



FINAL

FY 23-24 Budget and Work Plan

Approved May 18, 2023

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ABOUT US

Commissioners

Chair: Debbie Arnold, County Member

Vice Chair: Marshall Ochylski, Special District Member

Jimmy Paulding, County Member

Robert Enns, Special District Member

Steve Gregory, City Member

Ed Waage, 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

Imelda Marquez-Vawter, Analyst

Morgan Bing, Clerk Analyst

Brian Pierik, Legal Counsel

Introduction

This document represents the Fiscal Year 2023-2024 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>Financial Audit - ETA 2024</i>
City of Paso Robles MSR	Feb-13	Feb-18	Initiated, ETA 2023
Templeton Community Services District (CSD) MSR	Nov-13	Nov-18	Initiated, ETA 2023
San Miguel CSD MSR	Nov-13	Nov-18	Initiated, ETA 2023
Avila Beach CSD MSR	Aug-23	Aug-19	Initiate 2023, ETA 2024
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 Area 21 - 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
Oceano CSD MSR	Jul-20	Jul-25	Up to Date
Heritage Ranch CSD MSR	May-23	May-28	Up to Date

SLO LAFCO
FY 23-24 Budget & Work Plan

BUDGET

	Adopted FY 22-23	Projected FY 22-23 Year End	Proposed FY 23-24	Increase / Decrease From FY 22-23
Regular Ongoing Expenditures Summary	\$649,615	\$619,244	\$686,653	6%
One Time Expenditure for Financial Audit	NA	NA	\$25,000	NA
Total Expenditures with One Time Audit Expense	NA	NA	\$711,653	10%
Revenues Summary	\$649,615	\$620,405	\$711,653	10%
Services and Supplies Expenditure Details				
Computer Software	\$500	\$200	\$500	0%
Copying-Printing	\$300	\$280	\$300	0%
Meals	\$600	\$446	\$600	0%
LAFCO Insurance Policies	\$17,500	\$16,539	\$20,000	14%
Maintenance-Equipment	\$30	\$55	\$30	0%
Maintenance-Software	\$50	\$50	\$50	0%
CALAFCO/ SDRMA / Other Memberships	\$8,800	\$6,722	\$8,800	0%
Employee Mileage Reimbursement	\$200	\$0	\$200	0%
Commissioner Mileage Reimbursement	\$1,500	\$1,000	\$1,500	0%
Office Supplies	\$2,500	\$1,500	\$2,500	0%
Custodial Services	\$1,800	\$1,800	\$1,800	0%
County Auditor Services	\$8,931	\$8,931	\$9,619	8%
Legal Counsel	\$31,200	\$31,200	\$32,400	4%
Postage	\$1,000	\$800	\$1,000	0%
General Services/ Commissioner Stipends (Includes one time expenditure of \$25,000 for Audit)	\$12,000	\$6,618	\$39,000	225%
Publication & Legal Notices	\$1,000	\$700	\$1,000	0%
Training	\$5,000	\$2,000	\$5,000	0%
Office Lease	\$37,000	\$37,000	\$42,000	14%
Large Equipment	\$1,500	\$1,400	\$1,500	0%
Small Equipment	\$400	\$0	\$400	0%
Telephone / Internet	\$3,000	\$3,000	\$3,000	0%
Travel Expenses	\$2,500	\$1,500	\$2,500	0%
Utilities	\$4,700	\$4,700	\$0	-100%
Board Chambers - IT Support	\$850	\$0	\$850	0%
Vehicle Allowance	\$5,400	\$5,400	\$5,400	0%
Vehicle Rental	\$500	\$500	\$500	0%
Ongoing Services / Supplies Subtotal w/o Audit	\$148,761	\$132,341	\$155,449	4%
Services/ Supplies Subtotal with One Time Audit	\$148,761	\$132,341	\$180,449	21%
Salary, Benefits and Taxes Expenditures				
Salaries	\$315,000	\$302,040	\$326,000	3%
Taxes - FICA SS Employer Match	\$19,530	\$18,726	\$20,212	3%
Taxes - Medicare Employer Match	\$4,568	\$4,380	\$4,727	3%
Pension Rate	\$88,698	\$88,698	\$102,882	16%
Pension Obligation Bond	\$16,558	\$16,558	\$17,882	8%
SDI/SUI Employer Contribution	\$1,500	\$1,500	\$1,500	0%
Health Insurance	\$45,000	\$45,000	\$48,000	7%
Deferred Compensation	\$10,000	\$10,000	\$10,000	0%
Salary, Benefits and Taxes Subtotal	\$500,854	\$486,903	\$531,204	6%
Total Expenditures w/o Audit Expenses	\$649,615	\$619,244	\$686,653	6%
Total Expenditures with Audit Expenses	\$649,615	\$619,244	\$711,653	10%
Revenue Details				
Interest Earned	\$4,000	\$3,818	\$4,000	0%
Environmental Review Fees	\$3,000	\$3,000	\$3,000	0%
Sphere of Influence Fees	\$2,000	\$5,000	\$2,000	0%
Application Processing Fees	\$19,000	\$21,972	\$23,000	21%
Other Revenue (Transfer of Reserves)	\$35,000	\$0	\$60,000	71%
Agency Contributions				
Cities	\$195,538	\$195,538	\$206,551	6%
County	\$195,538	\$195,538	\$206,551	6%
Special Districts	\$195,538	\$195,538	\$206,551	6%
Total Revenue	\$649,615	\$620,405	\$711,653	10%
Reserves Fund Balance	\$301,201	\$301,201	\$241,201	-20%