

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

Thursday, May 19, 2022

RESOLUTION NO. 2022-07

**RESOLUTION ADOPTING THE FINAL FISCAL YEAR 2022-2023
BUDGET AND WORK PLAN**

The following resolution is now offered:

WHEREAS, the Executive Officer has given the notices required by law and forwarded the LAFCO budget to officers, persons and public agencies as prescribed by law; and

WHEREAS, the matter was set for public hearing at 9:00 a.m. on Thursday, April 21, 2022, and May 19, 2022, staff reports were prepared, and the hearing was conducted as required by law and the LAFCO Fiscal Year 2022-2023 Budget and Work Plan was considered; and

WHEREAS, at said hearing, 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 said proposed budget and work plan; and

WHEREAS, the Commission considered and approved the Fiscal Year 2022-2023 Proposed Budget and Work Plan at the April 21, 2022, meeting as recommended by staff and approved the Final Fiscal Year 2022-2023 Budget and Work Plan on May 19, 2022, as recommended by staff;

WHEREAS, the San Luis Obispo Local Agency Formation Commission finds that it can accomplish its legislative purpose and adopted work plan with the final budget as required by Cortese-Knox-Hertzberg Act by Section 56381(a); 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.
2. That pursuant to Cortese-Knox-Hertzberg Act Section 56381(a), the Commission

hereby adopts a Final Budget and Work Plan for Fiscal Year 2022-2023 as shown in Exhibit A attached hereto. The amount charged to the Cities, Special Districts and the County, after deducting fees from applications and using of fund balance available is also found in Exhibit A attached hereto. This amount will be charged to contributing agencies based on the formula and procedure contained in the Cortese-Knox-Hertzberg Act and as implemented by the County Auditor-Controller's office.

3. That the Commission finds that it can accomplish its legislative purpose and adopted work plan with the adopted budget as required by Cortese-Knox-Hertzberg Act Section 56381(a).
4. That the Executive Officer of this Commission is hereby authorized to transmit the Fiscal Year 2022-2023 Budget and Work Plan in the manner required by law.

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

AYES: COMMISSIONERS DEBBIE ARNOLD, LYNN COMPTON, ROBERT ENNS, STEVE GREGORY, HEATHER JENSEN, ED EBY, AND CHAIRPERSON ED WAAGE

NAYS: NONE

ABSENT: COMMISSIONER MARSHALL OCHYLSKI


ABSTAIN: NONE

NOTE: SPECIAL DISTRICT ALTERNATE COMMISSIONER ED EBY SAT IN FOR COMMISSIONER MARSHALL OCHYLSKI

The foregoing resolution is hereby adopted.


 
Ed Waage, Chairperson Date
Local Agency Formation Commission

ATTEST:



Rob Fitzroy 5/19/22
LAFCO Executive Officer Date

APPROVED AS TO FORM AND LEGAL EFFECT:



Brian Pierik 6/15/22
LAFCO Legal Counsel Date



Final FY 22-23 Budget and Work Plan

Adopted May 19, 2022

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ABOUT US

Commissioners

Chair: Ed Waage, City Member

Vice Chair: Debbie Arnold, County Member

Lynn Compton, County Member

Marshall Ochylski, Special District Member

Robert Enns, Special District Member

Steve Gregory, City Member

Heather Jensen, Public Member

Alternates

Charles Bourbeau, City Member

Dawn Ortiz-Legg, County Member

Ed Eby, Special District Member

David Watson, Public Member

Staff

Rob Fitzroy, Executive Officer

Brian Pierik, Legal Counsel

Imelda Marquez, Analyst

Vacant, Commission Clerk

Introduction

This document represents the Fiscal Year 2022-2023 Budget and Work Plan for the San Luis Obispo Location Agency Formation Commission.

Mission

Our mission is to serve the residents of San Luis Obispo County and the State of California by discouraging urban sprawl and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances.

