



Lou Ann Texeira  
 Executive Officer

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March 8, 2017 (Agenda)

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 Agenda Item 8

Contra Costa Local Agency Formation Commission  
 651 Pine Street, Sixth Floor  
 Martinez, CA 94553

**Proposed FY 2017-18 LAFCO Budget**

Dear Members of the Commission:

This report presents the proposed FY 2017-18 budget and work plan.

**BUDGET SUMMARY**

The proposed FY 2017-18 budget (attached) includes appropriations totaling \$889,955 and reflects an overall decrease 0.42% as compared to the FY 2016-17 budget. The decrease is primarily attributable to a credit in the LAFCO retirement account and decreases in several of the Services & Supplies accounts. Included in the total appropriations for FY 2017-18 is LAFCO’s annual contribution of \$40,000 to fund LAFCO’s Other Post-Employment Benefits (OPEB) liability, and \$80,000 contingency reserve fund, which is comparable to the current year reserve. It is projected that FY 2017-18 revenues will be comparable to the current year, with similar application activity. Details regarding expenditures and revenues are presented below.

**EXPENDITURES**

The expenditure portion of the budget is divided into three main objects: Salaries & Benefits, Services & Supplies, and Contingency/Liability.

Salaries & Benefits

In FY 2016-17, Contra Costa LAFCO maintained a staffing level of two full-time employees. As proposed, the FY 2017-18 budget includes funding to maintain the current staffing level, with a future staffing plan as discussed below. The FY 2017-18 Salaries & Benefits total \$400,791, reflecting a decrease of 0.62% which is primarily attributable to a credit in the LAFCO retirement account. LAFCO contracts with the Contra Costa County Employees’ Retirement Association (CCCERA) for retirement benefits. LAFCO is required to prepay its retirement contributions, which are based on employee salaries. The aggregate retirement rates fluctuate based on investment returns and other variables. LAFCO overpaid its retirement amount in FY 2015-16, and received a credit to be applied to the FY 2017-18 payment.

During discussion of the FY 2017-18 budget schedule and work plan preview in February, Commissioner Tatzin asked if LAFCO could prepay a portion of its unfunded retirement liability in order to have a better contribution rate. CCCERA staff informs us that *LAFCO can prefund, pay down, or make partial payments towards their retirement liability. The payoff helps reduce contribution rates that employers would have to make. Some employers have elected to borrow money by issuing pension obligation bonds and using the money to pay off retirement liability. Any risks to the money are no different than the same risks now with earning investment returns on retirement plan assets. It's also important to note that the retirement liability is a number that is calculated by an actuary on a present value basis. The present value number changes every year with every actuarial valuation depending on the demographic and economic experience of the employer's retirees and members. In other words, the liability may change and either increase or decrease even after a prefund because it depends on the actuarial valuation.* LAFCO's current Net Pension Liability (net after plan assets) is \$400,173. The full actuarial valuation report (as of 12/31/15) is available online at [http://www.cccera.org/sites/main/files/file-attachments/agenda\\_packet\\_10.20.16.pdf](http://www.cccera.org/sites/main/files/file-attachments/agenda_packet_10.20.16.pdf).

The Commission may choose to include funding in the LAFCO budget to prefund, pay down, or make partial payments towards LAFCO's retirement liability, as LAFCO currently does with its OPEB liability. According to CCCERA, this would involve entering into an agreement with CCCERA spelling out the terms of the pay down. CCCERA's actuary would determine the liability and impact of pay down. The payments made to CCCERA would be added to fiduciary plan assets and earn investment income like all other assets. CCCERA does not require a separate trust like an OPEB irrevocable trust because CCCERA, by definition, is a fiduciary trust fund. CCCERA's actuary would track payments made against the LAFCO liability which would reduce it, and also reduce annual contributions from employer and employees because the liability is decreasing. Every three years, an experience study would be performed to confirm if the valuation and assumptions used to determine the liability are on track and accurate.

