

LAFCO

Santa Barbara Local Agency Formation Commission
105 East Anapamu Street ♦ Santa Barbara CA 93101
805/568-3391 ♦ FAX 805/568-2249
www.sblafco.org ♦ lafco@sblafco.org

June 2, 2022 (Agenda)

Local Agency Formation Commission
105 East Anapamu Street
Santa Barbara CA 93101

Final LAFCO Budget for Fiscal Year 2022-2023

Dear Members of the Commission:

RECOMMENDATION:

Consider recommendations regarding the Final Budget for Fiscal Year (FY) 2022-2023, and consider adoption of a Resolution that takes the following actions:

- a) Review the Final Budget for FY 2022-2023, accept all public testimony and approve the Budget as presented;
- b) Direct staff to distribute the approved Final Budget to Cities, Special Districts and the County as required by Government Code Section 56381; and
- c) Notify the County Auditor to proceed pursuant to Government Code Section 56381(b) with apportionment of LAFCO costs among the County, Cities. And Special Districts.

DISCUSSION:

The proposed budget was approved by the Commission on April 7, 2022. Following the April 7, 2022 Commission meeting, the recruitment selection interview panel conducted first round interviews with perspective candidates. A second interview was held one-on-one with the Executive Officer and the top recruitment. The top candidate chosen brings the experience and ability to tackle a dual role of Clerk/Analyst, which would allow many of the current duties preformed by the Clerk of the Board to be transferred to LAFCO personnel. To achieve this, the line item for Contractual Staff Services is reduced by half (\$30,000). The salary line line is increased to align with dual duties to be completed by the new hire of Clerk/Analyst position. Adjusting the line-item accounts allows for the overall budget to remain relatively flat compar

Commissioners: Roger Aceves ♦ Cynthia Allen ♦ Jay Freeman ♦ Craig Geyer ♦ Joan Hartmann, Vice-Chair ♦ Bob Nelson ♦ Jim Richardson ♦ Holly Sierra ♦ Shane Stark, Chair ♦ Etta Waterfield ♦ Das Williams **Executive Officer:** Mike Prater

to the proposed budget presented at April 7, 2022 meeting. The total Final Budget for FY 22-23 is \$616,207.

Following the April 7, 2022 Commission meeting, the approved Proposed Budget was transmitted to the County Executive Office, City Managers, and Special Districts. A May 5, 2022 meeting a sample distribution invoice was sent to each agency member for review.

The notification and hearing process are consistent with the provisions of Government Code Section 56381. Pursuant to the section, "The Commission shall adopt annually following noticed public hearing, a proposed budget by May 1 and a final Budget by June 15."

The funding formula for LAFCO's budget is established in the Cortese-Knox-Hertzberg Act. LAFCO's budget is funded primarily by the County, Cities and Independent Special Districts, with each group paying one-third of the LAFCO adopted budget. The Final Budget has been distributed to the County, Cities, and Special Districts.

The recommended Final Budget for Fiscal Year 2022-2023 has been adjusted to reflect a contingency reserve of \$10,000, reduction to Contractual Staff Services of \$30,000, and increase to Salaries & Benefits of \$23,105 which slightly lowered Line Item 4840 for Other Gov't Agencies to \$580,072. This adjustment decreased the total projected appropriations from \$616,700 to \$616,207.

The final budget and signed resolution will be submitted to the County Auditor's Office. The City and District shares are pro-rated based on general revenues reported to the State Controller's Office by the jurisdictions. The County Auditor will calculate the cost to each jurisdiction and distribute invoices for payment to the Cities and Special Districts within the County in the first quarter of the 2022-2023 fiscal year.

Attachments

Attachment A - Recommended Final LAFCO Budget for FY 2022-2023

Attachment B - Draft Proposed LAFCO Budget for FY 2022-2023

Attachment C - LAFCO Resolution Approving the Final Budget for FY 2022-2023

Please contact the LAFCO office if you have any questions.

Sincerely,



Mike Prater
Executive Officer

cc: County Executive Officer
Each City Manager
Each Special District Manager

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION
Operating Fund #5320, Santa Barbara LAFCO, Department # 815

RECOMMENDED FINAL 2022-2023 BUDGET - JUNE 2, 2022

Final 6/2/2022

Account Name and Number	2021-22 Final Budget	As of 3/31/22	Projected Year-End	2022-23 Proposed Budget	Inc/Dec	% Inc/Dec
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REVENUES

Interest Income - 3380	4,000	980	4,000	4,000	0	0%
Unrealized Gain/Loss - 3381	0	-8,576	-2,148	0	0	0%
Other Gov't Agencies - 4840	437,690	389,931	426,064	580,072	142,382	33%
Planning Studies Service - 5738	13,800	20,155	27,655	25,000	11,200	81%
Misc. Revenue - 5909	0	2,322	5,872	7,135	0	0%
Total Revenues	455,490	404,812	461,443	616,207	160,717	35%

