

**STAFF REPORT**  
Meeting Date: April 21, 2004

**Agenda Item 10**

**TO:** LAFCO Commissioners

**FROM:** Everett Millais, Executive Officer

**SUBJECT:** Proposed Budget for Fiscal Year 2004 - 2005

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**RECOMMENDATION:**

1. Adopt the Proposed Budget for Fiscal Year 2004 –2005, and authorize its distribution to the County, the cities and the independent special districts.
2. Authorize the transfer of the balance (\$27,121) from the Designation for Subsequent Year Financing (account code 5070) to Fund Balance (account code 5040).
3. Direct staff to schedule a review of the LAFCO Fee Schedule for the June 9, 2004 meeting.

**DISCUSSION:**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) requires that each LAFCO adopt a Proposed Budget by May 1 and a Final Budget by June 15. The hearing to consider the Proposed Budget is set for April 21. The hearing to consider the Final Budget is scheduled for June 9. The time between action on the Proposed Budget and a Final Budget is to allow for public review and comment.

The enclosed Proposed Budget consists of a Preliminary Budget Message, the line item budget of expenses and revenues, and the estimated allocation percentages for the 10 cities and 29 independent special districts that together with the County are responsible for funding LAFCO's net expenses. A complete discussion about the Proposed Budget is contained in the Preliminary Budget Message.

**COMMISSIONERS AND STAFF**

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<p><b>COUNTY:</b> Kathy Long Linda Parks <i>Alternate:</i> Steve Bennett</p>	<p><b>CITY:</b> Evaristo Barajas, Chair Don Waunch <i>Alternate:</i> John Zaragoza</p>	<p><b>SPECIAL DISTRICT:</b> Jack Curtis, Vice Chair Dick Richardson <i>Alternate:</i> Ted Grandsen</p>	<p><b>PUBLIC:</b> Louis Cunningham  <i>Alternate:</i> Kenneth M. Hess</p>
<p><b>EXECUTIVE OFFICER:</b> Everett Millais</p>	<p><b>LAFCO ANALYST:</b> Hollie Brunsky</p>	<p><b>OFFICE MANAGER/CLERK:</b> Debbie Schubert</p>	<p><b>LEGAL COUNSEL:</b> Noel Klebaum</p>



Ventura  
Local Agency Formation Commission

***PROPOSED***

**BUDGET**

**Fiscal Year 2004-2005**

Preliminary Budget  
Hearing Date: April 21, 2004



**PRELIMINARY BUDGET MESSAGE**  
**Proposed Budget - Fiscal Year 2004-2005**  
Meeting Date: April 21, 2004

## **Introduction**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 *et seq.*) (CKH) requires each Local Agency Formation Commission (LAFCO) to adopt a proposed budget by May 1 of each year and a final budget by June 15 of each year. The Ventura LAFCO will have a hearing on April 21, 2004 to consider this Proposed Budget for FY 2004-05. A public hearing to consider action on a Final Budget for Fiscal Year 2004-05 has been scheduled for June 9, 2004. Once adopted, the Final Budget will be used by the County Auditor-Controller to collect revenues as necessary from the County, cities and the independent special districts.

The Ventura LAFCO Commissioner's Handbook, the compendium of the Ventura LAFCO's policies and procedures, contains budget policies in Section 2.3.1 *et seq.* This Proposed Budget was prepared in accordance with these policies. Major goals continue to be minimizing expenses while fulfilling basic functions, and to provide for effectively and efficiently complying with mandates.

LAFCO and the County of Ventura entered into a new Memorandum of Agreement effective July 1, 2001. While LAFCO is an independent agency, the Memorandum of Agreement provides for the County to provide personnel, support services, offices and materials as requested by LAFCO. All of the personnel, support services, offices and materials to be requested of the County for FY 2004-05 are part of this Proposed Budget and budget information is formatted using County of Ventura account descriptions and codes.

This Budget Message highlights LAFCO's major responsibilities, reviews the major work accomplishments and budget information for the first three quarters of fiscal year 2003-2004, sets forth a basic work plan for FY 2004-05, and provides background and explanatory information about the anticipated expenses and revenues in the Proposed FY 2004-05 Budget.

