



LAFCO - San Luis Obispo - Local Agency Formation Commission
SLO LAFCO - Serving the Area of San Luis Obispo County

TO: MEMBERS OF THE COMMISSION

FROM: ROB FITZROY, EXECUTIVE OFFICER

DATE: APRIL 21, 2022

SUBJECT: THIRD QUARTER FISCAL YEAR 2021-2022 LAFCO BUDGET STATUS REPORT

COMMISSIONERS

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City Member

Vice-Chair
DEBBIE ARNOLD
County Member

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ROB FITZROY
Executive Officer

BRIAN A. PIERIK
Legal Counsel

IMELDA MARQUEZ
Analyst

RECOMMENDATION

It is respectfully recommended that the Commission consider taking the following actions:

Action 1: Receive and file this third quarter financial report for fiscal year (FY) 21-22 and direct the Executive Officer to file it with the County Auditor.

SUMMARY

This is the third FY 21-22 quarterly report for the San Luis Obispo Local Agency Formation Commission (SLO LAFCO). The SLO LAFCO operating budget is comprised of four components: 1) salaries, payroll taxes, and benefits, 2) services and supplies, 3) revenues, and 4) fund balance and reserves. Day-to-day management of the budget is based on “bottom-line” principles that allow for variation within individual line-item accounts as long as the overall expenditures remain within the approved budgeted.

LAFCO’s budget is funded primarily by the County, Cities and Independent Special Districts. Each agency group pays one-third of the LAFCO budget. City and District shares are pro-rated based on general revenues reported to the State Controller’s Office on an annual basis. LAFCO also receives revenue from application fees and interest earnings.

LAFCO is contracted with the County Auditor for various financial services. Every LAFCO financial transaction is processed through the County Auditor’s financial system. This approach ensures accuracy, transparency and accountability. The County Auditor’s Office also provides LAFCO with claims processing, invoicing and financial review services. The Auditor’s financial tracking system assists LAFCO in monitoring the budget and compiling budget report data, as well as provide independent review of the budget.

Expenditures. Overall, third quarter expenditures are at 70% with 75% of the fiscal year complete, as such we are currently 5% under budget. The detailed budget report is contained in Attachment A. Below is a brief summary of line-item expenditures:

- Salaries are 74% expended, while benefits are 63% expended.
- Services and Supplies are 71% expended.
- LAFCO uses a credit card from Umpqua Bank through a program implemented by the Special District Risk Management Association (SDRMA) for public agencies. LAFCO has a credit card policy with regard to use and pays the bill in full each month. The statements for January, February and March 2022 are found in Attachment B.
 - **January:** Included charges of \$34.77 for Staples and FedEx purchases, \$98.50 for Zoom subscription charges, and \$50 for Clerk Recorder filings.
 - **February:** Included charges \$98.50 for Zoom subscription charges, and \$19.17 for GoDaddy (website/email host services).
 - **March:** Included charges \$98.50 for Zoom subscription charges, \$400 for ESRI GIS Subscription, \$25.01 to Trophy Hunters for new Commissioner name plates, and \$50 for Clerk Recorder filings.

Revenues. Overall, revenues are 100% realized through the third quarter. The jurisdictions (Cities, Special Districts and County) have paid 100% of the LAFCO charges billed in the first quarter by the County Auditor. Application fees have been submitted in the amount of \$19,510.

Fund Balance and Designated Fund Balance (Reserves). Fund Balance is the difference between the total expenses and revenues in the fiscal year. Fund Balance expenditure requires Commission approval. The current fund balance available is \$262,579.

