

**EXECUTIVE OFFICER'S AGENDA REPORT
APRIL 27, 2016**

TO: LAFCO Commissioners

FROM: Sara Lytle-Pinhey, Executive Officer *SLP*

SUBJECT: Proposed LAFCO Budget for Fiscal Year 2016-2017

RECOMMENDATION

It is recommended that the Commission:

1. Receive the Executive Officer's report and accept public testimony regarding the Proposed LAFCO Budget.
2. Direct Staff as needed to make changes to be incorporated within the Final Budget and Adopt Resolution No. 2016-08, approving the Proposed LAFCO Budget for Fiscal Year 2016-2017.
3. Schedule a public hearing for May 25, 2016, to consider and adopt the Final LAFCO Budget for Fiscal Year 2016-2017.

EXECUTIVE SUMMARY

The Proposed Fiscal Year (FY) 2016-2017 Budget includes operating expenses totaling \$408,822 and reflects a 7% decrease as compared to the 2015-2016 budget. The decrease is primarily attributable to savings in salary and benefits following a retirement. The Proposed Budget requests the Commission approve filling the Commission Clerk position at a full-time level and designation of \$12,000 for the biennial audit, as requested by the Commission.

An analysis of the Commission's estimated year-end fund balance is also included in this report. Following allocations of reserve funds (15% General Reserve Fund and an Accrued Leave Fund), there is an estimated \$71,680 in undesignated fund balance that the Commission may use to offset the FY 2016-2017 budget. Table 1, below, summarizes the Proposed Budget.

Table 1: LAFCO Proposed Budget Summary

Expenses	Adopted Budget FY 2015-16	Proposed Budget FY 2016-17	Percent Change
Salaries & Benefits	\$375,906	\$332,382	-12%
Services & Supplies	61,044	73,690	21%
Other Charges	3,200	2,750	-14%
Total Expenses	\$440,150	\$408,822	-7%
Revenues			
Undesignated Fund Balance	(\$62,940)	(\$71,680)	
Application & Other Revenues	-	(6,000)	
Agency Contributions	\$377,210	\$331,142	-12%

BACKGROUND

LAFCO is an independent commission established in each county by the State legislature. The Cortese-Knox-Hertzberg Local Government Reorganization Act establishes the specific funding methods and process for the annual LAFCO budget.

The Commission is funded by the County and its nine cities. Adopting the LAFCO budget is the responsibility of the Commission. The statutes governing LAFCO and directing its operations do not require separate approval of the financial program by the County, the nine cities, the independent special districts, nor any other local governmental agency. Section 56381(a) of the Government Code provides that:

- The Commission shall adopt annually, following noticed public hearings, a proposed budget by May 1, and final budget by June 15. At a minimum, the proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the Commission finds that reduced staffing or program costs will nevertheless allow the Commission to fulfill the purposes and programs of this chapter.
- The Commission shall transmit its proposed and final budgets to the board of supervisors, to each city, and to each independent special district.

Following adoption of a final budget, the County Auditor will allocate and charge LAFCO's final net budget to all participating local agencies as outlined under Government Code Section 56381(b).

EXPENSES

The expense portion of the Proposed Budget is divided into three main categories: Salaries and Benefits, Services and Supplies, and Other Charges.

SALARIES AND BENEFITS (Accounts 50000+)

Overall, expenses in the salaries and benefits category are projected to be lower in Fiscal Year 2016-2017. This decrease is primarily due to salary savings following retirement of the former Executive Officer and actual salaries of current Staff being at lower ranges than projected in the 2015-2016 budget.

LAFCO has historically maintained a staff of three full-time employees (an Executive Officer, an Assistant Executive Officer, and a Commission Clerk). In response to the economic downturn, the position of Commission Clerk (allocated as a Confidential Assistant IV) was filled at a part-time level in 2011. Some of the Clerk's duties, including finance-related tasks, were then outsourced to the County and billed at a weighted labor rate. Outsourcing these tasks did not result in a cost savings for LAFCO and accordingly, they were incorporated back into the Commission Clerk's duties. Since FY 13/14, the position has been under-filled as a Part-Time/Extra-Help (Confidential Assistant III), averaging 28 hours a week.

In addition to performing clerking duties for LAFCO's meetings, the Commission Clerk is also responsible for preparing public notices, legal recordings, postings, cost accounting, and application processing. The Clerk provides overall administrative support to the office that is necessary for day-to-day operations. The availability of this position as a full-time employee will ensure that tasks are accomplished in the most cost-effective way possible.

