austere budget proposals, all essential LAFCO operational functions will be met in accordance with California law.

RECOMMENDATION

Staff recommends the Commission:

- Open the public hearing,
- Select either Option 1 or Option 2 revenue increases,
- Approve the proposed budget for Fiscal Year 2019/2020 referenced in Resolution 2019-03 with the selected option;
- Direct staff to forward the proposed budget to local funding agencies; and
- Direct staff to prepare the final budget at a public hearing scheduled for June 7, 2019.

**Shasta LAFCO Proposed Budget Worksheet FY 2019/2020
OPTION 1 - 10% Cost of Share Increase**

Categories	FY 2018/2019 Adopted Budget	FY 2018/2019 Actual as of 3/20/19	FY 2018/2019 Projected End of Year	Over/Under Budget	FY 2019/2020 Proposed Budget
REVENUES					
Interest	\$0			\$0	\$0
Intergovernmental Revenue					
Contribution from Cities	\$62,000	\$62,000	\$62,000	\$0	\$68,200
Contribution from Shasta County	\$62,000	\$62,000	\$62,000	\$0	\$68,200
Contribution from Special Districts	\$62,000	\$62,000	\$62,000	\$0	\$68,200
Total Intergovernmental Revenue	\$186,000	\$186,000	\$186,000	\$0	\$204,600
TOTAL REVENUES	\$186,000	\$186,000	\$186,000	\$0	\$204,600
EXPENSES					
Salaries & Benefits					
Employer Expense					
Retirement - PERS - Previous EO	\$4,652	\$4,489	\$4,489	\$163	\$5,117
Retirement Contract Termination				\$0	\$43,000
Total Employer Expense	\$4,652	\$4,489	\$4,489	\$163	\$48,117
Total Salaries & Benefits	\$4,652	\$4,489	\$4,489	\$163	\$48,117
Services and Supplies					
Contract Employment Services					
Contract Executive Officer	\$61,500	\$29,687	\$61,500	\$0	\$51,500
Contract LAFCO Personnel	\$44,650	\$37,380	\$44,650	\$0	\$44,650
Total Contract Employment Services	\$106,150	\$67,067	\$106,150	\$0	\$96,150
Office Services & Supplies					
Bank & Transfer Fees	\$120	\$80	\$206	-\$86	\$120
Communications	\$1,440	\$909	\$1,440	\$0	\$1,140
Info Tech Tools & Equip	\$400	\$0	\$400	\$0	\$400
Memberships	\$4,200	\$4,182	\$4,182	\$18	\$4,776
Mileage Reimbursement	\$300	\$124	\$300	\$0	\$300
Office Cleaning	\$1,140	\$879	\$1,140	\$0	\$0
Office Expense	\$740	\$447	\$740	\$0	\$500
Office Furnishings	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$1,500	\$612	\$1,300	\$200	\$700
Postage & Shipping	\$700	\$389	\$700	\$0	\$500
Printing	\$100	\$104	\$104	-\$4	\$100
Total Office Services & Supplies	\$10,640	\$7,725	\$10,512	\$128	\$8,536
Professional Services					
Misc Professional Services					
Fiscal/Audit Services	\$3,000	\$5,000	\$5,000	-\$2,000	\$7,500
InfoTech Services	\$250	\$285	\$285	-\$35	\$250
InfoTech- Website	\$720	\$684	\$684	\$36	\$720
Total Misc Professional Services	\$3,970	\$5,969	\$5,969	-\$1,999	\$8,470
Legal Counsel					
Misc Legal Services	\$10,000	\$5,040	\$6,840	\$3,160	\$10,000
PERL Legal Services	\$0	\$5,015	\$10,000	-\$10,000	\$10,000
Total Legal Counsel	\$10,000	\$10,055	\$16,840	-\$6,840	\$20,000
Total Professional Services	\$13,970	\$16,024	\$22,809	-\$8,839	\$28,470
Rents, Leases & Misc					
Property & General Liability	\$1,943	\$1,810	\$1,810	\$133	\$1,905
Publications/Legal Notices - Regular	\$1,000	\$380	\$1,000	\$0	\$800