Attachment A: Quarterly Budget Status Report

Attachment B: Credit Card Statements

Attachment A

Quarterly Budget Status Report

**Fiscal Year 2021-22 LAFCO Budget
Third Quarter Status Report**

Period Ending: March 31, 2022

EXPENDITURES SUMMARY	Adopted 21-22	Expenditure YTD	Projected Yr End	Balance YTD	% Expended
Salaries	289,892	215,360	272,703	74,532	74%
Benefits & Payroll Taxes	186,239	117,011	176,126	69,228	63%
Services and Supplies	136,547	97,360	128,804	39,187	71%
Total Expenses Summary	612,678	429,731	577,633	182,947	70%

EXPENDITURES DETAIL	Adopted 21-22	Expenditure YTD	Projected Yr End	Balance YTD	% Expended
Salaries and Benefits					
Salaries	289,892	215,360	272,703	74,532	74%
Benefits & Payroll Taxes	186,239	117,011	176,126	69,228	63%
Subtotal Salaries & Benefits	476,131	332,371	448,829	143,760	70%

Services and Supplies	Adopted 21-22	Expenditure YTD	Projected Yr End	Balance YTD	% Expended
Food	600	159	250	442	26%
Maintenance - Equipment	30	0	30	30	0%
Maintenance - Software	50	20	50	30	40%
CALAFCO/Other Memberships	8,000	6,406	6,406	1,594	80%
Office Supplies	2,500	1,125	2,500	1,375	45%
Commissioner/Professional Serv.	10,000	6,551	8,000	3,449	66%
Publication/Legal Notices	1,000	269	1,000	731	27%
Rent	37,000	27,508	37,000	9,492	74%
Small Equipment	400	118	400	282	30%
Large Equipment	1,000	406	1,000	594	41%
Computer Software	500	0	500	500	0%
Employee Mileage	200	0	200	200	0%
Commissioner Mileage	1,200	138	1,200	1,062	12%
Airfare/Public Transportation	0	0	0	0	0%
Accommodations/Travel	2,500	321	1,000	2,179	13%
Auto Allowance	5,400	4,154	5,400	1,246	77%
Training/Conf Registration	3,500	688	3,500	2,812	20%
Utilities	4,200	3,102	4,400	1,098	74%
Car/Vehicle Rentals	500	325	346	175	65%
Postage	1,000	441	1,000	559	44%
Custodian	1,100	860	1,100	240	78%
Copying	300	0	300	300	0%
ITD-SAP/Board Chambers	850	0	850	850	0%
Phones/Internet	3,000	2,367	3,000	633	79%
County Auditor	8,817	8,596	8,596	221	97%
Insurance	16,500	14,376	14,376	2,124	87%
Legal Counsel	26,400	19,700	26,400	6,700	75%
Subtotal Services & Supplies	136,547	97,630	128,804	38,918	71%

Total Expenses	612,678	430,000	577,633	182,678	70%
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REVENUE DETAIL	Adopted 21-22	Realized YTD	Projected Yr End	Balance YTD	% Realized
Interest	4,000	1,591	4,000	1,591	40%
Environmental Fees	1,000	3,000	3,000	3,000	300%
Sphere of Influence Fee	2,000	4,500	4,500	4,500	225%
LAFCO Processing Fees	14,000	12,010	14,000	12,010	86%
Other Revenue/Fund Balance if needed	35,000	35,000	35,000	35,000	100%
Sub-Total w/o Agency Charges	56,000	56,101	60,500	56,101	100%
LAFCO Charges to Agencies	556,679	556,679	556,679	556,679	100%
Total Revenue	612,679	612,780	617,179	612,780	100%

Fund Balance-Reserves	Beginning FY 21-22	Projected End of Year Reserves	Projected % of Budget
Fund Balance and Reserves	262,579	262,579	43%
Transfer in 4th Qtr if needed	0	0	0%
Reserves/Fund Balance	262,579	262,579	43%

Attachment B

Credit Card Statements



UMPQUA BANK

BL ACCT 00002542-10000000

LAFCO

Account Number: #####-####-####

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Account Summary

Billing Cycle		01/31/2022
Days In Billing Cycle		31
Previous Balance		\$680.03
Purchases	+	\$183.27
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$102.23-
Payments	-	\$680.03-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$81.04

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$9,918.96
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries



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Payment Summary

NEW BALANCE	\$81.04
MINIMUM PAYMENT	\$81.04
PAYMENT DUE DATE	02/25/2022

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

			TOTAL CORPORATE ACTIVITY	\$782.26-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
01/10	01/10	00000000000000000119653	PAYMENT - THANK YOU	\$680.03-
01/27	01/27	70005602027777027660029	2021 REBATE CR	\$102.23-

