

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

January 6, 2022 (Agenda)

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

Consideration of Future Staffing Options for Santa Barbara LAFCO

Dear Members of the Commission:

RECOMMENDATION:

It is recommended that the Commission receive the report on Future Staffing Options and provide direction to staff.

DISCUSSION:

On November 4, 2021, the Commission considered a tentative two-year contract with the Executive Officer, which was later approved on December 9, 2021. At the time, the Commission requested that future staffing options and workload be brought back for reviewed and discussed. This discussion would, also, benefit the Commission before preparation of preliminary FY 22-23 Budget (Attachment A). Similar review of staffing options has been presented to the Commission in 2014, 2019, and 2020. This report could provide direction for long-term funding and staffing options for Santa Barbara LAFCO. This report assumes that Legal Services would continue to be provided by the existing contract with William Dillon.

Effective on June 18, 2013, the LAFCO Executive Officer, County of Santa Barbara, and SBLAFCO entered into a service agreement wherein the County agreed to provide administrative services through the Clerk of the Board's Office to the Commission. This Agreement implemented a transfer of that obligation from the Executive Officer directly to LAFCO. Under this Agreement, the Commission established a direct contractual relationship with the County for the Clerk's Office to provide clerk and other administrative services for the Commission.

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

Paragraph 5 of the Agreement provides in the event Executive Officer terminates his part in the Agreement, it shall not terminate as between the County and LAFCO if the Commission provides written notice to the County within 45 days of the Executive Officer's notice of termination. The Agreement is attached as Attachment B.

Business Item No. 2 regarding 2021-2022 Commission Activities and adopt a Work Plan for 2022 include the anticipated workload for year 2022. This includes the potential for 16 applications in the coming year with varying processes from routine annexation to more complex consolidation, or sphere amendments and reorganizations for significant projects. In addition, a handful of annexations are on the horizon in the proceeding year of 2023. Anticipated in the FY 22-23 Budget for related planning studies purposes could include revenue of approximately \$52,000 because of anticipated applications.

The Commission has adopted a Multi-Year Municipal Services Review Program that reviews and evaluates various agencies related to Countywide services. For year 2022, the SOI/MSR Update would cover 33 agencies that provide Water, Wastewater, Recycled Water, and Storm Drainage Services. The proceeding years will cover services related to Transportation, Parking, Street Sweeping & Beautification, Lighting, Transit and Airport Services covering 20 agencies followed by Parks & Recreation, Open Space, Library and Facility Rental Services covering 15 agencies countywide.

The following are the permanent Staffing Options envisioned by staff:

1. Status Quo – Executive Officer employee, Contract between the Commission and Clerk of the Board (COB) for Clerk support. This option could also provide additional funds for outside consulting services for updates to the Municipal Service Review/Sphere of Influence Program and special studies.
2. Executive Officer employee plus Full-time Analyst and maintain Contract between the Commission and Clerk of the Board (COB) for Clerk support. This option would reduce the need for additional funds for outside consulting services for updates to the Municipal Service Review/Sphere of Influence.
3. Executive Officer employee plus Part-time Clerk employee, and Full-time Analyst (all LAFCO Employees). This option would reduce the need for additional funds for outside consulting services for updates to the Municipal Service Review/Sphere of Influence. This option will increase the Clerk support services.
4. Full time Executive Officer, Full-time Clerk, and Full-time Analyst completely independent of the County (all LAFCO Employees). This option would reduce the need for additional funds for outside consulting services for updates to the Municipal Service Review/Sphere of Influence. This option provides full support staffing.

The four staffing options may be summarized as follows:

<u>Position</u>	<u>Employment Status</u>	<u>FTE</u>
1. Executive Officer	LAFCO Employee	1.0
Commission Clerk	Contract-COB	N/A
2. Executive Officer	LAFCO Employee	1.0
Commission Clerk	Contract-COB	N/A
Analyst	LAFCO Employee	1.0
3. Executive Officer	LAFCO Employee	1.0
Commission Clerk	LAFCO Employee	0.5
Analyst	LAFCO Employee	1.0
4. Executive Officer	LAFCO Employee	1.0
Commission Clerk	LAFCO Employee	1.0
Analyst	LAFCO Employee	1.0

Option 1: Status Quo – Executive Officer employee, Contract between the Commission and Clerk of the Board for Clerk (COB) Support. This option could also provide additional funds for outside consulting services for updates to the Municipal Service Review/Share of Influence Program and special studies. See discussion below regarding consulting services support.

This option evisions a continuation of the current arrangement. Pursuant to a December 9, 2021, contract amendment, the Executive Officer salary would be \$14,407 per month. The contract between the Commission and the County for Commission Clerk services will continue until terminated by either party with sixty days written notice estimated at \$60,000 annually.

Pros: The status quo option would provide continuation of services from the Clerk’s office and allows for smooth transition regarding clerk and other services and facilities provided under the contract with the County. The current situation is the most fiscally conservative option of the four. The COB’s staff is trained and assists with agenda preparation, document filing, minutes, website postings. All other services such as, billing payments, noticing, payroll and mileage is preformed by the Executive Officer. The COB’s office is in the County Administration Office building and is accessible to LAFCO applicants and members of the public.

Monthly billings for Clerk services averages 37.5 hours per month or about 8.6 hours per week. Full year billing by the COB’s Office for LAFCO Clerk services for FY 20-21 was \$56,327 and is projected to be \$48,000 for FY 21-22.

Cons: Monthly billing for Clerk services averages 37.5 hours per month or about 8.6 hours per week. The projected average hours for FY 21-22 per month are 30 hours or 7.1 hours per week. Much of LAFCO's workload requires more support time than available given the current workload of the COB's Office. Many administrative functions are being provided by the Executive Officer, which takes time away from other functions such as MSR and application processing. Full year billing by the COB's Office for LAFCO Clerk services is budgeted at \$60,000. The current overhead rate is 44.19%. A single employee approach has more limited resources for handling other duties.

Option 2: – Executive Officer employee, Full-time Analyst and continued Contract between the Commission and Clerk of the Board for Clerk (COB) Support. This option is a variation of Option 1 in that a new full-time Analyst would be an employee along with the Executive Officer. The full or part-time employee would be more expensive because it would require additional benefits.

