



VENTURA LOCAL AGENCY FORMATION COMMISSION

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FINAL BUDGET

**Fiscal Year
2020-2021**

ADOPTED: June 10, 2020

**RESOLUTION OF THE
VENTURA LOCAL AGENCY FORMATION COMMISSION
ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2020-21**

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.) directs the Ventura Local Agency Formation Commission (Commission) to adopt annually a Proposed Budget by May 1 and a Final Budget by June 15; and

WHEREAS, at a minimum, the Proposed and Final Budget must be equal to the budget adopted for the previous fiscal year unless the Commission finds that reduced staffing or program costs will nevertheless allow the Commission to fulfill the purposes and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act; and

WHEREAS, on May 20, 2020 the Commission adopted a Proposed Budget for Fiscal Year 2020-21 that is higher than the adopted Fiscal Year 2019-20 Final Budget; and

WHEREAS, the public and other governmental agencies had an opportunity to comment and the Commission considered adoption of the Final Budget for Fiscal Year 2020-21 on June 10, 2020.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that pursuant to Government Code Section 56381, the Ventura Local Agency Formation Commission hereby:

- (1) Adopts the Recommended Final Budget as the Final Budget for the 2020-21 fiscal year as set forth in Exhibit A attached hereto; and
- (2) Finds that the Recommended Final Budget as set forth in Exhibit A attached hereto will not result in reductions in staffing or program costs to such an extent that the Commission would be impeded from fulfilling the purpose and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act; and
- (3) Directs the Executive Officer to forward the Final Budget, as adopted, to all the independent special districts, cities and the County.

This resolution was passed and adopted on June 10, 2020.

	AYE	NO	ABSTAIN	ABSENT
Commissioner Freeman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parvin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Ramirez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Rooney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Ross	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Zaragoza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Bennett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Bill-de la Peña	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Curtis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Richards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6/10/2020
Date



Chair, Ventura Local Agency Formation Commission

Attachment: Exhibit A

c: County of Ventura
Ventura County Cities
Ventura County Independent Special Districts



BUDGET MESSAGE

Final Budget - Fiscal Year 2020-2021

Adopted: June 10, 2020

Introduction

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 *et seq.*) (CKH) directs that each Local Agency Formation Commission (LAFCo) adopt a Proposed Budget by May 1 of each year and a Final Budget by June 15 of each year. The Ventura LAFCo adopted a Proposed Budget at a hearing on May 20, 2020 and will consider this Recommended Final Budget for Fiscal Year (FY) 2020-21 on June 10, 2020. The Final Budget will be used by the County Auditor-Controller's Office to collect revenues as necessary from the County, cities and independent special districts.

The Ventura LAFCo Commissioner's Handbook, the compendium of the Ventura LAFCo's policies and procedures, contains budget policies in Section 2.3.1 *et seq.* The Recommended Final Budget for FY 2020-21 was prepared in accordance with these policies. Budget goals continue to be minimizing expenditures while fulfilling basic functions and providing for effective and efficient compliance with mandates.

LAFCo and the County of Ventura entered into a Memorandum of Agreement effective July 1, 2001. While LAFCo is an independent agency, the Memorandum of Agreement provides for the County to provide personnel, support services, offices and materials as requested by LAFCo. All of the personnel, support services, offices and materials to be requested of the County for FY 2020-21 are part of this Recommended Final Budget. Budget information is formatted using County of Ventura account descriptions and codes.

This Budget Message highlights LAFCo's key responsibilities, reviews the notable work accomplishments and budget information for the first three quarters of FY 2019-20, sets forth a basic work plan for FY 2020-21, and provides background and explanatory information about the anticipated expenditures and revenues in this Recommended Final FY 2020-21 Budget.

Major LAFCo Responsibilities

- Act on proposals for incorporation of cities; formation, dissolution, consolidation and merger of special districts; and annexation and detachment of territory to and from cities and special districts.
- Determine and establish spheres of influence for cities and special districts.
- Review and, as necessary, update spheres of influence for cities and special districts every five years.
- Conduct municipal service reviews prior to or in conjunction with the determination or update of spheres of influence.
- Perform special studies relating to services and make recommendations about consolidation, mergers or other governmental changes to improve services and reduce operational costs.
- Serve as the conducting authority for the determination of protests relating to proposals for incorporation, formation, and subsequent boundary changes.
- Act on requests for out-of-agency contracts for extensions of services.
- Function as either a responsible or lead agency pursuant to the California Environmental Quality Act (CEQA).
- Review and comment on draft changes/updates to city and county general plans.
- Review and comment on draft environmental documents prepared pursuant to CEQA.
- Provide public information about LAFCo and public noticing of pending LAFCo actions.
- Maintain a website.
- Adopt and update, as necessary, written policies and procedures.
- Adopt an annual budget.

FY 2019-20 in Review

Based on information through the end of March 2020, total projected actual expenditures for FY 2019-20 are expected to be approximately:

Description	FY 19-20 Adopted	FY 19-20 Adjusted	FY 19-20 Projected	Estimated Savings
Total Salaries and Benefits	\$ 586,450	\$ 611,450	\$ 606,450	\$ 5,000
Total Services and Supplies	168,300	168,300	142,961	25,339
Contingencies	75,475	50,475	0	50,475
Total Expenditures	830,225	830,225	749,411	80,814

As shown above, the Commission authorized the transfer of \$25,000 from Contingencies to Salaries and Benefits in February 2020 in order to fund a merit increase for the Executive Officer, leaving an unappropriated balance of \$50,475. The anticipated savings in Salaries and Benefits, Services/Supplies and Contingencies are projected to total \$80,814 for FY 2019-20.

Actual revenue for FY 2019-20 is projected to be approximately:

Account Code	Description	FY 19-20 Adopted	FY 19-20 Projected	Estimated Increases/ (Deficit)
8911	Interest Earnings	\$ 8,000	\$ 14,000	\$ 6,000
9790	Other Revenue (from Fees)	15,000	7,800	(7,200)
9371	Other Govt. Agencies	657,225	657,225	0
	Total Revenue	680,225	679,025	(1,200)

As shown in the table above, a projected total revenue decrease of \$1,200 is anticipated as part of the current budget due to fewer applications received than anticipated.