Goals

LAFCO's goals are to:

- Serve the Commission, Cities, Districts, the County, and the public by providing accurate, objective, clear, and well-organized information for decision making purposes
- Process proposal applications efficiently; consistent with the Cortese-Knox-Hertzberg Act, Local Policies and Procedures, CEQA and other applicable state laws
- Prepare Sphere of Influence/Municipal Service Review updates as necessary, while working on applications and other work efforts simultaneously
- Provide the Commission with regular status reports regarding upcoming proposals, Sphere of Influence Updates, Legislative Activities, and the Budget
- Participate in CALAFCO events to improve Commission and Staff expertise
- Inform the Commission and Public regarding various local governance issues and processes by providing regular status reports and study sessions
- Monitor the new legislation that may affect LAFCO

Priorities

Our workload prioritization is as follows:

1. Process proposal applications as mandated by statute and conduct critical operations necessary for organization to function.
2. Prepare Municipal Service Reviews every five years, as mandated by statute, based on the date a Municipal Service Review was last updated.
3. Execute special work efforts as directed by the Commission.

WORK PLAN

| Project | Latest MSR Adopted | MSR Update Due Date | Status |
|---|--------------------|---------------------|--|
| Application Processing | N/A | N/A | Ongoing, Highest Priority |
| Commission Initiatives | N/A | NA | <i>Website Launch - ETA 2022</i> <i>Policies & Procedures Update - ETA 2022</i> <i>Application Update - ETA 2023</i> |
| City of Paso Robles MSR | Feb-13 | Feb-18 | Initiate 2022, ETA 2023 |
| Templeton Community Services District (CSD) MSR | Nov-13 | Nov-18 | Initiate 2022, ETA 2023 |
| San Miguel CSD MSR | Nov-13 | Nov-18 | Initiate 2022, ETA 2023 |
| Heritage Ranch CSD MSR | Nov-13 | Nov-18 | Initiate 2022, ETA 2023 |
| Avila Beach CSD MSR | Nov-13 | Aug-19 | Initiate 2022, ETA 2023 |
| Cambria CSD MSR | Aug-14 | Aug-19 | Initiate 2023, ETA 2024 |
| Los Osos CSD MSR | Aug-14 | Aug-19 | Initiate 2023, ETA 2024 |
| San Simeon CSD MSR | Aug-14 | Aug-19 | Initiate 2023, ETA 2024 |
| Cambria Healthcare District MSR | Aug-14 | Aug-19 | Initiate 2023, ETA 2024 |
| Coastal San Luis Resource Conservation District (RCD) MSR | Nov-14 | Nov-19 | Initiate 2024, ETA 2024 |
| Upper Salinas/Las Tablas RCD MSR | Nov-14 | Nov-19 | Initiate 2024, ETA 2024 |
| Santa Margarita Fire District | Nov-14 | Nov-19 | Initiate 2024, ETA 2024 |