In addition to the two full-time LAFCO employees, staff support to the Commission is supplemented by private and public service providers. Outsourcing services minimizes costs associated with adding permanent staff and acquiring additional office space and equipment. The County provides fiscal, drafting, mapping and legal services. In addition, LAFCO contracts with private firms for website maintenance, financial auditing, environmental planning services, and to assist with MSRs, special projects and studies. The FY 2017-18 budget assumes the continuation of these contract services as shown in the Services & Supplies accounts.

In March 2016, staff discussed with the Commission the potential for adding staff in FY 2017-18; the Commission was supportive of this idea. The future staffing plan is discussed below.

### Services & Supplies

The Services & Supplies account includes funding for a variety of services, programs and projects including administrative (e.g., office, insurance, rent, utilities, equipment/systems, training, memberships, etc.), contract services (Assessor, auditing, GIS, legal, planning, website, etc.), and programs/projects (e.g., MSRs, special studies, etc.).

The proposed FY 2017-18 budget includes \$369,164 for *Services & Supplies*, and reflects an overall decrease of 0.36%. Staff anticipates reductions in several accounts, including contract work by the County Assessor, County GIS, and the environmental planner based on decreasing use of these services over the past several years.

LAFCO anticipates increases in legal expenses relating to ongoing work with potential changes of organization/reorganizations, including West Contra Costa Healthcare District (WCCHD), Rollingwood Wilart Park Recreation & Park (RWPRPD), and potentially others; and increases in administrative expenses in conjunction with the possible relocation of the LAFCO office as discussed below.

The FY 2017-18 budget also reflects changes in LAFCO's document imaging service provider, as the LAFCO account was transferred to a successor company (no change in costs). In addition, LAFCO will enter into a new copier lease on June 1, 2017, as our current copier has reached the end of its useful life. The proposed budget reflects a 29% increase in costs associated with leasing a new copier.

As discussed with the Commission in February 2017, the 2<sup>nd</sup> round MSR schedule was delayed this year due to completion of two important special studies (i.e., WCCHD and RWPRPD). These studies identified governance options for the districts, including dissolution and/or reorganization. The Commission deferred action on the governance options pending WCCHD's bankruptcy proceedings, and the City of San Pablo's study relating to the possible annexation of the Rollingwood community. We anticipate possible action by LAFCO on one or both of these agencies in FY 2017-18.

The proposed FY 2017-18 budget contains "carryover" funding for the two 2<sup>nd</sup> round MSRs as approved in the FY 2016-17 budget [i.e., healthcare services, cities/community service districts (CSDs)]. In February 2017, Commissioners approved moving forward with the 2<sup>nd</sup> round healthcare services MSR, followed by the 2<sup>nd</sup> round cities/CSDs MSR.

In February 2017, LAFCO released a Request for Proposals for the 2<sup>nd</sup> round healthcare MSR. The schedule calls for awarding a contract in May 2017, and initiating work on June 1, 2017. The cities/CSDs MSR will likely get started later in FY 2017-18. Should the Commission wish to include a third MSR in FY 2017-18, additional funding will be required. Also, adjustments to the FY 2017-18 work plan to accommodate a third MSR may be needed given the other projects on the horizon, including the potential reorganizations of WCCHD and RWPRPD, 2<sup>nd</sup> round healthcare and cities/CSDs MSRs, and proposed strategic planning session.

#### Contingency Reserve Fund

Each year, the Commission appropriates \$80,000 for unanticipated expenses (i.e., special studies, potential litigation, etc.). These contingency funds do not accrue, and are re-appropriated each year. The FY 2017-18 budget, as proposed, includes an \$80,000 contingency reserve fund, which is consistent with prior years.

#### Other Post-Employment Benefits (OPEB)

Since FY 2011-12, LAFCO has included in its budget an annual expense to fund its OPEB liability. The FY 2011-12 through FY 2014-15 budgets included an appropriation of \$10,000 per year to fund this liability.

