

# LAFCO

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**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

June 7, 2012 (Agenda)

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

## **Final LAFCO Budget for FY 2012-2013**

Dear Fellow Commissioners:

### RECOMMENDATION

It is recommended that the Commission:

1. Receive this report, accept public testimony and adopt, with any changes deemed appropriate, the attached Final Budget for Fiscal Year 2012-13.
2. Direct the staff to distribute the Final Budget to the County, cities and special districts as required by Government Code Section 56381.
3. Authorize the County Auditor-Controller to adjust the amounts collected from local agencies based on the actual year-end available fund balance.

### DISCUSSION

#### Recommended Final Budget

The recommended Final Budget for FY 2012-13 is \$311,401. This is an increase of \$2,495 (or 0.8%) over the current year budget. The Final Budget is shown as Attachment A; for detailed descriptions of individual accounts see Attachment B. Unspent appropriations during the fiscal year become part of the available fund balance for the following fiscal year.

#### Recommended Changes from the Proposed Budget

The Commission approved the Proposed Budget on April 5. Since that time we have continued to monitor the Commission's financial position and evaluated funding requests from the County Surveyor and County CSBTV.

As a result we are recommending the following changes for the Final Budget.

- Professional & Specialized Services (Acct 7460) - The Proposed Budget amount is \$20,000 and includes televising LAFCO meetings and County Surveyor updates of city and special district maps in the Commission's Directory of Public Agencies.

Based on evaluating the requests from the County Surveyor for ongoing funding to routinely maintain maps and from County CSBTV to participate in the County's emerging "streaming" process for LAFCO meetings, similar to the Board of Supervisors meeting, we recommend that the account be increased by \$10,000 for the County Surveyor and \$700 for CSBTV.

Based on these changes the account will be \$30,700, an increase of \$10,700.

- Gen Fund Cost Allocation (Acct 7460) - The Proposed Budget amount is \$14,051 and includes services provided by the County Auditor, County Treasurer, rental of the LAFCO office space, and legal counsel expenses based on actual hours rather than estimates.

We have worked with LAFCO and County Auditor staffs to examine and refine this account. As a result we recommend it be \$8,783, a decrease of \$5,268 from the Proposed Budget.

Details of this account include use of the LAFCO office (\$2,726); County Executive Office charges (\$992); Auditor charges (\$21,182); Treasurer charges (\$588); and refund of County Counsel charges (-\$16,705) to account for overcharges in prior years.

There are no other changes recommended from the Proposed Budget.

#### Local Agency and Public Comments

The Proposed Budget was sent to the County Executive, City Managers and independent Special District Managers and posted on the Commission website.

The only written comments received were from CSBTV (April 25), County Surveyor (April 25) and the Goleta West Sanitary District (May 3). These comments and the staff response to the Goleta West Sanitary District are enclosed.

#### Designation for Contingency

A \$40,000 designation for contingency, distinct from the annual budget, is available should the need arise during the year due to unforeseen expenses, i.e., having to secure offices outside of

County facilities. This reserve, shown in the Balance Sheet, remains unchanged from year to year; however, interest earned is allocated as revenue to the Commission's annual budget.

Conclusion

We recommend the Commission receive this report, accept public testimony and adopt, with any changes deemed appropriate, the attached Final Budget for Fiscal Year 2012-13.

It is further recommended the staff be directed to distribute the Final Budget to the County, cities and special districts as required by Government Code Section 56381 and the County Auditor be authorized to adjust amounts collected from local agencies based on the actual year-end available fund balance.

Please contact the LAFCO office should you have any questions.