## **Major LAFCO Responsibilities**

(Asterisk indicates new responsibilities as of January 1, 2001)

- Act on proposals for incorporation of cities; formation, dissolution, consolidation and merger of special districts; and annexation and detachment of territory to and from cities and special districts.
- Establish spheres of influence for cities and special districts.
- Update spheres of influence for cities and special districts every 5 years.\*
- Conduct municipal service reviews prior to or in conjunction with the establishment or update of a sphere of influence.\*
- Perform special studies relating to services and make recommendations about consolidation, mergers or other governmental changes to improve services and reduce operational costs.
- Act on requests for out-of-agency contracts for extensions of services (now applicable to contracts between two public agencies\*).
- Function as either a responsible or lead agency under the California Environmental Quality Act.
- Serve as the conducting authority for the determination of protests relating to proposals for incorporation, formation, and subsequent boundary changes.\*
- Provide public information about LAFCO and public noticing of pending LAFCO actions.
- Establish and maintain a web site.\*
- Adopt written policies and procedures.\*
- Hire an Executive Officer and Legal Counsel.\*
- Adopt an annual budget.\*

## **FY 2003-2004 In Review**

The following work plan was adopted as a part of the FY 2003-04 budget:

- Complete water and wastewater service reviews and, as necessary, sphere of influence updates, and begin service reviews for other agencies, per the adopted work plan for municipal service reviews and sphere of influence updates.
- Maintain and enhance operations with a focus on: communication with the Commission, cities, districts and the public; budget monitoring and information; staff training and development; and, enhanced records management.
- Working with cities as appropriate to initiate island annexations.
- Increase public awareness about the mission, purpose and function of LAFCO.

Most of these work plan tasks have been accomplished as anticipated within budget. Notably, water and wastewater municipal service reviews were completed for the 36 agencies in Ventura County that provide some form of water and/or wastewater services. Of these 36 agencies, 24 of them are special districts that provide only water

and/or wastewater services. It is now anticipated that the spheres of influence for all 24 of these special districts will be reviewed by the Commission and updated, as necessary, by the end of June 2004. To recognize the substantial progress that has been made in meeting the mandate for municipal service reviews and sphere of influence updates, periodic revisions to the Commission's Service Review and Sphere of Influence Update Work Plan will be recommended.

In March 2004 LAFCO contracted with Joyce Crosthwaite to conduct the second phase of municipal service reviews consistent with the adopted work plan. The total amount of this contract is \$65,000, but the contract term extends through December 2004. Work under this contract is just starting and it is anticipated that less than one-third of the contract amount will be expended in the 2003-04 fiscal year. The balance of the funds for this contract have been encumbered this fiscal year (2003-04), meaning that any unspent balance will be available for this contract in the 2004-05 fiscal year.

Extra help funds were budgeted to assist in the organizing and archiving of LAFCO files. In order to reduce expenses, staff purposefully did not use these extra help funds. The immediate need to organize and archive recent files continues to be done by staff. The need to complete a review of the last 15 years of files and organize them for some form of acceptable archiving for long-term storage (microfiche, CD-ROM, etc.) still remains.

Fiscal year 2003 – 2004 was the third year that the Ventura LAFCO was required to adopt its own budget, independent of the County, and to address new mandates pursuant to the CKH. As such, LAFCO was able to use the experience of actual expenses and revenues from prior years to better establish baselines for discretionary expenditures. Due to the continuing shortfalls and uncertainties relating to both state and local revenues, LAFCO has continued to use extra fiscal prudence in limiting discretionary expenses during the year. The result is that projected actual expenses are approximately 20% below the adjusted budgeted.

Based on information through the end of March 2004, total projected annual expenditures for FY 2003-04 should be approximately \$138,701 less than the adjusted budget. Salaries and employee benefits are projected to be approximately \$37,000 less than the adjusted budget, primarily due to the unspent amount budgeted for extra help. Services and supplies expenditures are projected to be approximately \$43,000 less than the adjusted budget. Due to these projected actual expenditures being less than the budgeted amounts, no contingency funds are projected to be used.

While expenses have been contained with a small resulting surplus, revenues for FY 2003-04 will be less than anticipated. The County, the cities and the independent special districts, with the minor exception of the Piru Cemetery District, all paid their share of the net operating expenses as apportioned by the County Auditor-Controller pursuant to the CKH. Projected revenues from charges for LAFCO services (account code 9772), however, are expected to be approximately \$19,000 (24%) less than the \$80,000 amount budgeted. The result is that overall revenue for FY 2003-04 is

projected to be approximately 3% less (approximately \$19,600) than the adjusted budget.

