

## ATTACHMENT G      NARRATIVE OF LINE ITEMS

### SANTA CRUZ LOCAL AGENCY FORMATION COMMISSION NARRATIVE BUDGET 2017-18

#### SALARIES & BENEFITS

Object

51000      Regular Pay    \$259,700

Executive Officer - The current salary is \$10,941 per month.

Secretary-Clerk - The current salary is \$5,869 per month.

Salary Reserve - The budgeted amount allows for possible adjustments to staff salaries, cash out of administrative leave, and payment of unused leave upon termination of employment. It is budgeted as a lump sum of \$57,981.

The salaries total:

Executive Officer	\$131,290
Secretary-Clerk	\$70,429
Salary Reserve	\$57,981
<u>Total</u>	<u>\$259,700</u>

51005      Overtime Pay    \$1,000

The Secretary-Clerk works overtime during periods of major projects and night meetings.

51010      Extra Help    \$ 1,000

These funds will be used if needed for temporary clerical assistance during the Secretary-Clerk's absence. Five days, \$200 per day.

51015      Sick Leave    \$1,000

Sick leave is budgeted as a lump sum.

51035      Holiday Pay    \$9,000

Holiday pay is budgeted as a lump sum.

52010      Social Security    \$20,000

This figure is calculated at the rate of 7.65% of each salary.



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- 62020    Memberships    \$4,200  
This amount provides for membership in the California Associations of LAFCOs and the California Special Districts Association.
- 62111    Computer Hardware    \$800  
The Secretary-Clerk's computer is due for replacement in FY 17-18. The price is based upon an estimate through the County's Information Services Department purchasing program.
- 62214    Duplicating    \$1,000  
This amount provides for production photocopying of reports done at the county's duplicating shop or at a local printing shop. It is budgeted at the highest expenditure during the last three years.
- 62219    Software    \$500  
This is budgeted as a lump sum.
- 62221    Postage    \$3,200  
This is the cost of mailing public notices and regular correspondence. It is budgeted at the highest expenditure during the last three years.
- 62222    Subscriptions    \$600  
It is budgeted at the highest expenditure during the last three years.
- 62223    Supplies    \$1,300  
It represents office supplies. It is budgeted at \$100 (8%) more than FY 2016-17.
- 62310    Accounting and Auditing    \$1,200  
This amount is the cost of accounting services from the County Auditor. It includes payroll, vendor payments, and auditing. It is budgeted at \$100 (9%) more than FY 2016-17.
- 62304    Attorney    \$150,000  
This amount represents routine legal services from County Counsel's office or a private law firm (\$40,000), and a litigation reserve (\$110,000).

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- 62325    Data Processing    \$15,800  
The County Information Services Department charges LAFCO with its share of the staffing overhead used to support LAFCO's computers, printers, and access to the County's geographic mapping system, accounting, fiscal, and other data bases. The amount is budgeted at the highest expenditure during the last 3 years.
- 62327    Director Fees    \$6,000  
This amount is calculated based upon seven commissioners and four alternates being paid a meeting stipend for eleven meetings per year.
- 62330    Surveyor    \$1,000  
This amount covers map checking by the County Surveyor and map prints from the County Public Works Department.
- 62381    Professional Services    \$100,000  
This amount provides for outside assistance when preparing spheres of influence, municipal service reviews, reorganization studies, and other special studies. The Local Government Reorganization Act requires LAFCO to prepare municipal service reviews and update all spheres periodically. Over a period of years, the Commission has built up its professional services reserve so that an outside consultant could be used to prepare some municipal service reviews, or partially fund a major reorganization study, such as the fire organization study currently being scoped.
- 62420    Legal Notices    \$1,400  
This amount is used to pay for public hearing notices and other legal advertising. It is calculated for 5 ads at a rate of \$280 per ad.
- 62610    Rents    \$8,400  
The County charges LAFCO rent for its office on the third floor of the Governmental Center. The annual rent is \$7,905 with no additional costs. Additionally, the County charges LAFCO to store LAFCO's old records in the County warehouse and to retrieve them when requested. This amount is calculated at the current year costs.
- 62856    Miscellaneous Expenses    \$5,900  
This sub-object is used for paying web-hosting costs, State Board of Equalization filing fees, and California Department of Fish and Wildlife environmental fees. It is calculated at the highest expenditure over the last three years.

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- 62890    Books    \$300  
This entry is used to purchase books and other written materials. The budgeted amount is estimated at the highest cost over the last three years.
- 62910    Airfare    \$3,000  
Airfare is used to attend meetings that are in distant locales in California, usually southern California. The budgeted amount is estimated at ten round trip flights at \$300 per trip.
- 62912    Auto Rental    \$200  
This is budgeted as a lump sum.
- 62914    Education and Training    \$900  
This represents staff development courses and seminars. It is budgeted at three classes at \$300 each.
- 62922    Lodging    \$5,200  
Lodging is budgeted to allow Commissioners and staff members to attend training sessions and meetings. It is budgeted as a lump sum.
- 62924    Meals    \$600  
The budgeted amount is estimated at the highest cost over the last three years.
- 62926    Mileage    \$1,700  
This includes mileage for staff delivery of agendas, other office errands, and allowance for Commissioners and staff to attend conferences, seminars, CALAFCO Board meetings, and other meetings. It is budgeted at the highest expenditure over the last three years.
- 62928    Travel Other    \$200  
These are miscellaneous travel costs such as train fares, bus fares, parking and bridge tolls. It is budgeted at the highest expenditure over the last three years.
- 62930    Registrations    \$5,400  
Workshop and conference registrations are budgeted to pay for Commissioners and staff members to attend conferences and workshops. It is budgeted at the highest expenditure over the last three years.