| Garden Farms Water District | Nov-14 | Nov-19 | Initiate 2024, ETA 2024 |
| Port San Luis Harbor District | Nov-14 | Nov-19 | Initiate 2024, ETA 2024 |
| Cayucos Sanitary District | Jan-15 | Jan-20 | Initiate 2024, ETA 2025 |
| Cal Valley CSD MSR | Dec-15 | Dec-20 | Initiate 2024, ETA 2025 |
| Independence Ranch CSD MSR | Dec-15 | Dec-20 | Initiate 2024, ETA 2025 |
| Linne CSD MSR | Dec-15 | Dec-20 | Initiate 2024, ETA 2025 |
| Squire Canyon CSD MSR | Dec-15 | Dec-20 | Initiate 2024, ETA 2025 |
| Ground Squirrel Hollow CSD MSR | Dec-15 | Dec-20 | Initiate 2024, ETA 2025 |
| City of San Luis Obispo MSR | Oct-16 | Oct-21 | Initiate 2025, ETA 2025 |
| Shandon-San Juan Water District MSR | Oct-16 | Oct-21 | Initiate 2025, ETA 2025 |
| City of Morro Bay MSR | Mar-17 | Mar-22 | Initiate 2025, ETA 2025 |
| Estrella-El Pomar-Creston Water District MSR | Apr-17 | Apr-22 | Up to Date |
| County Service Area 1 - and Nipomo Lighting District MSR | Aug-17 | Aug-22 | Up to Date |
| County Service Area 7 - Oak Shore MSR | Aug-17 | Aug-22 | Up to Date |
| County Service Area 9 - Los Osos MSR | Aug-17 | Aug-22 | Up to Date |
| County Service Area 10 - Cayucos MSR | Aug-17 | Aug-22 | Up to Date |
| County Service Area 12 - Lopez Water MSR | Aug-17 | Aug-22 | Up to Date |
| County Service Area 16 - Shandon MSR | Aug-17 | Aug-22 | Up to Date |
| County Service Area 18 - SLO Country Club MSR | Aug-17 | Aug-22 | Up to Date |
| County Service Area21 - Countywide Roads MSR | Aug-17 | Aug-22 | Up to Date |
| County Service Area 22 - Airport Area MSR | Aug-17 | Aug-22 | Up to Date |
| County Service Area 23 - Santa Margarita MSR | Aug-17 | Aug-22 | Up to Date |
| Adelaida Cemetery District MSR | Mar-18 | Mar-23 | Up to Date |
| Arroyo Grande Cemetery District MSR | Mar-18 | Mar-23 | Up to Date |
| Atascadero Cemetery District MSR | Mar-18 | Mar-23 | Up to Date |
| Cambria Cemetery District MSR | Mar-18 | Mar-23 | Up to Date |
| Cayucos-Morro Cemetery District MSR | Mar-18 | Mar-23 | Up to Date |
| Pleasant Valley Cemetery District MSR | Mar-18 | Mar-23 | Up to Date |
| Paso Robles Cemetery District MSR | Mar-18 | Mar-23 | Up to Date |
| San Miguel Cemetery District MSR | Mar-18 | Mar-23 | Up to Date |
| Santa Margarita Cemetery District MSR | Mar-18 | Mar-23 | Up to Date |
| Shandon Cemetery District MSR | Mar-18 | Mar-23 | Up to Date |
| Templeton Cemetery District MSR | Mar-18 | Mar-23 | Up to Date |
| Nipomo CSD MSR | May-18 | May-23 | Up to Date |
| City of Pismo Beach MSR | Sep-19 | Sep-24 | Up to Date |
| City of Atascadero MSR | Nov-19 | Nov-24 | Up to Date |
| City of Arroyo Grande MSR | Jul-20 | Jul-25 | Up to Date |