The projected \$80,814 savings in Salaries/Benefits and Services/Supplies and Contingencies along with the projected \$1,200 of revenue deficit results in a total projected unappropriated Fund Balance of \$79,614, which is \$70,386 less than the \$150,000 appropriated Fund Balance adopted as a part of the FY 2019-20 Final Budget.

The following bullet points are the work plan that was adopted as a part of the FY 2019-20 Adopted Final Budget. Substantial progress has been made on each of these work plan items, as discussed below:

- *Continue municipal service reviews and sphere of influence reviews/updates in accordance with the approved work plan.*

In April 2018, LAFCo approved a Work Plan for the 2018-2022 sphere of influence review/update and municipal service review cycle. The Work Plan was revised in October 2018 and specifies that the review of the spheres of influence for 32 special districts, which will include the preparation of a municipal service review for 22 water and wastewater districts, was to be initiated in 2019. The review for most of these districts commenced in late 2018 is ongoing. Though not formally part of the Work Plan, for the current fiscal year, LAFCo has also completed, or is currently processing, 11 applications (e.g., reorganizations, sphere of influence amendments, and out of agency service agreements).

- *Continue to review and comment on draft environmental documents and general plan updates as they may be prepared by the cities and the County.*

Over the course of the current fiscal year, LAFCo staff has thus far reviewed and/or commented on a total of 11 CEQA notices/documents, general plan updates, and development proposals. These include development proposals within cities and the unincorporated County area.

- *Maintain and enhance operations with a focus on communication with the Commission, the County, cities, districts and the public; budget monitoring and information; staff training and development; and enhanced records management.*

Staff continues to keep the Commission informed of notable events/items through monthly update memos, email correspondence, and regularly scheduled meetings. Positive communications and working relationships have been maintained with all cities and districts. Staff continues to attend and participate in meetings with staff and consultants representing cities, special districts and other local public agencies as well as individual members of the public and community groups. As time allows, staff continues to attend meetings of local and regional associations.

Staff routinely monitors the budget. An external audit of LAFCo's financial statements for the year ended June 30, 2019 was performed.

This fiscal year, LAFCo staff attended the CALAFCo Annual Conference in October 2019. Staff continues to participate in training sessions offered by the County.

- *Update and revise the Commissioner's Handbook and consider policy additions consistent with the mission and purpose of LAFCo.*

Policies regarding the definitions of "new service" and "extended service" as they apply to out of agency service agreements were added to the Commissioner's Handbook during the current fiscal year. On an ongoing basis and as needed, staff identifies potential policy updates/revisions for Commission consideration.

- *Increase public awareness about the mission, purpose and function of LAFCo.*

Staff routinely meets with members of the public to discuss LAFCo's role in development. Staff also routinely meets with the staff of the County, cities, and special districts to discuss anticipated proposals, sphere of influence reviews, environmental documents, and other LAFCo-related activities. Staff also welcomes opportunities to discuss the mission of LAFCo with the public or other agencies.

Work Plan

The Ventura LAFCo Commissioner's Handbook provides that LAFCo will annually review and adopt a work plan as a part of the budget development process. For FY 2020-21, the recommended work plan maintains the focus on municipal service reviews and sphere of influence reviews/updates and is otherwise similar to the work plan for this fiscal year.

FY 2020-21 Work Plan

- Continue municipal service reviews and sphere of influence reviews/updates in accordance with the approved work plan.
- Continue to review and comment on draft environmental documents and general plan updates as they may be prepared by the cities and the County.
- Maintain and enhance operations with a focus on communication with the Commission, the County, cities, districts, and the public; budget monitoring and information; staff training and development; and enhanced records management.
- Update and revise the Commissioner’s Handbook and consider policy additions that are consistent with the mission and purpose of LAFCo.
- Increase public awareness about the mission, purpose and function of LAFCo.

Staff believes that the items listed above are realistic provided the number and/or complexity of proposals filed do not increase significantly.

RECOMMENDED FINAL BUDGET

Expenditures

The expense portion of the budget is divided into three main sections, the Salary and Employee Benefits section (1000 series account codes), the Services and Supplies section (2000 series account codes), and Contingencies (account code 6101) (see tables on pages 14-16). Including a 5.0% contingency, the Recommended Final Budget reflects an overall expenditure increase of approximately 3.3% compared to the FY 2019-20 Adopted and Adjusted Final Budget, as indicated in the following table:

Description	FY 19-20 Adopted/ Adjusted	FY 20-21 Proposed	Increase / (Decrease)	Percent Change
Total Expenditures	\$ 830,225	\$ 857,430	\$ 27,205	3.3%

Salary and Employee Benefits (1000 series of account codes)

Salaries and Employee Benefits continue to be the greatest expense, comprising approximately 74.0% of the total expenditures (more if contingencies are not included). Expenditures for Salaries and Benefits are proposed to increase by approximately 3.3% as compared to FY 2019-20, as adjusted, as indicated in the following table:

Description	FY 19-20 Adjusted	FY 20-21 Proposed	Increase / (Decrease)	Percent Change
Total Salaries and Benefits	\$ 611,450	\$ 631,600	\$ 20,150	3.3%

The increase comes primarily from an anticipated increase to Regular Salaries (account code 1101) and Group Insurance (account code 1141):

Description	Acct Code	FY 19-20 Adjusted	FY 20-21 Proposed	Increase / (Decrease)	Percent Change
Regular Salaries	1101	\$ 409,729	\$ 426,000	\$ 16,271	4.0%
Group Insurance	1141	35,000	42,000	7,000	20.0%

The proposed increase to regular salaries does not include merit increases for LAFCo staff, who have elected to forgo potential merit increases considering the uncertain economic outlook for the upcoming fiscal year¹. The increase does, however, reflect a 2.5% general salary increase (GSI) for most County employees covered by the Management, Confidential Clerical, and Other Unrepresented Employees Resolution (Management Resolution), which includes LAFCo staff, to become effective in December 2020. The County Board of Supervisors approved the GSI last December. The increase to Group Insurance represents changes to the structure of the County Flex Benefit Program (i.e. the employer’s contribution toward employee health insurance), also approved by the Board of Supervisors in December 2019. The new structure is tiered so that the contribution increases as the number of covered family members increases.

