
LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY


LOCAL AGENCY FORMATION COMMISSION
P.O. Box 1369 132 W. Gabilan Street, Suite 102
Salinas, CA 93902 Salinas, CA 93901
Telephone (831) 754-5838 www.monterey.lafco.ca.gov

Kate McKenna, AICP
Executive Officer

MEMORANDUM

DATE: November 12, 2024

TO: LAFCO Budget & Finance Committee Chair and Committee Members

FROM: Kate McKenna, Executive Officer, AICP 

SUBJECT: Supplemental memorandum transmitting additional information – the October 31, 2024 Draft Balance Sheet and Income Statement – regarding November 14, 2024 LAFCO Budget & Finance Committee Meeting Agenda Item No. 3

After finalizing the agenda packet for the November 14, 2024 LAFCO Budget & Finance Committee meeting, LAFCO's accounting firm (CliftonLarsonAllen, LLP) prepared and transmitted the October 31, 2024 Draft Balance Sheet and Income Statement (Attachments 3.2 and 3.3 to Item 3). Staff revised the November 14, 2024 Budget & Finance Committee Agenda for Item 3 to include these additional monthly financial statements for October, which are in addition to the September 30, 2024 quarter one financial statements.

Overall revenue and expenditure levels are normal for this October 2024 period. Staff notes that some October invoices will be processed in November and are not reflected in these draft monthly financial statements.

The revised meeting agenda and additional draft October financial statements are attached to this memorandum.

**2024
Committee**

Chair

Mary Ann Leffel
Special District Member

Chris Lopez
County Member

Ian Oglesby
City Member

Counsel

Reed Gallogly
General Counsel

Executive Officer

Kate McKenna, AICP

132 W. Gabilan Street, #102
Salinas, CA 93901

P. O. Box 1369
Salinas, CA 93902

Voice: 831-754-5838

www.monterey.lafco.ca.gov

REVISED AGENDA LAFCO Budget & Finance Committee Meeting

Thursday, November 14, 2024
2:00 p.m. – 4:00 p.m.

LAFCO OFFICE
132 W. Gabilan Street, Suite #102
Salinas, California

This meeting will be conducted in person at the LAFCO Office. The public may attend the meeting, participate by Zoom app, or view the meeting on LAFCO's YouTube channel.

Instructions for Remote Public Participation

1. **To View or Participate in the Meeting:** Use the Zoom app on your smart phone, laptop, tablet or desktop and click on this link: <https://montereycty.zoom.us/j/99819706363>

The meeting ID is: [998 1970 6363](https://montereycty.zoom.us/j/99819706363). There is no password. To make a public comment, please “Raise your Hand.”

2. **To Participate by Phone:** Please call: +1 669 900 6833
Enter the meeting ID: [998 1970 6363](https://montereycty.zoom.us/j/99819706363) when prompted. There is no participant code – just enter the meeting id and the pound sign # after the recording prompts you. To make a public comment by phone, please push *9 on your phone keypad.

3. **To Make Remote Public Comments Via Email:** Written comments can be emailed to the Clerk to the Commission at: malukis@monterey.lafco.ca.gov. Please include the following Subject Line: “*Public Comment – Agenda Item #__*”. Written comments must be received by noon on the day of the meeting. All submitted comments will be provided to the Committee for consideration, compiled as part of the record, and may be read into the record.

PLEASE NOTE: If all Committee Members are present in person, public participation by Zoom is for convenience only and is not required by law. If the Zoom feed is lost for any reason, the meeting may be paused while a fix is attempted but the meeting may continue at the discretion of the Chairperson.

REVISED AGENDA
BUDGET & FINANCE COMMITTEE MEETING
Thursday, November 14, 2024

Call to Order

Roll Call

Public Comments

Anyone may address the Committee briefly concerning items not already on the agenda.

New Business

CEQA: Agenda items are not projects under California Environmental Quality Act Guidelines Section 15378, unless otherwise noted.