**Shasta LAFCO Proposed Budget Worksheet FY 2019/2020
OPTION 1 - 10% Cost of Share Increase**

Categories	FY 2018/2019 Adopted Budget	FY 2018/2019 Actual as of 3/20/19	FY 2018/2019 Projected End of Year	Over/Under Budget	FY 2019/2020 Proposed Budget
Rents & Leases Equipment - Postage Meter	\$400	\$300	\$400	\$0	\$400
Rents & Leases Equipment - Copier	\$4,765	\$3,459	\$4,765	\$0	\$4,479
Rents & Leases of Structures	\$11,964	\$8,973	\$11,964	\$0	\$7,914
Small Tools & Equipment	\$100	\$0	\$100	\$0	\$0
Software	\$250	\$0	\$250	\$0	\$0
Total Rents, Leases & Misc	\$20,422	\$14,922	\$20,289	\$133	\$15,498
MSR/SOI Expenses					
GIS Services	\$3,600	\$1,302	\$3,600	\$0	\$2,520
Postage Printing	\$200	\$0	\$200	\$0	\$140
Public Hearing Notice	\$1,200	\$0	\$1,200	\$0	\$840
Misc. Other	\$20,000	\$13,595	\$20,000	\$0	\$14,000
Total MSR/SOI Expenses	\$25,000	\$14,897	\$25,000	\$0	\$17,500
Utilities	\$950	\$118	\$358	\$592	\$480
Moving Expenses					
Communications					\$99
Contract - LAFCO Staff					\$1,345
Info Tech Services					\$220
Moving Supplies					\$200
Office Expense- Movers, etc.					\$950
Total Moving Expenses	0	0	0	0	2,814
Total Services & Supplies	\$177,132	\$120,753	\$185,118	-\$7,986	\$169,448
TOTAL EXPENSES	\$181,784	\$125,242	\$189,607	-\$7,823	\$217,565
Appropriation for Contingency	\$4,216	\$4,216	-\$3,607	\$7,823	-\$12,965
TOTAL BUDGET ALLOTMENT BALANCE	\$186,000	\$129,458	\$186,000	\$0	\$204,600
CONTINGENCY FUND BALANCE					
Contingency Deposit	\$4,216	\$4,216	\$0	\$0	\$0
Contingency Withdrawal	\$0	\$0	\$7,986	-\$7,823	-\$12,965
Contingency Balance	\$46,695	\$46,695	\$38,709	\$30,886	\$17,921

**Shasta LAFCO Proposed Budget Worksheet FY 2019/2020 - 5 Year Estimate
OPTION 1 - 10% Cost of Share Increase**

Categories	Proposed FY 2019/20 Budget	Estimated FY 2020/21 Budget	Estimated FY 2021/22 Budget	Estimated FY 2022/23 Budget	Estimated FY 2023/24 Budget	Estimated FY 2024/25 Budget
REVENUES						
Interest	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	+10%	0%	0%	0%	0%	0%
Contribution from Cities	\$68,200	\$68,200	\$68,200	\$68,200	\$68,200	\$68,200
Contribution from Shasta County	\$68,200	\$68,200	\$68,200	\$68,200	\$68,200	\$68,200
Contribution from Special Districts	\$68,200	\$68,200	\$68,200	\$68,200	\$68,200	\$68,200
Total Intergovernmental Revenue	\$204,600	\$204,600	\$204,600	\$204,600	\$204,600	\$204,600
TOTAL REVENUES	\$204,600	\$204,600	\$204,600	\$204,600	\$204,600	\$204,600
EXPENSES						
Salaries & Benefits						
Employer Expense						
Retirement - PERS - Previous EO	\$5,117	\$5,373	\$5,641	\$5,924	\$6,220	\$0
Retirement Contract Termination	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$0
Total Employer Expense	\$48,117	\$48,373	\$48,641	\$48,924	\$49,220	\$0
Total Salaries & Benefits	\$48,117	\$48,373	\$48,641	\$48,924	\$49,220	\$0
Services and Supplies						
Contract Employment Services						
Contract Executive Officer	\$51,500	\$51,500	\$51,500	\$51,500	\$51,500	\$61,500
Contract LAFCO Personnel	\$44,650	\$44,650	\$44,650	\$44,650	\$44,650	\$45,000
Contract Employment Services Subtotal	\$96,150	\$96,150	\$96,150	\$96,150	\$96,150	\$106,500
Office Services & Supplies						
Bank & Transfer Fees	\$120	\$120	\$120	\$120	\$120	\$120
Communications	\$1,140	\$1,140	\$1,140	\$1,140	\$1,140	\$1,140
Info Tech Tools & Equip	\$400	\$400	\$400	\$400	\$400	\$400
Memberships	\$4,776	\$4,823	\$4,872	\$4,920	\$4,970	\$5,019
Mileage Reimbursement	\$300	\$300	\$300	\$300	\$300	\$300
Office Cleaning	\$0	\$0	\$0	\$0	\$0	\$0
Office Expense	\$500	\$500	\$500	\$500	\$500	\$500
Office Furnishings	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$700	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Postage & Shipping	\$500	\$500	\$500	\$500	\$500	\$500
Printing	\$100	\$100	\$100	\$100	\$100	\$100
Office Services & Supplies Subtotal	\$8,536	\$9,083	\$9,132	\$9,180	\$9,230	\$9,279
Professional Services						
Miscellaneous Professional Services						
Fiscal/Audit Services	\$7,500	\$3,000	\$7,500	\$3,000	\$7,500	\$3,000
InfoTech Services	\$250	\$250	\$250	\$250	\$250	\$250
InfoTech - Website	\$720	\$720	\$720	\$720	\$720	\$720
Miscellaneous Services Subtotal	\$8,470	\$3,970	\$8,470	\$3,970	\$8,470	\$3,970
Legal Counsel						
Misc. Legal Services	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
PERL Legal Services	\$10,000	\$0	\$0	\$0	\$0	\$0
Legal Counsel Subtotal	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