The increase in salaries and employee benefits is partially offset by the reduction of funding to Retirement Contributions (account code 1121):

Description	Acct Code	FY 19-20 Adjusted	FY 20-21 Proposed	Increase / (Decrease)	Percent Change
Retirement Contributions	1121	\$ 97,142	\$ 91,000	\$ (6,142)	- 6.3%

This savings is due to a decrease in the percentage of salaries used to calculate the contribution to retirement, from to 20.34% to 18.36%.

The currently authorized and proposed classifications are reflected in the following table:

Title	FY 2019-20	FY 2020-21
Executive Officer	1	1
Analyst/Deputy Executive Officer	1	1
Office Manager/Clerk of the Commission	1	1
Total Authorized Positions	3	3

¹ Should the Commission choose to fund merit increases for the Deputy Executive Officer and Office Manager/Commission Clerk, the proposed budget for Salaries and Employee Benefits would increase by an additional approximately \$20,000.

Services and Supplies (2000 series of account codes)

The Recommended Final Budget for Services and Supplies is greater than that in the Adopted Final Budget for the current fiscal year, as indicated in the following table:

Description	FY 19-20 Adopted/ Adjusted	FY 20-21 Proposed	Increase / (Decrease)	Percent Change
Total Services and Supplies	\$ 168,300	\$ 185,000	\$ 16,700	9.9%

The increase in total Services and Supplies is due, in large part, to a significant increase in Cost Allocation Plan Charges (account code 2158). These charges are set by the County and pertain to costs for County services provided primarily by the General Services Agency, the Auditor-Controller’s Office, County Counsel, and the County Executive Office, including Human Resources.

New to the LAFCo budget is account code 2033 – Radio Communications ISF. This account code covers monthly costs related to equipment/services that allow for the LAFCo office to have remote access to the County computer networks via microwave transmission. This cost was not known to LAFCo staff as part of the office move last year and was not included in the current year’s budget adopted by the Commission. However, because these costs began accruing once the office move was complete in September 2019, LAFCo staff coordinated with the County Auditor-Controller Office to add the account code to the budget and transfer funds that were available from account code 2292 (Travel Expense (Conferences / Seminars)) to cover the costs for the remaining nine months of the fiscal year. The following table outlines this budget adjustment:

Description	Acct Code	FY 19-20 Adopted	FY 19-20 Adjusted	FY 20-21 Proposed
Radio Communications	2033	--	\$ 3,600	\$ 4,800
Travel Expenses	2292	\$ 20,000	16,400	16,500

This transfer was approved by the Executive Officer pursuant to Commissioner’s Handbook Section 2.3.1.5 (adjustments between account codes within the same object may be approved by the Executive Officer). The proposed budget includes this cost for the next fiscal year.

Contingencies

In accordance with the Commission’s budget policies, the budget should provide for contingencies equaling 10.0% of total expenditures, unless the Commission deems that a different amount is appropriate. The contingency amount for the current fiscal year was originally \$75,475. To cover unanticipated salary increases, including a merit increase for the Executive Officer granted by the Commission in October 2019, the Commission in February 2020 approved the transfer of \$25,000 to Salaries and Benefits, leaving \$50,475 (6.5% of total expenditures) in Contingencies. It is recommended that the FY 2020-21 Recommended Final Budget include a contingency appropriation of 5.0% of total expenditures, or \$40,830. This will reduce the amount of revenue necessary from other governmental agencies. Should there be a need for any unanticipated

expenditures which might exceed the contingency amount, an appropriation could be made from the unappropriated/unassigned fund balance (which is currently \$368,694).

Financing Sources

Potential financing sources consist of Fund Balance and Miscellaneous Revenues, including interest earnings and application filing fees (e.g., account codes 8911 and 9790), and Other Governmental Agencies, the revenue to be collected from the County, cities and independent special districts (account code 9371).

Fund Balance

Section 56381(c) of CKH 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." As indicated in the "FY 2019-20 in Review" section above, approximately \$79,614 is projected to be available at the end of the current fiscal year to appropriate for the FY 2020-21 Budget.

The Commission's budget policies provide for the maintenance of a Litigation Reserve Account balance in the amount of \$100,000 with the intent of limiting its use for unanticipated expenditures resulting from litigation against the Commission that does not occur routinely and would not be reimbursed by another party. This amount is classified as "committed" fund balance with respect to the Governmental Accounting Standards Board (GASB) requirements and the Commission's fund balance policies.

The policies also provide that excess fund balance remaining over and above the committed and assigned fund balances should be classified as unassigned. Currently the LAFCo General Fund does not include any assigned fund balance. The total unassigned fund balance for the current year is estimated to be \$323,308. Pursuant to Commission policies, an unassigned (and unappropriated) fund balance of approximately 60 days' working capital must be maintained. Based on the projected actual expenditures for FY 2019-20 (\$749,411), 60 days' working capital would be approximately \$124,902, leaving another \$198,406 in unassigned fund balance. The proposed budget includes an appropriated fund balance of \$125,000.

Miscellaneous Revenue

Miscellaneous revenue includes interest earnings and other revenue, primarily application filing fees. The Recommended Final Budget for Miscellaneous Revenue is \$14,000, which is less than the Adopted Budget amount of \$23,000 for the current fiscal year. This decrease reflects a \$9,000 reduction in anticipated Miscellaneous Revenue (application fees) (account 9790).