1. Consider Draft Annual Audit Report for Fiscal Year Ending June 30, 2024 (pg. 5).
Recommended Actions: Discuss draft annual audit report and recommend Commission approval.
2. Consider Draft Year-End Financial Statements for Fiscal Year Ending June 30, 2024 (pg. 62).
Recommended Actions: Discuss draft financial statements and recommend Commission approval.
3. Consider Draft Financial Statements for Quarter One Period Ending September 30, 2024 & Draft Balance Sheet & Income Statement for Period Ending October 31, 2024. (pg. 78).
Recommended Action: Discuss draft financial statements and recommend Commission approval.
4. Consider Draft Schedule of Regular LAFCO Commission Meetings for 2025 (pg. 93).
Recommended Action: Discuss Draft 2025 Commission Meeting Schedule and recommend Commission approval.
5. Preliminary Discussion of the Fiscal Year 2025-2026 Annual Budget, Including Potentially Reducing the Current Staffing Level in FY 25-26 (pg. 95)
Recommended Action: Receive a report from the Executive Officer regarding the budget outlook for FY 2025-2026 – including potential consideration of budgeting lower amounts for employee salaries and benefits – and provide general direction.

Executive Officer Announcements

The Executive Officer may provide oral or written announcements about current LAFCO activities, for information only.

Adjournment

The Political Reform Act requires that a participant in a LAFCO of Monterey County proceeding who has a financial interest in a change of organization or reorganization proposal and who has made a campaign contribution of more than \$250 to any commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission's staff before the meeting.

Budget & Finance Committee Meeting Agenda - REVISED
November 14, 2024

Pursuant to Government Code Section 54957.5, public records that relate to open session agenda items that are distributed to a majority of the Commission less than seventy-two (72) hours prior to the meeting will be made available to the public on the LAFCO of Monterey County website at www.monterey.lafco.ca.gov.

AMERICANS WITH DISABILITIES ACT (ADA): All regular and special meeting agendas and associated reports are available at www.monterey.lafco.ca.gov. Any person with a disability under the ADA may receive a copy of the agenda or associated reports upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, to participate in a public meeting. Requests for copies of meeting documents and accommodations shall be made with LAFCO of Monterey County staff at (831) 754-5838 at least three business days prior to the respective meeting.

11/12/24
Accrual Basis

LAFCO of Monterey County
Balance Sheet
As of October 31, 2024

Attachment 3.2

	Oct 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1007 · Wells Fargo Checking	87,205.78
1010 · Cash Co. Treasury	
1012 · Designated Cash Litigation Resv	266,006.03
1013 · Designated Cash - Accrued Leave	83,046.97
1014 · Designated Cash-Post Retirement	102,716.00
1015 · Designated Cash-Contingency	282,764.00
1010 · Cash Co. Treasury - Other	856,096.19
Total 1010 · Cash Co. Treasury	<u>1,590,629.19</u>
Total Checking/Savings	1,677,834.97
Other Current Assets	
1400 · Prepaid Insurance	8,522.89
1405 · Prepaid Expenses	1,162.04
Total Other Current Assets	<u>9,684.93</u>
Total Current Assets	1,687,519.90
Fixed Assets	
1500 · Equipment	2,185.00
1525 · Computer Equipment	15,099.37
1530 · Office Furniture	40,517.62
1550 · Accumulated Depreciation	-57,230.07
Total Fixed Assets	<u>571.92</u>
Other Assets	
1800 · Deferred Outflows-PERS Contrib.	219,515.31
1805 · Deferred Outflows-Actuarial	180,786.40
1810 · Deferred Outflows-OPEB Contrib	1,848.00
1815 · Deferred Outflow-OPEB Actuarial	24,393.00
1900 · Operating Right of Use Asset	115,901.97
Total Other Assets	<u>542,444.68</u>
TOTAL ASSETS	<u><u>2,230,536.50</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-42.77
Total Accounts Payable	<u>-42.77</u>
Other Current Liabilities	
2220 · Accrued Leave	83,046.97
2410 · Post Retirement (GASB 75)	102,716.00
2200 · Payroll Liabilities	168.00
2601 · Current Portion Lease Obligat.	28,996.60
Total Other Current Liabilities	<u>214,927.57</u>
Total Current Liabilities	214,884.80
Long Term Liabilities	
2400 · Net Pension Liability/(Asset)	105,833.03
2500 · Deferred Inflow-GAB68 Actuarial	39,984.22
2505 · Deferred Inflows-OPEB Actuarial	43,426.00
2600 · Operating Lease Liability	89,239.33
Total Long Term Liabilities	<u>278,482.58</u>
Total Liabilities	493,367.38