**Shasta LAFCO Proposed Budget Worksheet FY 2019/2020 - 5 Year Estimate
OPTION 1 - 10% Cost of Share Increase**

Categories	Proposed FY 2019/20 Budget	Estimated FY 2020/21 Budget	Estimated FY 2021/22 Budget	Estimated FY 2022/23 Budget	Estimated FY 2023/24 Budget	Estimated FY 2024/25 Budget
Professional Services - Subtotal	\$28,470	\$13,970	\$18,470	\$13,970	\$18,470	\$13,970
Rents, Leases & Misc						
Property & General Liability	\$1,905	\$1,933	\$1,962	\$1,992	\$2,022	\$2,052
Publications/Legal Notices - Regular	\$800	\$800	\$800	\$800	\$800	\$800
Rents/Leases Equipment - Post Meter	\$400	\$400	\$400	\$400	\$400	\$400
Rents/Leases Equipment - Copier	\$4,479	\$4,765	\$1,200	\$1,200	\$1,200	\$1,200
Rents/Leases of Structures	\$7,914	\$8,151	\$8,396	\$8,648	\$8,907	\$9,174
Small Tools & Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Software	\$0	\$0	\$300	\$0	\$300	\$300
Rents, Leases & Misc - Subtotal	\$15,498	\$16,050	\$13,058	\$13,040	\$13,629	\$13,927
MSR/SOI Expenses						
GIS Services	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$3,592
Postage Printing	\$140	\$140	\$140	\$140	\$140	\$400
Public Hearing Notice	\$840	\$840	\$840	\$840	\$840	\$1,008
Misc. Other	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$20,000
MSR/SOI Expenses - Subtotal	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500	\$25,000
Utilities	\$480	\$480	\$480	\$480	\$480	\$480
Moving Expenses						
Communications	\$99					
Contract - LAFCO Staff	\$1,345					
Info Tech Services	\$220					
Moving Supplies	\$200					
Office Expense- Movers, etc.	\$950					
Moving Expenses - Subtotal	\$2,814	\$0	\$0	\$0	\$0	\$0
Total Services & Supplies	\$169,448	\$153,233	\$154,790	\$150,320	\$155,459	\$169,156
TOTAL EXPENSES	\$217,565	\$201,606	\$203,432	\$199,244	\$204,678	\$169,156
Appropriation for Contingency	-\$12,965	\$2,994	\$1,168	\$5,356	-\$78	\$35,444
TOTAL BUDGET ALLOTMENT	\$204,600	\$204,600	\$204,600	\$204,600	\$204,600	\$204,600
CONTINGENCY FUND BALANCE						
Contingency Deposit	\$0	\$2,994	\$1,168	\$5,356	\$0	\$35,444
Contingency Withdrawal	-\$12,965	\$0	\$0	\$0	-\$78	\$0