This option evisions a continuation of the current arrangement between the Commission and County for Clerk services. Pursuant to a December 9, 2021, contract amendment, the Executive Officer salary would be \$14,407 per month. The contract between the Commission and the County for Commission Clerk services will continue until terminated by either party with sixty days written notice estimated at \$60,000 annually. The Analyst position would increase salary cost by \$5,976 per month plus limited benefits. (See Attachment C)

Pros: This option would result in a new employee being dedicated to LAFCO duties. Option 2, offers a regular salary and benefits that would bring stability to succession planning to the position in terms of retaining qualified productive staff. There would be backup should other employees be on vacation or absent for any reason.

Cons: Monthly billing for Clerk services averages 37.5 hours per month or about 8.6 hours per week. Commission would not be able to address the LAFCO workload requiring more support time than available given the current workload of the COB's Office. Full-time salary Analyst estimated increase would be \$71,719 annually or 27.7% increasing the Commission's budget.

Option 3: – Executive Officer employee, Full-time Analyst and Part-time Clerk Support. All LAFCO Employees. This option is a variation of Option 2 in that Clerk support staff would be part-time along with a new full-time Analyst. The part-time employee would be approximately the same due to County overhead with doubling the committed hours however it would require some additional benefits.

This option would be a departure from the current staffing arrangement and would require terminating existing contract with County for Commission Clerk services. Pursuant to a December 9, 2021, contract amendment, the Executive Officer salary would be \$14,407 per month. The Commission Clerk position increase salary cost by

\$3,000 to \$3,500 per month plus limited benefits. The Analyst position would increase salary cost by \$5,976 per month plus benefits.

Pros: All staff would be employees of the Commission rather than Clerk services by contract. Greater number of hours could be dedicated to LAFCO duties. This option would result in two new employees being dedicated to LAFCO duties. It may be more attractive for potential employees to apply to work for a Commission that provides benefits. There would be backup should other employees be on vacation or absent for any reason. Staff would be cross trained to tackle the workload.

Cons: This Option would require Part-time Clerk salary and benefits along with Full-time salary for an Analyst estimated increase would be \$111,719 or 27.3% increasing the Commission's budget. Although slightly less increase to Option 2.

Option 4: – Full-time Executive Officer employee, Full-time Analyst and Full-time Clerk. All LAFCO Employees. As with Option 3, above this option would make LAFCO staff employees of LAFCO. This option is a variation of Option 3 in that Clerk support staff would be Full-time along with a new Full-time Analyst along with the Executive Officer. The full-time employees would be more expensive because it could require additional benefits and salary.

This is a similar arrangement that is currently utilized by neighboring coastal LAFCOs such as Ventura, San Luis Obispo, and Monterey. The permanent staff would continue to share the County building LAFCO Office space and/or work remotely. Pursuant to a December 9, 2021, contract amendment, the Executive Officer salary would be \$14,407 per month. The Commission Clerk position increase salary cost by \$5,000 per month plus benefits (Attachment D). The Analyst position would increase salary cost by \$5,976 per month plus benefits (Attachment C).

Pros: Staff would be directly accountable to the Commission as employees. Also, offering a regular salary and benefits would bring stability to succession planning to the position in terms of retaining qualified productive staff. There would be backup should other employees be on vacation or absent for any reason. This option as with Options 2 & 3 would provide additional staff to prepare comprehensive Municipal Service Review, Sphere of Influence updates and special studies utilizing in-house staff. More complex projects, such as preparation of environmental impact reports and other fiscal impact analyses, etc could be contracted out with the applicant or benefitting agency paying the cost.

Cons: As with Option 3 above, this option would require slightly greater salary and benefits. This would be the greatest increase to the Commission's budget, and contributions by funding agencies with an estimated increase of \$131,719 or 32.5%.

Consulting Services support for updates to the Municipal Service Review/Sphere of Influence Program and special studies. A few LAFCOs utilize contracting services for

writing and preparing Municipal Service Reviews and Sphere of Influence updates. Similar reports for countywide fire protection services cost in the range from \$100,000 to \$125,000 that can take on average 12-18 months to complete.

Budget Comparison for Santa Barbara LAFCO and neighboring coastal LAFCOs is as follows for FY 21-22:

<u>Agency</u>	<u>Overall Budget</u>	<u>Salaries</u>	<u>Benefits</u>
Santa Barbara	\$455,490	\$161,034	\$60,907
<i>Santa Barbara (Option 4) - 3-Full Staff FY 22-23</i>	\$608,318	\$304,605	\$109,663
Ventura	\$857,430	\$433,000	\$235,100
San Luis Obispo	\$612,679	\$289,892	\$186,239
Monterey	\$1,033,426	\$541,761	\$222,866
Santa Cruz	\$641,850	\$220,000	\$115,450

Conclusion: Each of the four Staffing Options outlined above comes with advantages and disadvantages. Each is directly related to future SBLAFCO budgets. The cost is directly related to the workload. This decision is also largely linked to the preparation of the FY 22-23 Proposed Budget. The Commission could consider taking incremental steps transitioning over the next several years to increasing staffing while adjusting the budget. The question relates to the Commissions desire to continue the multi-year comprehensive Municipal Service Review/Sphere of Influence Update program under the current schedule?

Attachments

- Attachment A – Preliminary Proposed Budgets for FY 22-23 Options
- Attachment B – Agreement for Clerk Services Between the LAFCO Executive Officer, Santa Barbara Local Agency Formation Commission and County of Santa Barbara
- Attachment C – Preliminary Salary Range for Analyst Options
- Attachment D – Preliminary Salary Range for Clerk Options

Please contact the LAFCO office if you have any questions.