Following LAFCO's first actuarial valuation in 2014, the Commission increased its annual appropriation to \$40,000. In September 2016, LAFCO completed its second actuarial valuation. The report showed an Employer-Paid Accrued Liability of \$546,116, an unfunded accrued liability of \$463,815, and an annual required contribution of \$52,505. The OPEB funds are currently held in the PARS Public Agencies Post-Retirement Healthcare Plan Trust; LAFCO is a sub-account under the County's OPEB trust. To date, LAFCO has accrued \$126,397 (including interest earned).

## **REVENUES**

Revenues consist primarily of application charges, available year-end fund balance, miscellaneous revenues (e.g., interest earnings), and County, city and independent special district contributions, with each group paying one-third of the net operating LAFCO budget. The city and district shares are prorated based on general revenues reported to the State Controller.

### Application Charges and Other Revenues

The FY 2016-17 budget included an anticipated \$20,000 in proposal processing fees based on a multi-year historical average. It is projected that LAFCO will receive approximately \$23,482 in application fees this year, slightly more than budgeted. Application activity remains fairly steady. The estimated application and other revenues for FY 2017-18 are projected to be \$20,000, comparable to the current fiscal year.

### Fund Balance

Government Code §56381(c) provides: "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."

The FY 2016-17 fund balance is currently unknown and will be calculated at year end (typically by October). However, based on the beginning year fund balance, and projected FY 2016-17 revenues and expenses, it is estimated that the available fund balance will be over \$150,000.

The LAFCO fund balance, or any portion thereof, can be used to offset the FY 2017-18 revenues, thereby reducing the revenues to be collected from the funding agencies (County, cities, districts); or placed in a reserve account, separate from the contingency reserve that is appropriated each year.

The FY 2017-18 budget, as proposed, provides that, to the extent possible, the available fund balance be used to offset FY 2017-18 revenues.

### Interest Earnings

In November 2006, the Commission initiated an investment policy and directed LAFCO staff to work with the County Treasurer to invest the appropriate level of LAFCO funds.

The FY 2017-18 budget includes no anticipated interest earnings, based on the anticipated lack of investment activity due to market volatility. LAFCO staff will refrain from investing until interest income exceeds investment fees. LAFCO staff will continue to monitor the investment market.

### Revenues Received from the County, Cities and Independent Special Districts

After processing fees, available fund balance and other miscellaneous revenues, the balance of LAFCO's financial support comes from local governmental agencies. Agency contributions represent the most significant LAFCO revenue source.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH") requires that the net operational costs of LAFCO be apportioned one-third to the County, one-third to the cities, and one-third to the independent special districts. The CKH describes how the County Auditor is to make the apportionment and collect the revenues once LAFCO adopts a Final Budget (Gov. Code §56381). The city and district allocations are based on revenues reported to the State Controller and vary year to year.

As indicated above, the overall budget is expected to decrease by approximately 0.42%. The proposed use of the available fund balance will offset agency contributions for FY 2017-18. The amount of revenue from other government agencies required to fund the FY 2016-17 LAFCO budget was \$723,733. As proposed, the total amount of revenue from other government agencies needed to fund the FY 2017-18 budget is \$719,955, reflecting a 0.52% decrease. The city and district shares are prorated based on general revenues reported to the State Controller. Consequently, not all funding agencies will see a 0.52% decrease in the LAFCO contributions, some may see less than 0.52%, while others may see more than 0.52%.

### **BUDGET ENHANCEMENTS**

During the FY 2016-17 budget deliberations, the Commission discussed the future of Contra Costa LAFCO and succession planning. The Commission directed staff to include in the FY 2016-17 budget costs associated with relocation of LAFCO offices and additional staff.