LAFCO service charges are based on the fee schedule adopted by the Commission and are partially based on cost recovery for staff time. During FY 2003-04 the number of applications filed with the Commission was less than anticipated (about 20 versus about 25), and the types of applications filed were generally less complex in terms of staff time charged. This trend is expected to continue as LAFCO application activity reflects, but trails, the overall economy

LAFCO is not truly able to recover the costs of mandated municipal service reviews and sphere of influence updates. In addition, the costs of staff intensive activities, such as working with the affected cities to encourage island annexations, are not recoverable via service charges. This overall disparity between the costs for mandates and the Commission's own work plan and recoverable costs from service charges has impacted the amount available as Fund Balance for FY 2004-05.

## **FY 2004-05 Work Plan**

The Ventura LAFCO Commissioner's Handbook provides that LAFCO will annually review and adopt a work plan as a part of the budget development process. Given the trends with revenues and the substantial increases projected for several of the employee benefit accounts, no new work elements are proposed. The work plan recommended for fiscal year 2004-05 maintains the focus on municipal service reviews and sphere of influence updates and is otherwise similar to the work plan for this year.

- Complete the second phase of municipal service reviews and, as necessary, sphere of influence updates, and begin the third and final phase of service reviews, consistent with the Service Review and Sphere of Influence Update Work Plan approved and periodically updated by the Commission.
- Maintain and enhance operations with a focus on: communication with the Commission, cities, districts and the public; budget monitoring and information; staff training and development; and, enhanced records management.
- Working with cities as appropriate to initiate island annexations.
- Increase public awareness about the mission, purpose and function of LAFCO.

Basically this work plan is a continuation of on-going work efforts. The municipal service review and sphere of influence update process will continue to dominate staff time and will require future consultant contracts to complete. Maintaining the on-going work effort with existing staff and recommended budget resources is considered realistic provided the number and/or complexity of proposals filed does not increase significantly.

## Expenses

The expense portion of the budget is divided into three main sections, the Salary and Employee Benefits section (1000 series account codes), the Services and Supplies section (2000 series account codes), and Contingencies (account code 6101). The Proposed FY 2004-05 Budget, in comparison with the FY 2003-04 Adopted Budget, reflects an overall expenditure increase of approximately 7%. In comparison with the FY 2003-04 Adjusted Budget overall expenditures in the Proposed FY 2004-05 Budget will be approximately 1% less.

### Salary and Employee Benefits

The Proposed Budget reflects an approximate 17% increase in expenditures for salaries and benefits. Salaries are proposed to remain substantially the same with no changes to the salary ranges for the LAFCO positions. It is the increase in employee benefit costs that are the primary cause for the overall increase in the salary and employee benefit expenditures. Employee benefit costs are increasing for almost every account code. In some cases, especially retirement contributions (account code 1121), the increases are substantial (over 100% as there was actually a retirement contribution credit for FY 2003-04). Except for reducing staffing levels, the Commission has no direct control over employee benefit expenditures. The bottom line is that employee benefit costs for the County of Ventura have increased for all categories and dramatically in excess of inflation for several categories.

In January 2004 the Commission approved reclassifications and new titles for two of the three LAFCO staff positions. The Planner IV position was changed to LAFCO Analyst and the Administrative III position was changed to Office Manager/Clerk of the Commission. The reclassifications included a change from represented employee benefit positions to management employee benefit positions. These classification changes became final after Board of Supervisors action in March and formally took effect in mid April 2004. Basically, this reclassification was done to better reflect the duties of the LAFCO staff and to be consistent with the staff classifications of most other urban LAFCOs in the state.

At the time the reclassifications were presented to the Commission it was indicated that employee benefit costs would increase by up to \$7,500 annually due to the reclassifications. Given some of the salary and employee benefit cost increases next year for represented employees, however, it turns out that the reclassification of the two LAFCO positions to be eligible for management employee benefits results in a savings. In other words, had the reclassification not occurred, the overall increase in salary and employee benefits would have actually been more than what is shown in the Proposed Budget.

The existing and recommended LAFCO staffing levels are proposed to be the same overall. Staffing levels and the reclassifications are reflected on the table on the next page.