**Shasta LAFCO Proposed Budget Worksheet FY 2019/2020
OPTION 2 - 5% + 5% Cost of Share Increase**

Categories	FY 2018/2019 Adopted Budget	FY 2018/2019 Actual as of 3/20/19	FY 2018/2019 Projected End of Year	Over/Under Budget	FY 2019/2020 Proposed Budget
REVENUES					
Interest	\$0			\$0	\$0
Intergovernmental Revenue					
Contribution from Cities	\$62,000	\$62,000	\$62,000	\$0	\$65,100
Contribution from Shasta County	\$62,000	\$62,000	\$62,000	\$0	\$65,100
Contribution from Special Districts	\$62,000	\$62,000	\$62,000	\$0	\$65,100
Total Intergovernmental Revenue	\$186,000	\$186,000	\$186,000	\$0	\$195,300
TOTAL REVENUES	\$186,000	\$186,000	\$186,000	\$0	\$195,300
EXPENSES					
Salaries & Benefits					
Employer Expense					
Retirement - PERS - Previous EO	\$4,652	\$4,489	\$4,489	\$163	\$5,117
Retirement Contract Termination				\$0	\$43,000
Total Employer Expense	\$4,652	\$4,489	\$4,489	\$163	\$48,117
Total Salaries & Benefits	\$4,652	\$4,489	\$4,489	\$163	\$48,117
Services and Supplies					
Contract Employment Services					
Contract Executive Officer	\$61,500	\$22,889	\$61,500	\$0	\$51,500
Contract LAFCO Personnel	\$44,650	\$24,994	\$44,650	\$0	\$44,650
Total Contract Employment Services	\$106,150	\$47,883	\$106,150	\$0	\$96,150
Office Services & Supplies					
Bank & Transfer Fees	\$120	\$60	\$206	-\$86	\$120
Communications	\$1,440	\$909	\$1,440	\$0	\$1,140
Info Tech Tools & Equip	\$400	\$0	\$400	\$0	\$400
Memberships	\$4,200	\$4,182	\$4,182	\$18	\$4,776
Mileage Reimbursement	\$300	\$124	\$300	\$0	\$300
Office Cleaning	\$1,140	\$784	\$1,140	\$0	\$0
Office Expense	\$740	\$438	\$740	\$0	\$500
Office Furnishings	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$1,500	\$612	\$1,300	\$200	\$700
Postage & Shipping	\$700	\$389	\$700	\$0	\$500
Printing	\$100	\$104	\$104	-\$4	\$100
Total Office Services & Supplies	\$10,640	\$7,601	\$10,512	\$128	\$8,536
Professional Services					
Misc Professional Services					
Fiscal/Audit Services	\$3,000	\$5,000	\$5,000	-\$2,000	\$7,500
InfoTech Services	\$250	\$285	\$285	-\$35	\$250
InfoTech- Website	\$720	\$684	\$684	\$36	\$720
Total Misc Professional Services	\$3,970	\$5,969	\$5,969	-\$1,999	\$8,470
Legal Counsel					
Misc Legal Services	\$10,000	\$5,040	\$6,840	\$3,160	\$10,000
PERL Legal Services	\$0	\$5,015	\$10,000	-\$10,000	\$10,000
Total Legal Counsel	\$10,000	\$10,055	\$16,840	-\$6,840	\$20,000
Total Professional Services	\$13,970	\$16,024	\$22,809	-\$8,839	\$28,470
Rents, Leases & Misc					
Property & General Liability	\$1,982	\$1,810	\$1,810	\$172	\$1,905
Publications/Legal Notices - Regular	\$1,000	\$380	\$1,000	\$0	\$800