The Commission has a policy to annually review the LAFCo fee schedule as a part of the budget process. The existing fee schedule has been in effect since July 2010. It was updated and adopted by the Commission in April 2015 as part of the budget process for that fiscal year. No changes to the existing fee schedule were made by the Commission when it adopted a fee schedule for FY 20-21.

Revenues from Other Governmental Agencies (the County, Cities and Independent Special Districts)

Pursuant to CKH, the LAFCo net operating expenses are to be apportioned one-third to the County, one-third to the cities, and one-third to the independent special districts. The Ventura LAFCo determines net operating expenses as the cost for LAFCo operations net of those funds appropriated for budget purposes plus Miscellaneous Revenue. CKH describes how the County Auditor-Controller is to make this apportionment and collect revenues once LAFCo adopts a Final Budget.

Though the Recommended Final Budget represents a 3.3% (\$27,205) increase over the current budget, the revenue projected to be collected from the County, cities, and independent special districts is proposed to increase by \$61,206, or 9.3%, from \$657,225 to 718,431 for next fiscal year. This represents a \$20,402 increase to \$239,477 per each of the County, the 10 cities, and the 30 independent special districts. This is due to the decrease in anticipated revenue from application fees and appropriated fund balance, as discussed above. The table below shows how the amount of revenue from Other Governmental Agencies (the County, cities and independent special districts) has fluctuated since LAFCo first adopted an independent budget in June 2001. As shown in the table, the amount of projected total revenue from Other Governmental Agencies for FY 2020-21 is slightly above the average over the previous five years (83.4%).

Year	Adopted Budget –Total Finance Sources	Amount of Revenue from Other Governmental Agencies	Percent of Total Revenue from Other Governmental Agencies
FY 2001-02	\$548,737	\$468,737	85%
FY 2002-03	\$719,130	\$568,502	79%
FY 2003-04	\$641,215	\$390,699	61%
FY 2004-05	\$702,503	\$473,067	67%
FY 2005-06	\$723,226	\$361,874	50%
FY 2006-07	\$830,154	\$621,617	75%
FY 2007-08	\$949,269	\$715,957	75%
FY 2008-09	\$735,422	\$488,684	66%
FY 2009-10	\$783,101	\$587,084	75%
FY 2010-11	\$772,892	\$590,055	76%
FY 2011-12	\$766,598	\$570,285	74%
FY 2012-13	\$659,706	\$550,515	83%
FY 2013-14	\$675,769	\$573,636	85%
FY 2014-15	\$641,949	\$519,249	81%
FY 2015-16	\$678,977	\$576,477	85%
FY 2016-17	\$703,028	\$617,028	88%
FY 2017-18	\$743,490	\$626,991	84%
FY 2018-19	\$766,096	\$622,596	81%
FY 2019-20	\$830,225	\$657,225	79%

Year	Adopted Budget –Total Finance Sources	Amount of Revenue from Other Governmental Agencies	Percent of Total Revenue from Other Governmental Agencies
FY 2020-21 ²	\$857,431	\$718,431	84%

Not formally part of the budget, but included for general information are the percentage shares of the Other Governmental Agencies revenue for each of the cities (Attachment 1) and the independent special districts (Attachment 2). City revenues and Special District revenues are based on the FY 2017-18 State Controller Reports. These are the most current Reports available at this time. Should the State issue Cities and Special District Reports for FY 2018-19 before the end of June, the County Auditor-Controller’s Office will use those Reports as the basis for collecting revenue from the cities and special districts for FY 2020-21. As a further means of comparison, Attachment 3 shows individual agency revenue allocation amounts as a percentage of each agency’s total revenue. Attachment 4 is a comparison of each city’s and district’s allocation that was adopted for FYs 2013-14 through the current proposed allocations for FY 2020-21.

CKH continues to provide the ability for the cities and independent special districts in each County to determine an alternate apportionment method. To date, however, neither the cities nor the special districts have agreed on any alternate apportionment methodology. This means that the City of Oxnard, as the city with the highest gross revenue, and Calleguas Municipal Water District, the largest special district in terms of gross revenue, will continue to pay the largest respective shares of the city and special district portion of LAFCo revenue.

Conclusion

The Ventura LAFCo is continuing to exercise fiscal prudence. The Commission and its staff understand the economic realities of the time and the constraints on local government revenues. The Commission’s budgeting process has improved in the last 18 years. Systems and policies are in place to ensure best practices and proper oversight. Mandates are being met and basic services provided with a highly-trained staff that seeks to limit discretionary expenditures. The Recommended Final Budget for FY 2020-21 was prepared and is being recommended consistent with the Commission’s policies and the knowledge and experience gained from prior years.

Respectfully submitted,



Kai Luoma
Executive Officer

² Based on FY 2019-20 Recommended Final Budget

ATTACHMENTS:

1. Other Governmental Agencies-Cities Allocation Amounts
2. Other Governmental Agencies-Independent Special District Allocation Amounts
3. Agency Revenue Allocation Percentages
4. Agency Allocations for FYs 2013-14, 2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, and 2020-21

Glossary of Terms

ANNUAL (OPERATING) BUDGET: A financial plan that outlines proposed expenditures for the coming fiscal year and estimated revenues which will be used to finance them.

APPROPRIATED FUND BALANCE: A portion of existing fund balance that is incorporated into the subsequent year's budget to "balance" expected expenditures in excess of expected revenues.

ASSET: Resources with present service capacity that the government presently controls; for example, money, investments and property.

ASSIGNED FUND BALANCE: Comprises amounts intended to be used by the government for specific purposes; for example, appropriated fund balance. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority to assign amounts to be used for specific purposes.

AUDIT: A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in its financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities.

BALANCE SHEET: Also known as a statement of net position, a basic financial statement, and presentation of an entity's net assets and liabilities on a specified date. A balance sheet is usually accompanied by appropriate disclosures that describe the basis of accounting used in its preparation.

BUDGET: A plan of financial operation including an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET MESSAGE: A written overview of the budget from the LAFCo Executive Officer that discusses the major budget items and LAFCo's present and future financial condition.