Title	FY 2003-04	FY 2004-05
Executive Officer	1	1
Planner IV	.75	0
LAFCO Analyst	0	.75
Administrative Assistant III	1	0
Office Manager/Clerk of the Commission	0	1
<b>Total Authorized Positions</b>	<b>2.75</b>	<b>2.75</b>

Maintaining funding for possible Extra Help is also part of the Proposed Budget. The basic purpose is to provide for the option of additional clerical support, as needed, for on-going operations and to better position LAFCO to archive its records. No Extra Help funding has been used in prior years, but it is probable that some or all of the \$25,000 recommended for Extra Help in FY 2004-05 will be used during the year. The consultant contract for the second phase of municipal service review work provides that LAFCO will do all necessary data entry into the master municipal service review database. Using extra help for this purpose is less expensive than having such services performed by the consultants. As in prior years, however, the discretion to use this funding is up to the Executive Officer and the expectation that fiscal prudence be maintained throughout the year will be part of the determination on the use of these funds.

#### Services and Supplies

The Proposed Budget for supplies and services is approximately 4% less than the Adopted Budget for the current fiscal year. The largest and most significant expenditure continues to be for professional services (account code 2199). These funds will be used both for existing consultant agreements that are carried over to next year and for possible new consultant agreements relating to municipal service reviews. Because the third and final phase of municipal service review work will be the cities, and because municipal service review work overlaps with the fiscal year, sufficient funds will be needed to maintain on-going work and to provide for the timely commencement of new municipal service review work.

Other major changes to expenditures for Services and Supplies are:

- A decrease in Indirect Cost Recovery charges (account code 2158). These cost recovery charges are for County services provided by the Auditor-Controller and Chief Executive Officer, including Human Resources, in past years. The decrease and resulting credit (revenue account code 9411) is due to reduced expenditures for these County Services two years ago, and the fact that the County Counsel is now billing LAFCO directly for their services rather than via the indirect cost recovery system.
- An increase for Graphics Charges (account code 2177) due to an increase in the use of the County's graphics center for printing packets and reports. This is partially offset by a decrease in Copy Machine Charges (account code 2176).

- An increase in Miscellaneous Office Expenses (account code 2179) sufficient to provide for replacement of the computers and monitors in the LAFCO office. Three years ago the Commission entered into a lease for all its computer equipment (see IBM PC Leasing – account code 2273). The term of this lease expires in September 2004. The cost of leasing computers is more than the cost for a direct purchase. Thus, rather than beginning a new lease, it is proposed that the Commission budget for the purchase new computers after the current lease expires.
- A substantial increase in the cost for Public and Legal Notices (account code 2261). The costs for notices have increased partially due to increases in newspaper rates and the additional number of notices for municipal service reviews and sphere of influence updates. Whenever, a LAFCO application requires notices to be sent to surrounding property owners and registered voters the costs for these notices are charged to this account code. The direct costs for these types of notices, however, are recovered by fees. Thus, some of these costs are recoverable and are included in Other Revenue - Miscellaneous (revenue account code 9772).

### Contingencies

The Commission's budget policies indicate that the budget should provide for contingencies equaling 10% of total expenses. Thus, as the overall expenses increase, the amount to be budgeted for contingencies increases. The Proposed Budget contains \$62,599 for contingencies. This represents almost exactly 10% of the combined Salary and Employee Benefits and Services and Supplies expenses (\$625,987).

## **Financing Sources**

Sources of Financing consist of Fund Balance (account code 5040), Designation for Subsequent Year Financing (account code 5070), Miscellaneous Revenues, including interest earnings and charges for services (e.g. account codes 8911 and 9772), and Other Governmental Agencies, the revenue to be collected from the County, cities and independent special districts (account code 9372).

### Fund Balance

Section 56381(c) of the CKH provides, "If, at the end of the fiscal year, the commission has funds in excess of what it needs, the commission may retain those funds and calculate them into the following fiscal year's budget." Approximately \$119,101 is now projected to be available at the end of the fiscal year as Fund Balance. This is a direct result of FY 2003-04 expenses being less than projected. The retention of these funds reduces the amount of revenue needed to be collected from other governmental agencies for FY 2004-05.

### Designation for Subsequent Year Financing

If, after the close of the fiscal year, there are funds in excess of the amount budgeted for Fund Balance, these funds are automatically designated for subsequent year financing

(account code 5070) by the County Auditor Controller. In September 2003 after the close of the 2002-03 fiscal year, \$27,121 was available in addition to what had been budgeted as Fund Balance for the 2003-04 fiscal and was designated for subsequent year financing.