Sincerely,



Mike Prater
Executive Officer

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

OPTION 1

Preliminary PROPOSED 2022-2023 BUDGET - January 6, 2022

Preliminary Proposed 1/6/2022

Account Name and Number	2021-22 Final Budget	As of 12/31/21	Projected Year-End	2022-23 Proposed Budget	Inc/Dec	% Inc/Dec
-------------------------	----------------------	----------------	--------------------	-------------------------	---------	-----------

REVENUES

Interest Income - 3380	4,000	238	4,000	4,000	0	0%
Unrealized Gain/Loss - 3381	0	37	37	0	0	0%
Other Gov't Agencies - 4840	437,690	386,299	426,064	464,298	26,608	6%
Planning Studies Service - 5738	13,800	10,055	16,055	20,000	6,200	45%
Misc. Revenue - 5909	0	1,136	4,958	0	0	0%
Total Revenues	455,490	397,765	451,114	488,298	32,808	7%

EXPENDITURES

Salaries and Benefits

Commissioner Stipends - 6210	15,000	11,708	20,163	22,000	7,000	47%
Regular Salary - 6100	161,034	73,567	133,333	172,886	11,852	7%
FICA Contribution - 6500	10,914	3,139	11,300	12,083	1,169	11%
FICA/Medicare - 6550	2,535	1,119	2,650	2,806	271	11%
Retirement-Employer Contribution - 6400	11,961	5,169	11,961	12,320	359	3%
Retirement - Employee Contribution - 5771	11,961	5,169	11,961	12,320	359	3%
Unemployment Insurance - 6700	5,193	1,243	3,500	5,749	556	11%
Fed Unemploy Tax-Employer Cont - 6700	504	40	550	504	0	0%
Fixed Costs (\$):						
Health Plan/Contribution - 6600	11,000	6,215	14,778	11,250	250	0%
Life/Disability Insurance - 6610	5,200	1,426	2,965	3,000	-2,200	0%
Def Comp - EO Employer - 6100	4,200	2,084	4,168	4,200	0	0%
Phone/Cash Allowance - 7811	2,400	810	2,280	2,450	50	0%
Auto Allowance - 7326	7,000	1,167	7,000	7,000	0	0%
Total Salaries and Benefits	236,582	112,855	226,609	256,248	19,666	8%

STAFF SUPPORT

Contractual Staff Services - 7510	60,000	16,000	60,000	60,000	0	0%
Total Staff Support	60,000	16,000	60,000	60,000	-	0%

Services and Supplies

Audit Fees - 7324	7,200	0	0	10,000	2,800	39%
Memberships - 7430	8,800	8,543	8,543	9,500	700	8%
Office Expense - 7450	1,000	849	500	1,000	0	0%
Equipment Maintenance - 7120	0	0	57	0	0	0%
Copier Expense - 7453	0	0	0	0	0	0%
Prof & Special Services - 7460	40,000	32,000	40,000	45,000	5,000	13%
ADP Payroll Fees - 7507	2,000	850	2,300	2,000	0	0%
Legal Services -7508	50,000	24,137	50,000	50,000	0	0%
Pubs & Legal Notices - 7530	1,700	1,438	1,500	1,700	0	0%
Postage - 7451	250	58	58	250	0	0%
Gen Fund Cost Allocation - 7669	14,300	3,975	14,300	14,300	0	0%
Training and Travel - 7732	13,000	495	13,000	26,000	13,000	100%
Total Services and Supplies	138,250	72,344	130,258	159,750	21,500	16%

Other Charges

Electricity - 7801	500	156	500	500	0	0%
Natural Gas - 7802	100	47	100	100	0	0%
Water - 7803	100	70	100	100	0	0%
Refuse - 7804	100	65	100	100	0	0%
Utility Services - 7806	100	20	100	100	0	0%
Liability Insurance - 6900	1,000	968	968	1,000	0	0%
Telephone Services - 7897	400	199	400	400	0	0%
Total Other Charges	2,300	1,525	2,268	2,300	0	0%

Contingency Reserve - 9600	0	0	0	10,000	0	0
Total Contingency Reserve	191,891	0	223,871	0	233,871	21.9%
Total Exp/Appropriations	455,490	202,724	419,135	488,298	32,808	7.2%
Net Financial Impact	0	195,041	31,980	0	0	0.0%

*\$10,000 contingency will be added to reserves in FY 22/23. The estimated contingency reserve balance will be \$233,000

ATTACHMENT A

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION
Operating Fund #5320, Santa Barbara LAFCO, Department # 815
CONTRACT CLERK & 1 FULL TIME ANALYST

OPTION 2

Preliminary PROPOSED 2022-2023 BUDGET - January 6, 2022

Preliminary Proposed 1/6/2022

Account Name and Number	2021-22 Final Budget	As of 12/31/21	Projected Year-End	2022-23 Proposed Budget	Inc/Dec	% Inc/Dec
-------------------------	----------------------	----------------	--------------------	-------------------------	---------	-----------

REVENUES

Interest Income - 3380	4,000	238	4,000	4,000	0	0%
Unrealized Gain/Loss - 3381	0	37	37	0	0	0%
Other Gov't Agencies - 4840	437,690	386,299	426,064	530,114	92,424	21%
Planning Studies Service - 5738	13,800	10,055	16,055	52,000	38,200	277%
Misc. Revenue - 5909	0	1,136	4,958	0	0	0%
Total Revenues	455,490	397,765	451,114	586,114	130,624	29%

EXPENDITURES

Salaries and Benefits

Commissioner Stipends - 6210	15,000	11,708	20,163	22,000	7,000	47%
Regular Salary - 6100	161,034	73,567	133,333	244,605	83,571	52%
FICA Contribution - 6500	10,914	3,139	11,300	16,529	5,615	51%
FICA/Medicare - 6550	2,535	1,119	2,650	3,839	1,304	51%
Retirement-Employer Contribution - 6400	11,961	5,169	11,961	19,772	7,811	65%
Retirement - Employee Contribution - 5771	11,961	5,169	11,961	19,772	7,811	65%
Unemployment Insurance - 6700	5,193	1,243	3,500	7,865	2,672	51%
Fed Unemploy Tax-Employer Cont - 6700	504	40	550	504	0	0%

Fixed Costs (\$):

