

L A F C O M E M O R A N D U M

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION
105 East Anapamu Street ♦ Santa Barbara CA 93101 ♦ (805) 568-3391 ♦ Fax (805) 647-7647

March 29, 2012

TO: Each Member of the Commission

FROM: Bob Braitman 
Executive Officer

SUBJECT: **Proposed LAFCO Budget for FY 2013-2014**

Enclosed is a supplemental staff report for the Proposed Budget that will be considered by the Commission this coming Thursday. This revision includes two changes suggested by the County Auditor Controller.

The first change makes it clear the \$20,000 transferred earlier from the contingency reserve to provide funds to compensate Paul Hood from March to July is being restored to the contingency reserve for the coming year (Line Item 9600).

The second change as explained by the Auditor-Controller staff will increase estimated City/County/Special District revenue by \$4,000 to ensure unrestricted retained earnings do not go into the negative.

If you have any questions please contact me or Greg Levin the County Auditor-Controller office at 568-2141

cc: Legal Counsel Bill Dillon
Paul Hood, Executive Officer-Elect

LAFCO

Santa Barbara Local Agency Formation Commission

105 East Anapamu Street ♦ Santa Barbara CA 93101

805/568-3391 ♦ FAX 805/647-7647

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April 4, 2013 (Agenda)

Local Agency Formation Commission

105 East Anapamu Street, Room 403

Santa Barbara CA 93101

Proposed LAFCO Budget for FY 2013-2014 Supplemental Staff Report

Dear Members of the Commission:

The County Auditor Controller suggests the following two changes in the Proposed Budget that was earlier distributed to the Commission. The staff agrees with these modifications:

- Contingency Reserve

Our earlier letter proposes the \$20,000 that was transferred from the contingency reserve to compensate Paul Hood from March to July be restored to the contingency reserve for the coming year.

The Auditor-Controller recommends this change should be shown in Line Item 9600. This change is reflected in the revised table of accounts.

- Increase Estimated City/County/Special District Revenue

The increase in estimated revenue by \$4,000 is to ensure unrestricted retained earnings do not go into the negative.

Revised Summary of Proposed Budget

The recommended Proposed Budget is ~~\$330,260~~ **\$350,262**, which when adjusted for the increase to the contingency account, results in an increase of \$18,861 above the current year budget.

A **revised** budget summary is shown on the next page.

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<u>Proposed Budget Summary</u>	Adjusted Budget <u>2012-13</u>	Proposed Budget <u>2013-14</u>	<u>Changes</u>
Projected Revenues			
Use of Money and Property	1 500	1 000	- 500
Charges for Service	14 240	14 240	0
Miscellaneous Revenue	500	500	0
Decrease to RE – Contingencies	20 000	0	- 20 000
Decrease to RE – Unrestricted	21 940	20 002	- 1938
Other Gov't Agencies	<u>273 221</u>	<u>314 520</u>	<u>41 299</u>
Total Revenues	331 401	*350 262	18 861
Salaries and Benefits	\$ 17 763	20 346	\$ 2 583
Contracted Staff Support	194 953	174 588	- 20 365
Services & Supplies	114 210	130 853	16 643
Other Charges	4 475	4 475	0
Increase to RE – Contingencies	0	20 000	20 000
Total Appropriations	331 401	350 262	18 861

* This amount depends on the actual Available Fund Balance at the end of the fiscal year. ~~The figures will be refined in the coming weeks.~~ **The current estimate of the unrestricted fund balance projects that approximately \$16,194 will be available at the close of this fiscal year.**

There are no other changes from the Proposed Budget that was included in the packet for the April 4 meeting. A revised Proposed Budget list of specific accounts is attached.

Staff appreciates the assistance and guidance of Gregory Levin and other members of the County Auditor-Controller staff for their ongoing assistance.

Our recommendation is unchanged which is that the Commission:

1. Review the Proposed Budget for Fiscal Year 2013-14, accept all public testimony and approve the revised Proposed Budget as presented.

