

SAN MATEO

**LOCAL AGENCY FORMATION COMMISSION**

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November 11, 2015**To:** LAFCo Commissioners**From:** Martha Poyatos, Executive Officer

A handwritten signature in black ink, appearing to read 'M. Poyatos', written over the printed name of the Executive Officer.

Subject: Appointment of Budget and Legislative Committees for 2016

This staff report requests that the Commission appoint members to serve on the Budget and Legislative Committees.

The Budget Committee provides direction to staff in preparation of the Commission's budget for the 2015-16 fiscal year. This committee meets once prior to the March meeting and once before the May meeting. In addition, it may be necessary to meet prior to the September meeting to address budget revisions that might result due to the difference between estimated fund balance in the May budget versus actual fund balance after the close of the fiscal year.

The Legislative Committee provides direction to staff on pending legislation affecting LAFCos and meets as needed. At times, the Committee may meet to discuss pending legislation and provide direction on a bill that merits a position letter outside of the regular Commission meeting cycle. In these cases, the Committee takes positions based on the adopted San Mateo LAFCo legislative policies.

Both committees typically have three members representing the types of LAFCo membership: City, Special District, and Public.