*Office Space* - LAFCO currently leases 580± sq. ft. of office space (plus common area) at 651 Pine Street, 6<sup>th</sup> Floor in Martinez. The office space is somewhat restricted with limited opportunity to expand.

Last year, Contra Costa LAFCO was planning to relocate and lease office space at 40 Muir Road in Martinez. This location offers several advantages, including close proximity to the County GIS division with whom we have regular interaction, and the opportunity to lease additional office space than is currently available at 651 Pine Street. Unfortunately, the move was delayed due to the prospective second floor tenant at 40 Muir Road backing out. Without a second floor tenant to help fund costs associated with tenant improvements, the move would be cost prohibitive for LAFCO.

LAFCO staff continues to work with the County on relocation of the LAFCO office. Recently, we learned that 40 Muir Road may be needed to house County offices in conjunction with the County's plans to building a new County Administration building. In February 2017, the Board of Supervisors approved moving forward with plans for a new building and demolishing the existing building at 651 Pine Street. LAFCO staff was consulted and was offered space in the new building, which staff has tentatively reserved. The County's project manager indicates that construction on the new building is expected to begin in 2018, with anticipated occupancy in December 2019.

Given the new information regarding the County’s planned use of 40 Muir Road, LAFCO staff has included in the FY 2017-18 proposed budget costs associated with relocating to 40 Muir Road. *The proposed budget includes funding for seven months at the current location (651 Pine Street) and five months at 40 Muir Road, along with related moving costs as summarized below:*

Cost Factors	651 Pine St	40 Muir Rd	Proposed FY 2017-18 Budget
Square footage	580 sq. ft. dedicated space, plus common area	1,000 sq. ft. dedicated space (currently unimproved), plus common area	
Rent (1)	\$ 731/mo (x 7 mos)	\$ 978/mo (x 5 mos)	\$10,003
Building Life Cycle Cost	\$ 113/mo (x 7 mos)	\$ 154/mo (x 5 mos)	\$ 1,564
Construction costs (amortized over 5 years)	N/A	\$1,000/mo (x 5 mos)	\$ 5,000

**Note:** (1) Includes maintenance, custodial, utilities, parking, use of Commission meeting room and conference rooms.

In addition to those costs listed above, there would be additional costs associated with relocating, including moving and disposal of surplus property, along with “change of address” costs (e.g., business cards, mailing labels, etc.) which are reflected in the Office Supplies account.

Last year, LAFCO staff prepared a comparative analysis of office space in Martinez and found that the cost to lease space at 40 Muir Road (\$10.50/sq. ft.) was competitive with the market average. In addition, the rent at 40 Muir Road includes amenities (e.g., maintenance, custodial, utilities, parking, etc.) that most private office spaces exclude.

**LAFCO Staffing-** Last year, the Commission also discussed the potential to expand LAFCO staff in the future, as application activity increases, to expand our work on policies and procedures, embark on inventive projects and programs, enhance our public outreach and education, and maintain our current level of involvement at a statewide level with CALAFCO and other stakeholders.

Contra Costa LAFCO currently employs two full-time staff – an Executive Officer and an Executive Assistant/LAFCO Clerk. In addition, we outsource a number of services as discussed above. Of the 16 Bay Area and urban LAFCOs, Contra Costa LAFCO is one of four that operates with fewer than three full-time employees.

While LAFCO staff believes that additional staff is reasonable, it is premature to add a staff position at this time due to office space limitations and uncertainties. Relocation is a prerequisite to adding staff, as there is no additional office space at our current location.

LAFCO staff is currently developing a job description and salary range for a part-time Analyst position. Depending on the nature of the position (i.e., staff, contract, other), amendments to LAFCO’s classification, salary and benefit plans may also be necessary. Once the LAFCO office

relocation is determined, LAFCO staff will return to the Commission with details regarding the staffing plan.

