

**RESOLUTION OF THE  
VENTURA LOCAL AGENCY FORMATION COMMISSION  
ADOPTING A PROPOSED BUDGET FOR FISCAL YEAR 2025-26**

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.) requires the Ventura Local Agency Formation Commission (Commission) to adopt annually a Proposed Budget by May 1 and a Final Budget by June 15; and

WHEREAS, at a minimum, the Proposed and Final Budget must be equal to the budget adopted for the previous fiscal year unless the Commission finds that reduced staffing or program costs will nevertheless allow the Commission to fulfill the purposes and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act; and

WHEREAS, on April 16, 2025, the Commission adopted a Proposed Budget for Fiscal Year 2025-26 that is higher than the adopted Fiscal Year 2024-25 Final Budget; and

WHEREAS, the public and other governmental agencies had an opportunity to comment and the Commission considered adoption of a Proposed Budget for Fiscal Year 2025-26 on April 16, 2025.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that pursuant to Government Code Section 56381, the Ventura Local Agency Formation Commission hereby:

- (1) Adopts the Proposed Budget for the 2025-26 fiscal year as set forth in Exhibit A attached hereto; and
- (2) Finds that the Proposed Budget as set forth in Exhibit A attached hereto will not result in reductions in staffing or program costs to such an extent that the Commission would be impeded from fulfilling the purpose and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act; and
- (3) Directs the Executive Officer to forward the Proposed Budget, as adopted, to all the independent special districts, cities and the County.

This resolution was passed and adopted on April 16, 2025.

	AYE	NO	ABSTAIN	ABSENT
Commissioner Avila	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Crosswhite	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Gorell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Parvin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Perello	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stephens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Talmadge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Hasan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner LaVere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Piechowski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Santangelo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4-16-25  
Date

  
\_\_\_\_\_  
Chair, Ventura Local Agency Formation Commission

Attachment: Exhibit A

c: County of Ventura  
Ventura County Cities  
Ventura County Independent Special Districts



## VENTURA LOCAL AGENCY FORMATION COMMISSION

### BUDGET MESSAGE

#### Proposed Budget - Fiscal Year 2025-2026

Hearing Date: April 16, 2025

#### Introduction

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 *et seq.*) (CKH) directs that each Local Agency Formation Commission (LAFCo) adopt a Proposed Budget by May 1 of each year and a Final Budget by June 15 of each year. The Ventura LAFCo will hold a hearing on April 16, 2025, to consider this Proposed Budget for Fiscal Year (FY) 2025-26. A public hearing to consider action on the Final Budget for FY 2025-26 is tentatively scheduled for May 21, 2025. The adopted Final Budget will be used by the County Auditor-Controller's Office to collect revenues as necessary from the County, cities and 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.* The Proposed Budget for FY 2025-26 was prepared in accordance with these policies. As with previous budgets, budget goals are to minimize expenditures while fulfilling basic functions and to provide for effective and efficient compliance with mandates.

LAFCo and the County of Ventura entered into a Memorandum of Agreement effective July 1, 2001. While LAFCo is an independent agency, the Memorandum of Agreement provides that the County is 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 2025-26 are part of this Proposed Budget. Therefore, budget information is formatted using County of Ventura account descriptions and codes.

This Budget Message highlights LAFCo's key responsibilities, reviews the notable work accomplishments and budget information for the first three quarters of FY 2024-25, sets forth a basic work plan for FY 2025-26, and provides background and explanatory information about the anticipated expenditures and revenues in the Proposed FY 2025-26 Budget.

## Major LAFCo Responsibilities

- 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.
- Determine and establish spheres of influence for cities and special districts.
- Review and, as necessary, update spheres of influence for cities and special districts every five years.
- Conduct municipal service reviews prior to or in conjunction with the determination or update of spheres 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.
- Serve as the conducting authority for the determination of protests relating to proposals for incorporation, formation, and subsequent boundary changes.
- Act on requests for out-of-agency contracts for extensions of services.
- Function as either a responsible or lead agency pursuant to the California Environmental Quality Act (CEQA).
- Review and comment on draft changes/updates to city and county general plans.
- Review and comment on draft environmental documents prepared pursuant to CEQA.
- Provide public information about LAFCo and public noticing of pending LAFCo actions.
- Maintain a website.
- Adopt and update, as necessary, written policies and procedures.
- Adopt an annual budget.

## FY 2024-25 in Review

Based on information through the end of February 2025, total projected actual expenditures for FY 2024-25 are expected to be as follows:

Description	FY 24-25 Adopted	FY 24-25 Projected	Estimated Savings
Total Salaries and Benefits	\$ 792,700	\$ 792,700	\$ 0
Total Services and Supplies	198,420	166,960	31,460
Contingencies	49,555	0	49,555
<b>Total Expenditures</b>	<b>1,040,675</b>	<b>959,660</b>	<b>81,015</b>

As shown above, the anticipated savings in Salaries and Benefits, Services/Supplies and Contingencies are projected to total \$81,015 for FY 2024-25.

Actual revenue for FY 2024-25 is projected to be approximately:

Account Code	Description of Revenue	FY 24-25 Adopted	FY 24-25 Projected	Estimated Surplus/ (Deficit)
8911	Interest Earnings	\$ 5,000	\$ 14,000	\$ 9,000
9790	Other Revenue (from Fees)	6,000	13,000	7,000
9371	Other Govt. Agencies	954,675	954,675	0.00
	<b>Total Revenue</b>	<b>965,675</b>	<b>981,675</b>	<b>16,000</b>

As shown in the table above, a projected total revenue increase of \$16,000 is anticipated as part of the current budget due to an increase in anticipated revenue from fees combined with higher interest earnings than anticipated.