Health Plan/Contribution - 6600	11,000	6,215	14,778	22,000	11,000	0%
Life/Disability Insurance - 6610	5,200	1,426	2,965	3,000	-2,200	0%
Def Comp - EO Employer - 6100	4,200	2,084	4,168	4,200	0	0%
Phone/Cash Allowance - 7811	2,400	810	2,280	2,750	350	0%
Auto Allowance - 7326	7,000	1,167	7,000	7,000	0	0%
Total Salaries and Benefits	229,130	112,855	226,609	354,064	124,934	55%

STAFF SUPPORT

Contractual Staff Services - 7510	60,000	16,000	60,000	60,000	0	0%
Total Staff Support	60,000	16,000	60,000	60,000	-	0%

Services and Supplies

Audit Fees - 7324	7,200	0	0	10,000	2,800	39%
Memberships - 7430	8,800	8,543	8,543	9,500	700	8%
Office Expense - 7450	1,000	849	500	1,000	0	0%
Equipment Maintenance - 7120	0	0	0	0	0	0%
Copier Expense - 7453	0	0	0	0	0	0%
Prof & Special Services - 7460	40,000	32,000	40,000	45,000	5,000	13%
ADP Payroll Fees - 7507	2,000	850	2,300	2,000	0	0%
Legal Services -7508	50,000	24,137	50,000	50,000	0	0%
Pubs & Legal Notices - 7530	1,700	1,438	1,500	1,700	0	0%
Postage - 7451	250	58	58	250	0	0%
Gen Fund Cost Allocation - 7669	14,300	3,975	14,300	14,300	0	0%
Training and Travel - 7732	13,000	495	13,000	26,000	13,000	100%
Total Services and Supplies	138,250	72,344	130,201	159,750	21,500	16%

Other Charges

Electricity - 7801	500	156	500	500	0	0%
Natural Gas - 7802	100	47	100	100	0	0%
Water - 7803	100	70	100	100	0	0%
Refuse - 7804	100	65	100	100	0	0%
Utility Services - 7806	100	20	100	100	0	0%
Liability Insurance - 6900	1,000	968	968	1,000	0	0%
Telephone Services - 7897	400	199	400	400	0	0%
Total Other Charges	2,300	1,525	2,268	2,300	0	0%

Contingency Reserve - 9600	0	0	0	10,000	0	0
Total Contingency Reserve	191,891	0	223,928	0	233,928	21.9%
Total Exp/Appropriations	455,490	202,724	419,078	586,114	130,624	28.7%
Net Financial Impact	0	195,041	32,037	0	0	0.0%

*\$10,000 contingency will be added to reserves in FY 22/23. The estimated contingency reserve balance will be \$233,000

ATTACHMENT A

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION
Operating Fund #5320, Santa Barbara LAFCO, Department # 815
FULL STAFF - 1 PART TIME CLERK & 1 FULL TIME ANALYST

OPTION 3

Preliminary PROPOSED 2022-2023 BUDGET - January 6, 2022

Preliminary Proposed 1/6/2022

Account Name and Number	2021-22 Final Budget	As of 12/31/21	Projected Year-End	2022-23 Proposed Budget	Inc/Dec	% Inc/Dec
-------------------------	----------------------	----------------	--------------------	-------------------------	---------	-----------

REVENUES

Interest Income - 3380	4,000	238	4,000	4,000	0	0%
Unrealized Gain/Loss - 3381	0	37	37	0	0	0%
Other Gov't Agencies - 4840	437,690	386,299	426,064	530,957	93,267	21%
Planning Studies Service - 5738	13,800	10,055	16,055	52,000	38,200	277%
Misc. Revenue - 5909	0	1,136	4,958	0	0	0%
Total Revenues	455,490	397,765	451,114	586,957	131,467	29%

EXPENDITURES

Salaries and Benefits

Commissioner Stipends - 6210	15,000	11,708	20,163	22,000	7,000	47%
Regular Salary - 6100	161,034	73,567	133,333	286,605	125,571	78%
FICA Contribution - 6500	10,914	3,139	11,300	19,133	8,219	75%
FICA/Medicare - 6550	2,535	1,119	2,650	4,444	1,909	75%
Retirement-Employer Contribution - 6400	11,961	5,169	11,961	23,167	11,206	94%
Retirement - Employee Contribution - 5771	11,961	5,169	11,961	23,167	11,206	94%
Unemployment Insurance - 6700	5,193	1,243	3,500	9,104	3,911	75%
Fed Unemploy Tax-Employer Cont - 6700	504	40	550	504	0	0%
Fixed Costs (\$):						
Health Plan/Contribution - 6600	11,000	6,215	14,778	33,000	22,000	0%
Life/Disability Insurance - 6610	5,200	1,426	2,965	3,000	-2,200	0%
Def Comp - EO Employer - 6100	4,200	2,084	4,168	4,200	0	0%
Phone/Cash Allowance - 7811	2,400	810	2,280	2,750	350	0%
Auto Allowance - 7326	7,000	1,167	7,000	7,000	0	0%
Total Salaries and Benefits	225,735	112,855	226,609	414,907	189,172	84%

STAFF SUPPORT

Contractual Staff Services - 7510	60,000	16,000	60,000	0	-60,000	-100%
Total Staff Support	60,000	16,000	60,000	-	(60,000)	-100%

Services and Supplies

Audit Fees - 7324	7,200	0	0	10,000	2,800	39%
Memberships - 7430	8,800	8,543	8,543	9,500	700	8%
Office Expense - 7450	1,000	849	500	1,000	0	0%
Equipment Maintenance - 7120	0	0	0	0	0	0%
Copier Expense - 7453	0	0	0	0	0	0%
Prof & Special Services - 7460	40,000	32,000	40,000	45,000	5,000	13%
ADP Payroll Fees - 7507	2,000	850	2,300	2,000	0	0%
Legal Services -7508	50,000	24,137	50,000	50,000	0	0%
Pubs & Legal Notices - 7530	1,700	1,438	1,500	1,700	0	0%
Postage - 7451	250	58	58	250	0	0%
Gen Fund Cost Allocation - 7669	14,300	3,975	14,300	14,300	0	0%
Training and Travel - 7732	13,000	495	13,000	26,000	13,000	100%
Total Services and Supplies	138,250	72,344	130,201	159,750	21,500	16%