### **LAFCO RESPONSIBILITIES, ACCOMPLISHMENTS & GOALS**

The CKH requires that each LAFCO adopt a proposed budget by May 1 and a final budget by June 15. In accordance with the 2017-18 Budget Schedule approved by the Commission in February, the hearing for the Proposed Budget is scheduled for March 8<sup>th</sup>, and the hearing for the Final Budget is scheduled for May 10<sup>th</sup>. The time between these Commission actions is to allow for review and comment by those agencies that fund LAFCO and by other interested parties, and to update budget information

#### Major LAFCO Responsibilities

LAFCO receives its authority and statutory obligations from the CKH Act. Included among LAFCO's major responsibilities are:

- Act on proposals for changes of organization and reorganizations (i.e., annexations/detachments, out of agency service extensions, consolidations/mergers, district formations/dissolutions, city incorporations/disincorporations, etc.)
- Establish, review and update spheres of influence (SOIs) for cities and special districts
- Conduct MSRs prior to or in conjunction with establishing or updating SOIs
- Perform special studies relating to services and make recommendations about consolidations, mergers or other governmental changes to improve/enhance services and efficiencies
- Serve as the Lead or Responsible Agency for compliance with the California Environmental Quality Act (CEQA)
- Serve as the conducting authority to conduct protest hearings relating to changes of organization/reorganizations
- Provide public information about LAFCO and public noticing of pending LAFCO actions
- Establish and maintain a website
- Adopt and update written policies and procedures
- Adopt an annual budget

#### Highlights of FY 2016-17

The following represents some of LAFCO's major accomplishments in the current fiscal year:

#### **Boundary Change and Related Applications**

- a. Completed proceedings for seven changes of organization/reorganization proposals
- b. Received three new applications including two reorganizations and one annexation
- c. Requested and received approval for one transfer of jurisdiction related to a proposed annexation (Alameda LAFCO)

#### **Municipal Service Reviews (MSRs)/Sphere of Influence (SOI) Updates**

- a. Completed 2<sup>nd</sup> round EMS/Fire Services MSR/SOI updates covering three cities and eight special districts
- b. Issued a Request for Proposals for the 2<sup>nd</sup> round Healthcare Services MSR

- c. Received informational updates from Castle Rock County Water District, Knightsen Town Community Services District, and EMS/fire service providers in conjunction with prior MSRs

### **Special Projects**

- a. Completed special study on WCCHD
- b. Completed special study on RWPRPD
- c. Adopted LAFCO'S first Agricultural & Open Space Preservation Policy

### ***Administrative and Other Activities***

- a. Appointed 2017 LAFCO Chair and Vice Chair
- b. Seated new Commissioner (County Member)
- c. Instituted Enterprise Catalog System (SB 272)
- d. Completed second Alternative Measurement Method report (actuarial valuation)
- e. Prepared and submitted response to Grand Jury Report No. 1607 relating to Delta Levees and Reclamation Districts
- f. Sent letters to local agencies regarding new JPA requirements (SB 1266)
- g. Completed FY 2014-15 audit and initiated FY 2015-16 audit
- h. Updated website
- i. Received quarterly budget reports
- j. Completed annual employee performance reviews
- k. Provided comments on a number of local agency environmental documents
- l. Approved amendment to LAFCO Employee Benefit Plan (adding employee paid vision care plan)
- m. Received update on Plan Bay Area 2040
- n. Submitted position letters on various bills affecting LAFCOs
- o. Participated in and supported CALAFCO
- p. Submitted winning nomination for LAFCO Commissioner of the Year – Don Tatzin
- q. Participated in Little Hoover Commission hearings on healthcare

### **FY 2017-18 Work Plan**

The recommended work plan for FY 2017-18 includes the following activities:

- ❖ Complete 2<sup>nd</sup> round MSR/SOI updates covering healthcare services
- ❖ Initiate 2<sup>nd</sup> round MSRs/SOI updates covering cities/community services districts
- ❖ Complete reorganizations in conjunction with WCCHD and RWPRPD governance options studies
- ❖ Continue work on updating/enhancing Commissioner Handbook including developing policies to address disadvantaged communities, MSRs, procedures for processing multi-county boundary changes, environmental guidelines, etc.
- ❖ Continue to work with County staff on relocation of LAFCO office
- ❖ Host a LAFCO strategic planning session
- ❖ Continue to work with the County, cities and districts on boundary clean-ups/islands
- ❖ Develop staffing plan
- ❖ Complete update to LAFCO Directory of Local Agencies
- ❖ Update LAFCO website to include JPA list and other updates

- ❖ Complete FY 2015-16 audit
- ❖ Continue to refine electronic records for easier access
- ❖ Develop a Clerk's desk manual
- ❖ Continue to participate in and support CALAFCO

In addition to the above, LAFCO staff will continue ongoing activities including processing LAFCO applications; supporting Commission/Committee meetings; administering the budget; managing records, purchasing, and contracts; and performing other administrative activities. Staff will facilitate inter-agency communications; conduct education and outreach as time allows; participate in regional forums as appropriate; participate in CALAFCO training and activities (i.e., Legislative Committee, Staff Workshop, Annual Conference, CALAFCO U). LAFCO staff currently serves as Vice Chair of the Legislative Committee and is a regular presenter at the CALAFCO Annual Conference and Staff Workshop.

In conclusion, the Commission and LAFCO staff continue to exercise fiscal prudence, recognizing the financial constraints faced by our funding agencies. Approval of the proposed budget will enable the Commission to perform its core responsibilities effectively, and continue its work on MSRs/SOI updates, special studies, policy development and other projects.

#### RECOMMENDATIONS

1. Receive the staff report and open the public hearing to accept testimony on the Proposed FY 2017-18 LAFCO Budget,
2. After receiving public comments close the hearing,
3. After Commission discussion, adopt the Proposed Budget for FY 2017-18, with any desired changes, and authorize staff to distribute the Proposed Budget to the County, cities and independent special districts as required by Government Code Section 56381, and
4. Schedule a public hearing for May 10, 2017 to adopt the Final FY 2017-18 LAFCO Budget.