The projected \$81,015 overall savings in Salaries/Benefits and Services/Supplies and Contingencies along with the projected \$16,000 of revenue surplus results in a total projected unappropriated Fund Balance of \$97,015, which is \$22,015 more than the \$75,000 appropriated Fund Balance adopted as a part of the FY 2024-25 Final Budget.

The following bullet points comprise the work plan that was adopted as a part of the FY 2024-25 Adopted Final Budget. Substantial progress has been made on each of these work plan items, as discussed below:

- *Continue municipal service reviews and sphere of influence reviews/updates in accordance with the approved work plan.*

In April 2018, LAFCo approved a Work Plan for the 2018-2022 sphere of influence review/update and municipal service review cycle. The Work Plan was revised in October 2018 and specifies that the review of the spheres of influence was to include the preparation of a municipal service review for 28 water and wastewater districts. Of these 28 districts, MSRs for 27 and sphere of influence reviews/updates for 26 have been completed and accepted by the Commission and the remaining one MSR and two sphere of influence reviews/updates are anticipated to be completed during FY 2024-25 or early in FY 2025-26. Although not formally part of the Work Plan, for the current fiscal year, LAFCo has also completed, or is currently processing, eight applications (e.g., changes of organization, reorganizations, sphere of influence amendments, and out of agency service agreements).

- *Continue to review and comment on draft environmental documents and general plan updates as they may be prepared by the cities and the County.*

Over the course of the current fiscal year, LAFCo staff continues to review and/or comment on CEQA notices/documents, general plan updates, and development proposals that come within the purview of LAFCo. These include development proposals within cities and the unincorporated County area.

- *Maintain and enhance operations with a focus on communication with the Commission, the County, cities, districts and the public; budget monitoring and information; staff training and development; and enhanced records management.*

Staff keeps the Commission informed of notable events and items of interest through regular update memos, email correspondence, and regularly-scheduled meetings. Staff maintains positive communications and working relationships with all cities and districts. Staff attends and participates in meetings with staff and consultants representing cities, special districts and other local public agencies as well as individual members of the public and community groups. As time allows, staff attends meetings of local and regional associations. In addition, staff improves the LAFCo website making it more user friendly with enhanced features and the ability to access city and district maps, and is pursuing the addition of additional short videos to better convey to the public the role and mission of LAFCo.

Staff routinely monitors the budget. An external audit of LAFCo's financial statements for the year ended June 30, 2024, was completed March 3.

- *Update and revise the Commissioner's Handbook and consider policy additions consistent with the mission and purpose of LAFCo.*

On an ongoing basis and as needed, staff identifies potential policy updates/revisions for Commission consideration.

- *Increase public awareness about the mission, purpose and function of LAFCo.*

Staff routinely meets with members of the public to discuss LAFCo's role in development. Staff also routinely meets with the staff of the County, cities, and special districts to discuss anticipated applications, sphere of influence reviews/updates, environmental documents, and other LAFCo-related activities. Staff also welcomes opportunities to discuss the mission of LAFCo with the public or other agencies.

## **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. For FY 2025-26, the recommended work plan maintains the focus on municipal service reviews and sphere of influence reviews/updates and is otherwise similar to the work plan for this fiscal year.

## **FY 2025-26 Work Plan**

- Continue municipal service reviews and sphere of influence reviews/updates in accordance with the approved work plan.
- Continue to review and comment on draft environmental documents and general plan updates as they may be prepared by the cities and the County.

- Maintain and enhance operations with a focus on communication with the Commission, the County, cities, districts, and the public; budget monitoring and information; staff training and development; and enhanced records management.
- Update and revise the Commissioner's Handbook and consider policy additions that are consistent with the mission and purpose of LAFCo.
- Increase public awareness about the mission, purpose and function of LAFCo.

Staff believes that the items listed above are realistic provided the number and/or complexity of applications filed remain generally consistent with recent fiscal years.

## PROPOSED BUDGET

### Expenditures

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) (see tables on pages 14-15). Including a 10.0% contingency, the Proposed Budget reflects an overall expenditure increase of approximately 9.3% compared to the FY 2024-25 Adopted Final Budget, as indicated in the following table:

Description	FY 24-25 Adopted	FY 25-26 Proposed	Increase / (Decrease)	Percent Change
Total Expenditures	\$ 1,040,675	\$ 1,136,970	\$ 96,295	9.3 %

### Salary and Employee Benefits (1000 series of account codes)

Salaries and Employee Benefits continue to be the greatest expense, comprising approximately 76.0% of the total expenditures (more if contingencies are not included). Expenditures for Salaries and Benefits are proposed to increase by approximately 2.7% as compared to FY 2024-25, as indicated in the following table:

Description	FY 24-25 Adopted	FY 25-26 Proposed	Increase / (Decrease)	Percent Change
Total Salaries and Benefits	\$ 792,700	\$ 813,950	\$ 21,250	2.7 %

Though Regular Salaries (account code 1101) are anticipated to increase \$11,000, the increase does not include any anticipated increases to actual salaries, but reflects a 3.5% general salary increase (GSI) for most County employees covered by the Management Resolution, which includes LAFCo staff, that became effective in late December 2024. The current year's budget reflects about five months of the increase (January 2025 through June 2025), whereas the proposed next year's budget reflects the entire 12-month fiscal year. The increase also includes an anticipated \$8,000 increase to Group Insurance (account code 1141), which is set by the County Budget Development Manual.