EXPENDITURES

Salaries and Benefits

Commissioner Stipends - 6210	15,000	15,454	23,104	22,000	7,000	47%
Regular Salary - 6100	161,034	113,698	169,716	274,887	113,853	71%
FICA Contribution - 6500	10,914	6,249	10,388	7,422	-3,492	-32%
FICA/Medicare - 6550	2,535	1,846	2,814	4,275	1,740	69%
Retirement-Employer Contribution - 6400	11,961	10,704	13,479	24,935	12,974	108%
Retirement - Employee Contribution - 5771	11,961	10,704	13,479	24,925	12,964	108%
Unemployment Insurance - 6700	5,193	2,034	2,965	3,563	-1,630	-31%
Fed Unemploy Tax-Employer Cont - 6700	504	117	155	300	-204	-40%
Fixed Costs (\$):						
Health Plan/Contribution - 6600	11,000	10,812	15,408	22,500	11,500	0%
Life/Disability Insurance - 6610	5,200	2,415	3,403	3,200	-2,000	0%
Def Comp - EO Employer - 6100	4,200	2,430	4,168	4,200	0	0%
Phone/Cash Allowance - 7811	2,400	1,421	2,388	2,750	350	0%
Auto Allowance - 7326	7,000	2,917	7,000	7,000	0	0%
Total Salaries and Benefits	236,941	180,800	254,988	377,032	140,091	59%

STAFF SUPPORT

Contractual Staff Services - 7510	60,000	34,363	55,000	30,000	-30,000	-50%
Total Staff Support	60,000	34,363	55,000	30,000	(30,000)	-50%

Services and Supplies

Audit Fees - 7324	7,200	1,976	4,500	10,000	2,800	39%
Memberships - 7430	8,800	8,613	8,613	9,500	700	8%
Office Expense - 7450	1,000	2,049	2,049	1,500	500	50%
Equipment Maintenance - 7120	0	0	0	0	0	0%
Copier Expense - 7453	0	0	0	500	500	0%
Prof & Special Services - 7460	40,000	32,000	40,000	53,000	13,000	33%
Payroll Fees - 7507	2,000	1,434	2,150	2,750	750	38%
Legal Services - 7508	50,000	33,451	50,000	50,000	0	0%
Pubs & Legal Notices - 7530	1,700	2,012	2,298	2,000	300	18%
Postage - 7451	250	58	58	250	0	0%
Gen Fund Cost Allocation - 7669	14,300	11,124	14,300	38,100	23,800	166%
Training and Travel - 7732	13,000	2,036	3,000	29,000	16,000	123%
Total Services and Supplies	138,250	94,752	126,968	196,600	58,350	42%

Other Charges

Electricity - 7801	500	335	500	500	0	0%
Natural Gas - 7802	100	114	175	175	75	75%
Water - 7803	100	111	140	150	50	50%
Refuse - 7804	100	118	185	200	100	100%
Utility Services - 7806	100	32	100	100	0	0%
Liability Insurance - 6900	1,000	968	968	1,000	0	0%
Telephone Services - 7897	400	299	440	450	50	13%
Total Other Charges	2,300	1,976	2,508	2,575	275	12%

Contingency Reserve - 9600	0	0	0	10,000	0	0
Total Contingency Reserve	191,891		213,870	0	223,870	16.7%
Total Exp/Appropriations	455,490	311,891	439,463	616,207	160,717	35.3%
Net Financial Impact	0	92,920	21,979	0	0	0.0%

*\$10,000 contingency will be added to reserves in FY 22/23. The estimated contingency reserve balance will be \$220,000

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION
Operating Fund #5320, Santa Barbara LAFCO, Department # 815

PROPOSED 2022-2023 BUDGET - April 7, 2022

Proposed 4/7/2022

Account Name and Number	2021-22 Final Budget	As of 3/31/22	Projected Year-End	2022-23 Proposed Budget	Inc/Dec	% Inc/Dec
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REVENUES

Interest Income - 3380	4,000	594	4,000	4,000	0	0%
Unrealized Gain/Loss - 3381	0	-2,148	-2,148	0	0	0%
Other Gov't Agencies - 4840	437,690	386,299	426,064	580,565	142,875	33%
Planning Studies Service - 5738	13,800	19,054	21,554	25,000	11,200	81%
Misc. Revenue - 5909	0	2,322	5,872	7,135	0	0%
Total Revenues	455,490	406,122	455,342	616,700	161,210	35%