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The increased hours of the Clerk position will provide administrative support that is essential for completion of LAFCO's Municipal Service Review work program. It will also greatly assist LAFCO's ability to maintain sufficient office coverage while the Executive Officer and Assistant Executive Officer are increasingly called upon to attend pre-application meetings and consult with special districts regarding Municipal Service Review updates. Therefore, included in the Proposed Budget is a recommendation that the Commission Clerk be filled at the full-time level.

As with any change to staffing or services, it is important to be cognizant of the effect on agency contributions. The additional costs associated with the full-time Clerk position are projected to have a minimal impact to the funding agencies as the overall costs are offset by salary savings in the other positions. Table 2 provides a history of staffing levels over the past 10 years, as well as the corresponding operating budgets and agency contributions.

Table 2: LAFCO Budget History

Fiscal Year	Total Budget	Agency Contributions	Notes
05-06	\$ 424,130	\$ 317,952	3 Full-time (FT) staff; incl. \$25,000 for Fire MSR (offset by built-up reserves)
06-07	323,562	269,562	3 FT, Salary savings following retirement
07-08	351,671	307,421	3 FT
08-09	393,532	344,082	3 FT
09-10	385,947	360,135	3 FT, 2.5% Voluntary Furlough
10-11	386,006	364,542	5% Furlough, Part-Time (PT) Clerk following retirement
11-12	387,615	364,542	5% Furlough, PT Clerk
12-13	426,876	394,612	6% Salary Reduction, PT Clerk
13-14	429,580	402,780	PT Clerk
14-15	414,676	381,776	1% Salary Restoration, PT Clerk; \$22,500 for Audit
15-16	440,150	377,210	Remaining Salary Restored, PT Clerk, EO Cash-Out (Fund balance used to offset)
Proposed FY 16-17	408,822	331,142	3 Full-time staff (Restoration of Clerk hours)
<i>Average FY 05-06 - 15-16</i>	<i>\$ 396,704</i>	<i>\$ 353,147</i>	

SERVICES AND SUPPLIES (Accounts 60000+)

The proposed expenditures in the Services and Supplies category have increased compared to the prior year's budget, primarily due to an allocation of funds for an independent audit. The following are highlights of this category.

Biennial Audit

Last year, the Commission accepted financial audits completed for Fiscal Years 2001-02 through 2013-14. The Commission also requested that a biennial audit be conducted that would cover Fiscal Years 2014-15 and 2015-16. Included in the Proposed Budget is a line item for a biennial audit with an estimate of \$12,000 ("Special Departmental Expense"). If approved, Staff will initiate the process to obtain contracted services for this item.

Office Space

Stanislaus County provides LAFCO with approximately 300 square feet of office space that includes three cubicles and records storage (seven large storage cabinets). LAFCO does not pay "rent" per se, but contributes a proportional amount (based on square footage) towards the 10th Street JPA's budget. This is billed as part of "building maintenance services and supplies" under the Professional and Special Services line item of the LAFCO budget (#63000) and amounts to \$2,340/year. In addition, LAFCO pays janitorial services and utilities that, coupled with the above expense, total \$4,240/year.

There are many benefits of remaining within the 10th Street Place Building, including availability of security, a front desk receptionist, ability to share copier lease costs, proximity to shared County services, use of the mailroom, etc. However, there are no private (walled-in) office areas dedicated to LAFCO. Likewise, there is currently no additional square footage immediately available on either side of the office for expansion of existing, undersized cubicles for the Clerk and Assistant Executive Officer. Meetings, any confidential communications and phonecalls must be made by reserving conference rooms (shared with the City and County). Availability of these conference rooms is not guaranteed, even when reserved.

As an example of a space that would be more suitable for LAFCO, the County currently leases out a walled-in office space at 10th Street Place consisting of 800 square feet at a rate of \$1,300/month (or \$15,600/year). This amount includes building maintenance, utilities, and janitorial services. This far exceeds what LAFCO currently pays for those combined fees annually (\$4,240), although it remains more reasonable than similar-sized office spaces in the downtown area. The 800-square foot space is currently occupied with an active, multi-year lease and is not foreseen to be vacated in the near future.

Improvements have been made where possible to LAFCO's existing 300 square feet of office space in an attempt to make a more usable space (e.g. eliminating cubicle walls and an extra filing cabinet); however, it remains a goal to locate an office space with additional square footage and a private meeting space dedicated for LAFCO. Staff will continue to express interest and seek space within the building as it may become available. Any office space opportunities that arise will be presented to the Commission for their approval. At this time, as the priority is restoring full-time staffing, no additional expenses for office space are proposed.