Very truly yours,



CRAIG GEYER  
Ad hoc Budget Committee



BOB SHORT

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

**Recommended Final Budget for Fiscal Year 2012-13**

<u>Account name and number.</u>	<u>2011-2012 Adjusted Budget</u>	<u>As of 5/23/12</u>	<u>2012-2013 Rec. Budget</u>	<u>Change</u>
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**Revenues**

Interest Income - 3380	2 000	1 127	1 500	- 500
Processing Fee Income - 5738	14,240	7 076	14 240	0
Misc. Revenue – 5909	1 000	171	500	- 500
Other Misc. Revenue – 5909	20 000	19 161	0	- 20 000
Other Gov't Agencies – 4840 *	<u>273 221</u>	<u>273 225</u>	<u>273 221</u>	<u>0</u>
<b>Total Revenues *</b>	310 461	294 460	289 461	- 21 000

**Salaries and Benefits**

Commissioner Stipends – 6210	16 500	10 426	16 500	0
FICA Contribution – 6500	1 023	642	1 023	0
FICA/Medicare - 6550	240	150	240	0
Unemployment Insurance – 6700	<u>1 279</u>	<u>641</u>	<u>0</u>	<u>- 1 279</u>
<b>Total Salaries and Benefits</b>	19 042	11 859	17 763	- 1 279

**Staff Support**

Contractual Staff Services – 7510	171 355	126 745	174 953	3 598
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**Services and Supplies**

Audit Fees – 7324	5 000	0	5 000	0
Memberships – 7430	3 035	0	3 102	67
Office Expense – 7450	1 500	405	1 500	0
Postage – 7451	2 000	1 333	2 000	0
Copier Expense - 7453	5 000	3 930	5 000	0
Prof & Spec Services - 7460	20 000	7 978	30 700	10 700
ADP Payroll Fees – 7507	1 125	1 162	1 125	0
Legal Services - 7508	40 000	11 314	35 000	- 5 000
Pubs & Legal Notices– 7530	1 000	447	1 000	0
Gen Fund Cost Allocation – 7669	14 249	7 891	8 783	-3 249
Training and Travel - 7732	<u>21 000</u>	<u>20 863</u>	<u>21 000</u>	<u>0</u>
<b>Total Services and Supplies</b>	113 909	55 323	114 210	301

<u>Account name and number.</u>	<u>2011-2012 Adjusted Budget</u>	<u>As of 5/23/12</u>	<u>2012-2013 Rec. Budget</u>	<u>Change</u>
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<b>Other Charges</b>				
Electricity - 7801	900	441	700	- 200
Natural Gas – 7802	150	84	150	0
Water - 7803	150	68	150	0
Refuse – 7804	50	70	75	25
Utility Services - 7806	50	22	50	0
Liability Insurance - 7895	3 000	2 008	3 000	0
Telephone Services - 7897	<u>300</u>	<u>275</u>	<u>350</u>	<u>50</u>
<b>Total Other Charges</b>	4 600	2 968	4 475	- 125
<b>Total Appropriations</b>	308 906	196 895	311 401	2,495

\* These amounts depend on the actual Available Fund Balance at the end of the fiscal year. They will be refined in the coming weeks by the County Auditor-Controller.

	2011-2012 <u>Final Budget</u>	<u>As of 5/23/12</u>	2012-2013 <u>Rec Budget</u>	<u>Change</u>
<b>REVENUES</b>				
<b>Interest Income - 3380</b>	2 000	1 127	1 500	- 500
This is revenue from investing available LAFCO funds.				
<b>Processing Fee Income - 5738</b>	14 240	7 076	14 240	0
This revenue from processing proposals is predicated on the processing fee schedule. It is difficult to predict the proposal workload because to some degree new proposals are dependent upon economic activity. Based on recent history we are anticipating receiving seven or eight proposed boundary changes or other applications.				
<b>Miscellaneous Revenue – 5860</b>	1 000	171	500	- 500
These are revenues from the sale of documents, maps etc. .				
<b>Other Miscellaneous Revenue – 5909</b>	20 000	19 161	0	- 20 000
This revenue reimbursed LAFCO for its attorney expenses related to defending the Commission in litigation resulting from the Dos Pueblos Reorganization (LAFCO 98-11).				
<b>Other Gov't Agencies – 4840</b>	273 221	273 225	273 221	0
The Commission is funded in equal thirds by the County, cities and independent special districts. Amounts depend on (a) the adopted budget, (b) available fund balance at the end of the fiscal year and (c) projected operational revenues. This amount will not be known until the fiscal year ends.				
<b>APPROPRIATIONS</b>				
<b>SALARIES AND BENEFITS</b>				
<b>Commissioner Stipends – 6210</b>	16 500	10 426	16 500	0
This account funds Commissioner per diem stipends. The amount is based on 11 Commissioners attending 10 meetings at \$150 per meeting. Funds are expended only if meetings are held.				
<b>FICA Contribution – 6500</b>	1 023	642	1 023	0
Per the County Auditor this account is budgeted at .062% of taxable salaries and benefits.				
<b>FICA/Medicare – 6550</b>	240	150	240	0
Per the County Auditor this account is budgeted at .0145% of taxable salaries and benefits.				
<b>Unemployment Insurance – 6700</b>	1,279	641	0	- 1 279
Commissioners are not eligible for unemployment insurance.				

