



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## Notice

### BUDGET AND WORK PLAN COMMITTEE MEETING AND AGENDA

May 26, 2020 ▪ 3:30 PM

#### Appointed Members

Lew Kious (Chair) | Barbara Coler | Dennis Rodoni

**\*\*\* BY VIRTUAL TELECONFERENCE ONLY \*\*\***

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by teleconference only. No physical location will be available for this meeting. However, members of the public will be able to access and participate in the meeting.

#### PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS

##### PUBLIC ACCESS

Members of the public may access and watch a live stream of the meeting on Zoom at <https://zoom.us/j/4350473750>. Alternately, the public may listen in to the meeting by **dialing (669) 900-6833** and entering **Meeting ID 435 047 3750#** when prompted.

**WRITTEN PUBLIC COMMENTS** may be submitted by email to [staff@marinlafco.org](mailto:staff@marinlafco.org). Written comments will be distributed to the Commission as quickly as possible. Please note that documents may take up to 24 hours to be posted to the agenda on the LAFCO website.

**SPOKEN PUBLIC COMMENTS** will be accepted through the teleconference meeting. To address the Commission, click on the link <https://zoom.us/j/4350473750> to access the Zoom-based meeting.

1. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
2. When the Commission calls for the item on which you wish to speak, click on "raise hand" icon. Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
3. When called, please limit your remarks to the time limit allotted (3 minutes).

**3:00 PM CALL TO ORDER** - Chair to call the meeting to order

**ROLL CALL** – Executive Officer to call the roll

##### PUBLIC COMMENT

This portion of the meeting is reserved for persons desiring to address the Committee on any

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Almonte Sanitary District

Tod Moody, Alternate  
Sanitary District #5

Larry Loder, Public  
Public Member

Chris Skelton, Alternate  
Public Member

relevant matter not listed on this agenda and that are within the jurisdiction of the Committee. Speakers are limited to three minutes.

### **BUSINESS ITEMS**

The Committee is scheduled to discuss and provide direction on the following items.

1. Approval of April 13, 2020, Meeting Minutes
2. Review of Proposed Operating Final Budget For Fiscal Year 2020-2021
3. Recommendation on Revision of Reserve Policy and New Contingency Funds

### **ADJOURNMENT**

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Any writings or documents pertaining to an open session item provided to a majority of the Commission less than 72 hours prior to a regular meeting shall be made available for public inspection at Marin LAFCo Administrative Office, 1401 Los Gamos Drive, Suite 220, San Rafael, CA 94903, during normal business hours.

Pursuant to GC Section 84308, if you wish to participate in the above proceedings, you or your agent are prohibited from making a campaign contribution of \$250 or more to any Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCo and continues until 3 months after a final decision is rendered by LAFCo. If you or your agent have made a contribution of \$250 or more to any Commissioner during the 12 months preceding the decision, in the proceeding that Commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings. Separately, any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet for a meeting 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, in order to participate in a public meeting. Please contact the LAFCo office at least three (3) working days prior to the meeting for any requested arrangements or accommodations.



# Marin Local Agency Formation Commission

## Regional Service Planning | Subdivision of the State of California

### AGENDA REPORT

May 26, 2020

Item No. 1 (Business)

**TO:** Marin LAFCo Budget and Work Plan Committee

**FROM:** Jason Fried, Executive Officer

**SUBJECT:** Approve the April 13, 2020 Committee Meeting Minutes

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### Background

The Ralph M. Brown Act was enacted by the State Legislature in 1953 and establishes standards and processes therein for the public to attend and participate in meetings of local government bodies as well as those local legislative bodies created by State law; the latter category applying to LAFCos.

### Discussion

The draft minutes for the April 13, 2020, Budget and Work Plan Committee meeting accurately reflect the Committee's actions as recorded by staff and are attached. A copy of the approved meeting minutes is available online.

### Staff Recommendation for Action

1. **Staff recommendation** – Approve the draft minutes prepared for the April 13, 2020 meeting with any desired corrections or clarifications.
2. Alternative Option - Continue consideration of the item to the next committee meeting and provide direction to staff, as needed.