Description	Acct Code	FY 24-25 Adopted	FY 25-26 Proposed	Increase / (Decrease)	Percent Change
Regular Salaries	1101	\$ 520,000	\$ 531,000	\$ 11,000	2.1 %
Group Insurance	1141	\$ 53,500	\$ 61,500	\$ 8,000	15 %

The currently authorized and proposed classifications are reflected in the following table:

Title	FY 2024-25	FY 2025-26
Executive Officer	1	1
Analyst/Deputy Executive Officer	1	1
Office Manager/Clerk of the Commission	1	1
<b>Total Authorized Positions</b>	<b>3</b>	<b>3</b>

Services and Supplies (2000 series of account codes)

The Proposed Budget for Services and Supplies is greater than that in the Adopted Final Budget for the current fiscal year, as indicated in the following table:

Description	FY 24-25 Adopted	FY 25-26 Proposed	Increase / (Decrease)	Percent Change
	\$ 198,420	\$ 219,660	\$ 21,240	10.7 %

The increase comes primarily from a \$25,000 (1,250 percent) anticipated increase to County Geographical Information Systems Expense ISF (account code 2203). This substantial increase is somewhat offset by a \$7,000 decrease to Other Professional and Specialized Non ISF (account code 2199):

Description	Acct Code	FY 24-25 Adopted	FY 25-26 Proposed	Increase / (Decrease)	Percent Change
County Geographical Information Systems Expense ISF	2203	\$ 2,000	\$ 27,000	\$ 25,000	1,250 %
Other Professional and Specialized Non ISF	2199	\$ 34,000	\$ 27,000	\$ (7,000)	-20.6 %

- County Geographical Information Systems Expense ISF (account code 2158) are set by the County and pertain to costs for County GIS services, including maintaining LAFCo's computer mapping files. The significant increase reflects a change in how GIS charges for its services. In the past, the county departments which utilized substantial GIS resources were essentially subsidizing those that utilized minimal GIS resources, such as LAFCo. For next fiscal year, the subsidies will be eliminated, and all users of GIS services will be billed for their actual anticipated use of the services.
- Other Professional and Specialized Non ISF (account code 2199) includes costs for professional services, including the annual audit of the Commission's financial records. Also included in this account code are funds to cover the costs to produce two to three videos for the website. One video has been completed, and another is anticipated to be completed during the current fiscal year, resulting in decreased anticipated costs for next fiscal year.



### Contingencies

In accordance with the Commission's budget policies, the budget should provide for contingencies equaling 10.0% of total expenditures, unless the Commission deems that a different amount is appropriate. In the past few years, the Commission reduced the amount of contingency appropriation to 5.0%, reasoning that if there was a need for any unanticipated expenditures which might exceed the contingency amount, an appropriation could be made from the unappropriated/unassigned fund balance, which is projected to be \$446,883 at the end of the current fiscal year (approximately \$160,000 for 60 days' Working Capital and approximately \$287,000 unassigned). At the end of next fiscal year, the amount of unassigned fund balance is expected to decrease to approximately \$442,700 (approximately \$189,500 for 60 days' Working Capital and approximately \$253,000 unassigned). Excluding the amount for 60 days' Working Capital, the remaining amount of unassigned fund balance has been decreasing over the years, as some of it has been used to fund annual budgets and decrease the costs to our funding agencies. However, this amount is now expected to decrease to approximately \$253,000 at the end of the next fiscal year and is expected to continue to decrease in coming years. For this reason, staff is recommending that the Proposed Budget include a 10.0% Contingency consistent with the Commission's policy. This would represent an increase from \$49,555 for the current fiscal year to \$103,360 for next fiscal year.

### **Financing Sources**

Financing sources consist of Fund Balance and Miscellaneous Revenues (including interest earnings and application filing fees (e.g., account codes 8911 and 9790)) and Other Governmental Agencies (consisting of the revenue to be collected from the County, cities and independent special districts (account code 9371)).

### Fund Balance

Section 56381(c) of 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." As indicated in the "FY 2024-25 in Review" section above, approximately \$97,015 is projected to be available at the end of the current fiscal year to appropriate for the FY 2025-26 Budget.

In 2011, the Commission adopted budget policies to provide for the maintenance of a Litigation Reserve Account to cover unanticipated expenditures resulting from litigation against the Commission that does not occur routinely and would not be reimbursed by another party. In September 2023, the Commission amended its budget policies to: 1) increase the reserve balance to be maintained from \$100,000 to \$135,000 to reflect inflation from 2011 to July 2023, and 2) to increase the amount each year to reflect increases in the consumer price index (CPI). According to the Bureau of Labor Statistics, the average increase in the CPI for the Los Angeles region from July 2024 through December 2024 was 3.1%. This average was used to increase the reserve amount \$4,172, from \$139,050 to \$143,222.

The policies also provide that excess fund balance remaining over and above the committed and assigned fund balances should be classified as unassigned. Currently the LAFCo General Fund does not include any assigned fund balance. The total unassigned fund balance for the current year is

estimated to be \$446,883. Pursuant to Commission policies, an unassigned (and unappropriated) fund balance of approximately 60 days' working capital must be maintained. Based on the projected actual expenditures for FY 2024-25 (\$959,660), 60 days' working capital would be approximately \$159,943, leaving another \$286,940 in unassigned fund balance. The proposed budget includes an appropriated fund balance of \$100,000.

#### Miscellaneous Revenue

Miscellaneous revenue includes interest earnings and other revenue, primarily application filing fees. The Proposed Budget for Miscellaneous Revenue is \$15,000, which \$4,000 greater than the Adopted Budget amount for the current fiscal year.

The Commission has a policy to annually review the LAFCo fee schedule as a part of the budget process. A LAFCo fee schedule has been in effect since July 2010. It was updated and re-adopted by the Commission in April 2024. LAFCo staff will not be recommending an increase in the hourly composite rate for next fiscal year.

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

Pursuant to CKH, the LAFCo net operating expenses are to be apportioned one-third to the County, one-third to the cities, and one-third to the independent special districts. The Ventura LAFCo determines net operating expenses as the cost for LAFCo operations net of those funds appropriated for budget purposes plus Miscellaneous Revenue. CKH describes how the County Auditor-Controller is to make this apportionment and collect revenues once LAFCo adopts a Final Budget.