Consistent with prior year budgets and actions the Proposed Budget includes using all of the \$27,121 in account code 5070 as revenue for fiscal year 2004-05. Using this amount next year helps to reduce the amount of revenue necessary from other governmental agencies. In order to properly account for the use of these monies, however, it is recommended that the Commission formally authorize the transfer of the \$27,121 from the Designation for Subsequent Year Financing account code to the Fund Balance account code. Assuming this is done, the amount shown for Fund Balance as a part of the Final Budget will be increased accordingly and the Designation for Subsequent Year Financing account code will return to zero, at least until the close of the current fiscal year.

#### Miscellaneous Revenue

There are two new revenue sources listed for FY 2004-05. There will be income from CALAFCO of \$2,000 to partially offset the expenses for the Executive Officer serving as Deputy Executive Officer of CALAFCO (account code 9772). In addition and as noted previously, there is a one-time credit that will be received during FY 2004-05 for prior overpayments to the County's indirect cost recovery plan (account code 9411). These modest additional revenue sources are almost enough, to offset the reduced amount projected to be collected from application fees (Other Revenue – Miscellaneous – charges for LAFCO services; account code 9772). While helpful for FY 2004-05, the caution is that these two additional revenue sources, especially the indirect cost recovery credit, will probably not be available in future years.

The number and complexity of applications filed for review and action by the Commission was less than expected for the current fiscal year. This downward trend in the number of applications filed is expected to continue through FY 2004-05, simply based on regional economic trends during the last two to three years. The \$60,000 in projected revenue from LAFCO application fees (account code 9772) is \$20,000 less than the amount budgeted in prior years and is a conservative/pessimistic projection. This estimate recognizes that LAFCO has no control over the number or type of future applications. An increase in either the number or the complexity of proposals filed will increase revenues

The Commission has a policy to annually review the LAFCO fee schedule as a part of the budget process. The existing fee schedule has been in effect since July 2002. It is recommended that the Commission review the fee schedule in either May or June before action on the Final Budget. Should some fee increases be approved, this will alter the projections in the Final Budget for Miscellaneous Revenues accordingly. While raising fees will increase revenues somewhat, it is unlikely that sufficient fee increases

can be justified to offset the loss in revenue resulting from the decline in applications projected to be filed.

Revenues from Other Governmental Agencies (the County, Cities and Independent Special Districts)

Pursuant to the CKH, costs for LAFCO operations, net of charges for service, are apportioned one-third to the County, one-third to the cities, and one-third to the independent special districts. The CKH describes how the County Auditor-Controller is to make this apportionment and collect revenues once LAFCO adopts a Final Budget.

Even though expenses are projected to increase by approximately 7% overall, the amount of revenue projected to be collected from the County, cities and independent special districts has increased approximately 17%. This large increase is a primarily a result in the difference between Fund Balance and Designation for Subsequent Year Financing from FY 2003-04 to FY 2004-05. The Commission will recall that the amount of revenue collected from the County, the cities and the independent special districts was reduced substantially for this fiscal year due to the large Fund Balance and use of Subsequent Year Financing. This type of decrease cannot be maintained year after year.

The table below shows how the amount of revenue from Other Governmental Agencies (the County, cities and independent special districts) has fluctuated since LAFCO first adopted an independent budget in June 2001:

<b>Year</b>	<b>Adopted Budget – Total Finance Sources &amp; Revenue</b>	<b>Amount of Revenue from Other Governmental Agencies</b>	<b>Percent of Total Revenue from Other Governmental Agencies</b>
<b>FY 2001-02</b>	\$548,737	\$468,737	85%
<b>FY 2002-03</b>	\$719,131	\$568,503	79%
<b>FY 2003-04</b>	\$641,215	\$390,699	61%
<b>FY 2004-05</b>	\$688,587	\$458,295	67%

Included with this Proposed Budget are the percentage shares of the Other Governmental Agencies revenue for each of the cities and independent special districts based on the 1999-2000 State Controller reports. These are the most current State Controller Reports available. If the State Controller issues updated reports for either cities or special districts, or both, before action on the Final Budget in June, the County Auditor-Controller will update the percentage share allocations. Once LAFCO adopts a Final Budget the law requires the County Auditor-Controller to use the latest available State Controller’s report as the basis for collecting revenue from cities and independent special districts.