### Attachment:

- 1) Draft Minutes for April 13, 2020

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**Marin Local Agency Formation Commission**  
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**DRAFT**

**BUDGET AND WORK PLAN COMMITTEE MINUTES**

Monday, April 13, 2020  
Via Zoom Teleconference

**Appointed Members**

Lew Kious (Chair) | Barbara Coler | Dennis Rodoni

Executive Officer Fried called the meeting to order at 3:02 pm.

**ROLL CALL**

All members were present and a quorum was met.

**SELECTION OF CHAIR**

Approved; M/S by Commissioners Rodoni and Coler to nominate Commissioner Kious as committee Chair.

Ayes: Commissioners Coler, Kious, Rodoni  
Absent: None

Noes: None  
Abstaining: None

Motion approved unanimously.

**PUBLIC COMMENT**

EO Fried asked for any public comments. Hearing none, EO Fried closed public comment.

**DISCUSSION**

Commissioner Rodoni requested that item 3 be discussed before item 2.

Ayes: Commissioners Rodoni, Coler, and Kious  
Absent: None

Noes: None  
Abstaining: None

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**BUSINESS ITEMS**

**1. Approval of February 21, 2019 Meeting Minutes**

Approved; M/S by Commissioners Rodoni and Coler to approve the February 21, 2019 meeting minutes.

Ayes: Commissioners Rodoni, Coler, and Kious      Noes: None  
Absent: None      Abstaining: None

Motion approved unanimously.

**2. Discussion on Approval of New Contingency Funds**

EO Fried explained that there is currently \$120,000 in the designated reserve fund. The additional monies that Commissioners were seeing is desired to be designated to new funds dedicated to specific spending avenues such as consultant time for special studies and technology purchasing.

Commissioner Coler requested clarification on the actual dollar amounts that would coincide with the proposed new funds. EO Fried explained that he has requested specifics from Marin LAFCo's IT specialist, but due to the demand from other clients needing remote workstations as a result of COVID-19, he had not been able to offer an exact number.

Commissioner Rodoni requested greater policy direction on the funds that are currently available before agreeing to create new funds.

Approved; M/S by Commissioners Kious and Coler to request from the full Commission the approval to review these polices instead of the Policy Commission and for staff to come back to committee with specificity of amounts for new contingency funds and greater policy direction towards what to do with the excess reserves.

Ayes: Commissioners Rodoni, Coler, and Kious      Noes: None  
Absent: None      Abstaining: None

Motion approved unanimously.

**3. Recommendation on Proposed Budget for Fiscal Year 2020-2021**

Executive Officer Fried gave a brief presentation on determining the budget for FY 2020-21. Executive Officer Fried noted that this budget draft was a “status quo” budget, since there were no major changes projected from the previous year.

Commissioner Rodoni commented on the nature of the local agencies under Marin LAFCo’s purview and all government agencies in Marin being fiscally impacted by the COVID-19 pandemic. He went on to explain that his desire to discuss the budget prior to the discussion for new reserve funds was born out of the possibility of the necessitation of a budget cut for Marin LAFCo in the upcoming fiscal which, in the past, has always been counterbalanced using reserve funds.

Commissioner Coler raised the idea of freezing or minimizing staff salary increases. She suggested this be considered by the Committee as an option before targeting reserve funds to balance the budget for any necessary cuts.

Chair Kious expressed his inclination to try to maintain the staffing consistency that was experienced over the course of the previous year while Marin LAFCo was fully staffed for the first time in his tenure on the Commission.

EO Fried explained that this draft budget was put together prior to COVID-19 hitting. He went on to outline that while offering the LAFCo member agencies a nominal fee reduction would be a positive gesture in good faith, the ultimate fiscal impact it would have on those agencies would be fairly inconsequential as opposed to how the totality of the reductions would impact Marin LAFCo’s overall budget.

Commissioner Coler expressed that while any fee reduction may ultimately equate to symbolism, the value of that symbolism could carry a good deal of weight with the affected agencies that are being forced to make difficult monetary decisions during this time.