Though the Recommended Proposed Budget represents a 9.3% (\$96,295) increase over the current budget, the revenue projected to be collected from the County, the 10 cities, and the 29 independent special districts will increase 7.0% (\$67,296) from the current fiscal year (an increase of \$22,432 for each of three funding categories). This is due to the increase in anticipated expenditures and the 5% increase for Contingencies. 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. As shown in the table below, the amount of projected total revenue from Other Governmental Agencies for FY 2025-26 is above the 87% average over the previous five years.

Year	Adopted Budget –Total Finance Sources	Amount of Revenue from Other Governmental Agencies	Percent of Total Revenue from Other Governmental Agencies
FY 2001-02	\$548,737	\$468,737	85%
FY 2002-03	\$719,130	\$568,502	79%
FY 2003-04	\$641,215	\$390,699	61%
FY 2004-05	\$702,503	\$473,067	67%
FY 2005-06	\$723,226	\$361,874	50%
FY 2006-07	\$830,154	\$621,617	75%
FY 2007-08	\$949,269	\$715,957	75%

Year	Adopted Budget –Total Finance Sources	Amount of Revenue from Other Governmental Agencies	Percent of Total Revenue from Other Governmental Agencies
FY 2008-09	\$735,422	\$488,684	66%
FY 2009-10	\$783,101	\$587,084	75%
FY 2010-11	\$772,892	\$590,055	76%
FY 2011-12	\$766,598	\$570,285	74%
FY 2012-13	\$659,706	\$550,515	83%
FY 2013-14	\$675,769	\$573,636	85%
FY 2014-15	\$641,949	\$519,249	81%
FY 2015-16	\$678,977	\$576,477	85%
FY 2016-17	\$703,028	\$617,028	88%
FY 2017-18	\$743,490	\$626,991	84%
FY 2018-19	\$766,096	\$622,596	81%
FY 2019-20	\$830,225	\$657,225	79%
FY 2020-21	\$857,431	\$718,431	84%
FY 2021-22	\$875,963	\$763,962	87%
FY 2022-23	\$903,892	\$769,392	85%
FY 2023-24	\$974,242	\$863,242	89%
FY 2024-25	\$1,040,675	\$954,675	92%
FY 2025-26 <sup>1</sup>	\$1,136,675	\$1,021,970	90%

Not formally part of the budget, but included for general information are the percentage shares of the Other Governmental Agencies revenue for each of the cities (Attachment 1) and the independent special districts (Attachment 2). City revenues and Special District revenues are based on the FY 2022-23 State Controller Reports. These are the most current reports available at this time. Should the State issue Cities and Special District Reports for FY 2023-24 before the end of June, the County Auditor-Controller's Office will use those reports as the basis for collecting revenue from the cities and special districts for FY 2025-26. As a further means of comparison, Attachment 3 shows individual agency revenue allocation amounts as a percentage of each agency's total revenue. Attachment 4 contains a comparison of each city's and district's allocation that was adopted for FY 2017-18 through the current proposed allocations for FY 2025-26.

CKH continues to provide the ability for the cities and independent special districts in each County to determine an alternate apportionment method. To date, however, neither the cities nor the special districts have agreed on any alternate apportionment methodology. This means that the City of Oxnard, as the city with the highest gross revenue, and Calleguas Municipal Water District, the largest special district in terms of gross revenue, will continue to pay the largest respective shares of the city and special district portion of LAFCo revenue.

### Conclusion

The Ventura LAFCo is continuing to exercise fiscal prudence. Systems and policies are in place to ensure best practices and proper oversight. Mandates are being met and basic services provided with a highly-trained staff that seeks to limit discretionary expenditures. The Proposed Budget for

<sup>1</sup> Based on FY 2025-26 Proposed Budget

FY 2025-26 was prepared and is being recommended consistent with the Commission's policies and the knowledge and experience gained from prior years.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'K. Luoma', written in a cursive style.

Kai Luoma  
Executive Officer

ATTACHMENTS:

1. Other Governmental Agencies-Cities Allocation Amounts
2. Other Governmental Agencies-Independent Special District Allocation Amounts
3. Agency Revenue Allocation Percentages
4. Agency Allocations for FYs 2020-21, 2021-22, 2022-23, 2023-24, 2024-25, and 2025-26

Glossary of Terms

**ANNUAL (OPERATING) BUDGET:** A financial plan that outlines proposed expenditures for the coming fiscal year and estimated revenues which will be used to finance them.

**APPROPRIATED FUND BALANCE:** A portion of existing fund balance that is incorporated into the subsequent year's budget to "balance" expected expenditures in excess of expected revenues.

**ASSET:** Resources with present service capacity that the government presently controls; for example, money, investments and property.

**ASSIGNED FUND BALANCE:** Comprises amounts intended to be used by the government for specific purposes; for example, appropriated fund balance. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority to assign amounts to be used for specific purposes.

**AUDIT:** A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in its financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities.

**BALANCE SHEET:** Also known as a statement of net position, a basic financial statement, and presentation of an entity's net assets and liabilities on a specified date. A balance sheet is usually accompanied by appropriate disclosures that describe the basis of accounting used in its preparation.

**BUDGET:** A plan of financial operation including an estimate of proposed expenditures for a given period and the proposed means of financing them.

**BUDGET MESSAGE:** A written overview of the budget from the LAFCo Executive Officer that discusses the major budget items and LAFCo's present and future financial condition.

**COMMITTED FUND BALANCE:** Includes amounts that can be used only for the specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. Commitments may be changed or removed only by the same decision-making authority taking the same formal action that imposed the constraint originally.