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2. Direct the staff to distribute the Proposed Budget to cities, special districts and the County as required by Government Code Section 56381.
3. Schedule a public hearing for June 6 to consider and adopt the Final Budget.
4. Direct the staff to advise the Commission of any changed conditions that could adversely affect LAFCO's ability to fulfill its responsibilities in the coming fiscal year.

Please contact the LAFCO office if you have any questions.

Very truly yours,

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

BOB BRAITMAN
Executive Officer

cc: Paul Hood, Executive Officer-Elect
Gregory Leven, County Auditor-Controller

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

Revised Proposed Budget for Fiscal Year 2013-14

<u>Account name and number.</u>	2012-2013 <u>Adjusted Budget</u>	As of <u>3/22/13</u>	2013-2014 <u>Rec. Budget</u>	<u>Change</u>
Revenues				
Interest Income - 3380	1 500	253	1 000	- 500
Unrealized Gain/Loss 3381	0	110	0	0
Processing Fee Income - 5738	14 240	9 275	14 240	0
Misc. Revenue – 5909/5860	500	1 941	500	0
Other Gov't Agencies – 4840 *	273 221	256 245	314,520	41 299
Decrease to RE – Contingencies	20 000	20 000	0	- 20 000
Decrease to RE – Unrestricted**	<u>21 940</u>	<u>20 002</u>	<u>20 002</u>	<u>-1 938</u>
Total Revenues *	331 401	307 826	350 262	18 861

* This amount to be determined at the end of the fiscal year

** This amount depends on the actual Available Fund Balance at the end of the fiscal year. The current estimate of unrestricted fund balance projects that approximately \$16,194 will be available at the close of the fiscal year.

Salaries and Benefits

Commissioner Stipends – 6210	16 500	12 072	18 900	2 400
FICA Contribution – 6500	1 023	744	1 172	149
FICA/Medicare - 6550	240	174	274	34
Unemployment Insurance – 6700	0	895	0	0
Total Salaries and Benefits	17 763	13 885	20 346	2 583

Staff Support (this account is actually included within Services and Supplies)

Contractual Staff Services – 7510	194 953	128 547	174 588	- 20 365
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Services and Supplies

Audit Fees – 7324	5 000	10 200	7 000	2 000
Memberships – 7430	3 102	0	3 102	0
Office Expense – 7450	1 500	260	1 500	0
Postage – 7451	2 000	1 528	2 000	0
Copier Expense - 7453	5 000	3 680	5 000	0
Prof & Spec Services - 7460	30 700	3 388	31 900	1 200
ADP Payroll Fees – 7507	1 125	1 510	1 500	375
Legal Services - 7508	35 000	31 447	35 000	0

<u>Account name and number.</u>	<u>2012-2013 Adjusted Budget</u>	<u>As of 3/22/13</u>	<u>2013-2014 Rec. Budget</u>	<u>Change</u>
Pubs & Legal Notices- 7530	1 000	180	1 000	0
Gen Fund Cost Allocation - 7669	8 783	2 034	21 851	13 068
Training and Travel - 7732	21 000	11 976	21 000	0
Total Services and Supplies	114 210	66 203	130 853	16 643
Other Charges				
Electricity - 7801	700	441	700	0
Natural Gas - 7802	150	72	150	0
Water - 7803	150	78	150	0
Refuse - 7804	75	61	75	0
Utility Services - 7806	50	19	50	0
Liability Insurance - 7895	3 000	2 008	3 000	0
Telephone Services - 7897	<u>350</u>	<u>239</u>	<u>350</u>	<u>0</u>
Total Other Charges	4 475	2 918	4 475	0
Contingency Reserve - 9600				
			20 000	<u>20 000</u>
Total Contingency Reserve			20 000	20 000
Total Appropriations	331 401	211 553	350 262	18 861