Commissioner Rodoni took time to offer his explanation of Marin LAFCo’s current reserve policy and called into question creating new reserve funds when the current reserve fund had been built up to a level that exceeded what the policy necessitates.

EO Fried pointed out that the discussion of the reserve funds was something more tailored to item 2 on the agenda and requested that both item 2 and item 3 be called into discussion at the same time. Chair Kious agreed with the EO’s request.

Commissioner Rodoni suggested that, rather than cutting the proposed Marin LAFCo budget by the total amount that a 10% reduction in member agency fees be, that the 10% reduction to agencies simply be supplemented to the budget by the available excess reserve funds.

Commissioner Rodoni informed the Committee that LAFCo staff increases are tied by policy to increases received by County employees. He also asked staff if a 10% increase in application fees would be feasible to try to help offset cuts. He added his approval of the 10% reduction suggested by other committee members and asked EO Fried if he believed he could even produce a budget with a 5% reduction.

EO Fried outlined for the Committee that his flexibility within the budget really comes down to having a definitive picture of staff salaries. He went on to say that as long as he was not limited as to where and how he could cut the proposed 5% that he believed he could make that work.

EO Fried asked for public comment. Hearing none, EO Fried closed the public comment.

Approved; M/S by Commissioners Rodoni and Coler for there to be no restriction on EO Fried as to where the 10% budget cut comes from.

Ayes: Commissioners Rodoni, Coler, and Kious

Noes: None

Absent: None

Abstaining: None

Motion approved unanimously.

Commissioner Rodoni moves to adjourn the meeting at 3:58 pm. Seconded by Chair Kious. Meeting adjourned.

ATTEST:

\_\_\_\_\_  
Jeren Seibel  
Policy Analyst



# Marin Local Agency Formation Commission

## Regional Service Planning | Subdivision of the State of California

### AGENDA REPORT

May 26, 2020

Item No. 2 (Business)

**TO:** Budget Committee  
**FROM:** Jason Fried, Executive Officer  
**SUBJECT:** Review of Proposed Operating Final Budget For Fiscal Year 2020-21

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### Background

State Government Code section 56381 states that all LAFCos need to approve a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup> of each year. The attached budget being presented today is the final budget which, if approved by the Committee today, will be forwarded to the full Commission to hear at its June 11<sup>th</sup> meeting which will fulfill the June 15<sup>th</sup> deadline.

At the April 30<sup>th</sup> full LAFCo meeting the Commission approved moving a proposed budget to member agencies for comment. As of the writing of this memo, staff has only received two questions. Both questions were around how much would their agency need to contribute for next year. Staff answered their questions mentioning that based on state government code we cannot officially answer that right now but suggest they use the amount they paid last year as a placeholder in the budget. Each agency's contribution can only be calculated once LAFCo has completed its final budget and then the Marin County Department of Finance runs its process based on how state government code is written. Should any additional comments come in staff will share them with the Committee at the meeting. Staff would like to add while LAFCo has not received any communication from the Marin Managers Group, which is made up of all the City/Town Managers of the 11 City/Towns in Marin County, staff is hearing they are making requests to some JPA's to reduce their budgets to assist the City/Town with budget shortfalls in the coming year.

Several items, highlighted in yellow, have been updated in the attached chart to reflect new information:

- Salary, Benefits, and Pension changes are due to several factors. First is they have the amounts in a tentative agreement between the Commission and its Executive Officer. Other staff salaries do not include COLA increases and that part will be updated further if needed, once the County and its unions conclude negotiations. Staff has also presented three options, two of which have the hiring of a full time Clerk/Junior Analyst position with the third option doing a part-time clerk.
- Retiree Health was reduced mainly due to the fact that our GASB 75 report was completed and it determined that for current staff we are at full funding and only need to cover costs for our current retiree.
- General Insurance was increased since we have just gotten our bill for next year insurance plans and one plan has a 20% increase which is higher than originally budgeted for by staff.

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- Office Equipment Purchases line was lowered due to a cost to replace estimates staff has received from Marin Mac Tech. More details on what is behind that number can be found in agenda item 3 on today's agenda.
- Membership & Dues is being reduced because Marin Map, based, in part, on the Marin Managers Group request mentioned above is giving all agencies our size a \$3,000 reduction in membership fees for next year.