COMMITTED FUND BALANCE: Includes amounts that can be used only for the specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. Commitments may be changed or removed only by the same decision-making authority taking the same formal action that imposed the constraint originally.

CONTINGENCY: A budgetary expenditure allowance (appropriation) to cover unanticipated expenditures or revenue shortfalls during the fiscal year (LAFCo Budget Account Code 6101). The Ventura LAFCo Commissioner's policies provide that the annual budget include an allocation of 10% of total operating expenses for contingencies, unless the Commission deems a different amount appropriate. Transfers from the contingency account require prior approval of the Commission.

DEFICIT: An excess of expenditures or expenses over revenues.

EXPENDITURES: Under the current financial resources measurement focus, decreases in net financial resources not property classified as *other financing uses*; for example, disbursements of cash for the cost of salaries, benefits, services or supplies.

FINANCIAL STATEMENT: Presentation of financial data including balance sheets, income statements or any supporting statement that is intended to communicate an entity's financial position at a point in time and its results of operations for a period then ended.

FISCAL YEAR: The 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FUND BALANCE: The difference between a fund's assets and its liabilities. With regard to a LAFCo budget, Government Code Section 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."

FUND: A complete accounting entity reflecting financial transactions, both receipts and expenditures, of money that is set up to carry out a special function or attain objectives in accordance with established laws, policies, and regulations. The fund concept also applies to budget activities.

GASB: The Governmental Accounting Standards Board (GASB) is the ultimate authoritative accounting and financial reporting standard-setting body for state and local governments. The GASB was established in June 1984 to replace the NCGA (National Council on Governmental Accounting).

GIS: Geographic Information System.

INCOME STATEMENT: Summary of the effect of revenues and expenses over a period of time.

INTEREST: Interest income earned as idle funds are invested with a goal of protecting each investment while achieving the highest rate of return.

INTERNAL CONTROL: Process designed to provide reasonable assurance regarding achievement of various management objectives such as the reliability of financial reports.

INTERNAL SERVICE FUND: A fund that accounts for the provision of services by various County departments on a cost reimbursement basis.

LIABILITIES: Present obligations to sacrifice resources that the government has little or no discretion to avoid; for example, amounts owed for items received, services rendered, expenses incurred, and assets acquired.

LINE-ITEM BUDGET: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each.

OBJECT: An individual expenditure account.

FINANCING SOURCES: Total amounts available during the fiscal year for appropriation including estimated revenues and appropriated fund balances.

UNAPPROPRIATED FUND BALANCE: The portion of fund balance remaining, following an approved budget appropriation of fund balance and any commitments.

UNASSIGNED FUND BALANCE: The difference between total fund balance in a governmental fund and its non-spendable, restricted, committed and assigned components.

UNRESTRICTED FUND BALANCE: The difference between total fund balance in a governmental fund and its non-spendable and restricted components.

**VENTURA LOCAL AGENCY FORMATION COMMISSION
EXPENDITURES AND REVENUE DETAIL
ADOPTED FINAL BUDGET
FY 2020-2021**

	Acct Code	Final Adopted FY 2019-20	Final Adjusted FY 2019-20	Projected Actuals FY 2019-20	Recommended Proposed Budget FY 2020-21 May 20, 2020	Recommended Final Budget FY 2020-21 June 10, 2020	Final Budget FY 2020-21 Adopted June 10, 2020
EXPENDITURES							
Salaries and Employee Benefits							
Regular Salaries	1101	390,000	409,729	409,729	426,000	426,000	426,000
Supplemental Payments	1106	15,500	16,079	16,079	17,000	17,000	17,000
Terminations (Buydowns)	1107	5,000	5,000	0	5,000	5,000	5,000
Retirement Contribution	1121	93,500	97,142	97,142	91,000	91,000	91,000
OASDI Contribution	1122	22,000	22,407	22,407	23,000	23,000	23,000
FICA Medicare	1123	6,500	6,500	6,500	6,700	6,700	6,700
Retiree Health Payment 1099 (Mgnt. Retiree Health)	1128	0	0	n/a	n/a	n/a	n/a
Group Insurance	1141	35,000	35,000	35,000	42,000	42,000	42,000
Life Insurance for Department Heads and Management	1142	150	150	150	150	150	150
State Unemployment Insurance	1143	300	300	300	250	250	250
Management Disability Insurance	1144	3,000	3,032	3,032	3,200	3,200	3,200
Workers Compensation Insurance	1165	3,300	3,354	3,354	3,800	3,800	3,800
401k Plan	1171	12,200	12,757	12,757	13,500	13,500	13,500
Total Salaries and Employee Benefits		586,450	611,450	606,450	631,600	631,600	631,600