Respectfully submitted,

LOU ANN TEXEIRA  
EXECUTIVE OFFICER

Attachment – Proposed FY 2017-18 LAFCO Budget

c: Distribution

**PROPOSED FY 2017-18 LAFCO BUDGET**

	FY 2016-17 <u>Approved</u>	FY 2016-17 Year-end <u>(Estimated)</u>	FY 2017-18 <u>Proposed</u>	<u>% Change</u>
<b>Salaries and Employee Benefits</b>				
Permanent Salaries- 1011	\$ 213,401	\$ 211,319	\$ 219,803	
Deferred Comp Cty Contribution - 1015	\$ 1,020	\$ 1,020	\$ 1,020	
FICA- 1042	\$ 16,432	\$ 14,776	\$ 16,925	
Retirement expense- 1044	\$ 97,418	\$ 97,418	\$ 83,576	
Employee Group Insurance- 1060	\$ 53,410	\$ 56,310	\$ 57,799	
Retiree Health Insurance- 1061	\$ 20,000	\$ 18,609	\$ 20,000	
Unemployment Insurance- 1063	\$ 576	\$ 585	\$ 593	
Workers Comp Insurance- 1070	\$ 1,000	\$ 1,021	\$ 1,075	
<b>Total Salaries and Benefits</b>	<b>\$ 403,257</b>	<b>\$ 401,058</b>	<b>\$ 400,791</b>	<b>-0.62%</b>
<b>Services and Supplies</b>				
Office Expense- 2100	\$ 4,000	\$ 2,060	\$ 5,000	
Publications -2102	\$ 30	\$ 20	\$ 30	
Postage -2103	\$ 1,800	\$ 652	\$ 1,800	
Communications - 2110	\$ 1,000	\$ 711	\$ 2,130	
Tele Exchange Services 2111	\$ 1,404	\$ 1,405	\$ 1,551	
Minor Comp Equipment - 2132	\$ 1,000	\$ 1,000	\$ 1,000	
Pubs & Legal Notices 2190	\$ 2,000	\$ 2,757	\$ 3,000	
Memberships - 2200	\$ 9,579	\$ 9,538	\$ 10,228	
Rents & Leases - 2250 (copier)	\$ 4,000	\$ 3,720	\$ 5,615	
Computer Software - 2251	\$ 500	\$ 500	\$ 500	
Bldg Occupancy Costs - 2262	\$ 14,865	\$ 7,355	\$ 15,003	
Bldg Life Cycle Costs - 2265	\$ 422	\$ 422	\$ 1,565	
Bldg Maintennace - 2284		\$ 143	\$ 150	
Auto Mileage Emp. – 2301	\$ 1,000	\$ 238	\$ 500	
Other Travel Employees – 2303	\$ 11,000	\$ 12,029	\$ 12,000	
Prof & Spec Services – 2310	\$ 274,250	\$ 145,753	\$ 254,414	
Assessor	\$ 13,000	\$ 1,342	\$ 10,000	
Financial Audit	\$ 7,900	\$ 7,900	\$ 8,000	
GIS/Mapping	\$ 24,000	\$ 7,870	\$ 20,000	
Legal	\$ 40,000	\$ 79,596	\$ 70,000	
MSRs	\$ 117,950	\$ 8,960	\$ 118,000	
Planning	\$ 38,000	\$ 11,271	\$ 22,000	
Special Projects (document imaging)	\$ 4,900	\$ 4,814	\$ 3,414	
Investment Services				
LAFCO Sponsored Training	\$ 1,500	\$ -	\$ 3,000	
Special Studies	\$ 27,000	\$ 24,000	\$ -	
Contracted Temp Help - 2314 (Web)	\$ 3,380	\$ 3,380	\$ 3,380	
Data Processing Services - 2315	\$ 3,500	\$ 3,441	\$ 7,000	
Data Processing Security - 2326	\$ 173	\$ 158	\$ 221	
Courier - 2331	\$ 1,963	\$ 1,963	\$ 2,460	
Other Inter-Dept Costs - 2340	\$ 110	\$ 108	\$ 217	
Liability/E&O Insurance - 2360	\$ 4,200	\$ 4,244	\$ 4,700	
Commission Training/Registration/Stipends - 2467	\$ 30,000	\$ 34,942	\$ 36,000	
NOD/NOE Filings - 2490	\$ 300	\$ 650	\$ 700	
<b>Total Services &amp; Supplies</b>	<b>\$ 370,476</b>	<b>\$ 237,189</b>	<b>\$ 369,164</b>	<b>-0.36%</b>
<b>Fixed Assets</b>				
Office Equipment & Furniture - 4951				
<b>Total Fixed Assets</b>				
<b>Total Expenditures</b>	<b>\$ 773,733</b>	<b>\$ 638,247</b>	<b>\$ 769,955</b>	<b>-0.49%</b>
<b>Contingency Reserve</b>	<b>\$ 80,000</b>		<b>\$ 80,000</b>	
<b>OPEB Trust</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 893,733</b>	<b>\$ 678,247</b>	<b>\$ 889,955</b>	<b>-0.42%</b>
<b>TOTAL REVENUES</b>	<b>\$ 893,733</b>	<b>\$ 747,215</b>	<b>\$ 889,955</b>	<b>-0.42%</b>
Agency contributions - 9500 & 9800	\$ 723,733	\$ 723,733	\$ 719,955	<b>-0.52%</b>
Application & other revenues	\$ 20,000	\$ 23,482	\$ 20,000	
Interest Earnings				
Fund Balance	\$ 150,000		\$ 150,000	