**CONTINGENCY:** A budgetary expenditure allowance (appropriation) to cover unanticipated expenditures or revenue shortfalls during the fiscal year (LAFCo Budget Account Code 6101). The Ventura LAFCo Commissioner's policies provide that the annual budget include an allocation of 10% of total operating expenses for contingencies, unless the Commission deems a different amount appropriate. Transfers from the contingency account require prior approval of the Commission.

**DEFICIT:** An excess of expenditures or expenses over revenues.

**EXPENDITURES:** Under the current financial resources measurement focus, decreases in net financial resources not properly classified as *other financing uses*; for example, disbursements of cash for the cost of salaries, benefits, services or supplies.

**FINANCIAL STATEMENT:** Presentation of financial data including balance sheets, income statements or any supporting statement that is intended to communicate an entity's financial position at a point in time and its results of operations for a period then ended.

**FISCAL YEAR:** The 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

**FUND BALANCE:** The difference between a fund's assets and its liabilities. With regard to a LAFCo budget, Government Code Section 56381(c) 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."

**FUND:** A complete accounting entity reflecting financial transactions, both receipts and expenditures, of money that is set up to carry out a special function or attain objectives in accordance with established laws, policies, and regulations. The fund concept also applies to budget activities.

**GASB:** The Governmental Accounting Standards Board (GASB) is the ultimate authoritative accounting and financial reporting standard-setting body for state and local governments. The GASB was established in June 1984 to replace the NCGA (National Council on Governmental Accounting).

**GIS:** Geographic Information System.

**INCOME STATEMENT:** Summary of the effect of revenues and expenses over a period of time.

**INTEREST:** Interest income earned as idle funds are invested with a goal of protecting each investment while achieving the highest rate of return.

**INTERNAL CONTROL:** Process designed to provide reasonable assurance regarding achievement of various management objectives such as the reliability of financial reports.

**INTERNAL SERVICE FUND:** A fund that accounts for the provision of services by various County departments on a cost reimbursement basis.

**LIABILITIES:** Present obligations to sacrifice resources that the government has little or no discretion to avoid; for example, amounts owed for items received, services rendered, expenses incurred, and assets acquired.

**LINE-ITEM BUDGET:** A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each.

**OBJECT:** An individual expenditure account.

**FINANCING SOURCES:** Total amounts available during the fiscal year for appropriation including estimated revenues and appropriated fund balances.

**UNAPPROPRIATED FUND BALANCE:** The portion of fund balance remaining, following an approved budget appropriation of fund balance and any commitments.

**UNASSIGNED FUND BALANCE:** The difference between total fund balance in a governmental fund and its non-spendable, restricted, committed and assigned components.

**UNRESTRICTED FUND BALANCE:** The difference between total fund balance in a governmental fund and its non-spendable and restricted components.

# Ventura Local Agency Formation Commission

## OPERATING EXPENSES

		FY 2024-2025		FY 2025-2026		
		Adopted	Projected	Proposed	Difference from FY 2024-25 Adjusted Budget	Percentage Difference from FY 2024-25 Adjusted Budget
<b>Salaries and Benefits</b>						
<b>Account</b>	<b>Description</b>					
1101	Regular Salaries	520,000	520,000	531,000	11,000	2.1%
1106	Supplemental Payments	20,500	20,500	21,000	500	2.4%
1107	Terminations (Buydowns)	30,500	30,500	32,000	1,500	4.9%
1121	Retirement Contribution	92,500	92,500	88,500	(4,000)	-4.3%
1122	OASDI Contribution	31,000	31,000	32,000	1,000	3.2%
1123	FICA Medicare	9,500	9,500	10,000	500	5.3%
1141	Group Insurance	53,500	53,500	61,500	8,000	15.0%
1142	Life Insurance for Department Heads and Management	150	150	150	0	0.0%
1143	State Unemployment Insurance	0	0	0	0	0.0%
1144	Management Disability Insurance	3,800	3,800	3,800	0	0.0%
1165	Workers Compensation Insurance	4,250	4,250	6,000	1,750	41.2%
1171	401k Plan	27,000	27,000	28,000	1,000	3.7%
	<b>Total Salaries and Employee Benefits</b>	<b>792,700</b>	<b>792,700</b>	<b>813,950</b>	<b>21,250</b>	<b>2.7%</b>
<b>EXPENDITURES</b>						
<b>Services and Supplies</b>						
<b>Account</b>	<b>Description</b>					
2032	Voice Data ISF	4,250	4,250	3,750	(500)	-11.8%
2033	Radio Communications ISF	2,100	2,100	4,500	2,400	114.3%
2071	General Insurance Allocation ISF	3,000	3,000	3,000	0	0.0%
2114	Facilities and Materials SQ FT Allocation ISF	0	0	0	0	
2115	Facilities Projects ISF	0	0	0	0	
2116	Other Maintenance ISF	10,000	3,500	10,000	0	0.0%
2131	Memberships and Dues	13,250	12,500	13,000	(250)	-1.9%
2158	Cost Allocation Plan Charges	13,250	9,000	10,600	(2,650)	-20.0%
2163	Books and Publications	500	150	250	(250)	-50.0%
2164	Mail Center ISF	2,500	0	1,250	(1,250)	-50.0%
2165	Purchasing Charges ISF	150	150	200	50	33.3%
2166	Graphics Charges ISF	500	0	500	0	0.0%
2167	Copy Machine Chgs ISF	1,600	0	2,500	900	56.3%
2168	Stores ISF	50	0	50	0	0.0%
2179	Miscellaneous Office Expenses	2,500	2,500	2,500	0	0.0%
2181	Board and Commission Member Compensation 1099	4,000	1,600	4,000	0	0.0%
2185	Attorney Services (County Counsel)	20,000	20,000	20,000	0	0.0%
2194	Software Maintenance Agreements	770	810	810	40	N/A
2199	Other Professional and Specialized Non ISF (Auditors, County Accounting Services, and CAPS Media)	34,000	29,000	27,000	(7,000)	-20.6%
2202	Information Tech ISF	16,000	16,000	16,000	0	0.0%
2203	County Geographical Information Systems Expense ISF	2,000	2,500	27,000	25,000	1250.0%
2205	Public Works ISF Charges	1,000	4,300	2,000	1,000	100.0%
2206	Special Services ISF	300	0	300	0	0.0%
2221	Publications and Legal Notices	2,200	4,000	2,900	700	31.8%
2241	Building Leases/Rentals Non-County Owned	30,000	30,000	31,000	1,000	3.3%
2244	Storage Charges ISF	700	700	750	50	7.1%
2261	Computer Equipment < \$5,000	2,000	0	4,000	2,000	100.0%
2262	Furniture and Fixtures < \$5,000	0	0	0	0	0.0%
2272	Conferences/ Seminars ISF (Training ISF)	0	0	0	0	0.0%
2273	Education Conference and Seminars	0	0	0	0	0.0%
2291	Private Vehicle Mileage	10,500	7,600	10,500	0	0.0%
2292	Travel Expense (Conferences / Seminars)	21,000	13,000	21,000	0	0.0%
2303	Motorpool ISF	300	300	300	0	0.0%
	<b>Total Services and Supplies</b>	<b>198,420</b>	<b>166,960</b>	<b>219,660</b>	<b>21,240</b>	<b>10.7%</b>
6101	Contingencies *	49,555	0	103,360	53,805	108.6%
	<b>Total Contingencies</b>	<b>49,555</b>	<b>0</b>	<b>103,360</b>	<b>53,805</b>	<b>108.6%</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,040,675</b>	<b>959,660</b>	<b>1,136,970</b>	<b>96,295</b>	<b>9.3%</b>