**VENTURA LOCAL AGENCY FORMATION COMMISSION
EXPENDITURES AND REVENUE DETAIL
ADOPTED FINAL BUDGET
FY 2020-2021**

	Acct Code	Final Adopted FY 2019-20	Final Adjusted FY 2019-20	Projected Actuals FY 2019-20	Recommended Proposed Budget FY 2020-21 May 20, 2020	Recommended Final Budget FY 2020-21 June 10, 2020	Final Budget FY 2020-21 Adopted June 10, 2020
EXPENDITURES							
Services and Supplies							
Voice Data ISF	2032	3000	3,000	3,700	3,750	3,750	3,750
Radio Communications ISF	2033	0	3,600	3,600	4,800	4,800	4,800
General Insurance Allocation ISF	2071	1,900	1,900	1,900	1,500	1,500	1,500
Facilities and Materials SQ FT Allocation ISF	2114	0	0	3,386	0	0	0
Facilities Projects ISF	2115	0	0	0	0	0	0
Other Maintenance ISF	2116	10,000	10,000	4,800	10,000	10,000	10,000
Memberships and Dues	2131	9,250	9,250	9,250	12,000	12,000	12,000
Cost Allocation Plan Charges	2158	12,200	12,200	12,200	22,000	22,000	22,000
Books and Publications	2163	500	500	200	500	500	500
Mail Center ISF	2164	2,000	2,000	2,000	2,000	2,000	2,000
Purchasing Charges ISF	2165	100	100	100	100	100	100
Graphics Charges ISF	2166	500	500	0	500	500	500
Copy Machine Chgs ISF	2167	1,000	1,000	700	1,000	1,000	1,000
Stores ISF	2168	50	50	25	50	50	50
Miscellaneous Office Expenses	2179	2,500	2,500	2,500	2,500	2,500	2,500
Board and Commission Member Compensation 1099	2181	5,000	5,000	2,000	5,000	5,000	5,000
Attorney Services (County Counsel)	2185	20,000	20,000	20,000	20,000	20,000	20,000
Other Professional and Specialized Non ISF (Auditors and County Accounting Services)	2199	15,000	15,000	14,000	14,000	14,000	14,000
Information Tech ISF	2202	3,600	3,600	3,600	5,000	5,000	5,000
County Geographical Information Systems Expense ISF	2203	15,000	15,000	15,000	15,000	15,000	15,000
Public Works ISF Charges	2205	3,000	3,000	500	3,000	3,000	3,000
Special Services ISF	2206	100	100	100	200	200	200
Publications and Legal Notices	2221	3,000	3,000	1,200	3,000	3,000	3,000
Building Leases/Rentals Non-County Owned	2241	28,000	28,000	23,100	28,000	28,000	28,000
Storage Charges ISF	2244	500	500	500	500	500	500
Computer Equipment < \$5,000	2261	0	0	0	2,000	2,000	2,000
Furniture and Fixtures < \$5,000	2262	2,000	2,000	0	2,000	2,000	2,000
Conferences/ Seminars ISF (Training ISF)	2272	500	500	0	500	500	500
Education Conference and Seminars	2273	0	0	0	0	0	0
Private Vehicle Mileage	2291	9,000	9,000	8,000	9,000	9,000	9,000
Travel Expense (Conferences / Seminars)	2292	20,000	16,400	10,000	16,500	16,500	16,500
Motorpool ISF	2303	600	600	600	600	600	600
Total Services and Supplies		168,300	168,300	142,961	185,000	185,000	185,000
Contingencies *	6101	75,475	50,475	0	40,830	40,830	40,830
Total Contingencies		75,475	50,475	0	40,830	40,830	40,830
TOTAL EXPENDITURES		830,225	830,225	749,411	857,430	857,430	857,430

* Pursuant to the Ventura LAFCo Commissioner's Handbook Section 2.3.1.4(a), the annual budget shall include a contingency appropriation of 10% of total operating expenses, unless the Commission deems a different amount appropriate.

VENTURA LOCAL AGENCY FORMATION COMMISSION							
EXPENDITURES AND REVENUE DETAIL							
ADOPTED FINAL BUDGET							
FY 2020-2021							
	Acct Code	Final Adopted FY 2019-20	Final Adjusted FY 2019-20	Projected Actuals FY 2019-20	Recommended Proposed Budget FY 2020-21 May 20, 2020	Recommended Final Budget FY 2020-21 June 10, 2020	Final Budget FY 2020-21 Adopted June 10, 2020
FINANCING SOURCES							
Appropriation of Fund Balance		150,000	150,000		125,000	125,000	125,000
Investment Income (Interest Earnings)		8,000	8,000	14,000	8,000	8,000	8,000
Miscellaneous Revenue (LAFCo application fees)		15,000	15,000	7,800	6,000	6,000	6,000
Total Miscellaneous Revenue		23,000	23,000	21,800	14,000	14,000	14,000
Other Governmental Agencies							
Other Government Agencies (County of Ventura)		9371 219,075	219,075	219,075	239,477	239,477	239,477
Other Government Agencies (Cities)		9371 219,075	219,075	219,075	239,477	239,477	239,477
Other Government Agencies (Ind. Special Districts)		9371 219,075	219,075	219,075	239,477	239,477	239,477
Total Other Government Agencies Revenue		657,225	657,225	657,225	718,431	718,431	718,431
TOTAL REVENUE		680,225	680,225	679,025	732,431	732,431	732,431
TOTAL FINANCING SOURCES		830,225	830,225	679,025	857,431	857,431	857,431
NET INCOME / (LOSS) [PROJECTED USE OF APPROPRIATED FUND BALANCE]					(70,386)		

Preliminary Fund Balance and Estimated Ending Fund Balance at June 30, 2019

FUND BALANCES	Actual Fund Balance 6/30/19	Projected Fund Balance 6/30/20	Estimated Fund Balance 06/30/21
Assigned:			
Appropriated	150,000	125,000	0
Committed:			
Litigation	100,000	100,000	100,000
Unassigned:			
60 Days' Working Capital	111,146	124,902	142,905
Unassigned	257,548	198,406	180,403
TOTAL UNASSIGNED	368,694	323,308	323,308
TOTAL FUND BALANCE	618,694	548,308	423,308

**LAFCO NET OPERATING EXPENSES
GOV'T CODE 56381 (b) (1) (A) & (B)¹**

FINAL BUDGET FOR FISCAL YEAR 2020-21

ALLOCATION - CITIES

SOURCE: STATE OF CALIFORNIA, CITIES ANNUAL REPORT, **FY 17/18**

CITY	TOTAL REVENUE PER REPORT	PERCENTAGE	ALLOCATION \$
			\$ 239,477
1 Camarillo	\$ 100,195,350	8.70%	\$ 20,839
2 Fillmore	22,334,550	1.94%	\$ 4,646
3 Moorpark	33,309,644	2.89%	\$ 6,928
4 Ojai	11,845,922	1.03%	\$ 2,464
5 Oxnard	399,987,854	34.74%	\$ 83,199
6 Port Hueneme	37,305,563	3.24%	\$ 7,759
7 San Buenaventura	230,341,835	20.01%	\$ 47,910
8 Santa Paula	25,648,215	2.23%	\$ 5,336
9 Simi Valley	112,154,654	9.74%	\$ 23,327
10 Thousand Oaks	178,221,659	15.48%	\$ 37,069
TOTAL	\$ 1,151,345,246	100.00%	\$ 239,477

- (1) In counties in which there is city and independent special district representation on the commission, the county, cities, and independent special districts shall each provide a one-third share of the commission's operational costs. The cities' share shall be apportioned in proportion to each city's total revenues, as reported in the most recent edition of the Cities Annual Report published by the Controller, as a percentage of the combined city revenues within a county, or by an alternative method approved by a majority of cities representing the majority of the combined cities' populations.