Other Charges

Electricity - 7801	500	156	500	500	0	0%
Natural Gas - 7802	100	47	100	100	0	0%
Water - 7803	100	70	100	100	0	0%
Refuse - 7804	100	65	100	100	0	0%
Utility Services - 7806	100	20	100	100	0	0%
Liability Insurance - 6900	1,000	968	968	1,000	0	0%
Telephone Services - 7897	400	199	400	400	0	0%
Total Other Charges	2,300	1,525	2,268	2,300	0	0%

Contingency Reserve - 9600	0	0	0	10,000	0	0
Total Contingency Reserve	191,891	0	223,928	0	233,928	21.9%
Total Exp/Appropriations	455,490	202,724	419,078	586,957	131,467	28.9%
Net Financial Impact	0	195,041	32,037	0	0	0.0%

*\$10,000 contingency will be added to reserves in FY 22/23. The estimated contingency reserve balance will be \$233,000

ATTACHMENT A

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION
Operating Fund #5320, Santa Barbara LAFCO, Department # 815
FULL TIME STAFF - 1 CLERK & 1 ANALYST

OPTION 4

Preliminary PROPOSED 2022-2023 BUDGET - January 6, 2022

Preliminary Proposed 1/6/2022

Account Name and Number	2021-22 Final Budget	As of 12/31/21	Projected Year-End	2022-23 Proposed Budget	Inc/Dec	% Inc/Dec
-------------------------	----------------------	----------------	--------------------	-------------------------	---------	-----------

REVENUES

Interest Income - 3380	4,000	238	4,000	4,000	0	0%
Unrealized Gain/Loss - 3381	0	37	37	0	0	0%
Other Gov't Agencies - 4840	437,690	386,299	426,064	552,318	114,628	26%
Planning Studies Service - 5738	13,800	10,055	16,055	52,000	38,200	277%
Misc. Revenue - 5909	0	1,136	4,958	0	0	0%
Total Revenues	455,490	397,765	451,114	608,318	152,828	34%

EXPENDITURES

Salaries and Benefits

Commissioner Stipends - 6210	15,000	11,708	20,163	22,000	7,000	47%
Regular Salary - 6100	161,034	73,567	133,333	304,605	143,571	89%
FICA Contribution - 6500	10,914	3,139	11,300	20,249	9,335	86%
FICA/Medicare - 6550	2,535	1,119	2,650	4,703	2,168	86%
Retirement-Employer Contribution - 6400	11,961	5,169	11,961	24,622	12,661	106%
Retirement - Employee Contribution - 5771	11,961	5,169	11,961	24,622	12,661	106%
Unemployment Insurance - 6700	5,193	1,243	3,500	9,635	4,442	86%
Fed Unemploy Tax-Employer Cont - 6700	504	40	550	504	0	0%
Fixed Costs (\$):						
Health Plan/Contribution - 6600	11,000	6,215	14,778	33,000	22,000	0%
Life/Disability Insurance - 6610	5,200	1,426	2,965	3,000	-2,200	0%
Def Comp - EO Employer - 6100	4,200	2,084	4,168	4,200	0	0%
Phone/Cash Allowance - 7811	2,400	810	2,280	2,750	350	0%
Auto Allowance - 7326	7,000	1,167	7,000	7,000	0	0%
Total Salaries and Benefits	224,280	112,855	226,609	436,268	211,988	95%

STAFF SUPPORT

Contractual Staff Services - 7510	60,000	16,000	60,000	0	-60,000	-100%
Total Staff Support	60,000	16,000	60,000	-	(60,000)	-100%

Services and Supplies

Audit Fees - 7324	7,200	0	0	10,000	2,800	39%
Memberships - 7430	8,800	8,543	8,543	9,500	700	8%
Office Expense - 7450	1,000	849	500	1,000	0	0%
Equipment Maintenance - 7120	0	0	0	0	0	0%
Copier Expense - 7453	0	0	0	0	0	0%
Prof & Special Services - 7460	40,000	32,000	40,000	45,000	5,000	13%
ADP Payroll Fees - 7507	2,000	850	2,300	2,000	0	0%
Legal Services -7508	50,000	24,137	50,000	50,000	0	0%
Pubs & Legal Notices - 7530	1,700	1,438	1,500	1,700	0	0%
Postage - 7451	250	58	58	250	0	0%
Gen Fund Cost Allocation - 7669	14,300	3,975	14,300	14,300	0	0%
Training and Travel - 7732	13,000	495	13,000	26,000	13,000	100%
Total Services and Supplies	138,250	72,344	130,201	159,750	21,500	16%

Other Charges

Electricity - 7801	500	156	500	500	0	0%
Natural Gas - 7802	100	47	100	100	0	0%
Water - 7803	100	70	100	100	0	0%
Refuse - 7804	100	65	100	100	0	0%
Utility Services - 7806	100	20	100	100	0	0%
Liability Insurance - 6900	1,000	968	968	1,000	0	0%
Telephone Services - 7897	400	199	400	400	0	0%
Total Other Charges	2,300	1,525	2,268	2,300	0	0%

Contingency Reserve - 9600	0	0	0	10,000	0	0
Total Contingency Reserve	191,891	0	223,928	0	233,928	21.9%
Total Exp/Appropriations	455,490	202,724	419,078	608,318	152,828	33.6%
Net Financial Impact	0	195,041	32,037	0	0	0.0%

*\$10,000 contingency will be added to reserves in FY 22/23. The estimated contingency reserve balance will be \$233,000

ATTACHMENT A

**AGREEMENT FOR CLERK SERVICES
BETWEEN
THE EXECUTIVE OFFICER OF THE SANTA BARBARA LOCAL AGENCY
FORMATION COMMISSION,
THE SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION,
AND
THE COUNTY OF SANTA BARBARA**

This Agreement for Clerk Services (“Agreement”) is entered into by and between the Executive Officer of the Santa Barbara Local Agency Formation Commission, in his official capacity, (hereinafter “LAFCO Executive Officer”), the Santa Barbara County Local Agency Formation Commission (hereinafter “Commission”) and the County of Santa Barbara (hereinafter “County” and collectively referred to as “the parties”).