	2011-2012		2012-2013	
	<u>Final Budget</u>	<u>As of 5/23/12</u>	<u>Rec Budget</u>	<u>Change</u>

**LAFCO STAFFING** (this account is actually included within Services & Supplies)

<b>Contractual Staff Services – 7510</b>	171 355	126 745	174 953	3 598
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The current contract became effective July 1, 2010. Annual compensation adjustments are based on Consumer Price Index experience in the prior 12 months, not to exceed 3% in a year. The staff agreed to forego increases in compensation for Fiscal Years 2010-11 and 2011-12. The CPI for the Los Angeles for February 2012 is up 2.1 percent from a year ago.

**SERVICES AND SUPPLIES**

<b>Audit Fees – 7324</b>	5 000	0	5 000	0
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The Commission finances are subject to annual audit. Depending on the firm selected to audit the current fiscal year, this amount of this account may need to be adjusted in the future.

<b>Memberships – 7430</b>	3 035	0	3 102	67
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Membership in the California Association of LAFCOs. We are advised the membership dues will increase by 2.2 percent for the coming fiscal year.

<b>Office Expense – 7450</b>	1 500	405	1 500	0
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This funds supplies and equipment to support Commission activities. It is essential that sufficient funds are budgeted to undertake and complete LAFCO studies and projects.

<b>Postage – 7451</b>	2 000	1 333	2 000	0
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This account funds postage and related services. It is essential that sufficient funds are budgeted to distribute LAFCO notices, reports and other mailings to local agencies and interested parties.

<b>Copier Expense - 7453</b>	5 000	3 930	5 000	0
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This account funds printing of notices, reports, resolutions, correspondence and other materials.

<b>Professional &amp; Specialized Services – 7460</b>	20 000	4 978	30 700	10 700
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The account funds services not provided directly by the LAFCO staff or legal counsel. These services include televising LAFCO meetings and County Surveyor updates and maintenance of city and special district maps included in the Commission’s Directory of Public Agencies.

<b>ADP Payroll Services - 7507</b>	1 125	1 162	1 125	0
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This account funds ADP Small Business Services charges to process per diem stipends. It costs approximately \$100 per meeting for payroll processing.

	2011-2012 <u>Final Budget</u>	<u>As of 5/23/12</u>	2012-2013 <u>Rec Budget</u>	<u>Change</u>
<b>Legal Services - 7508</b>	40 000	11 314	35 000	- 5 000
This account funds estimated legal counsel services. The actual amount charged is adjusted in subsequent years based on General Fund Cost Allocation calculations.				
<b>Publications/Legal Notices-- 7530</b>	1 000	447	1 000	0
Costs to publish legal notices for LAFCO hearings.				
<b>Gen Fund Cost Allocation – 7669</b>	14 249	7 891	8 783	- 5 466
This account funds services provided by the County. These include support of the County Auditor to keep financial records, make payments and process deposits; the County Treasurer to retain and invest funds; use of office space; and adjustments in legal counsel billings due to actual hours rather than estimates. The figures are provided by the County Auditor.				
<b>Training and Travel – 7732</b>	21 000	20 863	25 000	2 500
This account funds expenses for Commissioners and staff to attend LAFCO meetings, CALAFCO conferences and workshops, CALAFCO Board meetings and educational programs. It has not been increased since FY 2003-04. An increase of \$4,000 (or 19%) is recommended based on experience in the past several years and anticipated Commissioner attendance at CALAFCO University courses.				
(Note: This is a new account for the LAFCO budget; in prior years these funds were appropriated in Transportation and Travel – Account 7730.)				
<b>OTHER CHARGES</b>				
The figures included in the budget are provided by the County except for the liability insurance figure which is based on the Commission’s policy with Alliant Insurance Services.				
<b>Electricity – 7801</b>	900	441	700	- 200
<b>Natural Gas – 7802</b>	150	84	150	0
<b>Water – 7803</b>	150	68	150	0
<b>Refuse – 7804</b>	50	70	75	25
<b>Utility Services – 7806</b>	50	22	50	0
<b>Liability Insurance - 7895</b>	3 000	2 008	3 000	0
<b>Telephone Services – 7897</b>	300	275	350	50