FY22-23 Budget & Work Plan

BUDGET

| | Adopted FY 21-22 | Projected FY 21-22 Year End | Adopted FY 22-23 | Increase / Decrease From FY 21-22 |
|---|------------------|-----------------------------|------------------|-----------------------------------|
| Expenditures Summary <i>(Services, Supplies, Salaries, Benefits, Taxes)</i> | \$612,679 | \$577,633 | \$649,615 | 6% |
| Revenues Summary <i>(Processing Fees, Reserves, Agency Contributions)</i> | \$612,679 | \$617,180 | \$649,615 | 6% |
| Services and Supplies Expenditure Details | | | | |
| Computer Software | \$500 | \$500 | \$500 | 0% |
| Copying-Printing | \$300 | \$300 | \$300 | 0% |
| Meals | \$600 | \$250 | \$600 | 0% |
| LAFCO Insurance Policies | \$16,500 | \$14,376 | \$17,500 | 6% |
| Maintenance-Equipment | \$30 | \$30 | \$30 | 0% |
| Maintenance-Software | \$50 | \$50 | \$50 | 0% |
| CALAFCO/ Other Memberships | \$8,000 | \$6,406 | \$8,800 | 10% |
| Employee Mileage Reimbursement | \$200 | \$200 | \$200 | 0% |
| Commissioner Mileage Reimbursement | \$1,200 | \$1,200 | \$1,500 | 25% |
| Office Supplies | \$2,500 | \$2,500 | \$2,500 | 0% |
| Custodial Services | \$1,100 | \$1,100 | \$1,800 | 64% |
| County Auditor Services | \$8,817 | \$8,817 | \$8,931 | 1% |
| Legal Counsel | \$26,400 | \$26,400 | \$31,200 | 18% |
| Postage | \$1,000 | \$1,000 | \$1,000 | 0% |
| Prof. Services/General/Commissioner Stipends | \$10,000 | \$8,000 | \$12,000 | 20% |
| Publication & Legal Notices | \$1,000 | \$1,000 | \$1,000 | 0% |
| Training | \$3,500 | \$3,500 | \$5,000 | 43% |
| Office Lease | \$37,000 | \$37,000 | \$37,000 | 0% |
| Large Equipment | \$1,000 | \$1,000 | \$1,500 | 50% |
| Small Equipment | \$400 | \$400 | \$400 | 0% |
| Telephone | \$3,000 | \$3,000 | \$3,000 | 0% |
| Travel Expenses | \$2,500 | \$1,000 | \$2,500 | 0% |
| Utilities | \$4,200 | \$4,400 | \$4,700 | 12% |
| Board Chambers - IT Support | \$850 | \$850 | \$850 | 0% |
| Vehicle Allowance | \$5,400 | \$5,400 | \$5,400 | 0% |
| Vehicle Rental | \$500 | \$125 | \$500 | 0% |
| Services and Supplies Subtotal | \$136,547 | \$128,804 | \$148,761 | 9% |
| Salary, Benefits and Taxes Expenditures | | | | |
| Salaries | \$289,892 | \$272,703 | \$315,000 | 9% |
| Taxes - FICA SS Employer Match | \$17,972 | \$16,908 | \$19,530 | 9% |
| Taxes - Medicare Employer Match | \$4,261 | \$3,954 | \$4,568 | 7% |
| Pension Employer Contribution | \$87,657 | \$84,702 | \$88,698 | 1% |
| Pension Obligation Bond | \$18,850 | \$16,362 | \$16,558 | -12% |
| SDI/SUI Employer Contribution | \$1,500 | \$1,500 | \$1,500 | 0% |
| Health Insurance | \$45,000 | \$41,700 | \$45,000 | 0% |
| Deferred Compensation | \$10,000 | \$10,000 | \$10,000 | 0% |
| Life Insurance | \$1,000 | \$1,000 | \$0 | -100% |
| Salary, Benefits and Taxes Subtotal | \$476,132 | \$448,829 | \$500,854 | 5% |
| Total Expenditures | \$612,679 | \$577,633 | \$649,615 | 6% |
| Revenue Details | | | | |
| Interest Earned | \$4,000 | \$2,000 | \$4,000 | 0% |
| Environmental Review Fees | \$1,000 | \$3,000 | \$3,000 | 200% |
| Sphere of Influence Fees | \$2,000 | \$4,500 | \$2,000 | 0% |
| Application Processing Fees | \$14,000 | \$16,000 | \$19,000 | 36% |
| Other Revenue (Transfer of Reserves) | \$35,000 | \$35,000 | \$35,000 | 0% |
| Agency Contributions | | | | |
| Cities | \$185,560 | \$185,560 | \$195,538 | 5% |
| County | \$185,560 | \$185,560 | \$195,538 | 5% |
| Special Districts | \$185,560 | \$185,560 | \$195,538 | 5% |
| Total Revenue | \$612,680 | \$617,180 | \$649,615 | 6% |
| Reserves Fund Balance | \$262,579 | \$262,579 | \$227,579 | -13% |