\* Pursuant to the VenturaLAFCo Commissioner's Handbook Section 2.3.1.4(a), the annual budget shall include a contingency appropriation of 10% of total operating expenses, unless the Commission deems a different amount appropriate.

# REVENUE LEDGER

		FY 2024-2025		FY 2025-2026		
		Adopted	Projected	Proposed	Difference from FY 2024-25 Adjusted Budget	Percentage Difference from FY 2024-25 Adjusted Budget
<b>Appropriation of Fund Balance</b>		<b>75,000</b>		<b>100,000</b>	<b>25,000</b>	<b>33.3%</b>
<b>Account</b>	<b>Description</b>					
8911	Investment income (Interest Earnings) **	5,000	14,000	5,000	0	0.0%
9790	Miscellaneous Revenue (LAFCo application fees)	6,000	13,000	10,000	4,000	66.7%
	<b>Total Miscellaneous Revenue</b>	<b>11,000</b>	<b>27,000</b>	<b>15,000</b>	<b>4,000</b>	<b>36.4%</b>
<b>Other Governmental Agencies</b>						
9371	Other Government Agencies (County of Ventura)	318,225	318,225	340,657	22,432	7.0%
9371	Other Government Agencies (Cities)	318,225	318,225	340,657	22,432	7.0%
9371	Other Government Agencies (Independent Special Districts)	318,225	318,225	340,657	22,432	7.0%
	<b>Total Other Government Agencies Revenue</b>	<b>954,675</b>	<b>954,675</b>	<b>1,021,970</b>	<b>67,295</b>	<b>7.0%</b>
	<b>TOTAL REVENUE</b>	<b>965,675</b>	<b>981,675</b>	<b>1,036,970</b>	<b>71,295</b>	<b>7.4%</b>
	<b>TOTAL FINANCING SOURCES</b>	<b>1,040,675</b>	<b>981,675</b>	<b>1,136,970</b>	<b>96,295</b>	<b>9.3%</b>
	<b>NET INCOME/(LOSS) (PROJECTED USE OF APPROPRIATED FUND BALANCE)</b>		<b>22,015</b>			

\*\* Interest earnings are generated from LAFCo's cash balance which is part of the Ventura County Treasury Investment Pool.

## PRELIMINARY FUND Balance as of June 30, 2024

		Actual Fund Balance 6/30/24	Projected Fund Balance 6/30/25	Estimated Fund Balance 6/30/26
	<b>Assigned:</b>			
	Appropriated	75,000	100,000	0
5700	<b>Committed:</b>			
	Litigation	135,000	139,050	143,222
5995	<b>Unassigned:</b>			
	60 days' Working Capital	144,455	159,943	189,495
	Unassigned	309,463	286,940	253,217
	<b>TOTAL UNASSIGNED</b>	<b>453,918</b>	<b>446,883</b>	<b>442,712</b>
	<b>TOTAL FUND BALANCE</b>	<b>663,918</b>	<b>685,933</b>	<b>585,933</b>



# **LAFCo Net Operating Expenses Government Code 56381 (b) (1) (A) & (B)<sup>1</sup>**

Fiscal Year 2025-26 Proposed Budget - Allocation for Cities

Source: State of California, Cities Annual Report FY 22/23

	<b>TOTAL REVENUE</b>	<b>PERCENTAGE</b>	<b>ALLOCATION</b>
<b>CITY</b>	<b>PER REPORT</b>		<b>\$ 340,657</b>
1 Camarillo	<b>\$ 128,185,082</b>	8.29%	<b>\$ 28,248</b>
2 Fillmore	<b>28,785,353</b>	1.86%	<b>\$ 6,344</b>
3 Moorpark	<b>36,345,738</b>	2.35%	<b>\$ 8,010</b>
4 Ojai	<b>21,470,794</b>	1.39%	<b>\$ 4,733</b>
5 Oxnard	<b>544,513,848</b>	35.23%	<b>\$ 119,996</b>
6 Port Hueneme	<b>54,792,438</b>	3.55%	<b>\$ 12,077</b>
7 San Buenaventura	<b>269,621,851</b>	17.44%	<b>\$ 59,417</b>
8 Santa Paula	<b>58,280,860</b>	3.77%	<b>\$ 12,844</b>
9 Simi Valley	<b>188,857,868</b>	12.22%	<b>\$ 41,619</b>
10 Thousand Oaks	<b>214,945,719</b>	13.91%	<b>\$ 47,369</b>
<b>TOTAL</b>	<b>\$ 1,545,799,551</b>	<b>100.00%</b>	<b>\$ 340,657</b>

<sup>1</sup>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 State 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' population.

