

# Santa Barbara LAFCO

Consideration of Future Staffing Options for Santa Barbara LAFCO

December 4, 2014

# Background

- The current two-year contract with the Interim Executive Officer expires on June 30, 2015. Although the contract may be extended with the approval of the Commission and the interim Executive Officer, the Commission has requested that future permanent Staffing Options be reviewed and discussed before preparation of the Commission's 2015-16 Budget.
- It is the desire of staff and the Commission that this discussion will provide direction for preparation of the Proposed and Final 2015-16 budget. It should also provide direction for long-term funding and staffing options for Santa Barbara LAFCO. This report assumes that Legal Services would continue to be provided by County Counsel's Office.

# The following are the permanent Staffing Options as envisioned by staff:

- Status Quo – Contract Executive Officer, Contract between the Commission and Clerk to the Board (COB) for Clerk Support. This option could also provide additional funds for outside consulting services for updates to the Municipal Service Reviews/Spheres of Influence.
- Contract Executive Officer plus Contract Part-time (non-County) Clerk/Clerical Services. This option could also provide additional funds for outside consulting services for updates to the Municipal Service Reviews/Spheres of Influence.
- Full time Executive Officer and Part-time Clerical Support-Completely Independent of the County (Both LAFCO Employees). This option could also provide additional funds for outside consulting services for updates to the Municipal Service Reviews/Spheres of Influence.
- Full time Executive Officer, Full or Part-time Clerk/Analyst (one position) - Completely Independent of the County (Both LAFCO Employees). This option would reduce the need for additional funds for outside consulting services for updates to the Municipal Service Reviews/Spheres of Influence.
- Full time Executive Officer, Full-time Analyst, and Full-time Clerk/Clerical Support-Completely Independent of the County (Both LAFCO Employees). This option would reduce the need for additional funds for outside consulting services for updates to the Municipal Service Reviews/Spheres of Influence.

The five staffing options may be summarized as follows:

<u>Position</u>	<u>Employment Status</u>	<u>FTE</u>
1. Executive Officer	Contract	N/A
Commission Clerk	Contract-COB	N/A
2. Executive Officer	Contract	N/A
Commission Clerk	Contract-LAFCO	0.5
3. Executive Officer	LAFCO Employee	1.0
Commission Clerk	LAFCO Employee	0.5

# The five staffing options - continued

4. Executive Officer	LAFCO Employee	1.0
Clerk/Analyst	LAFCO Employee	1.0
5. Executive Officer	LAFCO Employee	1.0
Analyst	LAFCO Employee	1.0
Commission Clerk	LAFCO Employee	1.0

- Each of the staffing options has various pros and cons that are outlined in the staff report

# Coastal LAFCO Budget Comparisons

	<u>Budget</u>	<u>Staff Costs</u>	<u>Benefits</u>	<u>% of Salaries</u>
SBLAFCO	\$400,949	\$206,757	\$0.00	0.00
Ventura LAFCO	\$641,949	\$310,000	\$166,200	53.61
SLO LAFCO	\$527,838	\$233,907	\$176,019	75.25
Monterey LAFCO	\$779,600	\$419,000	\$185,000	44.15
Santa Cruz	\$572,700	\$193,700	\$100,200	51.73

# Conclusion

- Each of the five Staffing Options outlined above comes with pros and cons (advantages and disadvantages). Each is directly related to future SBLAFCO budgets. The cost is also directly related to workload.
- Does the Commission want to embark on a more comprehensive Municipal Service Review/Sphere of Influence Update program or is the current process of determining if there are any changes necessary in the previously adopted MSR/SOI's that would require more staff to complete in-house or is addition funding for outside consultants a better option.
- This decision is directly linked to preparation of the 2015-16 Proposed SBLAFCO Budget that is scheduled for review by the Commission at the April 2, 2105 meeting.

# Recommendation

- It is recommended that the Commission review the Staffing Options and provide direct to staff.