

# 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

## ADDENDUM TO FEBRUARY 6, 2014, COMMISSION AGENDA

February 6, 2014

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

**Consider a report on the Executive Officer and Clerking expenses through six months and provide direction to staff as appropriate**

Dear Members of the Commission

### RECOMMENDATION

It is recommended that the Commission Receive and File the Report

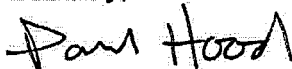
### DISCUSSION

Attached are the invoices for Commission Clerk expenses through the end of the second quarter of Fiscal Year 2013-14. The Commission contracts with the Clerk to the Board of Supervisors for Commission Clerk services. The Commission's budget contains a line item for Contractual Staff Services. For the 2013-14 Fiscal Year, Line Item 7510 contains \$174,588 (\$14,579 per month) for Executive Officer and Commission Clerk Services.

Commission Clerk Services to date amount to \$26,386.78 through the end of the second quarter. A significant portion of the charges are for Administrative Overhead that is billed at 75.65% of Salaries and Benefits.

Please contact the LAFCO office if you have any questions.

Sincerely,



PAUL HOOD  
Executive Officer



Remit to:

Santa Barbara County  
 County Executive Office-COB  
 105 E. Anapamu St., Rm. 407  
 Santa Barbara, CA 93101  
 (805) 568-2240

**INVOICE**

Bill To:

Paul Hood, LAFCO Executive Officer  
 P.O. Box 1641  
 Atascadero, CA 93423

Invoice # 012-001

Invoice Date 11/14/13

Terms Net 30 days

Date	Description	Qty	Amt/unit	Amount
11/14/13	Clerk of the Board clerical support to LAFCO, 7/1-9/30/13			
	Salaries & Benefits	120	Hours	5,828.27
	Administrative Overhead at 75.65%			4,409.09
	Postage			2.14

Amount Due \$ 10,239.50

Remarks:

----- Cut and remit with payment -----

Received from: Paul Hood, LAFCO Executive Officer

Amount Enclosed \$

Internal Financial Coding	Dept	Acct	Prog	Org	Proj	Activ	Area	Amount	Invoice Description
	012	5739	4020			LFCO		10,239.50	012-001 Clerk of the Board clerical support to LAFCO, 7/1-9/30/13
Total								\$ 10,239.50	012-001



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**INVOICE**

Bill To:

Paul Hood, LAFCO Executive Officer  
 P.O. Box 1641  
 Atascadero, CA 93423

Invoice # 012-002

Invoice Date 12/04/13

Terms Net 30 days

Date	Description	Qty	Amt/unit	Amount
12/04/13	Clerk of the Board clerical support to LAFCO, 10/1-10/31/13			
	Salaries & Benefits	45	Hours	2,319.99
	Administrative Overhead at 75.65%			1,755.07
	Postage			84.79

Amount Due \$ 4,159.85

Remarks:

----- Cut and remit with payment -----

Received from: Paul Hood, LAFCO Executive Officer Amount Enclosed \$

	Dept	Acct	Prog	Org	Proj	Activ	Area	Amount	Invoice Description
Internal Financial Coding	012	5739	4020			LFCO		4,159.85	012-002 Clerk of the Board clerical support to LAFCO, 10/1-10/31/13
Total								\$ 4,159.85	012-002



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**INVOICE**

Bill To:

Paul Hood, LAFCO Executive Officer  
 P.O. Box 1641  
 Atascadero, CA 93423

Invoice # 012-003

Invoice Date 01/31/14

*Terms Net 30 days*

Date	Description	Qty	Amt/unit	Amount
01/31/14	Clerk of the Board clerical support to LAFCO, 11/1-11/30/13			
	Salaries & Benefits	55	Hours	2,781.36
	Administrative Overhead at 75.65%			2,104.10
	Postage			190.57

Amount Due \$ 5,076.03

Remarks:

----- Cut and remit with payment -----

Received from: Paul Hood, LAFCO Executive Officer      Amount Enclosed \$

Internal Financial Coding	Dept	Acct	Prog	Org	Proj	Activ	Area	Amount	Invoice Description	
	012	5739	4020			LFCO				5,076.03
								Total \$	5,076.03	012-003



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 Atascadero, CA 93423

Invoice # 012-004

Invoice Date 01/31/14

Terms Net 30 days

Date	Description	Qty	Amt/unit	Amount
01/31/14	Clerk of the Board clerical support to LAFCO, 12/1-12/31/13			
	Salaries & Benefits	56	Hours	3,767.84
	Administrative Overhead at 75.65%			2,850.37
	Office Expense			134.77
	Postage			158.42

Amount Due \$ 6,911.40

Remarks:

----- Cut and remit with payment -----

Received from: Paul Hood, LAFCO Executive Officer

Amount Enclosed \$

	Dept	Acct	Prog	Org	Proj	Activ	Area	Amount	Invoice Description	
	Internal Financial Coding	012	5739	4020			LFCO		6,911.40	012-004 Clerk of the Board clerical support to LAFCO, 12/1-12/31/13
Total								\$	6,911.40	012-004