EXPENDITURES

Salaries and Benefits

Commissioner Stipends - 6210	15,000	15,454	23,104	22,000	7,000	47%
Regular Salary - 6100	161,034	112,311	169,716	251,782	90,748	56%
FICA Contribution - 6500	10,914	6,250	10,388	6,845	-4,069	-37%
FICA/Medicare - 6550	2,535	1,846	2,814	3,942	1,407	56%
Retirement-Employer Contribution - 6400	11,961	9,317	13,479	23,645	11,684	98%
Retirement - Employee Contribution - 5771	11,961	9,317	13,479	23,645	11,684	98%
Unemployment Insurance - 6700	5,193	2,141	2,965	3,285	-1,908	-37%
Fed Unemploy Tax-Employer Cont - 6700	504	112	155	300	-204	-40%
Fixed Costs (\$):						
Health Plan/Contribution - 6600	11,000	10,812	15,408	22,500	11,500	0%
Life/Disability Insurance - 6610	5,200	2,167	3,403	3,000	-2,200	0%
Def Comp - EO Employer - 6100	4,200	2,430	4,168	4,200	0	0%
Phone/Cash Allowance - 7811	2,400	1,421	2,388	2,750	350	0%
Auto Allowance - 7326	7,000	2,917	7,000	7,000	0	0%
Total Salaries and Benefits	236,941	176,494	268,467	351,250	114,309	48%

STAFF SUPPORT

Contractual Staff Services - 7510	60,000	29,239	55,000	60,000	0	0%
Total Staff Support	60,000	29,239	55,000	60,000	-	0%

Services and Supplies

Audit Fees - 7324	7,200	1,131	4,500	10,000	2,800	39%
Memberships - 7430	8,800	8,613	8,613	9,500	700	8%
Office Expense - 7450	1,000	2,049	2,049	1,500	500	50%
Equipment Maintenance - 7120	0	0	0	0	0	0%
Copier Expense - 7453	0	0	0	500	500	0%
Prof & Special Services - 7460	40,000	32,000	40,000	53,000	13,000	33%
ADP Payroll Fees - 7507	2,000	1,434	2,023	2,300	300	15%
Legal Services - 7508	50,000	33,451	50,000	50,000	0	0%
Pubs & Legal Notices - 7530	1,700	1,689	2,298	2,000	300	18%
Postage - 7451	250	58	58	250	0	0%
Gen Fund Cost Allocation - 7669	14,300	11,124	14,300	38,100	23,800	166%
Training and Travel - 7732	13,000	2,036	3,000	26,000	13,000	100%
Total Services and Supplies	138,250	93,584	126,841	193,150	54,900	40%

Other Charges

Electricity - 7801	500	335	500	500	0	0%
Natural Gas - 7802	100	99	100	100	0	0%
Water - 7803	100	111	100	100	0	0%
Refuse - 7804	100	118	100	100	0	0%
Utility Services - 7806	100	32	100	100	0	0%
Liability Insurance - 6900	1,000	968	968	1,000	0	0%
Telephone Services - 7897	400	266	400	400	0	0%
Total Other Charges	2,300	1,928	2,268	2,300	0	0%

Contingency Reserve - 9600	0	0	0	10,000	0	0
Total Contingency Reserve	191,891	0	194,657	0	204,657	6.7%
Total Exp/Appropriations	455,490	301,245	452,575	616,700	161,210	35.4%
Net Financial Impact	0	104,877	2,766	0	0	0.0%

*\$10,000 contingency will be added to reserves in FY 22/23. The estimated contingency reserve balance will be \$204,000

ATTACHMENT B

LAFCO RESOLUTION NO. 22 -XX

RESOLUTION OF THE SANTA BARBARA LOCAL AGENCY FORMATION
COMMISSION ADOPTING THE FINAL BUDGET FOR 2022-2023

WHEREAS, the Executive Officer has given the notices required by law and forwarded copies of the proposed budget to officer, persons, and public agencies proscribed by law; and

WHEREAS, matter was set for public hearing at 1:00 p.m. on June 2, 2022, and a public hearing was duly conducted; and

WHEREAS, at said hearing, the Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all person's present and participating remotely were given the opportunity to hear and be heard in respect to any matter relating to said recommended final budget, and

NOW, THEREFORE BE IT RESOLVED AND ORDERED by the Local Agency Formation Commission of Santa Barbara County, State of California, as follows:

1. The recitals set forth herein are true, correct and valid;
2. Pursuant to Government Code section 56381(a), the Commission hereby adopts the Final Budget for Fiscal Year 2022-23 in the amount of \$616,207 as set forth in **Exhibit A**. The amount charged to the Cities, the Independent Special Districts and the County, after deducting fees from applications will be \$580,072; and
3. Pursuant to Government Code section 56381(a), the Final Budget is found to be adequate for the Commission to fulfill the purpose and programs of Chapter 3 ("Powers") of Part 2 of the Cortese Knox Hertzberg Act;
4. Staff is directed to distribute the Final Budget to the County, Cities, and Special Districts as required by Government Code section 56381; and
5. Staff shall notify the County Auditor to proceed pursuant to Government Code section 56381 (b) with apportionment of LAFCO costs among the County, Cities, and Special Districts.

