



BUDGET COMMITTEE MEETING MINUTES
Wednesday, September 1, 2004

County Administrator's Conference Room
575 Administration Drive
Santa Rosa, CA 95403

Approved at November 3, 2004 meeting

1:30 P.M.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a LAFCO meeting, please contact the LAFCO Clerk at 707.565.2577. Notification at least 48 hours prior to the meeting will assist LAFCO staff in assuring that reasonable accommodations are made to provide accessibility to the meeting.

COMMISSIONERS

Present Debora Fudge, Chair
Present Lisa Schaffner
Absent Ray Brunton

ALTERNATE COMMISSIONERS

Absent Pamela Torliatt

STAFF

Present Steven Sharpe, Executive Officer
Present Carole Cooper, Assistant Ex. Officer
Present Nora Guy, Clerk

To speak on an item under discussion by the LAFCO Budget Committee on this agenda, you may do so upon receiving recognition from the Chair. Please step up to the table and sign in. State your name, for the record, before making your presentation. Time limitations on public testimony may be imposed at the discretion of the Chair. Meetings are taped.

- 1. CALL TO ORDER:** Chair Fudge called the meeting to order at 1:37p.m.
- 2. APPROVAL OF MINUTES OF JUNE 2, 2004 MEETING:** Approved as distributed
- 3. GENERAL PUBLIC COMMENT:** None
- 4. 2003-04 YEAR-END ACTUAL REVENUES/EXPENDITURES:** Carole Cooper provided information regarding estimated versus final budget figures and noted that actual expenditures for staff salaries and benefits for 2003-04 were less than budgeted due to a variety of factors, including the Mandatory Time Off (MTO) Program and a change in support personnel at a lower salary. Carole noted that greater than anticipated expenditures in printing services and postage were due to the large number of mailings, including mailings for the Forestville and Graton proposals.

The "County Services" category, which includes rent, other departments' support, janitorial, etc., was higher than budgeted because the amount budgeted for 2002-03 was inadvertently not charged to LAFCO until 2003-04; since the prior-year amount became part of the fund balance, funds were available to cover this cost. Generally, other expenditures were as anticipated. Chair Fudge noted that LAFCO came in three percent under budget overall. Carole mentioned that revenues were a little less than projected, due to the fact that filing fees anticipated near the end of the fiscal year had not been received until July 2004. Regarding fund balance, the Commission ends the fiscal year with \$70,667. Of that amount, during budget deliberations, the Commission authorized use of \$35,000 to be credited proportionately to funding agencies, to reduce their apportionment for 2004-05.
- 4. CONFIRM MEETING, WEDNESDAY, NOVEMBER 3, 2004, 1:30 p.m.:** Confirmed
- 5. ADJOURNMENT:** Chair Fudge adjourned the meeting at 1:45pm.