Outside Data Processing Services

The Proposed Budget includes a \$1,200 Geographical Information System (GIS) license fee that is being added to the line item for outside data processing services (#67200). LAFCO's information technology services are provided by the County's Strategic Business Technology Department (SBT). SBT will be assuming the lead on the County's GIS (previously included under County Public Works). The GIS license allows LAFCO to provide up-to-the-minute mapping information that can be shared with outside agencies and the public. The County has a limited number of these licenses that it can provide to departments or partner agencies at a significant savings over purchasing them separately (which can be upwards of \$10,000 per license).

Education and Training

An increase of \$200 is proposed in the education and training account to reflect minor increases

in CALAFCO's annual conference and staff workshop registration fees. These training opportunities provide valuable learning forums for Commissioners and Staff. As in past budgets, the proposed budget includes funding for two staff members and two to three Commissioners attendance at the annual CALAFCO Conference, as well as funding for Staff's attendance to the CALAFCO Staff Workshop.

Commission Expense

The estimated Commission Expense for FY 2016-2017 is proposed to remain at \$6,100. The majority of this is expended on monthly meeting attendance stipends, with remaining funds used for Commissioner registration fees to trainings as these opportunities arise.

Other Travel

As noted in the mid-year budget report, the account for Other Travel had exceeded its budgeted amount in the current fiscal year. This account reflects expenses for mileage reimbursement, parking fees, etc. The overage in the current fiscal year was primarily due to costs associated with the former Executive Officer's travel to CALAFCO board meetings. These CALAFCO-related costs were offset by a \$3,000 stipend from CALAFCO. This type of travel is not anticipated for the upcoming fiscal year, the Other Travel account is proposed to remain at \$500.

OTHER CHARGES (Accounts 70000+)

This category includes one account (#73024) for copy costs and a shared portion of the copier lease with the County Planning Department. These costs are trending much lower than projected in the current fiscal year, therefore, it is recommended that this account be reduced to \$2,750.

REVENUES

The primary revenue source for LAFCO is contributions from the County and nine cities. Government Code Section 56381(b)(2) requires that the county and its cities shall each provide a one-half share of the commission's operational costs. By statute, the cities share shall be apportioned by the County Auditor in proportion to each city's total revenues, as reported in the most recent edition of the Cities Annual Report published by the State Controller.

At a minimum, Staff projects receiving one large-scale city annexation proposal and one smaller city annexation proposal in the upcoming year. Staff is also aware of three district annexations that are in the planning stages and may be received in FY 2016-2017. Annexation applications are processed at actual cost, with deposits for different types starting at \$3,000 and increasing based on estimated complexity or combined requests.

For FY 2016-17, Staff proposes budgeting estimated fee revenues of \$6,000. Application fees that are received in any given year can vary widely, so this item is being estimated conservatively. Any additional revenue received above this amount will be credited during the Commission's next budget cycle.

FUND BALANCE & RESERVE FUNDS

Government Code Section 56381(c) provides that "if at the end of the fiscal year, the Commission has funds in excess of what it needs, the Commission may retain those funds and calculate them into the following fiscal year's budget."

In 2015, the Commission reimbursed the majority of its accumulated fund balance back to the County and the 9 cities. A portion of the remaining fund balance was retained for a reserve fund. In reviewing the projected revenues and expenses for the current fiscal year, Staff has estimated a positive fund balance, based on increased application revenues and reduced expenses.

Table 3 outlines the changes to the fund balance based on projected operating revenues and expenses in the current fiscal year. The actual amount of the FY 2015-16 fund balance will be calculated at year end (typically by September). However, based on the beginning year fund balance, and projected FY 2015-16 revenues and expenses, Staff has estimated a year-end fund balance of \$184,980.