RECITALS

A. On March 7, 2013, the Commission entered into a contract for Professional and Executive Officer Services (“LAFCO Executive Officer Contract”) that retained Paul Hood as the LAFCO Executive Officer, effective July 1, 2013.

B. The LAFCO Executive Officer Contract requires the LAFCO Executive Officer to provide clerk services to the Commission.

C. The LAFCO Executive Officer has proposed to obtain clerk services for the Commission from the Clerk of the Board of Supervisors as this office has the professional expertise and resources to provide these services.

NOW, THEREFORE, IN CONSIDERATION of the mutual rights and duties set forth in this Agreement, the parties agree as follows:

1) Clerk Duties. Through the Clerk of the Board of Supervisors, County shall provide clerk services to the LAFCO Executive Officer and the Commission for regular and special meetings of the Commission, including publishing and posting necessary agendas and other public notices, preparation of minutes, and any other necessary and proper duties related to clerking such meetings. Such duties are further defined as follows:

- a. Agendas. The LAFCO Executive Officer will prepare an agenda for each meeting of the Commission and submit it to the Clerk for posting and distribution. Working with the LAFCO Executive Office, the Clerk will finalize the agenda and post and distribute as required by the Brown Act, Government Code section 54950 et seq. and by any applicable Commission adopted policy.

- b. Notice of Hearing. The LAFCO Executive Officer will prepare and distribute any notice of hearing required pursuant to Government Code section 56154 or any other provision of the Cortese Knox Hertzberg Act, Government Code section 56000 et seq.
 - c. Distribution of Staff Reports. The Clerk shall distribute the agenda and staff reports and other related material such as public comment letters to the members of the Commission, County Counsel, and any parties or members of the public who are to receive such material. Distribution may be electronically where appropriate.
 - d. Filings. The Clerk shall receive filing of petitions and applications for organizational and reorganizational changes and other official filings pursuant to the Cortese Knox Hertzberg Act. The Clerk will also receive hard copy public comment letters on items on the Commission agenda. All such documents shall be forwarded to the LAFCO Executive Officer as soon as practicable and to the Commission as appropriate.
 - e. Optional Services. If requested in writing by the LAFCO Executive Officer, the Clerk shall provide the following services:
 - 1) Website management, including posting agendas and staff reports.
 - 2) Subject to the oversight of the LAFCO Executive Officer, Commission records retention and management.
- 2) Reimbursement: County will prepare and submit a regular bill for such services monthly.
- a. Clerk Staff Services. The LAFCO Executive Officer shall reimburse County for the cost of services provided by the Clerk, as identified in paragraph 1. County charges for Clerk staff services shall be based on an hourly charge, including overhead, established annually by the Santa Barbara County Auditor's Office.
 - b. Optional Services. If optional services are provided by the County,
 - i. Website management. If website management is provided by County, the Commission shall pay County on a time and materials basis to manage the LAFCO website. County will issue an invoice on a regular basis for such services.

ii. File management. If file management is provided by the Clerk's Office, such costs shall be paid by the LAFCO Executive Officer. The Clerk shall include the cost of such services in any invoice submitted

3) Payment. The LAFCO Executive Officer shall pay County for any properly submitted invoice within 30 days of receipt. Where services are to be paid by the Commission, the LAFCO Executive Officer shall cause such payments to be made from the appropriate Commission budget account.

4) Records. County shall keep and provide to the LAFCO Executive Officer and the Commission or its agents, upon request, accurate records (including invoices) necessary to enable review County's performance of this Agreement. Such records shall be kept in accordance with County's records retention policy.

5) Termination. This Agreement may be terminated for convenience by any party by giving sixty day written notice. If the LAFCO Executive Officer submits notice of termination, at the option of the Commission, this Agreement shall not terminate as between County and the Commission. Any Commission notice to exercise of this option shall be provided in writing to County within 45 days of receipt of the LAFCO Executive Officer's notice of termination. In the event of exercise of this option, the Commission shall pay County for any services provided under this Agreement.

6) Notices. Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by first class mail, postage prepaid, or otherwise delivered as follows:

To Commission: Santa Barbara LAFCO
c/o Office of County Counsel
105 East Anapamu Street, Suite 201
Santa Barbara CA 93101

To County: Chief Executive Officer
County of Santa Barbara
105 E. Anapamu St.
Santa Barbara, CA. 93101

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


7) Assignment. This Agreement is made with Paul Hood in his official capacity as LAFCO Executive Officer. If and when Mr. Hood's appointment as LAFCO Executive Officer expires, the rights and duties of the LAFCO Executive Officer shall automatically be assigned to the Commission, or at the option of the Commission, to Mr. Hood's successor. Except as specifically provided herein, this Agreement shall not be assignable without the specific written consent of all parties.

8) Modification. This Agreement may only be amended in a writing executed by all parties.


9) Entire Agreement. This Agreement represents the entire and integrated Agreement between the parties and supersedes any and all other negotiations, representations, and/or agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.

This Agreement is entered into on the date when fully executed by all of the parties, at Santa Barbara, California.

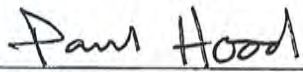
ATTEST:
Clerk of the Board

By 
Deputy

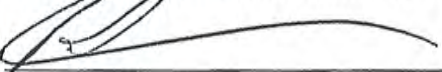
Santa Barbara County

By 
Chair
Date: 6-18-13

LAFCO Executive Officer

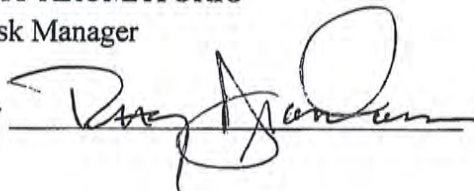

Paul Hood
Date: 5/21/13

Local Agency Formation Commission


By 
Chair
Date: 6-6-13

APPROVED AS TO FORM:

RAY AROMATORIO
Risk Manager

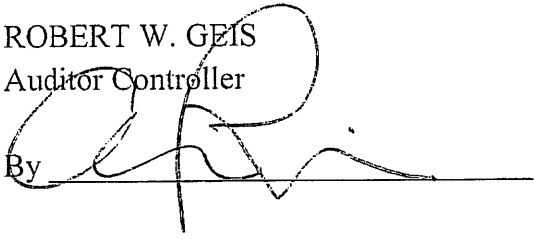
By 

DENNIS MARSHALL
County Counsel

By 

ROBERT W. GEIS
Auditor Controller

By

A handwritten signature in black ink, appearing to read 'R. Geis', is written over a horizontal line. The signature is stylized and somewhat cursive.