April 25, 2012

Hi Bob,

**Subject: Streaming Video - LAFCO**

As per our phone conversation, the county is renewing and upgrading our contract with Granicus, which provides the video streaming and archiving capabilities for the televised meetings by CSBTV.

This contract renewal will provide an opportunity to add other meeting bodies in addition to the Board of Supervisors. It also will provide a new hardware and software platform that enhances the capability of the viewers including access to streaming video by mobile devices.

We are in the process of finalizing our contract, and we hope to offer LAFCO this streaming video service. The estimated annual cost per agency will be \$700 or approximately \$60 per meeting and a one time training fee provided by the vendor. Granicus offers many options on a fee basis for customization such as agenda management for voting, minutes and video player display.

Please indicate if your agency is interested in this service for the 2013/14 fiscal year.

Thank you,

Silvio Motta, CSBTV Manager

**COUNTY OF SANTA BARBARA  
PUBLIC WORKS DEPARTMENT**

123 East Anapamu Street  
Santa Barbara, CA 93101  
805\568-3000 FAX 805\568-3019



**SCOTT D. MCGOLPIN**  
Director

April 25, 2012

Bob Braitman  
Executive Officer  
Santa Barbara Local Agency Formation Commission (LAFCO)  
105 East Anapamu Street  
Santa Barbara, CA 93101

**RE: Proposal to establish the Surveyor's Mapping Fees in LAFCO  
Budget**

Dear Mr. Braitman:

The County Surveyor's mapping services provided to the LAFCO have been discussed on several occasions lately, and as a part of these discussions, the question of the appropriate compensation for the Surveyor's Office was raised. The issue of the proper payment to the County Surveyor for the mapping services was also discussed at your LAFCO meeting on April 5, 2012.

Prior to 2008, the County Surveyor's mapping services costs were never wholly recovered from LAFCO. In March of 2008 the County Surveyor proposed that LAFCO pay for the implementation cost production of LAFCO books for Special Districts at \$35,000, and for maintaining the books an additional \$25,000 annually. The LAFCO Book maps and tables are approximately 90% complete today and are available online to the public as PDF's for viewing, printing and download. Since the initial proposal, City boundaries and Spheres of Influence were added to the proposed work, totaling 59 LAFCO Maps to produce and maintain. Since 2008, our Office has received approximately \$44,000 from LAFCO for this effort.

In the meeting on April 11, 2012, attended by you, the Public Works Director and I, the funding of LAFCO mapping was discussed again and the appropriate reimbursement amounts were agreed upon. Based on an assumption that on average our GIS mapping staff would spend four hours annually updating and maintaining each of your maps, it was agreed that the amount of \$30,000 annually allocated in the LAFCO budget to the County Surveyor's mapping maintenance services would be appropriate. Also, we all agreed that an additional amount of \$15,000 would be necessary to complete the LAFCO Book Maps.

