
AGENDA ITEM # 11

TO: ALL COMMISSIONERS, ALTERNATES
FROM: BYRON DAMANI, JR, EXECUTIVE OFFIER TO THE COMMISSION
SUBJECT: BUDGET UPDATE AND RECOMMENDED REVISED WORK PLAN
DATE: MEETING OF JANUARY 18, 2024

BACKGROUND & SUMMARY:

The first half of the 2023-24 Fiscal Year has relatively quiet, and progress is being made very efficiently on the work plan objectives as adopted (see below). There are several anticipated projects coming up, especially the Lockwood Fire Protection District / AFD Reorganization, and the Kennedy Mine Annexation. There is significant updating required for the web site, especially for past minutes and agendas. There is also additional work required to update and conform some record keeping issues that arose during 2022. Currently, the Executive Officer is in the process of hiring a clerk for the Commission, which is proceeding efficiently, with the expectation a clerk will be in place for the February meeting.

Significantly less than expected has been spent for professional and staff services. We do not expect to hire outside consultants, other than limited technical assistance as long as the progress we are making in house is satisfactory to the commission. Part of this will include training of a new clerk by Roseanne Chamberlain and potentially outside consulting regarding the Lockwood reorganization if needed. In addition, in this round of MSRs staff will be emphasizing communication and follow-up with Community Service and Fire Districts to help them comply with the MSR Determinations and meet their legal requirements.

As in past years, many of the fixed expenses, such as county charges (meeting room use, financial services, IT, etc.) will be charged to LAFCO in the second half of the fiscal year. These county services represent a significant value compared to the cost of securing comparable services from alternative providers. Liability insurance costs increased higher than expected based on increases in previous years. However, as we are much below budgeted expenses in other areas, neither of those overages should negatively affect the overall budget.

Agency Cost Shares were received from all cities and the county in a timely manner.

A summary of the current budget status as of the end of December 2023 is attached. The estimate for available funding for professional services through the end of the year is

\$89,009, which should generously allow for staff to continue working with agencies on the MSR updates, as well as handling any projects that arise.

WORK PLAN

The 23-24 Budget includes the following work plan:

- Prepare Municipal Service Review updates for agencies in-house using LAFCO staff, in lieu of contracting with more costly consultants.
- Continue to process applications expediently and accurately.
- Continue to adopt, update and/or affirm the spheres of influence for all agencies as the Municipal Service Reviews are completed.
- Continue boundary research and verification for districts, including GIS mapping, corrections and changes with state agencies, census bureau, and local entities.
- Continue to create and post to the website reliable GIS maps for all LAFCO agencies .
- Continue to update the LAFCO website to enhance public access and reduce staff time for public inquiries .
- Continue to shift administration work to trained support staff to decrease cost of the Executive Officer.
- Write clear procedures for remaining LAFCO processes.
- Continue to purge files, organize and create digital back up of hard copy project files.
- Continue to assist special districts and others with operational and organizational assistance, including dissolution of inactive districts.
- Continue to assist County and City staff with research and support.

EXECUTIVE OFFICER'S RECOMMENDATIONS:

1. Receive and review the mid-year budget report for Fiscal Year 2023-24
2. Affirm the existing work plan and direct staff to continue work on the 2024 update of the Municipal Services Review and provide progress reports to the commission as appropriate.

Attachments: Mid-Year Budget Summary