Based on all these changes, the total needed amount for funding for the year is \$43,361 less than what was in the proposed budget. Staff is presenting (see attachment) three different options for discussion and consideration.

Option 1 has LAFCo hiring a full-time Clerk/Junior Analyst position and keeping funding from member agencies the same as last year. This option gives the Commission the greatest opportunity for use of funds for future needs and reserve fund allocation being discussed later on the agenda.

Option 2 is the same on the expenditure side of the budget as Option 1 but changes on the revenue side. It enacts the 10% revenue reduction request for member agencies that was presented by the Budget Committee, but now that we have reductions in other parts of the budget, it requires to take about \$61,000 from our carry forward fund instead of the \$104,000 that was in the last budget the Committee sent to the full Commission.

Option 3 would adjust salary, benefits, and pension line items to reflect a half time clerk only. The rest of line items would remain the same as the other two options. This allows for a 10% decrease in agency contribution like option 2 while still leaving most of our carry forward funds to be used for other needs to be discussed as part of our next agenda item. This, however, would reduce our workload ability in the coming year less than what plans are currently set at and may not allow for proper training of an Analyst should our current Analyst leave in the future. While staff wanted to present several options, this is staff's least favorite option due to workload and desire to ensure we have a good succession plan in place.

### **Staff Recommendation for Action**

- 1. Staff Recommendation** – Staff views this ultimately as a policy decision for the Committee and ultimately the full Commission to make. With that being said, staff would strongly discourage option 3 and can make either options 1 or 2 work based on how much is being held for future needs as will be discussed later on the agenda.
- 2. Alternate Option** - Not make a decision today and have staff present the current information to the Full Commission for it to decide.

#### Attachment:

- 1) Budget Chart for FY 20-21.

Line Items	Final Option 1	Final Option 2	Final Option 3	Draft FY 20-21
Expense	full time clerk/jr analyst full funding	full time clerk/jr analyst - 10% cut	1/2 time clerk option	Presented Proposed Budget
5110110 · Salary	\$305,000.00	\$305,000.00	\$270,000.00	\$330,000.00
5130120 · Benefits	\$45,000.00	\$45,000.00	\$40,000.00	\$40,000.00
5130500 · Pension	\$39,000.00	\$39,000.00	\$36,000.00	\$50,000.00
5130525 · Retiree Health	\$6,000.00	\$6,000.00	\$6,000.00	\$16,000.00
5210110 · Professional Services	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
5210131 · Legal Services	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00
5210525 · General Insurance	\$8,000.00	\$8,000.00	\$8,000.00	\$7,000.00
5210710 · Communications Services	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00
5210935 · Office Equipment Purchases	\$4,139.00	\$4,139.00	\$4,139.00	\$4,500.00
5211215 · Rent - Storage	\$650.00	\$650.00	\$650.00	\$650.00
5211270 · Office Lease/Rent	\$33,588.88	\$33,588.88	\$33,588.88	\$33,588.88
5211325 · Conferences	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
5211330 · Memberships & Dues	\$13,000.00	\$13,000.00	\$13,000.00	\$16,000.00
5211340 · Training	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00
5211440 · Travel - Mileage	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
5211510 · Misc Services	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
5211520 · Publications/Notices	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
5211533 · Commissioner Per Diems	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
5220110 · Office Supplies and Postage	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
5220110 · Office Supplies	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
<b>Total Expense</b>	<b>\$564,577.88</b>	<b>\$564,577.88</b>	<b>\$521,577.88</b>	<b>\$607,938.88</b>
<b>Income</b>				
<b>Carry Forward Balance</b>	<b>\$5,055.35</b>	<b>\$61,007.60</b>	<b>\$18,007.60</b>	<b>\$48,416.35</b>
4710510 · Agency Contributions	\$559,522.53	\$503,570.28	\$503,570.28	\$559,522.53
<b>Total Income</b>	<b>\$564,577.88</b>	<b>\$564,577.88</b>	<b>\$521,577.88</b>	<b>\$607,938.88</b>
<b>Line Items Highlighted in yellow are changed numbers from Proposed Budget</b>				



