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1/24/2019

TO: Local Agency Formation Commission
FROM: Crystal M. Craig, Interim Executive Officer

SUBJECT: MID-YEAR BUDGET STATUS FOR FISCAL YEAR 2018-19

MID-YEAR BUDGET STATUS SUMMARY: This budget status report provides a brief overview of our projected year-end position in relation to the Commission's FY 2018-19 budget adopted on May 24, 2018. The analysis is based on revenues and expenditures as of the most recent data available for the close of December 2018. At this mid-fiscal year point, operating expenditures, that is, exclusive of appropriations for reserves, are at 38.5% of adopted operating appropriations. Revenues received, exclusive of prior year carryover, are already at 94% of the budgeted amount. We anticipate ending the fiscal year on a positive note with a carryover of over \$117,000. This carryover will be used to continue our Municipal Services Review (MSR) program for remaining services next fiscal year.

Revenues: The required local agency apportionment has been credited for all of the local agencies. At mid-year, approximately 42% of budgeted fee revenue has been received. We are expecting relatively low proposal activity through the remainder of the fiscal year, we anticipate ending the fiscal year approximately \$15,000 to \$20,000 below budgeted fee revenue. Interest income, although a minor source of revenue, is at 78% of adopted interest revenue and will expect to surpass the budgeted amount. Interest revenue was earned from the Commission's cash in the County Treasury due to the amount of funds in reserves. Prior-year fund balance came in approximately \$29,000 higher than initially projected.

Expenditures: We have expended at \$450,421.76 approximately 36% of budgeted operating appropriations at mid-year. This figure is primarily attributable to several factors. Most significantly, we have filled an Analyst position, which has resulted in spending for salary and benefits. Additionally, we have had expenditures related to our office relocation and is reflected in increases to a few appropriation categories, such as Maintenance-Computer Equipment for technology relocation and reconfiguration costs that were more than anticipated. The new office space also required

extensive cabling, moving company charges and phone system relocation. Under our new lease, we are responsible for electricity and a line item for Utilities was added.

Consultant work is underway for our comprehensive Countywide water and wastewater Municipal Service Reviews (MSRs), encompassing over 44 water and wastewater public agencies across three regions. The completion of these reviews is expected near the end of 2018. In October the Commission executed a contract to carry out the recruitment for the Executive Officer position, with expenditures following thereafter under the Consultant line item. Continuing appropriations will need to be made to initiate and complete other MSRs as this will be a multi-year effort. We hope to begin MSRs for other services and agencies late this fiscal year, continuing into next year. Note that charges for several smaller expenditure categories lag behind the service provided. The accrued charges, in some cases, are not reflected until the close of the fiscal year.

Due to noticing cost there is an increase in Legally Required Notices for advertising for our current Countywide water and wastewater MSR. We must advertise and have display ads for cross county agencies. In addition, there will be a few proposals that will require display ads for protest hearing notices.

With the vacant Executive Officer position there will be temporary salary and benefits savings. We are projecting year-end operating expenditures at approximately 92% of operating appropriations. The vacancy of the Executive Officer savings is only temporary.

Any significant changes in our year-end projections will be reported to the Administrative Review Committee (ARC) and Commission.

STAFF RECOMMENDATION:

It is recommended that the Commission:

1. Receive and file the mid-year budget status report.

Respectfully submitted,



Crystal M. Craig
Interim Executive Officer

Mid-Year Budget Status Report FY 2018-19

		FY 18-19 Final Budget	Year to date Expenditures as of 12/31/18	Year to Date as Pct. of Adopted Budget	FY 18-19 Projected Year-End	Proj. Year-End as Pct. of Adopted Budget
OBJ:	Description					
510040	Regular Salaries	\$441,854.00	\$184,248.25	41.7%	\$421,758.52	95.5%
510440	Leave Buydown/Payout	\$30,747.00	\$0.00	0.0%	\$8,698.40	28.3%
517000	Workers Comp	\$9,140.00	\$4,570.02	50.0%	\$9,140.04	100.0%
518100	Benefits	\$191,435.00	\$80,676.10	42.1%	\$181,356.16	94.7%
	Total Appropriation 1	\$673,176.00	\$269,494.37	40.0%	\$620,953.12	92.2%
520330	Communication Svcs	\$3,300.00	\$1,307.91	39.6%	\$2,588.91	78.5%
520930	Insurance- Liability/Property	\$8,973.00	\$8,972.57	100.0%	\$8,972.57	100.0%
521360	Maint-Computer Equip	\$16,860.00	\$16,295.84	96.7%	\$19,280.84	114.4%
523100	Memberships	\$10,212.00	\$10,303.00	100.9%	\$10,428.00	102.1%
523230	Misc Agency Exp	\$7,000.00	\$4,710.02	67.3%	\$7,000.00	100.0%
523240	Non County Agency Exp	\$1,250.00	\$250.00	20.0%	\$800.00	64.0%
523250	Refunds	\$100.00	\$0.00	0.0%	\$0.00	0.0%
523620	Books/Publications	\$100.00	\$0.00	0.0%	\$100.00	100.0%
523680	Office Equip/Furn	\$2,050.00	\$1,492.35	72.8%	\$1,992.35	97.2%
523700	Office Supplies	\$2,200.00	\$1,111.84	50.5%	\$2,551.84	116.0%
523760	Postage/Mailings	\$3,749.00	\$827.62	22.1%	\$3,749.00	100.0%
523840	Computer Equip-Software	\$2,250.00	\$1,043.63	46.4%	\$2,258.33	100.4%
524560	Auditing/Accounting	\$8,369.00	\$364.37	4.4%	\$8,304.17	99.2%
524660	Consultants	\$240,000.00	\$66,525.92	27.7%	\$239,499.92	99.8%
524700	County Counsel	\$65,120.00	\$17,782.45	27.3%	\$40,882.45	62.8%
525020	Legal Svcs	\$1,000.00	\$0.00	0.0%	\$0.00	0.0%
525120	Micrographic Svcs	\$1,728.00	\$728.00	42.1%	\$728.00	42.1%
525140	Personnel Svcs	\$4,725.00	\$1,857.21	39.3%	\$3,466.71	73.4%
525330	RMAP Svcs	\$35.00	\$0.00	0.0%	\$0.00	0.0%
525340	Temp Help Svcs	\$1,210.00	\$59.00	4.9%	\$1,210.00	100.0%
525600	Security	\$600.00	\$172.00	28.7%	\$516.00	86.0%
525820	RCIT Pass-Thru Support	\$6,242.00	\$1,928.69	30.9%	\$3,818.69	61.2%
526410	Legally Required Notices	\$6,350.00	\$1,369.40	21.6%	\$6,769.40	106.6%
526520	Rent/Lease-Copiers	\$2,760.00	\$1,105.20	40.0%	\$2,680.20	97.1%
526700	Rent/Lease-Bldgs	\$45,372.00	\$26,771.28	59.0%	\$45,134.78	99.5%
526720	Rent/Lease Storage	\$1,528.00	\$684.00	44.8%	\$1,482.00	97.0%
527880	Training-Other	\$360.00	\$0.00	0.0%	\$360.00	100.0%
528120	Commission Exp	\$14,325.00	\$4,577.60	32.0%	\$14,057.60	98.1%
528140	Conf Reg Fees	\$4,400.00	\$2,235.00	50.8%	\$3,699.00	84.1%
528900	Air Transportation	\$3,600.00	\$345.58	9.6%	\$2,420.58	67.2%
528960	Lodging	\$4,600.00	\$2,685.87	58.4%	\$4,298.37	93.4%
528980	Meals	\$500.00	\$218.70	43.7%	\$498.70	99.7%
529000	Misc Travel Exp	\$500.00	\$86.00	17.2%	\$386.00	77.2%
529010	Parking Validation	\$0.00	\$200.00		\$200.00	
529040	Mileage	\$10,460.00	\$4,542.73	43.4%	\$7,584.73	72.5%
529080	Rental Vehicles	\$100.00	\$0.00	0.0%	\$348.15	348.2%
529540	Utilities	\$3,500.00	\$373.61	10.7%	\$1,573.61	
	Total Appropriation 2	\$485,428.00	\$180,927.39	37.3%	\$449,640.90	92.6%
581000	Approp For Contingency	\$12,657.00	\$0.00	0.0%	\$0.00	0.0%
308100	Reserve-General	\$61,437.00	\$0.00	0.0%	\$61,437.00	100.0%
	Reserve-Capital Replacement	\$18,458.00	\$0.00	0.0%	\$18,458.00	100.0%
	Reserve-Comp. Absences Liab.	\$5,000.00	\$0.00	0.0%	\$5,000.00	100.0%
TOTAL APPROP./EXPEND.		\$1,256,156.00	\$450,421.76	35.9%	\$1,155,489.02	92.0%
REVENUE:						
740020	Interest	\$6,000.00	\$4,675.31	77.9%	\$9,350.62	155.8%
777520	Fee Revenue	\$101,910.00	\$43,227.50	42.4%	\$87,027.50	85.4%
	PY Fund Balance	\$280,085.00	\$309,242.28	110.4%	\$309,242.28	110.4%
	Trans from General Reserve	\$0.00	\$0.00		\$0.00	
781560	Local Agency Share	\$868,160.00	\$867,716.77	99.9%	\$867,716.77	99.9%
TOTAL REVENUES		\$1,256,155.00	\$1,224,861.86	97.5%	\$1,273,337.17	101.4%
SURPLUS/(DEFICIT)		-\$1.00	\$774,440.10		\$117,848.15	
RESERVE BALANCES:						
	General	\$285,818.00	\$224,381.00	78.5%	\$285,818.00	100.0%
	Capital Replacement	\$18,458.00	\$0.00		\$18,458.00	
	Compensated Absences Liab.	\$214,000.00	\$209,000.00	97.7%	\$214,000.00	100.0%