**Shasta LAFCO Proposed Budget Worksheet FY 2019/2020
OPTION 2 - 5% + 5% Cost of Share Increase**

Categories	FY 2018/2019 Adopted Budget	FY 2018/2019 Actual as of 3/20/19	FY 2018/2019 Projected End of Year	Over/Under Budget	FY 2019/2020 Proposed Budget
Rents & Leases Equipment - Postage Me	\$400	\$300	\$400	\$0	\$400
Rents & Leases Equipment - Copier	\$4,765	\$3,000	\$4,765	\$0	\$4,479
Rents & Leases of Structures	\$11,964	\$7,976	\$11,964	\$0	\$7,914
Small Tools & Equipment	\$100	\$0	\$100	\$0	\$0
Software	\$250	\$0	\$250	\$0	\$0
Total Rents, Leases & Misc	\$20,461	\$13,466	\$20,289	\$172	\$15,498
MSR/SOI Expenses					
GIS Services	\$3,600	\$1,302	\$3,600	\$0	\$2,520
Postage Printing	\$200	\$0	\$200	\$0	\$140
Public Hearing Notice	\$1,200	\$0	\$1,200	\$0	\$840
Misc. Other	\$20,000	\$13,079	\$20,000	\$0	\$14,000
Total MSR/SOI Expenses	\$25,000	\$14,381	\$25,000	\$0	\$17,500
Utilities	\$950	\$118	\$358	\$592	\$480
Moving Expenses					
Communications					\$99
Contract - LAFCO Staff					\$1,345
Info Tech Services					\$220
Moving Supplies					\$200
Office Expense- Movers, etc.					\$950
Total Moving Expenses	0	0	0	0	2,814
Total Services & Supplies	\$177,171	\$99,473	\$185,118	-\$7,947	\$169,448
TOTAL EXPENSES	\$181,823	\$103,962	\$189,607	-\$7,784	\$217,565
Appropriation for Contingency	\$4,216	\$4,057	\$4,216	\$0	-\$22,265
TOTAL BUDGET ALLOTMENT BALANCE	\$186,039	\$108,019	\$193,823	-\$7,784	\$195,300
CONTINGENCY FUND BALANCE					
Contingency Deposit	\$4,216	\$4,216	\$0	\$0	\$0
Contingency Withdrawal	\$0	\$0	\$7,986	-\$7,784	-\$22,265
Contingency Balance	\$46,695	\$46,695	\$38,709	\$30,925	\$8,660

**Shasta LAFCO Proposed Budget Worksheet FY 2019/2020 - 5 Year Estimate
OPTION 2 - 5% + 5% Cost of Share Increase**

Categories	Proposed FY 2019/20 Budget	Estimated FY 2020/21 Budget	Estimated FY 2021/22 Budget	Estimated FY 2022/23 Budget	Estimated FY 2023/24 Budget	Estimated FY 2024/25 Budget
REVENUES						
Interest	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	+5%	+5%	0%	0%	0%	0%
Contribution from Cities	\$65,100	\$68,355	\$68,355	\$68,355	\$68,355	\$68,355
Contribution from Shasta County	\$65,100	\$68,355	\$68,355	\$68,355	\$68,355	\$68,355
Contribution from Special Districts	\$65,100	\$68,355	\$68,355	\$68,355	\$68,355	\$68,355
Total Intergovernmental Revenue	\$195,300	\$205,065	\$205,065	\$205,065	\$205,065	\$205,065
TOTAL REVENUES	\$195,300	\$205,065	\$205,065	\$205,065	\$205,065	\$205,065
EXPENSES						
Salaries & Benefits						
Employer Expense						
Retirement - PERS - Previous EO	\$5,117	\$5,373	\$5,641	\$5,924	\$6,220	\$0
Retirement Contract Termination	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$0
Total Employer Expense	\$48,117	\$48,373	\$48,641	\$48,924	\$49,220	\$0
Total Salaries & Benefits	\$48,117	\$48,373	\$48,641	\$48,924	\$49,220	\$0
Services and Supplies						
Contract Employment Services						
Contract Executive Officer	\$51,500	\$51,500	\$51,500	\$51,500	\$51,500	\$61,500
Contract LAFCO Personnel	\$44,650	\$44,650	\$44,650	\$44,650	\$44,650	\$45,000
Contract Employment Services Subtotal	\$96,150	\$96,150	\$96,150	\$96,150	\$96,150	\$106,500
Office Services & Supplies						
Bank & Transfer Fees	\$120	\$120	\$120	\$120	\$120	\$120
Communications	\$1,140	\$1,140	\$1,140	\$1,140	\$1,140	\$1,140
Info Tech Tools & Equip	\$400	\$400	\$400	\$400	\$400	\$400
Memberships	\$4,776	\$4,823	\$4,872	\$4,920	\$4,970	\$5,019
Mileage Reimbursement	\$300	\$300	\$300	\$300	\$300	\$300
Office Cleaning	\$0	\$0	\$0	\$0	\$0	\$0
Office Expense	\$500	\$500	\$500	\$500	\$500	\$500
Office Furnishings	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$700	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Postage & Shipping	\$500	\$500	\$500	\$500	\$500	\$500
Printing	\$100	\$100	\$100	\$100	\$100	\$100
Office Services & Supplies Subtotal	\$8,536	\$9,083	\$9,132	\$9,180	\$9,230	\$9,279
Professional Services						
Miscellaneous Professional Services						
Fiscal/Audit Services	\$7,500	\$3,000	\$7,500	\$3,000	\$7,500	\$3,000
InfoTech Services	\$250	\$250	\$250	\$250	\$250	\$250
InfoTech - Website	\$720	\$720	\$720	\$720	\$720	\$720
Miscellaneous Services Subtotal	\$8,470	\$3,970	\$8,470	\$3,970	\$8,470	\$3,970
Legal Counsel						
Misc. Legal Services	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
PERL Legal Services	\$10,000	\$0	\$0	\$0	\$0	\$0
Legal Counsel Subtotal	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