Santa Barbara LAFCO
LAFCO RESOLUTION NO. 22 -XX

This resolution was adopted on June 2, 2022 and is effective on the date signed by the
Chair.

AYES:

NOES:

ABSTAINS:

Dated: _____

Shane Stark, Chair
Santa Barbara Local Agency Formation Commission

ATTEST:

Natasha Carbajal, Clerk
Santa Barbara Local Agency Formation Commission

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION
Operating Fund #5320, Santa Barbara LAFCO, Department # 815

EXHIBIT A

RECOMMENDED FINAL 2022-2023 BUDGET - JUNE 2, 2022

Final 6/2/2022

Account Name and Number	2021-22 Final Budget	As of 3/31/22	Projected Year-End	2022-23 Proposed Budget	Inc/Dec	% Inc/Dec
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REVENUES

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Misc. Revenue - 5909	0	2,322	5,872	7,135	0	0%
Total Revenues	455,490	404,812	461,443	616,207	160,717	35%

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Regular Salary - 6100	161,034	113,698	169,716	274,887	113,853	71%
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FICA/Medicare - 6550	2,535	1,846	2,814	4,275	1,740	69%
Retirement-Employer Contribution - 6400	11,961	10,704	13,479	24,935	12,974	108%
Retirement - Employee Contribution - 5771	11,961	10,704	13,479	24,925	12,964	108%
Unemployment Insurance - 6700	5,193	2,034	2,965	3,563	-1,630	-31%
Fed Unemploy Tax-Employer Cont - 6700	504	117	155	300	-204	-40%
Fixed Costs (\$):						
Health Plan/Contribution - 6600	11,000	10,812	15,408	22,500	11,500	0%
Life/Disability Insurance - 6610	5,200	2,415	3,403	3,200	-2,000	0%
Def Comp - EO Employer - 6100	4,200	2,430	4,168	4,200	0	0%
Phone/Cash Allowance - 7811	2,400	1,421	2,388	2,750	350	0%
Auto Allowance - 7326	7,000	2,917	7,000	7,000	0	0%
Total Salaries and Benefits	236,941	180,800	254,988	377,032	140,091	59%

STAFF SUPPORT

Contractual Staff Services - 7510	60,000	34,363	55,000	30,000	-30,000	-50%
Total Staff Support	60,000	34,363	55,000	30,000	(30,000)	-50%

Services and Supplies

Audit Fees - 7324	7,200	1,976	4,500	10,000	2,800	39%
Memberships - 7430	8,800	8,613	8,613	9,500	700	8%
Office Expense - 7450	1,000	2,049	2,049	1,500	500	50%
Equipment Maintenance - 7120	0	0	0	0	0	0%
Copier Expense - 7453	0	0	0	500	500	0%
Prof & Special Services - 7460	40,000	32,000	40,000	53,000	13,000	33%
Payroll Fees - 7507	2,000	1,434	2,150	2,750	750	38%
Legal Services - 7508	50,000	33,451	50,000	50,000	0	0%
Pubs & Legal Notices - 7530	1,700	2,012	2,298	2,000	300	18%
Postage - 7451	250	58	58	250	0	0%
Gen Fund Cost Allocation - 7669	14,300	11,124	14,300	38,100	23,800	166%
Training and Travel - 7732	13,000	2,036	3,000	29,000	16,000	123%
Total Services and Supplies	138,250	94,752	126,968	196,600	58,350	42%

Other Charges

Electricity - 7801	500	335	500	500	0	0%
Natural Gas - 7802	100	114	175	175	75	75%
Water - 7803	100	111	140	150	50	50%
Refuse - 7804	100	118	185	200	100	100%
Utility Services - 7806	100	32	100	100	0	0%
Liability Insurance - 6900	1,000	968	968	1,000	0	0%
Telephone Services - 7897	400	299	440	450	50	13%
Total Other Charges	2,300	1,976	2,508	2,575	275	12%

Contingency Reserve - 9600	0	0	0	10,000	0	0
Total Contingency Reserve	191,891		213,870	0	223,870	16.7%
Total Exp/Appropriations	455,490	311,891	439,463	616,207	160,717	35.3%
Net Financial Impact	0	92,920	21,979	0	0	0.0%

*\$10,000 contingency will be added to reserves in FY 22/23. The estimated contingency reserve balance will be \$220,000

ATTACHMENT C