LAFCO NET OPERATING EXPENSES
GOV'T CODE 56381 (b) (1) (A) & (C)¹, (F)²

FINAL BUDGET FOR FY 2020-21

ALLOCATION - SPECIAL DISTRICTS

SOURCE: STATE OF CALIFORNIA, SPECIAL DISTRICTS ANNUAL REPORT, FY 17/18

	NAME	TOTAL		ALLOCATION
		REVENUE PER REPORT	PERCENTAGE (See Note 2)	
1	Bardsdale Cemetery District	\$ 234,848	0.064%	\$ 153
2	Bell Canyon Comm. Services District	586,000	0.160%	383
3	Blanchard / Santa Paula Public Library District	949,805	0.259%	620
4	Calleguas Municipal Water District	151,567,730	41.404%	99,151
5	Camarillo Health Care District	3,871,555	1.058%	2,534
6	Camrosa Water District	23,579,250	6.441%	15,425
7	Casitas Municipal Water District	20,161,167	5.507%	13,188
8	Channel Islands Beach Comm. Serv. Dist.	4,783,178	1.307%	3,130
9	Conejo Recreation & Park District	26,853,901	7.336%	17,568
10	El Rancho Simi Pioneer Cemetery District	184,690	0.050%	120
11	Fillmore-Piru Memorial District	211,583	0.058%	139
12	Fox Canyon Groundwater Mgmt. Agency	2,585,608	0.706%	1,691
13	Hidden Valley Municipal Water District	56,332	0.015%	36
14	Meiners Oaks Water District	1,841,985	0.503%	1,205
15	Montalvo Comm. Services District	854,337	0.233%	558
16	Ojai Valley Sanitary District	9,311,354	2.544%	6,092
17	Ojai Water Conservation District	10,193	0.003%	7
18	Oxnard Drainage District No. 1	35,965	0.010%	24
19	Oxnard Drainage District No. 2	180,413	0.049%	117
20	Oxnard Harbor District	17,600,959	4.809%	11,515
21	Piru Public Cemetery District	67,312	0.019%	44
22	Pleasant Valley Co. Water District	4,780,741	1.306%	3,128
23	Pleasant Valley Rec & Park District	9,540,669	2.606%	6,241
24	Rancho Simi Rec & Park District	24,638,577	6.730%	16,117
25	Saticoy Sanitary District	702,423	0.192%	460
26	Triunfo Sanitation District	19,565,704	5.345%	12,800
27	United Water Conservation District	28,671,357	7.832%	18,755
28	Ventura Co. Resource Conserv. District	429,465	0.117%	280
29	Ventura Port District	9,750,764	2.664%	6,380
30	Ventura River County Water District	2,470,863	0.675%	1,616
	TOTAL	\$ 366,078,728	100.001%	\$ 239,477

- (1) In counties in which there is city and independent special district representation on the commission, the county, cities, and independent special districts shall each provide a one-third share of the commission's operational costs. The independent special districts' share shall be apportioned in proportion to each district's total revenues as a percentage of the combined total district revenues within a county. An independent special district's total revenue shall be calculated for nonenterprise activities as total revenues for general purpose transactions less aid from other governmental agencies and for enterprise activities as total operating and nonoperating revenues less revenue category other governmental agencies, as reported in the most recent edition of the "Special Districts Annual Report" published by the Controller, or by an alternative method approved by a majority of the agencies, representing a majority of their combined populations.
- (2) No independent special district shall be apportioned a share of more than 50 percent of the total independent special districts' share of the commission's operational costs, without the consent of the district. The share of the remaining districts shall be increased on a proportional basis so that the total amount for all districts equal the share apportioned by the auditor to independent special districts.

Ventura LAFCo Budget FY 2020-21
Apportionment of Net Operating Expenses Expressed As Percentage Of Each Agency's Total Revenue

NAME	TOTAL REVENUE PER REPORT*	ALLOCATION	PERCENTAGE OF TOTAL REVENUE
COUNTY OF VENTURA	\$ 1,453,669,180	\$ 239,477	0.02%
CITIES			
Camarillo	\$ 100,195,350	\$ 20,839	0.02%
Fillmore	22,334,550	4,646	0.02%
Moorpark	33,309,644	6,928	0.02%
Ojai	11,845,922	2,464	0.02%
Oxnard	399,987,854	83,199	0.02%
Port Hueneme	37,305,563	7,759	0.02%
San Buenaventura	230,341,835	47,910	0.02%
Santa Paula	25,648,215	5,336	0.02%
Simi Valley	112,154,654	23,327	0.02%
Thousand Oaks	178,221,659	37,069	0.02%
TOTAL	\$ 1,151,345,246	239,477	0.02%
SPECIAL DISTRICTS			
Bardsdale Cemetery District	\$ 234,848	\$ 153	0.07%
Bell Canyon Comm. Services District	586,000	383	0.07%
Blanchard / Santa Paula Public Library Dist.	949,805	620	0.07%
Calleguas Municipal Water District	151,567,730	99,151	0.07%
Camarillo Health Care District	3,871,555	2,534	0.07%
Camrosa Water District	23,579,250	15,425	0.07%
Casitas Municipal Water District	20,161,167	13,188	0.07%
Channel Islands Beach Comm. Serv. Dist.	4,783,178	3,130	0.07%
Conejo Recreation & Park District	26,853,901	17,568	0.07%
El Rancho Simi Pioneer Cemetery District	184,690	120	0.06%
Fillmore-Piru Memorial District	211,583	139	0.07%
Fox Canyon Groundwater Mgmt. Agency	2,585,608	1,691	0.07%
Hidden Valley Municipal Water District	56,332	36	0.06%
Meiners Oaks Water District	1,841,985	1,205	0.07%
Montalvo Comm. Services District	854,337	558	0.07%
Ojai Valley Sanitary District	9,311,354	6,092	0.07%
Ojai Water Conservation District	10,193	7	0.07%
Oxnard Drainage District No. 1	35,965	24	0.07%
Oxnard Drainage District No. 2	180,413	117	0.06%
Oxnard Harbor District	17,600,959	11,515	0.07%
Piru Public Cemetery District	67,312	44	0.07%
Pleasant Valley Co. Water District	4,780,741	3,128	0.07%
Pleasant Valley Rec & Park District	9,540,669	6,241	0.07%
Rancho Simi Rec & Park District	24,638,577	16,117	0.07%
Saticoy Sanitary District	702,423	460	0.07%
Triunfo Sanitation District	19,565,704	12,800	0.07%
United Water Conservation District	28,671,357	18,755	0.07%
Ventura Co. Resource Conserv. District	429,465	280	0.07%
Ventura Port District	9,750,764	6,380	0.07%
Ventura River County Water District	2,470,863	1,616	0.07%
TOTAL	\$ 366,078,728	\$ 239,477	0.07%