G:\CC\WINWORD\WMD\LAFCO\Commission\Contract for Clerk services 2013.docx



Planner I

Class Code:
6020

Bargaining Unit: Admin, Tech, Office &
Health Services, Non-Supervisory

COUNTY OF SANTA BARBARA
Established Date: Apr 1, 1967
Revision Date: May 1, 2007

SALARY RANGE

\$34.36 - \$41.24 Hourly
\$2,758.37 - \$3,310.49 Biweekly
\$5,976.47 - \$7,172.74 Monthly
\$71,717.62 - \$86,072.83 Annually

DESCRIPTION:

Under supervision, reviews and analyzes development applications, provides technical land use and environmental information to individuals and other agency representatives; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS: Planner I/II is a flexibly staffed series. Planner I is the entry-level classification in the Planner series. Planner I is distinguished from Planner II in that the former learns to perform the assigned duties while the latter performs the duties at a journey level and with considerably more independence.

EXAMPLES OF DUTIES:

1. Provides the public, applicants, consultants, and representatives of federal, state, and local agencies with information regarding land use and environmental policies and regulations;
2. Analyzes development applications in order to assess compatibility with land use and environmental policies and regulations; prepares written staff reports or environmental documents to present recommendations and findings to decision-making bodies;
3. Performs basic research and compiles data for complex or controversial projects to implement comprehensive plan, or other programs, or for preparation of staff reports for planning studies; reviews data and information received from other agencies and incorporates into report recommendations and/or environmental documents;
4. Presents staff reports and environmental documents to decision-makers at public hearings; assists other staff in making formal presentations on land use and environmental policies and regulations at public meetings;
5. Conducts site visits to investigate zoning violation complaints; enforces zoning rules and regulations;
6. Monitors construction sites and ensures compliance with mitigation measures;
7. Attends staff meetings and provides management and peers with status reports on assigned projects;
8. Reviews professional journals and periodicals and legislation to keep informed of regulatory changes;

ATTACHMENT C

9. Compiles and maintains reference materials for use in brochures for the public; compiles and indexes inventories of environmental resource data;
10. Enters information from application logs into automated database; uses word processing software to prepare reports and correspondence.

EMPLOYMENT STANDARDS:

1. Possession of a bachelor's degree from an accredited college or university, preferably including course work in urban and regional planning, environmental studies, or life, physical, or social sciences; or,
2. one year of experience performing duties equivalent to the class of Planning Technician II with Santa Barbara County supplemented by college coursework in urban and regional planning, environmental studies, or life, physical, or social sciences; or,
3. a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

Additional Qualifications: Possession of a valid California Class C Driver's License may be required.

Ability to: read, understand, and interpret regulations and policies; compile and analyze relevant information and draw valid conclusions to develop recommendations to resolve issues; communicate verbally to explain policies and regulations to others; write staff reports, policies, ordinances, and correspondence using correct grammar, spelling, and punctuation; prepare and give public presentations before decision-making bodies; record and maintain information for future access; organize work and set priorities to meet deadlines; establish and maintain effective working relationships with coworkers and public; perform basic math computations involving fractions and percentages.

Desirable Qualifications:

Knowledge of: principles and practices of urban and regional planning and environmental review; state and federal laws, policies, and regulations related to planning and environmental issues including the California Environmental Quality Act (CEQA).

Ability to: read and understand site plans, architectural drawings, and topographical maps; use personal computers including word processing software; and use computer keyboard to access automated information.

ADDITIONAL CLASS INFORMATION:

Class # 6020
EEOC 2
JGP iL
Medical A
Vt Pts: Yes
Bargaining Unit 24



Administrative Office Professional II

Class Code:
7001

Bargaining Unit: Clerical Services, Non-Supervisory

COUNTY OF SANTA BARBARA
Established Date: May 19, 2008
Revision Date: Jan 31, 2011

SALARY RANGE

\$26.39 - \$31.93 Hourly
\$2,118.59 - \$2,563.14 Biweekly
\$4,590.27 - \$5,553.48 Monthly
\$55,083.27 - \$66,641.74 Annually

DESCRIPTION:

CLASS CONCEPTS

Value to the Organization

- Performance of moderately difficult clerical and other related tasks in an assigned work area

Level of Work

- This is the journey-level in the Administrative Office Professional series
- Incumbents apply an understanding of a body of standardized information, regulations, procedures, and operations associated with moderately difficult clerical work and learn to perform advanced clerical work found in the work area
- Incumbents demonstrate the class, ACE, and elective competencies associated with Administrative Office Professional I and II while performing clerical and related tasks in their assigned work area

Independence of Action and Decision Making

- Incumbents use judgment and initiative to select and apply the most appropriate guidelines and to make minor deviations in guidelines and processes to adapt to specific cases
- Incumbents consider factors such as the processing requirements and the impact on the work unit

Supervision Received

- Incumbents receive general supervision; completed work is usually checked for compliance with office procedures and instructions, technical accuracy, and appearance. When the work is new or unusual it is also reviewed for adherence to special instructions

Supervision Exercised

- Some assignments may include supervisory responsibilities
- Incumbents may coach and/or lead co-workers
- Incumbents may serve as the full first-level supervisor of assigned staff

Advancement

- Incumbents are eligible for advancement to the Administrative Office Professional III level upon meeting the minimum experience requirement of two years of service in this class, fulfilling the advancement skill development requirement, and demonstrating satisfactory performance on the job as indicated on the most recent Performance Plan and Evaluation Form

COMPETENCIES

Class Competencies

Incumbents acquire and demonstrate the following competencies while performing work at the Administrative Office Professional II level:

Desktop Computing

- Knowledge and skill to use varied advanced-level functions of Microsoft Word, basic Excel, and varied general functions of other office automation software in a variety of situations