Table 3: LAFCO Fund Balance

Fund Balance July 1, 2015	\$	589,137	
Revenues			
	Estimated Year-End	Budgeted FY15-16	Difference
City/County Contribution	\$ 377,210	\$ 377,210	\$ -
Application Revenue	19,385	-	(19,385)
Misc. Revenue/Reimbursements	3,064	-	(3,064)
Interest	2,956	-	(2,956)
Total Revenues	\$ 402,615	\$ 377,210	\$ (25,405)
Expenses			
	Estimated Year-End	Budgeted FY15-16	Difference
Salaries and Benefits	\$ 312,736	\$ 375,906	\$ 63,170
Services And Supplies	54,897	61,044	6,147
Other Charges (Copier)	2,000	3,200	1,200
Total Expenses	\$ 369,633	\$ 440,150	\$ 70,517
Less Reimbursement to Funding Agencies		437,139	
Estimated Fund Balance June 30, 2016	\$	184,980	
<i>General Reserve Fund (15%)</i>		<i>(61,500)</i>	
<i>Accrued Leave Fund (Cash-Out Liability)</i>		<i>(51,800)</i>	
Est. Undesignated Fund Balance	\$	71,680	

Consistent with the Commission's adopted Reserve Fund Policy, Staff recommends a General Reserve Fund of \$61,500 and an Accrued Leave Fund (Cash-Out Liability) of \$51,800. This results in an estimated \$71,680 undesignated fund balance that the Commission may use to reduce City/County contributions to LAFCO, consistent with its Policy.

Governmental Accounting Standards Board (GASB 68) - Unfunded Pension Liability

The Commission should be aware of a new accounting requirement known as GASB 68 that will affect its balance sheets. GASB 68 now requires employers to report long-term unfunded pension liability. The Commission's Staff members are considered County employees for the purposes of benefits, including retirement through StanCERA. Accounting and budgeting for retirement costs are based on retirement contribution rates that are updated annually per actuarial analysis and adopted by the StanCERA Board. The rates are subsequently approved by the County Board of Supervisors, and departments/agencies are charged for their respective employees throughout the year for the current liability due for retirement contributions to the retirement system.

As a result of GASB 68, the unfunded pension is now required to be reported, beyond the current period. This required a prior period adjustment to account for the full retirement liability exposure. For LAFCO this adjustment is reflected on the balance sheet as a \$267,843 long-term liability. This is an accounting entry for the purposes of financial statement reporting and is not representative of the normal operating budget of LAFCO. Other than the GASB 68 impact, current LAFCO business operations will have a positive contribution to fund balance by June 30, 2016, as indicated in Table 3.

WORK PROGRAM & APPLICATION ACTIVITY

In December 2015, the Commission adopted a work program to guide completion of Municipal Service Review (MSR) and Sphere of Influence (SOI) updates for Special Districts in the 2016 calendar year and beyond. There were six MSR-SOI updates identified as goals for completion in 2016. Of these, three have already been completed and adopted by the Commission. The remaining MSR-SOI updates (including updates for the fire districts and westside water districts) are in draft stages with the goal of completion by the end of the calendar year.

Staff continues to receive a steady number of requests for out-of-boundary service extensions, many to address health and safety issues for existing development. During the current fiscal year, 15 out-of-boundary service applications have been processed so far (up from six in the prior year). Staff also processed and finalized a combined municipal service review update / sphere of influence expansion, and annexation proposal for the City of Oakdale. Currently in review are a small city annexation and a city sphere of influence expansion. Also, to date, Staff has responded to over 905 phone/counter inquiries in addition to regular e-mail inquiries and requests for boundary information. These types of requests are also trending higher than previous years and are expected to continue into the next fiscal year.

CONCLUSION

The Commission and LAFCO Staff continue to exercise fiscal prudence, recognizing the financial constraints faced by our finding agencies. Approval of the Proposed Budget, although less than the current fiscal year, will enable the Commission to perform its core responsibilities effectively, and continue its work on MSR/SOI updates, policy development, and current projects.

Attachments: Proposed Fiscal Year 2016-2017 Budget Detail
LAFCO Resolution No. 2016-08

