



BUTTE LOCAL AGENCY FORMATION COMMISSION

1453 Downer Street, Suite C • Oroville, California 95965-4950
(530)538-7784 • Fax (530)538-2847 • www.buttelafo.org

May 17, 2022

| | |
|-----------------|-------------------------------|
| County of Butte | City of Oroville |
| City of Biggs | Town of Paradise |
| City of Chico | Special Districts |
| City of Gridley | Special Districts Association |

Re: Final Budget for FY 2022-23

To Whom It May Concern:

Pursuant to California Government Code §56381, attached is a copy of the Final Budget for FY 2022-23 adopted by the Butte Local Agency Formation Commission on May 5, 2022 by Resolution No. 18 2021/22.

Should you have any questions, please contact me via e-mail at jbroderson@buttecounty.net or by calling 538-3825, Monday through Friday, between 8:00 a.m. and 4:00 p.m.

Sincerely,

Jill Broderson

Jill Broderson
Management Analyst

Attachment

Butte Local Agency Formation Commission
Final Budget for FY 2022/23 - May 5, 2022 - Resolution No. 18 2021/22

| | | 2021/22 | | | 2022/23 | | |
|---|---|----------------------|------------------|----------------|----------------------|------------------|----------------|
| | | Adopted: May 6, 2021 | | | Adopted: May 5, 2022 | | |
| | | Base Budget | Special Projects | Total | Base Budget | Special Projects | Total |
| FUNDING SOURCES | | | | | | | |
| 441000 | Interest | 15,000 | - | 15,000 | 15,000 | - | 15,000 |
| 441001 | Unrealized Gain/Loss | - | - | - | - | - | - |
| 453006 | Other Government Agencies (County) | 317,574 | - | 317,574 | 355,683 | - | 355,683 |
| 453008 | Other Government Agencies (Cities) | 317,574 | - | 317,574 | 355,683 | - | 355,683 |
| 453008 | Other-In-Lieu Revenue (Special Districts) | 70,574 | - | 70,574 | 79,043 | - | 79,043 |
| 454000 | Other-In-Lieu Revenue | - | - | - | - | - | - |
| 462005 | Charges for Services | 16,560 | - | 16,560 | 26,018 | - | 26,018 |
| 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 | | 763,282 | - | 763,282 | 857,427 | - | 857,427 |
| EXPENDITURES | | | | | | | |
| Salaries and Wages | | | | | | | |
| 511000 | Regular Wages | 359,500 | - | 359,500 | 380,188 | - | 380,188 |
| 511000 | Extra Help | - | - | - | - | - | - |
| Total Salaries and Wages | | 359,500 | - | 359,500 | 380,188 | - | 380,188 |
| Benefits | | | | | | | |
| 512000 | PERS EMPC | 13,578 | - | 13,578 | 17,736 | - | 17,736 |
| 512000 | PERS Miscellaneous | 38,793 | - | 38,793 | 32,899 | - | 32,899 |
| 512000 | PERS Miscellaneous PEPR | - | - | - | 7,306 | - | 7,306 |
| 513000 | EE Group Insurance - Basic Life Insurance | 96 | - | 96 | 106 | - | 106 |
| 513000 | EE Group Insurance - Health Insurance | 77,600 | - | 77,600 | 128,000 | - | 128,000 |
| 513000 | EE Group Insurance - LTD | 983 | - | 983 | 1,348 | - | 1,348 |
| 515000 | EE Group Insurance - UI & ETT | 476 | - | 476 | 450 | - | 450 |
| 516000 | FICA/Medicare/OASDI | 27,495 | - | 27,495 | 29,282 | - | 29,282 |
| 516000 | Other Benefits - EAP | 397 | - | 397 | 432 | - | 432 |
| 516000 | Other Benefits - Flexible Spending | 54 | - | 54 | 60 | - | 60 |
| 516000 | Other Benefits - SDI | 4,131 | - | 4,131 | 3,988 | - | 3,988 |
| 516000 | Other Benefits - EE PERS | 25,156 | - | 25,156 | 26,794 | - | 26,794 |
| 516000 | Other Benefits - Cash Back Payments | 6,067 | - | 6,067 | - | - | - |
| Total Benefits | | 194,826 | - | 194,826 | 248,401 | - | 248,401 |
| Total Salaries and Wages and Benefits | | 554,326 | - | 554,326 | 628,589 | - | 628,589 |
| Services & Supplies | | | | | | | |
| 523000 | Communications - Cell Phone Allowance | 840 | - | 840 | 840 | - | 840 |
| 523000 | Communications - Telephone Charges | 3,102 | - | 3,102 | 3,102 | - | 3,102 |
| 525000 | Household Expense | 1,000 | - | 1,000 | 1,000 | - | 1,000 |
| 526000 | Insurance - Property & General Liability | 8,457 | - | 8,457 | 6,696 | - | 6,696 |
| 531000 | Memberships | 7,015 | - | 7,015 | 8,025 | - | 8,025 |
| 533000 | Office Expense | 5,000 | - | 5,000 | 6,000 | - | 6,000 |
| 534000 | Professional & Specialized Services | | | | | | |
| | Annual Audit | 7,700 | - | 7,700 | 8,350 | - | 8,350 |
| | WC Claims Administration | 2,540 | - | 2,540 | 3,000 | - | 3,000 |
| | County Auditor-Controller | 3,401 | - | 3,401 | 3,401 | - | 3,401 |
| | County Treasurer-Tax Collector | 35 | - | 35 | 250 | - | 250 |
| | County Human Resources | 13,500 | - | 13,500 | 27,000 | - | 27,000 |
| | County Information Systems | 6,680 | - | 6,680 | 6,680 | - | 6,680 |
| | Legal Counsel | 25,440 | - | 25,440 | 26,458 | - | 26,458 |
| | GIS | 18,000 | - | 18,000 | 18,000 | - | 18,000 |
| Total | | 77,296 | - | 77,296 | 93,139 | - | 93,139 |
| 535000 | Publications & Legal Notice | 3,500 | - | 3,500 | 3,500 | - | 3,500 |
| 536000 | Rent/Lease Equipment - Security | 360 | - | 360 | 420 | - | 420 |
| 536000 | Rent/Lease Equipment - Lease | 15,346 | - | 15,346 | 15,576 | - | 15,576 |
| 539000 | Special Departmental Expense | 5,000 | - | 5,000 | 7,000 | - | 7,000 |
| 540000 | Transportation/Travel - Transportation/Travel | 11,000 | - | 11,000 | 11,000 | - | 11,000 |
| 540000 | Transportation/Travel - Vehicle Exp. Reimbmt. | 11,040 | - | 11,040 | 11,040 | - | 11,040 |
| 541000 | Utilities | 5,000 | - | 5,000 | 6,500 | - | 6,500 |
| Total Services & Supplies | | 153,956 | - | 153,956 | 173,838 | - | 173,838 |
| Appropriations | | | | | | | |
| 580010 | Appropriation Contingency | 30,000 | - | 30,000 | 30,000 | - | 30,000 |
| 101001 | Appropriation Reserve | 25,000 | - | 25,000 | 25,000 | - | 25,000 |
| Total Appropriations | | 55,000 | - | 55,000 | 55,000 | - | 55,000 |
| Total Services & Supplies and Appropriations | | 208,956 | - | 208,956 | 228,838 | - | 228,838 |
| Total | | 763,282 | - | 763,282 | 857,427 | - | 857,427 |