The CKH continues to provide the ability for the independent special districts in each County to determine an alternate apportionment method. The Ventura County Special District Association has reviewed and discussed alternate apportionment options, but to date the independent special districts have not approved any alternate apportionment methodology. Should the independent special districts adopt an alternate apportionment method consistent with the law and present it to the County Auditor-Controller prior to the adoption of the Final Budget in June, such an alternate apportionment method would be the basis for collecting the special districts share of net expenses.

## **Conclusion**

The Ventura LAFCO is continuing to exercise fiscal prudence. Mandates are being met and basic services provided with a minimum of staff and by holding the line on discretionary expenses. The Commission continues to understand the economic realities of the time and the increasing constraints on local government revenues. The Commission's budget record reflects fiscal responsibility in both budgeting and overseeing actual expenditures. The Proposed Budget for 2004-05 was prepared and is being recommended in keeping with these practices.

Respectfully submitted,

Everett Millais  
Executive Officer

**VENTURA LOCAL AGENCY FORMATION COMMISSION**  
**EXPENSE AND REVENUE DETAIL**  
**Proposed Budget FY 2004 - 2005**

Account Code	Adopted Budget FY 03-04	Adjusted Budget FY 03-04	Projected Actual FY 03-04	Proposed Budget FY 04-05	Rec. Final Budget FY 04-05	Adopted Budget FY 04-05
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**EXPENDITURES**

<b>Salaries and Employee Benefits</b>							
Regular Salaries	1101	221,253	221,253	221,253	223,724		
Extra Help	1102	25,000	25,000	0	25,000		
Supplemental Payments	1106	7,615	7,615	11,000	11,044		
Retirement Contribution	1121	0	0	(10,000)	44,137		
OASDI Contribution	1122	11,915	11,915	11,915	12,148		
FICA-Medicare	1123	3,362	3,362	3,362	3,404		
POB Debt Sevice	1126	32,450	32,450	32,450	33,347		
Group Insurance	1141	15,332	15,332	10,000	18,015		
Life Ins/Dept Heads & Mgt	1142	105	105	105	312		
State Unemployment Ins	1143	349	349	349	845		
Management Disability Ins	1144	936	936	936	1,667		
Med Inc Surc	1146	2,657	2,657	2,657	0		
Workers Compensation	1165	3,372	3,372	3,372	3,897		
401k Plan	1171	5,465	5,465	5,465	6,712		
<b>Total Salaries and Benefits</b>		<b>329,811</b>	<b>329,811</b>	<b>292,864</b>	<b>384,252</b>	<b>0</b>	<b>0</b>
<b>Services and Supplies</b>							
Telephone Charges - Non ISF	2032	150	150	135	150		
Voice/Data -ISF	2033	5,000	5,000	2,500	4,000		
General Insur Allocation	2071	1,500	1,500	1,532	1,415		
Facil/Matls Sq Ft Alloc-ISF	2125	12,900	12,900	12,312	12,400		
Memberships & Dues	2141	4,500	4,500	2,957	4,500		
Education Allowance	2154	3,000	3,000	132	3,000		
Indirect Cost Recovery (County Cost Allocation Plan charges)	2158	10,904	10,904	10,904	0		
Books & Publications	2172	500	500	200	500		
Office Supplies	2173	2,700	2,700	2,300	2,700		

**VENTURA LOCAL AGENCY FORMATION COMMISSION**  
**EXPENSE AND REVENUE DETAIL**  
**Proposed Budget FY 2004 - 2005**

	<b>Account Code</b>	<b>Adopted Budget FY 03-04</b>	<b>Adjusted Budget FY 03-04</b>	<b>Projected Actual FY 03-04</b>	<b>Proposed Budget FY 04-05</b>	<b>Rec. Final Budget FY 04-05</b>	<b>Adopted Budget FY 04-05</b>
Mail Center-ISF	2174	10,600	10,600	6,500	7,000		
Purchasing Charges-ISF	2176	1,000	1,000	250	1,000		
Graphics Charges-ISF	2177	1,800	1,800	4,200	5,500		
Copy Machine Chgs-ISF	2178	2,600	2,600	1,500	2,000		
Misc Office Expense	2179	10,000	10,000	4,000	25,000		
Board Member Fees	2191	4,000	4,000	3,000	4,000		
Information Technology	2192	350	350	320	400		
Public Works Charges	2197	35,000	35,000	20,000	25,000		
Other Prof & Spec Service	2199	80,000	134,502	124,510	80,000		
County GIS Expense	2214	23,800	23,800	23,800	18,000		
Public And Legal Notices	2261	1,500	1,500	4,500	5,000		
IBM PC Leasing	2273	4,800	4,800	4,700	1,170		
Spec Dept xo4(Assessor/Legal Co	2304	18,000	18,000	16,500	20,000		
Private Vehicle Mileage	2522	6,000	6,000	4,900	6,000		
Conference & Seminars Expense	2523	12,500	12,500	12,500	13,000		
<b>Total Services and Supplies</b>		<b>253,104</b>	<b>307,606</b>	<b>264,152</b>	<b>241,735</b>	<b>0</b>	<b>0</b>

