

M E M O R A N D U M

TO: Local Agency Formation Commission

FROM: Budget Committee

SUBJECT: **Agenda Item 3.1 – Review and Consideration of Final Budget for FY 2024/25**

DATE: April 4, 2024 for the Meeting of May 2, 2024

On April 4, 2024, the Commission reviewed and approved the Proposed Budget for FY 2024/25, as unanimously recommended by the Budget Committee, and continued the item to May 2, 2024 for final adoption. Pursuant to California Government Code Section 56381, the Proposed Budget has been circulated to all affected agencies. Aside from the initial meeting of the Budget Committee on March 19, 2024, no comments have been received throughout the budget proceedings for Fiscal Year 2024/25.

The Final Budget for FY 2024/25, as presented:

1. Continue to place language within the budget resolution that advises member agencies of the potential need to incrementally increase agency contribution rates in order to achieve the state mandated responsibilities consistent with GC56381; and
2. Approves a four percent cost of living adjustment (COLA) to the currently adopted Salary Plan, as amended May 4, 2023.

ACTION REQUESTED:

Receive comments from the public and affected agencies and adopt Resolution No. 05 2023/24 approving the Final Budget for FY 2024/25.

Attachments:

1. Proposed Final Budget for FY 2024/25
2. Resolution No. 05 2023/24



Butte Local Agency Formation Commission Proposed Final Budget for FY 2024/25

	2023/24			2024/25		
	Adopted: May 4, 2023			Proposed Final		
	Base Budget	Special Projects	Total	Base Budget	Special Projects	Total
FUNDING SOURCES						
441000 Interest	15,000	-	15,000	12,000	-	12,000
441001 Unrealized Gain/Loss	-	-	-	-	-	-
453000 Other Government Agencies (County)	355,683	-	355,683	355,683	-	355,683
453000 Other Government Agencies (Cities)	355,683	-	355,683	355,683	-	355,683
453000 Other-In-Lieu Revenue (Special Districts)	79,043	-	79,043	79,043	-	79,043
454000 Other-In-Lieu Revenue	-	-	-	-	-	-
462005 Charges for Services - Other	50,083	-	50,083	55,009	-	55,009
473000 Miscellaneous Revenue	6,000	-	6,000	6,000	-	6,000
473000 Miscellaneous Revenue (SOI Trust Fund)	20,000	-	20,000	20,000	-	20,000
Total Funding Sources	881,492	-	881,492	883,418	-	883,418
EXPENDITURES						
Salaries and Wages						
511000 Regular Wages	422,000	-	422,000	434,500	-	434,500
Total Salaries and Wages	422,000	-	422,000	434,500	-	434,500
Benefits						
512000 Retirement	94,000	-	94,000	109,000	-	109,000
513000 Employee Group Insurance	97,000	-	97,000	100,500	-	100,500
515000 FICA/Medicare/OASDI	32,300	-	32,300	6,300	-	6,300
516000 Other Benefits	3,920	-	3,920	32,200	-	32,200
Total Benefits	227,220	-	227,220	248,000	-	248,000
Total Salaries and Wages and Benefits	649,220	-	649,220	682,500	-	682,500
Services & Supplies						
523000 Communications	3,942	-	3,942	3,942	-	3,942
525000 Household Expense	1,000	-	1,000	1,000	-	1,000
526000 Insurance	6,551	-	6,551	7,000	-	7,000
531000 Memberships	8,000	-	8,000	8,600	-	8,600
533000 Office Supplies	6,000	-	6,000	7,000	-	7,000
534000 Professional & Specialized Services	94,889	-	94,889	80,689	-	80,689
535000 Publication & Legal Notice	3,500	-	3,500	3,500	-	3,500
537000 Rents/Leases Buildings & Improvements	16,350	-	16,350	16,647	-	16,647
539000 Special Departmental Expense	7,000	-	7,000	8,000	-	8,000
540000 Transportation/Travel	22,040	-	22,040	24,540	-	24,540
541000 Utilities	8,000	-	8,000	10,000	-	10,000
Total Services & Supplies	177,272	-	177,272	170,918	-	170,918
Appropriations						
580010 Appropriation Contingency	30,000	-	30,000	30,000	-	30,000
101001 Appropriation Reserve	25,000	-	25,000	-	-	-
Total Appropriations	55,000	-	55,000	30,000	-	30,000
Total Services & Supplies and Appropriations	232,272	-	232,272	200,918	-	200,918
Total	881,492	-	881,492	883,418	-	883,418

Proposed Final Budget Narrative for Fiscal Year 2024-2025

May 2, 2024

FUNDING SOURCES:

441000 – Interest	\$12,000
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Interest income is accrued on treasury cash.

453000 – Other Govt. Agencies (County, Cities, Special Districts)	\$790,409
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Allocation and Proportionate Share of Funding Requirement:

County @ 45%	\$355,683
Cities @ 45%	\$355,683
Special Districts @ 10%	\$79,043

Calculations are prepared by the Butte County Auditor. Individual city shares are based on revenue as reported in the most recent edition of the Cities Annual Report published by the State Controller. Individual special district shares are based on revenues as reported in the most recent report of the "Financial Transactions Concerning Special Districts" published by the State Controller.

