



# San Luis Obispo Local Agency Formation Commission

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Legal Counsel

**TO: MEMBERS OF THE COMMISSION**

**FROM: ROB FITZROY, EXECUTIVE OFFICER**

**DATE: SEPTEMBER 19, 2024**

**SUBJECT: BUDGET ADJUSTMENT TO FISCAL YEAR 2024-2025 BUDGET**

## RECOMMENDATION

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It is recommended that the Commission consider taking the following action:

**Action:** Motion to adopt a Resolution approving a Fiscal Year (FY) 24-25 budget adjustment.

## SUMMARY

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On August 15, 2024, the Commission approved Resolution 2024-06 to add a .75 FTE Commission Clerk position and convert the Clerk Analyst position to an Analyst position to increase the organization's workload capacity. The Analyst position includes increased responsibility and expertise and requires higher compensation when compared to the Clerk Analyst position. The Commission provided direction to return to the September 19, 2024 meeting with a budget adjustment to appropriate the necessary funds to support the Analyst position.

FY 24-25 expenditures associated with conversion of the Clerk Analyst to Analyst position would require a total budget adjustment of \$10,105.00, which includes \$6,800 in salary and \$3,305 in benefits and taxes. The budget adjustment of \$10,105 will be funded by fund balance reserves.

## ATTACHMENTS

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**Attachment A:** Draft LAFCO Resolution No. 2024-\_\_\_ Approving Budget Adjustment

# Attachment A

Draft LAFCO Resolution No.  
2024-\_\_\_ Approving Budget  
Adjustment

**IN THE LOCAL AGENCY FORMATION COMMISSION**  
**COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA**

Thursday, September 19, 2024

**RESOLUTION NO. 2024-\_\_\_**

**RESOLUTION APPROVING A FISCAL YEAR 24-25 BUDGET ADJUSTMENT**

The following resolution is now offered:

**RECITALS**

**WHEREAS**, this matter was set for a public meeting at 9:00 a.m. on September 19, 2024, and staff reports were prepared and made available, and the meeting was conducted as required by law; and

**WHEREAS**, at said meeting, this Commission heard and received any written protests, objections, and evidence which were made, presented, or filed, and all persons present were given the opportunity to hear and be heard in respect to any matter relating to the budget adjustment; and

**WHEREAS**, on August 15, 2024, via Resolution 2024-06, the Commission added a .75 FTE Commission Clerk position and converted the Clerk Analyst position to an Analyst position to increase the organization's workload capacity; and,

**WHEREAS**, the Analyst position includes increased responsibility and expertise and requires higher compensation when compared to the Clerk Analyst position; and,

**WHEREAS**, the Commission directed staff on August 15, 2024 to return with a budget adjustment to appropriate the necessary funds to support the converted Analyst position; and,.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the Local Agency Formation Commission of the County of San Luis Obispo, State of California, as follows:

1. That the Recitals set forth hereinabove are true, correct, and valid and are hereby incorporated by this reference.
2. That a budget augmentation expenditure increase of \$10,105 shall be made to the FY 24-25 budget to be funded by fund balance reserves.

Upon a motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and on the following roll call vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Marshall Ochylski, Chairperson      Date  
Local Agency Formation Commission

**ATTEST:**

\_\_\_\_\_  
Rob Fitzroy      Date  
LAFCO Executive Officer

**APPROVED AS TO FORM AND LEGAL EFFECT:**

\_\_\_\_\_  
Brian Pierik      Date  
LAFCO Legal Counsel

DRAFT