Stanislaus LAFCO
PROPOSED FISCAL YEAR 2016-2017 BUDGET

Account	FY 15-16 Legal Budget	FY 15-16 Estimated Year-End	FY 16-17 PROPOSED BUDGET	% Change
Salaries and Benefits				
50000 Salaries and wages	\$ 258,008	\$ 225,700	\$ 210,931	-18%
52000 Retirement	50,686	36,500	53,350	5%
52010 FICA	19,064	16,339	18,483	-3%
52020 Deferred comp - part-time	-	325	-	-
53000 Group health insurance	39,412	25,500	39,731	1%
53009 OPEB health insurance liability	1,108	1,108	2,627	137%
53020 Unemployment insurance	150	150	225	50%
53051 Benefits admin fee	215	110	190	-12%
53081 Long term disability	402	314	325	-19%
54000 Workers compensation insurance	860	860	920	7%
55000 Auto allowance	2,400	2,418	2,400	0%
55130 Deferred comp mgmt/conf	3,601	2,820	3,200	-11%
Total Salaries and Benefits	\$ 375,906	\$ 312,144	\$ 332,382	-12%
Services and Supplies				
60400 Communications (SBT - Telecom)	\$ 1,005	\$ 1,006	\$ 1,055	5%
61000 Insurance (SDRMA)	2,750	2,662	2,900	5%
61030 Fiduciary liability insurance	30	25	30	0%
62200 Memberships (CSDA, CALAFCO)	5,000	4,978	5,290	6%
62400 Miscellaneous expense	3,000	1,500	3,000	0%
62450 Indirect costs (A87 roll forward)	1,176	1,166	(423)	-136%
62600 Office supplies	1,500	1,075	1,500	0%
62730 Postage	1,200	1,200	1,200	0%
62750 Other mail room expense	325	240	325	0%
63000 Professional & special serv	5,400	6,500	7,240	34%
Building maint & supplies			2,340	
Utilities			1,440	
Janitorial			460	
Purchasing			325	
CEO/RM overhead			2,675	
63090 Auditing & accounting	2,108	2,035	2,048	-3%
63400 Engineering services	2,150	1,800	2,000	-7%
63640 Legal services	16,000	12,500	16,000	0%
63990 Outside data proc services (IT & GIS Lic)	4,889	4,800	6,600	35%
65000 Publications & legal notices	800	800	800	0%
65660 Special dept expense (Biennial Audit)	-	-	12,000	-
65780 Education & training	5,000	5,200	5,200	4%
65810 Other supportive services (messenger)	250	135	250	0%
65890 Commission expense	6,100	6,000	6,100	0%
67040 Other travel expenses	500	1,200	500	0%
67200 Utilities (Billed out of 63000)	1,786	-	-	-
67201 Salvage disposal	75	75	75	0%
Total Services and Supplies	\$ 61,044	\$ 54,897	\$ 80,930	33%
Other Charges				
73024 Planning dept services	\$ 3,200	\$ 2,000	\$ 2,750	-14%
Total Other Charges	\$ 3,200	\$ 2,000	\$ 2,750	-14%
TOTAL EXPENSES	\$ 440,150	\$ 369,041	\$ 416,062	-5%
TOTAL REVENUES				
Agency Contributions	377,210	377,210	338,382	-10%
Application & Other Revenues		19,385	6,000	
Miscellaneous Reimbursements		3,064	-	
Interest Earnings		2,956	-	
Undesignated Fund Balance (Est.)	62,940		71,680	

Estimated Fund Balance June 30, 2016	\$ 184,980
General Reserve Fund (15%)	(61,500)
Accrued Leave Fund (Cash-Out Liability)	(51,800)
Undesignated Fund Balance (Est.)	\$ 71,680

DRAFT

**STANISLAUS COUNTY LOCAL AGENCY
FORMATION COMMISSION**

RESOLUTION

DATE: April 27, 2016

NO. 2016-08

SUBJECT: Adoption of the Proposed LAFCO Budget for Fiscal Year 2016-2017

On the motion of Commissioner _____, seconded by Commissioner _____, and approved by the following vote:

Ayes: Commissioners:
Noes: Commissioners:
Absent: Commissioners:
Ineligible: Commissioners:

THE FOLLOWING RESOLUTION WAS ADOPTED:

WHEREAS, Government Code Section 56381(a) requires the Commission to adopt annually, following noticed public hearings, a proposed budget by May 1 and a final budget by June 15;

WHEREAS, the Stanislaus Local Agency Formation Commission wishes to provide for a budget to fulfill its purposes and functions as set forth by State law;

WHEREAS, pursuant to Government Code Section 56381(a), the proposed budget must be, at a minimum, equal to the previous budget, unless a finding is made that the reduced costs will nevertheless allow the Commission to fulfill the purposes and programs of the Stanislaus Local Agency Formation Commission (LAFCO);

WHEREAS, approval of the Proposed Budget will enable the Commission to perform its core responsibilities effectively, and to continue its work on State mandated Municipal Service Reviews and Sphere of Influence Updates;

WHEREAS, the Commission mailed hearing notices of the Proposed Budget to the County Board of Supervisors, the nine cities and the independent special districts; published a hearing notice in Modesto Bee, and posted said notice on its website;

WHEREAS, the Commission has conducted a public hearing on April 27, 2016, to consider the Proposed Budget for Fiscal Year 2016-2017, as submitted by the Executive Officer; and

WHEREAS, the Proposed Budget includes filling the Commission Clerk position at a full-time level with associated benefits, consistent with the existing position allocation;

NOW, THEREFORE, BE IT RESOLVED that the Commission:

1. Finds that the Proposed Budget for Fiscal Year 2016-17 will allow the Stanislaus Local Agency Formation Commission to fulfill the purposes and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act.