**Shasta LAFCO Proposed Budget Worksheet FY 2019/2020 - 5 Year Estimate
OPTION 2 - 5% + 5% Cost of Share Increase**

Categories	Proposed FY 2019/20 Budget	Estimated FY 2020/21 Budget	Estimated FY 2021/22 Budget	Estimated FY 2022/23 Budget	Estimated FY 2023/24 Budget	Estimated FY 2024/25 Budget
Professional Services - Subtotal	\$28,470	\$13,970	\$18,470	\$13,970	\$18,470	\$13,970
Rents, Leases & Misc						
Property & General Liability	\$1,905	\$1,933	\$1,962	\$1,992	\$2,022	\$2,052
Publications/Legal Notices - Regular	\$800	\$800	\$800	\$800	\$800	\$800
Rents/Leases Equipment - Post Meter	\$400	\$400	\$400	\$400	\$400	\$400
Rents/Leases Equipment - Copier	\$4,479	\$4,765	\$1,200	\$1,200	\$1,200	\$1,200
Rents/Leases of Structures	\$7,914	\$8,151	\$8,396	\$8,648	\$8,907	\$9,174
Small Tools & Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Software	\$0	\$0	\$300	\$0	\$300	\$300
Rents, Leases & Misc - Subtotal	\$15,498	\$16,050	\$13,058	\$13,040	\$13,629	\$13,927
MSR/SOI Expenses						
GIS Services	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$3,592
Postage Printing	\$140	\$140	\$140	\$140	\$140	\$400
Public Hearing Notice	\$840	\$840	\$840	\$840	\$840	\$1,008
Misc. Other	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$20,000
MSR/SOI Expenses - Subtotal	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500	\$25,000
Utilities	\$480	\$480	\$480	\$480	\$480	\$480
Moving Expenses						
Communications	\$99					
Contract - LAFCO Staff	\$1,345					
Info Tech Services	\$220					
Moving Supplies	\$200					
Office Expense- Movers, etc.	\$950					
Moving Expenses - Subtotal	\$2,814	\$0	\$0	\$0	\$0	\$0
Total Services & Supplies	\$169,448	\$153,233	\$154,790	\$150,320	\$155,459	\$169,156
TOTAL EXPENSES	\$217,565	\$201,606	\$203,432	\$199,244	\$204,678	\$169,156
Appropriation for Contingency	-\$22,265	\$3,459	\$1,633	\$5,821	\$387	\$35,909
TOTAL BUDGET ALLOTMENT	\$195,300	\$205,065	\$205,065	\$205,065	\$205,065	\$205,065
CONTINGENCY FUND BALANCE						
Contingency Deposit	\$0	\$3,459	\$1,633	\$5,821	\$387	\$35,909
Contingency Withdrawal	-\$22,265	\$0	\$0	\$0	\$0	\$0

SHASTA LOCAL AGENCY FORMATION COMMISSION

RESOLUTION 2019-03

**RESOLUTION OF THE SHASTA LOCAL AGENCY FORMATION COMMISSION
ADOPTING A PROPOSED BUDGET FOR FISCAL YEAR 2019/2020**

WHEREAS, the Shasta Local Agency Formation Commission is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed budget for the next fiscal year no later than May 1; and

WHEREAS, the Executive Officer prepared a report concerning the proposed budget, including recommendations thereon; 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 proposed budget held on April 4, 2019; and

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

NOW THEREFORE, IT IS RESOLVED, DETERMINED AND ORDERED as follows:

1. The proposed budget for Fiscal Year 2019/2020 as outlined in Exhibit A is approved;
2. The overall operating costs provided in the proposed budget will allow the Commission to fulfill its regulatory and planning responsibilities as required under Government Code Section § 56381(a);
3. The adopted proposed budget for Fiscal Year 2019/2020 as outlined in Exhibit A be circulated to funding agencies for review and comment.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Shasta LAFCO Commission on the 4th day of April, 2019, and adopted by the following vote:

AYES:
NOES:
ABSTAINS:
ABSENT:

Date

Chairman
Shasta Local Agency Formation Commission