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Cardholder Account Summary

IMELDA MARQUEZ #####	Payments & Other Credits \$0.00	Purchases & Other Charges \$34.77	Cash Advances \$0.00	Total Activity \$34.77
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/27	01/30	PPLN01	24164072028105002245252	STAPLES 00103614 SAN LUIS OBIS CA	\$23.91
01/28	01/30	PPLN01	24164072028069442103044	FEDEX OFFIC51500051508 SAN LUIS OBIS CA	\$10.86

Cardholder Account Summary

CELINE VUONG #####	Payments & Other Credits \$0.00	Purchases & Other Charges \$148.50	Cash Advances \$0.00	Total Activity \$148.50
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/01	01/02	PPLN01	24011342001000035303330	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$98.50
01/25	01/26	PPLN01	24343112025900010131044	SLO CLERK RECORDER 805-7815080 CA	\$50.00

Finance Charge Summary / Plan Level Information

Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$81.04
Cash									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00

* Periodic Rate (M)=Monthly (D)=Daily
 ** includes cash advance and foreign currency fees
 Days In Billing Cycle: 31
 APR = Annual Percentage Rate
¹ FCM = Finance Charge Method
 (V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.



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LAFCO

Account Number: ####-####-####

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Account Summary

Billing Cycle		02/28/2022
Days In Billing Cycle		28
Previous Balance		\$81.04
Purchases	+	\$117.67
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$81.04-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$117.67

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$9,882.33
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries



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Payment Summary

NEW BALANCE	\$117.67
MINIMUM PAYMENT	\$117.67
PAYMENT DUE DATE	03/25/2022

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

				TOTAL CORPORATE ACTIVITY	\$81.04-
Trans Date	Post Date	Reference Number	Transaction Description	Amount	
02/14	02/15	70005602046555046320016	PAYMENT - THANK YOU SPOKANE WA	\$81.04-	

Cardholder Account Summary

IMELDA MARQUEZ ####-####-####	Payments & Other Credits \$0.00	Purchases & Other Charges \$117.67	Cash Advances \$0.00	Total Activity \$117.67
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/02	02/03	PPLN01	24011342033000049002599	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$98.50
02/02	02/03	PPLN01	24906412033139850427229	DNH*GODADDY.COM 480-5058855 AZ	\$19.17

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- *

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$117.67
Cash									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 28		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									



UMPQUA BANK

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LAFCO

Account Number: #####-####-####

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Account Summary

Billing Cycle		03/31/2022
Days In Billing Cycle		31
Previous Balance		\$117.67
Purchases	+	\$679.99
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$117.67-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$679.99

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$9,320.01
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries



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Payment Summary

NEW BALANCE	\$679.99
MINIMUM PAYMENT	\$679.99
PAYMENT DUE DATE	04/25/2022

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

				TOTAL CORPORATE ACTIVITY	\$117.67-
Trans Date	Post Date	Reference Number	Transaction Description	Amount	
03/14	03/15	70005602074555074510020	PAYMENT - THANK YOU SPOKANE WA	\$117.67-	

Cardholder Account Summary

IMELDA MARQUEZ #### #### ####	Payments & Other Credits \$0.00	Purchases & Other Charges \$679.99	Cash Advances \$0.00	Total Activity \$679.99
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/02	03/02	PPLN01	24011342061000013584940	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$98.50
03/04	03/06	PPLN01	24071052064330199556993	ESRI 888-3774675 CA	\$400.00
03/16	03/17	PPLN01	24453882076000012800043	TROPHY HUNTERS SN LUIS OBISP CA	\$25.01
03/17	03/18	PPLN01	24343112076900016632241	SLO CLERK RECORDER 805-7815080 CA	\$50.00

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Cardholder Account Detail Continued						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
03/17	03/18	PPLN01	24343112076900010132255	AMS*SERVICE FEE 101653 888-9147768 FL	\$1.49	
03/19	03/20	PPLN01	24692162078100165795226	NORTON *AP1388768153 877-294-5265 AZ	\$104.99	

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$679.99
Cash									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 31		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									