* Source: State of California Annual Reports FY 17/18.

For special districts, total revenue excludes aid from other governments.

Ventura LAFCo Budget FY 2020-21
City and District Allocations

CITIES	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Camarillo	\$ 17,305	\$ 14,338	\$ 14,085	\$ 17,709	\$ 17,451	\$ 16,341	\$ 16,411	\$ 20,839
Fillmore	4,130	2,807	3,324	4,360	4,452	4,485	4,103	4,646
Moorpark	4,819	4,869	5,227	7,301	8,736	8,096	7,146	6,928
Ojai	2,983	2,042	2,191	2,345	2,320	2,393	2,467	2,464
Oxnard	71,647	61,496	61,126	66,043	63,326	67,211	75,563	83,199
Port Hueneme	7,438	7,553	6,706	7,939	8,422	7,836	8,125	7,759
San Buenaventura	30,479	27,338	43,178	34,122	41,883	37,119	44,300	47,910
Santa Paula	7,515	7,361	7,321	7,939	7,566	3,939	4,062	5,336
Simi Valley	16,750	16,031	18,121	19,786	21,130	22,171	22,032	23,327
Thousand Oaks	28,146	29,248	30,880	38,132	33,711	37,941	34,866	37,069
TOTAL	\$ 191,212	\$ 173,083	\$ 192,159	\$ 205,676	\$ 208,997	\$ 207,532	\$ 219,075	\$ 239,477

SPECIAL DISTRICTS	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Bardsdale Cemetery District	\$ 128	\$ 104	\$ 131	\$ 109	\$ 159	\$ 141	\$ 147	\$ 153
Bell Canyon Comm. Services District	333	280	307	284	326	349	368	383
Blanchard / Santa Paula Library District	n/a	n/a	n/a	502	522	600	554	620
Calleguas Municipal Water District	81,397	76,281	88,562	96,049	92,122	86,136	87,106	99,151
Camarillo Health Care District	2,610	2,217	2,252	2,077	2,224	2,167	2,191	2,534
Camrosa Water District	11,387	9,933	11,816	12,598	12,556	13,994	12,991	15,425
Casitas Municipal Water District	11,184	9,604	10,084	11,090	11,541	11,223	11,804	13,188
Channel Islands Beach Comm. Serv. Dist	2,721	2,442	2,231	2,546	2,640	2,704	2,857	3,130
Conejo Recreation & Park District	13,371	11,957	11,593	12,145	13,468	14,544	17,040	17,568
El Rancho Simi Pioneer Cemetery Distric	86	80	90	91	88	108	107	120
Fillmore-Piru Memorial District	119	106	108	123	121	125	145	139
Fox Canyon Groundwater Mgmt. Agency	583	765	811	806	744	1,658	2,471	1,691
Hidden Valley Municipal Water District	17	5	0	4	33	60	44	36
Meiners Oaks Water District	801	730	824	880	1,030	874	995	1,205
Montalvo Comm. Services District	528	441	430	416	458	515	563	558
Ojai Valley Sanitary District	6,325	5,423	5,796	5,681	6,195	6,799	6,476	6,092
Ojai Water Conservation District	6	5	6	4	5	6	6	7
Oxnard Drainage District No. 1	36	30	33	29	33	33	22	24
Oxnard Drainage District No. 2	119	100	102	101	104	104	100	117
Oxnard Harbor District	7,823	7,486	8,467	8,832	10,600	10,642	10,299	11,515
Piru Public Cemetery District	11	21	35	27	38	35	30	44
Pleasant Valley Co. Water District	2,013	1,954	2,579	2,468	2,065	2,434	2,916	3,128
Pleasant Valley Rec & Park District	6,092	4,755	4,800	4,794	7,064	5,514	7,834	6,241
Rancho Simi Rec & Park District	13,436	11,380	11,489	12,223	13,152	13,973	15,383	16,117
Saticoy Sanitary District	216	203	221	276	357	361	429	460
Triunfo Sanitation District	9,735	8,644	9,556	10,160	9,906	10,028	10,954	12,800
United Water Conservation District	13,366	12,178	13,714	14,961	14,904	14,839	16,932	18,755
Ventura Co. Resource Conserv. District	46	38	25	10	27	58	114	280
Ventura Port District	5,759	5,009	4,942	5,078	5,382	6,095	6,780	6,380
Ventura River County Water District	964	912	1,155	1,312	1,133	1,413	1,417	1,616
TOTAL	\$ 191,212	\$ 173,083	\$ 192,159	\$ 205,676	\$ 208,997	\$ 207,532	\$ 219,075	\$ 239,477