AA /EEO Employer

Thomas D. Fayram, Deputy Director

Mark Paul, Deputy Director

Eric A. Pearson, Interim Deputy Director

Aleksandar Jevremovic, County Surveyor

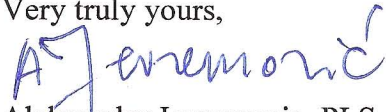
Mark A. Schleich, Deputy Director

[www.publicworkssb.org](http://www.publicworkssb.org)

At your convenience please contact me directly at 805-568-3020 to finalize the details discussed above.

We look forward to continue providing the highest quality mapping and GIS services to LAFCO in the future and continuing our cooperative relationship.

Very truly yours,



Aleksandar Jevremovic, PLS  
County Surveyor



www.goletawest.com | P.O. Box 4, Goleta, CA 93116-0004  
phone: 805 968-2617, fax: 805 562-8987 | UCSB Campus Parking Lot 32, Santa Barbara, CA 93106

May 3, 2012

Mr. Robert Braitman, Executive Officer  
Santa Barbara County Local Agency Formation Commission  
105 East Anapamu Street  
Santa Barbara, CA 93101

Re: Proposed LAFCO Budget for FY 2012-13

Dear Mr. Braitman:

At its May 1, 2012 meeting, the Board of Directors of the Goleta West Sanitary District authorized the submission of the following comments related to the proposed LAFCO budget and Proposed Schedule of Processing Fees.

First, the District supports LAFCO's plan to set processing fees at a level that will result in full recovery of LAFCO's costs.

Second, with respect to the 2012-13 Budget, we have two questions:

Item 7510: Would it be possible to obtain more detail related to this line item?  
Specifically, what portion of this item is for salaries, benefits, travel, etc?

Item 7669: We request further detail on this line item, which we understand is a cost imposed by the County. Specifically, what portion of this item is for occupancy costs, use of central administrative facilities, etc.?

Thank you for your kind attention to our comments and questions.

Sincerely,

  
Larry Meyer  
President

# LAFCO

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**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

May 22, 2012

Larry Meyer, President  
Goleta West Sanitary District  
P.O. Box 4  
Goleta CA 93117-0004

**SUBJECT: Proposed LAFCO Budget for FY 2012-2013**

I am pleased to respond to your letter regarding the proposed 2012-13 LAFCO budget. You have asked for details for the following two line items:

- Line Item 7510 – Contractual Staff Services

LAFCO staff support is provided by an agreement with Braitman & Associates. The contract provides for administrative and secretarial services. Legal advisor services are provided by the Santa Barbara County Counsel.

Under terms of the agreement Braitman & Associates operates as an Independent Contractor and does not receive vacation pay, holiday pay, overtime pay, health insurance, disability, retirement or other employee benefits.

In addition LAFCO reimburses out-of-pocket expenses incurred in providing staff services such as copying, postage and travel related to LAFCO business. It does not include mileage from Braitman & Associates office in Ventura to the LAFCO office in Santa Barbara.

- Line Item 7669 – General Fund Cost Allocation

This account funds services provided by the County. These include the County Auditor to keep financial records, make payments and process deposits; County Treasurer to retain and invest funds; rental of LAFCO office space; and adjustments in legal counsel costs based on actual hours rather than budgeted estimates. The figures are provided by the County Auditor.

We are informed expenses for 2012/13 include use of the LAFCO office (\$2,726); County Executive Office charges (\$992); Auditor charges (\$21,182); Treasurer charges (\$588); and County Counsel charges (-\$16,705); this reflects a refund of overcharges in prior years. The amount for Line Item 7669 in the Proposed Budget will be adjusted in the Final Budget.

Larry Meyer  
May 22, 2012  
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Please contact our office if you have additional questions about the LAFCO budget. You can view descriptions and explanations of each account in the Proposed Budget at [sblafco.org](http://sblafco.org), by clicking on "agendas & minutes," clicking on April 5, 2012 and viewing Item 16.

Sincerely,

A handwritten signature in black ink that reads "Bob Braitman". The signature is written in a cursive style and is followed by a long horizontal line that extends to the right.

BOB BRAITMAN  
Executive Officer

cc: Commissioner Craig Geyer  
Commissioner Bob Short  
Nolan Rousset, County Auditor-Controller Office