LAFCO of Monterey County

Balance Sheet

As of October 31, 2024

11/12/24

Accrual Basis

	<u>Oct 31, 24</u>
Equity	
3700 · Invested in Capital Assets	571.92
3710 · Encumbered Funds	16,404.02
3800 · Reserve for Litigation	266,006.03
3810 · Reserve for Contingency	282,764.00
3850 · Unreserved Fund	458,787.89
Net Income	712,635.26
	<hr/>
Total Equity	1,737,169.12
	<hr/>
TOTAL LIABILITIES & EQUITY	2,230,536.50
	<hr/> <hr/>

DRAFT

**LAFCO of Monterey County
Profit & Loss**

Attachment 3.3

11/12/24

Accrual Basis

July through October 2024

	Jul - Oct 24
Ordinary Income/Expense	
Income	
4000 · Fees	
4005 · Project	3,457.50
Total 4000 · Fees	3,457.50
4205 · County Contributions	371,898.00
4210 · City Contributions	371,898.00
4220 · District Contributions	371,897.94
4300 · Interest	5.28
Total Income	1,119,156.72
Expense	
7300 · Depreciation	272.00
6000 · Employee Salaries	
6002 · Regular Earnings	205,077.20
6004 · FORA Admin Earnings	0.00
Total 6000 · Employee Salaries	205,077.20
6100 · Employee Benefits	
6013 · Post Retirement Healthcare	628.00
6010 · Accrued Leave	-518.94
6007 · Management Expense Allowance	
6011 · Management Car Allowance	1,600.00
6007 · Management Expense Allowance - Other	200.00
Total 6007 · Management Expense Allowance	1,800.00
6102 · Worker's Compensation Insurance	1,000.31
6101 · Payroll Expenses	3,170.73
6103 · Employee Memberships	340.00
6104 · Deferred Comp Plan Contribution	12,714.79
6105 · PERS Retirement	75,168.58
6110 · PERS Health	
6111 · Med ER Non-Ele	2,512.00
6112 · Med ER Pre Tax	26,008.36
6110 · PERS Health - Other	105.91
Total 6110 · PERS Health	28,626.27
6130 · Insurance	
6139 · STD	384.24
6131 · LIFE	500.80
6132 · ADD	32.84
6133 · Dental	2,461.80
6134 · Vision	425.80
6135 · LTD	1,784.08
Total 6130 · Insurance	5,589.56
7294 · Accrued Leave Reserve	0.00
6100 · Employee Benefits - Other	700.00
Total 6100 · Employee Benefits	129,219.30

LAFCO of Monterey County

Profit & Loss

July through October 2024

11/12/24

Accrual Basis

	<u>Jul - Oct 24</u>
7000 · Postage and Shipping	936.71
7010 · Books and Periodical	238.00
7030 · Copy Machine	1,785.62
7060 · Office Supplies	589.23
7080 · Computer Hardware/Peripherals	300.00
7100 · Computer Software	159.99
7105 · Meeting Broadcast Services	1,000.00
7110 · Property and Gen Liability Ins	2,616.60
7120 · Office Maintenance Services	375.00
7150 · Training, Conferences & Wrkshps	9,902.00
7160 · Vehicle Mileage	89.78
7170 · Rental of Buildings	11,404.04
7200 · Telephone Communications	1,135.82
7242 · Outside Prof Svc-Accounting	21,500.00
7248 · Outside Prof Svc-Annual Audit	3,500.00
7245 · General Legal Services	2,006.80
7250 · Miscellaneous Office Expense	52.50
7260 · Legal Notices	229.50
7280 · LAFCO Memberships	8,316.00
7290 · Litigation Reserve	5,815.37
Total Expense	<u>406,521.46</u>
Net Ordinary Income	<u>712,635.26</u>
Net Income	<u><u>712,635.26</u></u>

DRAFT