461400 – Auditing & Accounting Fees	\$0
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Auditor-Controller administrative fee.

462000 – Charges for Services - Other	\$55,009
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Pursuant to the adopted Fee Schedule, application filing fees are charged to applicants for the processing of applications submitted for sphere of influence amendments, formations of special districts and changes of organization and reorganization. Application processing fees vary widely depending on the complexity of the action requested.

473000 – Miscellaneous Revenue	\$6,000
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CALAFCo Stipend.

473000 – Miscellaneous Revenue (SOI Trust Fund)	\$20,000
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Restricted monies held within the Sphere Trust Fund for the explicit purpose of funding Commission directed staff level review and maintenance of municipal service reviews and sphere of influence plans and related actions

EXPENDITURES:

511000 – Salaries and Wages	\$434,500
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Salaries reflect base wages pursuant to the adopted Salary Plan.

512000, 513000, 515000 and 516000 – Benefits	\$248,000
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Retirement, including UAL, GASB and Survivor; Deferred Compensation & Medicare; State Unemployment Insurance, Employment Training & State Disability Insurance; Health, Dental & Vision; Employee Assistance Program; and Basic/Long Term Life Insurance.

523000 – Communications	\$3,942
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Telephone charges (\$3,102) and cell phone allowance (\$840).

525000 – Household Expense	\$1,000
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Toiletries, cleaning supplies, floor tile buffing and other household items.

526000 – Insurance	\$7,000
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Property and General Liability Coverage.

531000 – Memberships	\$8,600
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Memberships to professional organizations, including various publications and subscriptions that support staff development on current issues affecting the agency's responsibilities.

533000 – Office Expense	\$7,000
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Office supplies, including computer software upgrades.

534000 – Professional & Specialized Services	\$80,689
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Worker's Compensation Insurance (\$3,300); Annual Audit, including CalPERS GASB Reporting (\$12,500); Legal Counsel (\$26,458); GIS Mapping (\$18,000); Paylocity (\$5,000); County Treasurer-Tax Collector (\$350); County Auditor-Controller (\$3,401); County Human Resources (\$5,000); and County Information Systems (\$6,680).

535000 – Publication & Legal Notice	\$3,500
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Legal notice publishing, as required by LAFCO Policies and State Law.

537000 – Rents/Leases Buildings & Improvements	\$16,647
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Office space, pursuant to H.P. Downer Business Center, LLC Lease Agreement (\$16,047); Office space security (\$600).

539000 – Special Departmental Expense	\$8,000
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Website maintenance, including security updates; professional development/training, etc., (\$5,437); County Copier services (\$1,563) and postage (\$1,000).

Expenditures: *Continued*

540000 – Transportation/Travel **\$24,540**

Attendance at conferences, meetings, trainings; and CALAFCO participation (\$13,500); and vehicle expense reimbursements (\$11,040).

541000 – Utilities **\$10,000**

Electricity, natural gas, water, sewer, garbage disposal, janitorial and landscaping.

Appropriations:

Contingency **\$30,000**

Unanticipated costs, i.e., budget shortfall coverage, special studies or legal fees.

Reserve **\$0**

Isolated funding for accrued leave liabilities and other post employment benefits.

RESOLUTION NO. 05 2023/24

**RESOLUTION ADOPTING THE
BUTTE LOCAL AGENCY FORMATION COMMISSION
FINAL BUDGET FOR FISCAL YEAR 2024/25**

WHEREAS, the Cortese-Knox-Hertzberg Act of 2000 requires that each LAFCO within the State of California adopt a budget pursuant to Government Code Section 56381(a); and

WHEREAS, at a minimum, the proposed and final budget shall 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 this chapter pursuant to Government Code Section 56381(a); and

WHEREAS, the Butte Local Agency Formation Commission has heretofore approved a Proposed Budget for the Commission and held a duly noticed hearing thereon as required by law on April 4, 2024 for the purpose of developing a Final Budget for the Fiscal Year 2024/25; and

WHEREAS, the Proposed Final Fiscal Year 2024/25 Budget has been circulated to all affected agencies pursuant to Government Code Section 56381(a); and

WHEREAS, the Butte Local Agency Formation Commission hereby advises member agencies of the potential necessity to incrementally increase agency assessment rates in the fiscal years to follow in order for the Commission to achieve its expanding state mandated responsibilities, consistent with Government Code Section 56381; and

NOW, THEREFORE, BE IT RESOLVED by the Butte Local Agency Formation Commission, that the Proposed Budget is hereby adopted as the Final Budget for Fiscal Year 2024/25 for the Butte Local Agency Formation Commission; which approves a four percent cost of living adjustment (COLA) to the currently adopted Salary Plan, as amended May 4, 2023; and

BE IT FURTHER RESOLVED that aforementioned Final Budget for Fiscal Year 2024/25 is officially adopted and ordered to be circulated to all affected agencies pursuant to Government Code Section 56381(a); and

PASSED AND ADOPTED by the Butte Local Agency Formation Commission this 2nd day of May 2024 by the following vote:

RESOLUTION NO. 05 2023/24

AYES:

NOES:

ABSENT:

ABSTAINS:

ATTEST:

Stephen Lucas,
Executive Officer

William Connelly, Chair
Butte Local Agency Formation Commission