# LAFCo Net Operating Expenses Government Code 56381 (b) (1) (A) & (C)<sup>1</sup> (F)<sup>2</sup>

Fiscal Year 2025-26 Proposed Budget - Allocation for Independent Special Districts

Source: State of California, Special Districts Annual Report FY 22/23

INDEPENDENT SPECIAL DISTRICT	TOTAL REVENUE PER REPORT	PERCENTAGE (See Note 2)	ALLOCATION \$ 340,657
1 Bardsdale Cemetery District	368,953	0.090%	\$ 307
2 Bell Canyon Comm. Services District	749,884	0.182%	620
3 Blanchard / Santa Paula Public Library District	1,065,722	0.259%	882
4 Calleguas Municipal Water District	127,233,857	30.876%	105,175
5 Camarillo Health Care District	4,471,049	1.085%	3,696
6 Camrosa Water District	23,977,659	5.819%	19,823
7 Casitas Municipal Water District	26,356,375	6.396%	21,788
8 Channel Islands Beach Comm. Serv. Dist.	5,013,345	1.217%	4,146
9 Conejo Recreation & Park District	35,894,020	8.711%	29,675
10 El Rancho Simi Pioneer Cemetery District	367,500	0.089%	303
11 Fillmore-Piru Memorial District	189,777	0.046%	157
12 Fox Canyon Groundwater Mgmt. Agency	6,279,368	1.524%	5,192
13 Hidden Valley Municipal Water District	98,455	0.024%	82
14 Meiners Oaks Water District	2,157,898	0.524%	1,785
15 Ojai Valley Sanitary District	10,777,053	2.615%	8,908
16 Ojai Water Conservation District	14,948	0.004%	13
17 Oxnard Drainage District No. 1	31,852	0.008%	26
18 Oxnard Drainage District No. 2	184,768	0.045%	153
19 Oxnard Harbor District	30,442,643	7.388%	25,167
20 Piru Public Cemetery District	76,737	0.020%	65
21 Pleasant Valley Co. Water District	5,101,433	1.238%	4,217
22 Pleasant Valley Rec & Park District	17,626,651	4.278%	14,573
23 Rancho Simi Rec & Park District	31,145,350	7.558%	25,747
24 Saticoy Sanitary District	1,126,121	0.273%	930
25 Triunfo Sanitation District	25,807,775	6.263%	21,335
26 United Water Conservation District	39,239,633	9.522%	32,437
27 Ventura Co. Resource Conserv. District	88,399	0.021%	72
28 Ventura Port District	13,894,729	3.372%	11,487
29 Ventura River County Water District	2,295,283	0.557%	1,897
<b>TOTAL</b>	<b>\$ 412,077,237</b>	<b>100.003%</b>	<b>\$ 340,657</b>

<sup>1</sup>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 independent special districts' share shall be apportioned in proportion to each district's total revenues as percentage of the combined total district revenues within a county. An independent special district's total revenue shall be calculated for nonenterprise activities as total revenues for general purpose transactions less aid from other governmental agencies and for enterprise activities as total operating and nonoperating revenues less revenue category other governmental agencies, as reported in the most recent edition of the "Special Districts Annual Report" published by the Controller, or by an alternative method approved by a majority of the agencies representing a majority of their combined populations.

<sup>2</sup>No independent special district shall be apportioned a share of more than 50 percent of the total independent special districts' share of the commission's operational costs, without the consent of the district. The share of the remaining districts shall be increased on a proportional basis so that the total amount for all districts equal the share apportioned by the auditor to independent special districts.