**Contingencies**

<i>Contingencies</i>	6101	58,300	58,300	0	62,599		
<b>Total Contingencies</b>		<b>58,300</b>	<b>58,300</b>	<b>0</b>	<b>62,599</b>		
<b>TOTAL EXPENDITURES</b>		<b>641,215</b>	<b>695,717</b>	<b>557,016</b>	<b>688,586</b>	<b>0</b>	<b>0</b>

**VENTURA LOCAL AGENCY FORMATION COMMISSION**  
**EXPENSE AND REVENUE DETAIL**  
**Proposed Budget FY 2004 - 2005**

Account Code	Adopted Budget FY 03-04	Adjusted Budget FY 03-04	Projected Actual FY 03-04	Proposed Budget FY 04-05	Rec. Final Budget FY 04-05	Adopted Budget FY 04-05
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**FINANCING SOURCES**

<b>Fund Balance</b>	5040	127,116	220,526	220,526	119,101		
<b>Designation for Subsequent Year Financing</b>	5070	38,900	0	0	27,121	0	0
<b>Miscellaneous Revenue</b>							
Interest Earnings	8911	4,500	4,500	4,000	3,500		
Other Revenue - Misc. (charges for LAFCO services)	9772	80,000	80,000	60,900	60,000		
Other Revenue - Misc. (from CALAFCO for E.O. expenses)	9772				2,000		
cost Allocaton Plan Reimbursmnt)	9411				18,569		
<b>Total Miscellaneous Revenue</b>		<b>84,500</b>	<b>84,500</b>	<b>64,900</b>	<b>84,069</b>	<b>0</b>	<b>0</b>

**Other Governmental Agencies**

Other Gov't Agencies (County of Ventura)	9372	130,233	130,233	130,233	152,765		
Other Gov't Agencies (Cities)	9372	130,233	130,233	130,233	152,765		
Other Gov't Agencies (Indep Special Districts)	9372	130,233	130,225	130,225	152,765		
<b>Total Other Government Agencies Revenue</b>		<b>390,699</b>	<b>390,691</b>	<b>390,691</b>	<b>458,295</b>	<b>0</b>	<b>0</b>
<b>Total Revenue</b>		<b>475,199</b>	<b>475,191</b>	<b>455,591</b>	<b>542,364</b>	<b>0</b>	<b>0</b>
<b>TOTAL FINANCE SOURCES &amp; REVENUE</b>		<b>641,215</b>	<b>695,717</b>	<b>676,117</b>	<b>688,586</b>	<b>0</b>	<b>0</b>

**LAFCO NET OPERATING EXPENSES**  
**GOV'T CODE 56381 (b)(1)**

FOR BUDGET YEAR 2004 - 2005

ALLOCATION - CITIES

SOURCE: STATE OF CALIFORNIA, CITIES ANNUAL REPORT, FY 1999/00

CITY	TOTAL REVENUE PER REPORT	PRELIMINARY PERCENTAGE	ALLOCATION
1 CAMARILLO	\$47,256,788	8.108%	\$152,765
2 FILLMORE	8,784,216	1.507%	\$12,386
3 MOORPARK	18,633,277	3.197%	\$2,301
4 OJAI	6,373,079	1.094%	\$4,884
5 OXNARD	180,118,761	30.905%	\$1,670
6 PORT HUENEME	18,297,712	3.140%	\$47,212
7 SAN BUENAVENTURA	102,953,485	17.665%	\$4,797
8 SANTA PAULA	17,475,820	2.999%	\$26,986
9 SIMI VALLEY	65,088,123	11.168%	\$4,581
10 THOUSAND OAKS	117,831,924	20.218%	\$17,061
TOTAL	\$582,813,185	100.000%	\$30,886

-1 In counties in which there is city and independent special district representation on the commission, the county, cities, and independent special districts shall each provide a one-third share of the commission's operational costs. The cities share shall be apportioned in proportion to each city's total revenues, as reported in the most recent edition of the Cities Annual Report published by the Controller, as a percentage of the combined city revenues within a county, or by an alternative method approved by a majority of cities representing the majority of the combined cities' populations.