# Marin Local Agency Formation Commission

## Regional Service Planning | Subdivision of the State of California

### AGENDA REPORT

May 26, 2020

Item No. 3 (Business)

**TO:** Budget Committee  
**FROM:** Jason Fried, Executive Officer  
**SUBJECT:** Recommendation on Revision of Reserve Policy and New Contingency Funds

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### Background

At the April 30<sup>th</sup> meeting, the full LAFCo Commission authorized the Budget Committee to review and make suggestions to the full Commission on any changes or additions needed for the reserve policy and possible creation of new contingency funds.

At the April Budget Committee meeting, the discussion of updating the current reserve policy along with the possibility of creating two new funds (Technology Replacement Fund and a Consultant Reserve Fund). Based on that discussion and what occurred at the April 30<sup>th</sup> Commission meeting, staff did a first draft (attached) to help get the conversation moving forward. Staff expects changes to be made to these drafts by the committee members. Staff would suggest we take each section one at a time starting with the current reserve policy then the technology replacement fund and finally the consultant fund.

In the drafts being presented, you will notice sections that have [phase1/phase2]. This is meant to be a place where more than one option is being presented and the committee should choose one or add an additional option to replace those. In the attachment, you will also see the current LAFCo Policy section 3.10 (B)(vii) which was previously approved by the Commission. Staff edits to this section are shown in redline format so you know what had already been approved and what is being suggested as changes.

Background for each policy:

Current Reserve Policy (LAFCo Policy 3.10 (B)(vii) - The current reserve amount is set at 20%. A couple of commissioners commented that 25%, which equates to 3 months of operating expenses, might be a better number so that option was added as a possible change. During my time as the Executive Officer of San Francisco LAFCo, I wrote the first reserve policy for them. At that time, of those LAFCos that had a general reserve policy, it tended to be between 10%-20% with a very small number at 25%. At the current funding level, an increase from 20% to 25% would mean keeping about an additional \$28,000 in reserve. Staff also is making a couple of suggested additions to this policy. The first change is making the reserve fund a minimum level and allow the amount to be higher if circumstances warrant it. Right now the way I read the policy it can make it appear that that fund should stay at 20%. The second suggested change plays into the first change and that is how to handle unspent funds at the end of the year. Currently, we have unspent funds from the previous year that exceed our current reserve policy just sitting in our bank account but not assigned to any

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line item. Staff would suggest correcting this by adding the statement about any unspent funds not assigned by the Commission be automatically transferred to the reserve fund.

A new Technology Reserve Fund is being suggested as a way to smooth out the cost to replace various items such as computers, iPads, and printers. Staff worked with Marin Mac Tech to get estimated replacement costs and then created the attached chart. As the chart shows, if we needed to replace everything at once it would cost about \$17,650. Items have different average years of service in them so the annual cost was calculated at \$4,139 to determine the best way to figure out how much to save each year. This is the amount that staff included as an update to the budget in Item 2 on today's agenda. When creating this fund staff is suggesting using the current Office Equipment Purchases line item and then using any unspent funds at the end of each fiscal year to build that fund up since this line item would be what is used to make purchases of this type. In the attachment with draft policies, you will see two sections that have choices in it for the committee to consider. The first is whether we have a limit to how much we keep in this account since it is possible over time to save more money than is needed to do all replacement. The first number represents the full amount to replace everything. The second number represents the reality that in any year we should have money in the budget, \$4,139 in the current budget, to cover some of the replacement costs so you can have a reserve that is less than the full amount. In the draft policy, the second number of \$13,500 represents the full cost minus what is in the current budget. The second item for consideration is direction of frequency for staff to check to make sure costs to replace items have not risen to a point where this fund could not properly replace equipment as needed.