## Apportionment of Net Operating Expenses Expressed as Percentage of each Agency's Total Revenue

	TOTAL REVENUE PER REPORT*	ALLOCATION	PERCENTAGE OF TOTAL REVENUE
<b>COUNTY OF VENTURA</b>	<b>\$ 2,374,983,567</b>	<b>\$ 340,657</b>	<b>0.01%</b>
<b>CITIES</b>			
Camarillo	\$ 128,185,082	\$ 28,248	0.02%
Fillmore	28,785,353	6,344	0.02%
Moorpark	36,345,738	8,010	0.02%
Ojai	21,470,794	4,733	0.02%
Oxnard	544,513,848	119,996	0.02%
Port Hueneme	54,792,438	12,077	0.02%
San Buenaventura	269,621,851	59,417	0.02%
Santa Paula	58,280,860	12,844	0.02%
Simi Valley	188,857,868	41,619	0.02%
Thousand Oaks	214,945,719	47,369	0.02%
<b>TOTAL</b>	<b>\$ 1,545,799,551</b>	<b>340,657</b>	<b>0.02%</b>
<b>INDEPENDENT SPECIAL DISTRICTS</b>			
Bardsdale Cemetery District	\$ 368,953	\$ 307	0.08%
Bell Canyon Comm. Services District	749,884	620	0.08%
Blanchard / Santa Paula Public Library Dist.	1,065,722	882	0.08%
Calleguas Municipal Water District	127,233,857	105,175	0.08%
Camarillo Health Care District	4,471,049	3,696	0.08%
Camrosa Water District	23,977,659	19,823	0.08%
Casitas Municipal Water District	26,356,375	21,788	0.08%
Channel Islands Beach Comm. Serv. Dist.	5,013,345	4,146	0.08%
Conejo Recreation & Park District	35,894,020	29,675	0.08%
El Rancho Simi Pioneer Cemetery District	367,500	303	0.08%
Fillmore-Piru Memorial District	189,777	157	0.08%
Fox Canyon Groundwater Mgmt. Agency	6,279,368	5,192	0.08%
Hidden Valley Municipal Water District	98,455	82	0.08%
Meiners Oaks Water District	2,157,898	1,785	0.08%
Ojai Valley Sanitary District	10,777,053	8,908	0.08%
Ojai Water Conservation District	14,948	13	0.09%
Oxnard Drainage District No. 1	31,852	26	0.08%
Oxnard Drainage District No. 2	184,768	153	0.08%
Oxnard Harbor District	30,442,643	25,167	0.08%
Piru Public Cemetery District	76,737	65	0.08%
Pleasant Valley Co. Water District	5,101,433	4,217	0.08%
Pleasant Valley Rec & Park District	17,626,651	14,573	0.08%
Rancho Simi Rec & Park District	31,145,350	25,747	0.08%
Saticoy Sanitary District	1,126,121	930	0.08%
Triunfo Sanitation District	25,807,775	21,335	0.08%
United Water Conservation District	39,239,633	32,437	0.08%
Ventura Co. Resource Conserv. District	88,399	72	0.08%
Ventura Port District	13,894,729	11,487	0.08%
Ventura River County Water District	2,295,283	1,897	0.08%
<b>TOTAL</b>	<b>\$ 412,077,237</b>	<b>\$ 340,657</b>	<b>0.08%</b>

\* Source: State of California Annual Reports FY 22/23

\*\* [Ventura | California State Controller's Office Revenues](#)

For special districts, total revenue excludes aid from other governments.

## Allocation Comparisons

CITIES	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
Camarillo	\$ 20,839	\$ 21,131	\$ 21,415	\$ 24,159	\$ 22,753	28,248
Fillmore	4,646	4,681	4,950	6,048	6,298	6,344
Moorpark	6,928	6,748	6,668	6,687	6,947	8,010
Ojai	2,464	2,638	2,385	3,358	4,216	4,733
Oxnard	83,199	87,159	84,582	96,926	113,025	119,996
Port Hueneme	7,759	8,185	8,976	10,074	11,723	12,077
San Buenaventura	47,910	48,406	49,215	50,181	57,251	59,417
Santa Paula	5,336	4,306	4,591	9,504	11,567	12,844
Simi Valley	23,327	32,764	34,007	39,159	41,122	41,619
Thousand Oaks	37,069	38,636	39,675	41,650	43,323	47,369
<b>TOTAL</b>	<b>\$ 239,477</b>	<b>\$ 254,654</b>	<b>\$ 256,464</b>	<b>\$ 287,747</b>	<b>\$ 318,225</b>	<b>\$ 340,657</b>

  

INDEPENDENT SPECIAL DISTRICTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
Bardsdale Cemetery District	\$ 153	\$ 130	\$ 141	\$ 224	\$ 251	307
Bell Canyon Comm. Services District	383	415	423	446	481	620
Blanchard / Santa Paula Library District	620	601	618	636	710	882
Calleguas Municipal Water District	99,151	96,869	101,549	115,910	115,833	105,174
Camarillo Health Care District	2,534	2,447	2,413	2,535	3,077	3,696
Camrosa Water District	15,425	15,297	15,839	18,111	30,378	19,823
Casitas Municipal Water District	13,188	14,431	13,947	19,222	20,588	21,788
Channel Islands Beach Comm. Serv. Dist.	3,130	3,680	3,378	3,634	3,895	4,146
Conejo Recreation & Park District	17,568	18,195	20,166	21,224	20,974	29,675
El Rancho Simi Pioneer Cemetery District	120	115	144	204	220	303
Fillmore-Piru Memorial District	139	158	141	121	127	157
Fox Canyon Groundwater Mgmt. Agency	1,691	2,078	2,044	2,995	3,510	5,192
Hidden Valley Municipal Water District	36	28	41	86	89	82
Meiners Oaks Water District	1,205	1,128	1,126	1,295	1,410	1,785
Montalvo Comm. Services District	558	n/a	n/a	-	-	-
Ojai Valley Sanitary District	6,092	6,794	7,066	6,929	6,826	8,908
Ojai Water Conservation District	7	8	8	9	10	13
Oxnard Drainage District No. 1	24	25	23	23	25	26
Oxnard Drainage District No. 2	117	107	136	124	124	153
Oxnard Harbor District	11,515	12,714	12,055	15,947	18,262	25,167
Piru Public Cemetery District	44	37	35	40	40	65
Pleasant Valley Co. Water District	3,128	2,429	2,593	3,626	3,803	4,217
Pleasant Valley Rec & Park District	6,241	6,496	7,345	6,840	7,902	14,573
Rancho Simi Rec & Park District	16,117	29,851	19,235	17,029	20,611	25,747
Saticoy Sanitary District	460	486	467	613	675	930
Triunfo Sanitation District	12,800	13,262	13,934	16,686	19,501	21,335
United Water Conservation District	18,755	18,431	23,615	23,716	27,908	32,437
Ventura Co. Resource Conserv. District	280	135	13	9	13	72
Ventura Port District	6,380	6,738	6,389	7,536	9,063	11,487
Ventura River County Water District	1,616	1,569	1,580	1,977	1,919	1,897
<b>TOTAL</b>	<b>\$ 239,477</b>	<b>\$ 254,654</b>	<b>\$ 256,464</b>	<b>\$ 287,747</b>	<b>\$ 318,225</b>	<b>\$ 340,657</b>