Oral Communication

- Skill to speak articulately and authoritatively to convey information to County employees, staff of other organizations, and the public
- Skill to listen to and understand lengthy and technically complex questions, complaints, and explanations
- Skill to respond to public, customers, and co-workers in a clear and articulate manner

Written Communication

- Skill to prepare business communications using complex sentence structure and grammar as necessary
- Skill in using advanced concepts of English grammar to edit and proofread non-technical documents
- Skill to read and understand guides, manuals, and other materials related to the position

Customer Focus and Business Orientation

- Skill to analyze, understand, and anticipate customer needs
- Skill to listen, respond, persuade, and think of ways to satisfy the customer within existing processes and parameters
- Sufficient knowledge of the organization to obtain information to resolve customer problems or to refer customer to the proper authority
- Skill to use proven customer relations techniques to communicate "no" answers and calm dissatisfied customer in a manner that defuses anger and shows empathy

Team Work

- Skill to use cooperation and collaboration to resolve routine work place issues
- Knowledge of role of a team member on work and project teams

- Skill to model positive team behaviors and promote team work

Problem Solving

- Skill to assess problems, anticipate consequences, adapt new information to situations, involve appropriate parties, and develop options and strategies to resolve problems
- Skill to determine whether problem encountered has individual or limited impact and should be solved; or that problem is broader in scope, could establish a precedent, or may have serious impact and should be referred to others

Decision Making

- Skill to apply an understanding of the County's values (Accountability, Customer Focus and Efficiency) for decision making
- Skill to differentiate between decisions incumbent is empowered to make and those that should be referred to a higher level

Interpersonal Interaction

- Skill to understand the behavioral intentions of co-workers
- Skill to work with difficult people in a variety of situations

Math

- Skill to apply business math concepts to develop quantitative information

Core ACE Competencies

All Administrative Office Professionals are expected to possess and demonstrate the following competencies, which are required for demonstration of the County's ACE values (accountability, customer-focus, and efficiency):

Job Knowledge/Skills

- Possesses skills and knowledge to perform job
- Stays up to date with changing technology and other requirements of the job

Quality

- Produces work that is accurate, thorough, and neat
- Produces work that is complete

Productivity/Effectiveness

- Effectively uses time, equipment, materials, and resources
- Plans and organizes work to accomplish assigned duties
- Anticipates work that needs to be accomplished

Attendance/Punctuality

- Is at work on time and is ready to work
- Adheres to work schedule

Accountability

- Follows policies and procedures
- Understands priorities and makes appropriate decisions
- Maintains confidentiality
- Recognizes and accepts responsibility for work assigned and performed

EMPLOYMENT STANDARDS

1. One year of office professional or clerical experience or the equivalent **AND** mastery of the following job-related AOP I and II competencies are required upon entry to this class for successful performance of essential functions and for demonstration of the County's ACE values; or,
2. a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge, abilities, and competency requirements.

AOP - II Competency Requirements

- Skill to use Microsoft Outlook to read, create, reply to, forward, send, save, and delete email; to use tools to organize and manage email; create, use and manage contact information; use distribution lists; and use the calendar and schedule appointments

- Skill to use Microsoft Word to create, work in, and manage documents; add, select, and delete text; find and replace text; use undo, redo, and repeat commands; use spelling, grammar, and thesaurus features; change fonts, color, size, and character effects; format paragraphs; create and work with columns, outlines, and bulleted and numbered text; layout and format pages; number pages and use headers and footers; and print documents, envelopes, and labels

- Skill to prepare business communications using correct sentence structure and grammar, recognize and correct sentence fragments, run-on sentences, and faulty parallelism; and organize information into paragraphs

- Skill to use pronouns, adjectives, and adverbs correctly; understand rules that govern special punctuation marks, and identify and correct misplaced and dangling modifiers

AOP - I Competency Requirements

- Skill to use computer operating system, word processing, and email software at a level necessary to create documents and send and respond to email messages

- Use alphabetic computer keyboard with skill and accuracy

- Use complete English sentences and paragraphs to correctly organize and convey information

- Correct use of English parts of speech, sentence structure, vocabulary, and word usage

- Skill to add, subtract, multiply, and divide whole numbers and decimals

- Skill to meet and interact with the public and co-workers courteously and professionally

- Skill to file information alphabetically, numerically, and chronologically

- Skill to write and print legibly, clearly, and uniformly to record information

ADDITIONAL REQUIREMENTS FOR SUPERVISORY ASSIGNMENTS: Incumbents must complete the Santa Barbara County Foundation Operational Leadership (LD-520) within six months of assignment.

ADDITIONAL INFORMATION: Some positions may perform duties inside a locked facility. Those duties may include performing personal searches of prisoners, accompanying Sheriff's Deputies on required rounds into detention dormitories, and during transport of prisoners and

interacting with hostile and occasionally derisive individuals.

LICENSES AND CERTIFICATES: Possession of a valid and appropriate California Driver's License is required for some positions.

BACKGROUND CHECK: Some positions require the applicant to pass a background investigation. Current or excessive use of drugs, sale of drugs, serious criminal history, or deception relating to employment history may bar employment.

SHIFT WORK AND WEEKENDS: Some positions in this class require shift and weekend work.

EXAMPLES OF DUTIES:

Refer to "Class Concepts" above.

EMPLOYMENT STANDARDS:

Refer to "Employment Standards" above.

SUPPLEMENTAL INFORMATION:

Incumbents that are being considered for positions in the **Public Health Department**, will need to provide the following information:

The Public Health Department (PHD) requires all employees working in direct contact with patients or clients in a high risk environment to comply with the PHD Employee Immunizations policy. This can be accomplished by providing documentation of immunizations, submitting laboratory immune titers demonstrating adequate immunity, or obtaining required vaccinations. **A list of requirements, based on the specific program, will be sent at the time an offer letter is presented to the selected candidate(s) and initial documentation will be required at this time.**

ADDITIONAL CLASS INFORMATION:

Class # 7001
EEOC 6
Medical: Varies by position
Vts Pts: NO
Bargaining Unit 23

Est: 5/2008
Rev: 1/2011