Preliminary  
**Preliminary**

**LAFCO NET OPERATING EXPENSES  
GOV'T CODE 56381.5 (b) (1)**

FOR BUDGET YEAR 2004-2005

ALLOCATION - SPECIAL DISTRICTS

SOURCE: STATE OF CALIFORNIA, SPECIAL DISTRICTS ANNUAL REPORT, FY99/00

NAME	REVENUE PER REPORT					TOTAL	PRELIMINARY	ALLOCATION		
						REVENUE PER REPORT	PERCENTAGE	\$ 152,765		
1 Bardsdale Public Cemetery	\$	183,417				\$ 183,417	0.102%	155		
2 Bell Canyon Comm. Services Dist.		250,602	24,973			275,575	0.153%	234		
3 Calleguas Municipal Water Dist.		75,099,690	13,389,636			88,489,326	49.089%	74,990		
4 Camarillo Health Care Dist.		441,916	1,198,785			1,640,701	0.910%	1,390		
5 Camrosa Water Dist.		1,877,777	16,804	7,660,242	1,751,893	11,306,716	6.272%	9,582		
6 Casitas Municipal Water Dist.		7,282,165	3,177,575			10,459,740	5.802%	8,864		
7 Channel Island Beach CSD		1,027,638	1,258,624	2,361,121		4,647,383	2.578%	3,938		
8 Conejo Recreation & Park Dist.		-	10,425,982			10,425,982	5.784%	8,836		
9 El Rancho Simi Public Cemetery Dist	UNREPORTED					-	0.000%	-		
10 Fillmore-Piru Memorial Dist.		130,887				130,887	0.073%	111		
11 Fox Canyon Groundwater Mgmt.. Agency		431,353				431,353	0.239%	366		
12 Hidden Valley Municipal Water Dist.		44,806				44,806	0.025%	38		
13 Meiners Oaks County Water Dist.		431,584	161,148			592,732	0.329%	502		
14 Montalvo Municipal Impv. Dist.		223,086	240,129			463,215	0.257%	393		
15 Ocean View Municipal Water Dist.		408,892	6,662			415,554	0.231%	352		
16 Ojai Valley Sanitary Dist.		4,338,622	1,528,675			5,867,297	3.255%	4,972		
17 Ojai Water Conservation Dist.		4,015				4,015	0.002%	3		
18 Oxnard Drainage Dist. No. 1		33,753				33,753	0.019%	29		
19 Oxnard Drainage Dist. No. 2		111,912				111,912	0.062%	95		
20 Oxnard Harbor Dist.		8,851,463	1,218,849			10,070,312	5.586%	8,534		
21 Piru Public Cemetery Dist.		11,351				11,351	0.006%	10		
22 Pleasant Valley Co. Water Dist.		1,508,803	479,064			1,987,867	1.103%	1,685		
23 Pleasant Valley Rec & Parks Dist.		-	4,408,925			4,408,925	2.446%	3,736		
24 Rancho Simi Rec & Park Dist.		-	11,883,740			11,883,740	6.592%	10,071		
25 Russell Valley Municipal Water Dist.	CONSOLIDATED WITH CALLEGUAS					-	0.000%	-		
26 Saticoy Sanitary Dist.		93,437	34,618			128,055	0.071%	109		
27 United Water Conservation Dist.		-	2,364,534	1,052,562	37,269	5,133,233	4.993%	7,628		
28 Ventura Co. Resource Conserv. Dist.		203,350				203,350	0.113%	172		
29 Ventura Port District		4,151,336	1,811,447			5,962,783	3.308%	5,053		
30 Ventura River County Water Dist.		1,015,013	67,183			1,082,196	0.600%	917		
<b>TOTAL</b>		<b>108,156,868</b>	<b>53,697,353</b>	<b>11,073,925</b>	<b>1,789,162</b>	<b>5,133,233</b>	<b>413,566</b>	<b>\$ 180,264,107</b>	<b>100.000%</b>	<b>\$ 152,765</b>

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