

M E M O R A N D U M

TO: Local Agency Formation Commission

FROM: Stephen A. Lucas, Executive Officer
Jill Broderon, Management Analyst

SUBJECT: **Agenda Item 2.2 - FY 2012/13 Budget Appropriation Transaction Request**

DATE: February 22, 2013 for the Meeting of March 7, 2013

Last year, in cooperation with the El Medio Fire Protection District, LAFCO staff developed a proposal for the funding of their MSR/SOI Plan update through the Indian Gaming Local Benefit Committee, a Special Distribution Fund Grant Program. In September of 2012, the grant was awarded in the amount of \$30,000 in which staff received and deposited as revenue within the Filing Fees account. On December 17, 2012, staff initiated the update through a Consulting Services Agreement with Planwest Partners, Inc., in the amount of \$15,785.50.

During the budget process for FY 2012/13, the District's certainty in receiving the grant was unknown. Therefore, the FY 2012/13 budget, as adopted, currently does not include a budget line item for the expenditure of the update. In order for the expenditures to be paid, it is requested that the Commission authorize a budget appropriation transaction for FY 2012/13 under Professional and Specialized Services, Account 536 in the amount of \$15,785.50, leaving the difference of \$14,214.50 to remain within LAFCO's Filing Fees which will be utilized for internal staff processing costs.

ACTION REQUESTED: Authorize a budget appropriation transaction by minute order within the FY 2012/13 budget under Professional and Specialized Services, Account No. 536 in the amount of \$15,785.50.