

LAFCO

Santa Barbara Local Agency Formation Commission

105 East Anapamu Street ♦ Santa Barbara CA 93101

805/568-3391 ♦ FAX 805/647-7647

www.sblafco.org ♦ lafco@sblafco.org

March 7, 2013 (Agenda)

Local Agency Formation Commission
105 East Anapamu Street, Room 403
Santa Barbara CA 93101

Preliminary Discussion of LAFCO Budget for Fiscal Year 2013-2014

Dear Members of the Commission:

RECOMMENDATION

It is recommended that the Commission receive this report and provide direction to staff.

DISCUSSION

Introduction

This report does not present a Proposed Budget; we are calling this the preliminary budget discussion since it is intended to obtain Commission direction to assist the staff in preparing the Proposed Budget that will be presented for approval at the meeting on Thursday, April 4.

Statutory Requirement

LAFCO is an independent Commission created by the legislature to perform specific duties. The Commission adopts its own budget to fulfill purposes described in the Cortese/Knox/Hertzberg Act. State law does not require approval of the budget by the County or any other local agencies.

Government Code Section 56381 governs the preparation of the annual budget. It requires that after conducting public hearings the Commission:

- Shall adopt not later than May 1 a proposed budget for the following fiscal year. The proposed budget is then transmitted to the Board of Supervisors, each city and each independent special district for their review and comment.
- Shall adopt not later than June 15 the final budget for the next fiscal year.

Commissioners: Roger Aceves, Chair ♦ Doreen Farr ♦ Craig Geyer ♦ Jeff Moorhouse ♦ Bob Orach ♦ Bob Short
Janet Wolf ♦ John Fox ♦ Steve Lavagnino ♦ Jim Richardson ♦ Roger Welt **Executive Officer:** Bob Braitman

Basic LAFCO Expenses

The Commission budget funds staffing costs and supplies and services for the Commission to operate including Commissioner stipends and expenses.

- Staffing Costs

The Santa Barbara has no employees. The current budget does not include employee benefits such as retirement, medical insurance, FICA, life insurance, automobile allowance, deferred compensation or other typical employee-related accounts.

Staff services are provided via a contract with a private firm, Braitman & Associates, which provides both Executive Officer and Commission Clerk services for a flat amount per month. It is our understanding the Commission may contract with another private consultant with LAFCO experience to provide staff services when the current contract expires.

The budget includes FICA and Medicare for members of the Commission who are considered to be “employees” for purposes of paying income taxes calculated on per diem stipends.

- Services and Supplies

No significant changes are anticipated in the following accounts: Audit Fees – 7324; Memberships – 7430; Postage – 7451; Legal Services – 7508; Publications & Legal Notices – 7530; and Training and Travel – 7732.

The following expenses may require modification depending upon decisions that are made regarding support for the new staff:

- Office Space

I believe LAFCO staff should remain in County offices. It is good to have LAFCO housed in close proximity to departments such as the County Surveyor and County Assessor since we work with them frequently and the cost is reasonable.

Presently we occupy one room sufficient in size for a conference table, LAFCO required records and ample work space for one employee.

The new Executive Officer may feel there needs to be a second, albeit smaller office. There is such a room adjacent to the existing LAFCO office and I think the County would

make that available to the Commission if requested, though the rental paid by LAFCO would be increased accordingly.

This matter should be determined in consultation with the incoming Executive Officer.

- Office Furnishings

LAFCO owns the furniture in the office, including the conference table and chairs, work station, locking filing cabinets, book cases and a locking cabinet for stored materials.

If there is a second office the Commission needs to budget for another work station, i.e., desk, chairs, shelving and so forth.

This matter should be determined in consultation with the incoming Executive Officer.

- Office Equipment

The Commission owns no computers, copier, scanner, fax machine, printer or telephone message recorder. We have served the Commission from our office in Ventura using Braitman & Associates equipment.

Changing the staffing situation may result in a one-time expense to acquire necessary office equipment. Funding should be appropriated in the FY 2013-14 budget.

This matter should be determined in consultation with the incoming Executive Officer.

- Office Supplies

The incoming staff may need to stock the office with basic supplies. Braitman & Associates, in the execution of its contract, has absorbed the cost of many of the items required for the running of an office which may in the future be reflected in this line item.

- Commission Website

The LAFCO website is maintained by Aaron Levitz, an independent contractor. He has maintained the website for more than 12 years and is compensated for this service at \$250 per quarter. We do not have a written contract for this service. The website in the future should be determined in consultation with the incoming Executive Officer.

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Please contact the LAFCO office if you have any questions.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Bob Braitman", followed by a long horizontal line extending to the right.

BOB BRAITMAN
Executive Officer