2. Adopts the Proposed Budget for Fiscal Year 2016-17, including recommendations of Staff and as outlined in Exhibit 1, in accordance with Government Code Section 56381(a),
3. Directs Staff to distribute this resolution to the Board of Supervisors, each city, and to each independent special district pursuant to Government Code Section 56381(a).
4. Hereby schedules the public hearing to consider the adoption of the Final Budget for Fiscal Year 2016-17, for the Commission's May 25, 2016 meeting.

ATTEST:

Sara Lytle-Pinhey
Executive Officer

Attachment: Exhibit 1 - Proposed Fiscal Year 2016-2017 Budget

EXHIBIT 1

**Stanislaus LAFCO
PROPOSED FISCAL YEAR 2016-2017 BUDGET**

Account	FY 15-16 Legal Budget	FY 15-16 Estimated Year-End	FY 16-17 PROPOSED BUDGET	% Change
Salaries and Benefits				
50000 Salaries and wages	\$ 258,008	\$ 225,700	\$ 210,931	-18%
52000 Retirement	50,686	36,500	53,350	5%
52010 FICA	19,064	16,339	18,483	-3%
52020 Deferred comp - part-time	-	325	-	-
53000 Group health insurance	39,412	25,500	39,731	1%
53009 OPEB health insurance liability	1,108	1,108	2,627	137%
53020 Unemployment insurance	150	150	225	50%
53051 Benefits admin fee	215	110	190	-12%
53081 Long term disability	402	314	325	-19%
54000 Workers compensation insurance	860	860	920	7%
55000 Auto allowance	2,400	2,418	2,400	0%
55130 Deferred comp mgmt/conf	3,601	2,820	3,200	-11%
Total Salaries and Benefits	\$ 375,906	\$ 312,144	\$ 332,382	-12%
Services and Supplies				
60400 Communications (SBT - Telecom)	\$ 1,005	\$ 1,006	\$ 1,055	5%
61000 Insurance (SDRMA)	2,750	2,662	2,900	5%
61030 Fiduciary liability insurance	30	25	30	0%
62200 Memberships (CSDA, CALAFCO)	5,000	4,978	5,290	6%
62400 Miscellaneous expense	3,000	1,500	3,000	0%
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Janitorial			460	
Purchasing			325	
CEO/RM overhead			2,675	
63090 Auditing & accounting	2,108	2,035	2,048	-3%
63400 Engineering services	2,150	1,800	2,000	-7%
63640 Legal services	16,000	12,500	16,000	0%
63990 Outside data proc services (IT & GIS Lic)	4,889	4,800	6,600	35%
65000 Publications & legal notices	800	800	800	0%
65660 Special dept expense (Biennial Audit)	-	-	12,000	-
65780 Education & training	5,000	5,200	5,200	4%
65810 Other supportive services (messenger)	250	135	250	0%
65890 Commission expense	6,100	6,000	6,100	0%
67040 Other travel expenses	500	1,200	500	0%
67200 Utilities (Billed out of 63000)	1,786		-	-
67201 Salvage disposal	75	75	75	0%
Total Services and Supplies	\$ 61,044	\$ 54,897	\$ 80,930	33%
Other Charges				
73024 Planning dept services	\$ 3,200	\$ 2,000	\$ 2,750	-14%
Total Other Charges	\$ 3,200	\$ 2,000	\$ 2,750	-14%
TOTAL EXPENSES	\$ 440,150	\$ 369,041	\$ 416,062	-5%
TOTAL REVENUES				
Agency Contributions	377,210	377,210	338,382	-10%
Application & Other Revenues		19,385	6,000	
Miscellaneous Reimbursements		3,064	-	
Interest Earnings		2,956	-	
Undesignated Fund Balance (Est.)	62,940		71,680	

Estimated Fund Balance June 30, 2016	\$ 184,980
General Reserve Fund (15%)	(61,500)
Accrued Leave Fund (Cash-Out Liability)	(51,800)
Undesignated Fund Balance (Est.)	\$ 71,680