The final fund being considered is the Consultant Reserve Fund. In order to avoid large increases in requests from member agencies, LAFCo should consider how to set aside money for future consultant needs. As an example of costs, when we recently hired Planwest the average agency MSR was \$5,000. When you get to larger studies that look at multiple agencies for consolidation or merger, they can start at \$25,000 - \$30,000 for smaller basic services and go up from there. Fire Service reports have been known to start at the \$40,000 range and can quickly go up based on the needs of the number of agencies and depth of review. Large Countywide studies can be in the \$75,000 range depending on the services being reviewed. All of these are estimates based on hypothetical studies so any actual study the Commission looks to do may be higher or lower. The question in establishing this fund is what funding level should be established as a target. In the attached draft policy three suggested funding levels are used. Given the size of the funds needed for this type of work, staff has also suggested some ways to fund this with the hope of not seeing large increases in funding requests but does allow for that option in the future if needed.

### **Staff Recommendation for Action**

- 1. Staff Recommendation** – Approve any individual policies that the Committee is ready to move to the full Commission and continue to a future committee meeting any individual policies that the committee wishes to work on further.
- 2. Alternate Option** - Not make a decision today and give staff further instructions.

#### Attachment:

- 1) Draft Policies
- 2) Technology Replace Cost Chart

LAFCo Policy - 3.10 (B)(vii) Marin LAFCo will strive to maintain an unrestricted reserve account balance of at least approximately [20%/25%] of budgeted expenses for purposes including, but not limited to, unanticipated legal fees, unrealized application fee revenue, special studies, and environmental review. Once accounting has been completed for the fiscal year, any unspent funds from that fiscal year will be transferred to this fund unless other actions have been taken by the Commission or another LAFCo policy determines the use of all or some apportionment of those unspent funds. Should funds in this account be higher than needed, the Budget Committee can make recommendations for its use to the full Commission as part of the annual budget process.

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#### New LAFCo Policy for Technology Replacement Fund

In an effort to be better prepared for and to anticipate the cost to replace various technology needs including, but not limited to, computers, printers, servers, iPads, and accessories, Marin LAFCo shall have a technology replacement fund. The money for this will come from any unspent funds at the end of the fiscal year from the Office Equipment Purchases line item in the LAFCo budget. Once this fund has [\$17,650/\$13,500] in it, any leftover funds from the Office Equipment Purchases line item shall be put into the unrestricted reserve account as described in LAFCo Policy 3.10 (B)(vii). LAFCo staff, [as needed/every 4 years], shall update the replacement cost chart to determine if the amount in the annual budget is enough to properly replace items as needed. Any adjustments needed because of updates to the replacement chart will be made as part of the annual budget process.

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#### New LAFCo Policy for Consultant Reserve Fund

Marin LAFCo may need to hire outside experts to assist with large specialized studies. In order to mitigate large increases in requests from member agencies, LAFCo will maintain a reserve fund to hire consultants when the Commission approves the need. LAFCo shall have a goal of building this reserve fund to [\$50,000/\$75,000/\$100,000] [with an understanding that the amount can be higher if near future needs require a higher amount/(not include this statement)]. When this fund is not at that set amount [LAFCo Commission/ Budget Committee/the LAFCo Chair and Budget Committee Chair] shall annually review LAFCo's overall financial situation to determine if unspent funds from previous fiscal years should be transferred to this fund instead of the general reserve fund. If determined needed by the Commission, a new line item can be added to the budget to help raise money for this fund.

## Technology Replace Cost Chart

Item	Years of Life	Cost	Qty	Total	Implementation Year	Replacement Year	Per Year Cost
Workstations	4	\$ 2,500	4	\$ 10,000	2017	2021	\$2,500
Workstation Accessories	4	\$ 400	4	\$ 1,600	2017	2021	\$400
backup battery	4	\$ 200	1	\$ 200	2017	2021	\$50
Wireless access point	4	\$ 250	1	\$ 250	2017	2021	\$63
Server	7	\$ 1,200	2	\$ 2,400	2018	2025	\$343
Desktop printers	6	\$ 300	3	\$ 900	2017	2023	\$150
MF Color Printer	6	\$ 800	1	\$ 800	??	2023	\$133
iPads	3	\$ 500	3	\$ 1,500	2018	2021	\$500
Total				\$17,650			\$4,139