Butte Local Agency Formation Commission Final Budget Narrative for Fiscal Year 2022-23

Adopted: May 5, 2022 – Resolution No. 18 2021/22

FUNDING SOURCES:

441000 – Interest Earned **\$15,000**

Interest income is accrued on treasury cash.

453006; 453008 – Member Agency Funding **\$790,409**

Allocation and Proportionate Share of Funding Requirement:

453006: Other Governmental Agencies (County @ 45%)

453008: Other Governmental Agencies (Cities @ 45%)

453008: Other-In-Lieu Revenue (Special Districts @ (10%))

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.

462005 – Charges for Services **\$25,000**

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**

CALAFCO Stipend.

473000 – Miscellaneous Revenue (SOI Trust Fund) **\$20,000**

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 **\$380,188**

Salaries reflect base wages pursuant to the adopted Salary Plan.

512000 thru 516000 – Benefits **\$248,401**

CalPERS Retirement; ICMA Deferred Compensation & Medicare; State Unemployment Insurance, Employment Training & State Disability Insurance; Health, Dental & Vision; Employee Assistance Program; Flexible Spending Fees, Cash Back; and Basic/Long Term Life Insurance.

Expenditures: *Continued*

| | |
|---|-----------------|
| 523000 – Communications | \$3,942 |
| <hr/> | |
| County Communication Services (\$3,102); Cell Phone Allowance (\$840). | |
| 525000 – Household Expense | \$1,000 |
| <hr/> | |
| Toiletries, cleaning supplies, floor tile buffing and other household items. | |
| 526000 – Insurance - Property & General Liability | \$6,696 |
| <hr/> | |
| Coverages, provided through Special District Risk Management Authority. | |
| 531000 – Memberships | \$8,025 |
| <hr/> | |
| Memberships to professional organizations, including various publications and subscriptions that support staff development on current issues affecting the agency's responsibilities. | |
| 533000 – Office Expense | \$6,000 |
| <hr/> | |
| General office supplies, including computer software upgrades. | |
| 534000 – Professional & Specialized Services | \$93,139 |
| <hr/> | |
| Annual Audit (\$8,350); Worker's Compensation and Employer's Liability coverage, provided through Special District Risk Management Authority (\$3,000); County Auditor-Controller (\$3,401); County Treasurer-Tax Collector (\$250); County Human Resources Services (\$27,000); County Information Systems (\$6,680); Legal Counsel (\$26,458) and GIS (\$18,000). | |
| 535000 – Publication & Legal Notices | \$3,500 |
| <hr/> | |
| Publishing of legal notices, as required by LAFCO Policies and State Law and subscriptions. | |
| 536000 – Rent/Lease Equipment | \$15,996 |
| <hr/> | |
| Lease agreement, pursuant to H.P. Downer Business Center, LLC (\$15,576); and office security system (\$420). | |
| 539000 – Special Departmental Expense | \$7,000 |
| <hr/> | |
| Website maintenance, including security updates; copier services, postage and professional development/training. | |
| 540000 – Transportation/Travel | \$22,040 |
| <hr/> | |
| Attendance at conferences, meetings, training and CALAFCO participation (\$11,000); and vehicle expense reimbursements (\$11,040). | |

Expenditures: *Continued*

541000 – Utilities **\$6,500**

Electricity, natural gas, water, sewer, garbage disposal, and common area maintenance charges, i.e., janitorial and landscaping

Appropriations:

580010 – Contingency **\$30,000**

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

101001 – Reserve **\$25,000**

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

**RESOLUTION ADOPTING THE
BUTTE LOCAL AGENCY FORMATION COMMISSION
FINAL BUDGET FOR FISCAL YEAR 2022/23**

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 7, 2022 for the purpose of developing a Final Budget for the Fiscal Year 2022/23; and

WHEREAS, the Proposed Fiscal Year 2022/23 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 2022/23 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 6, 2021; and

BE IT FURTHER RESOLVED that aforementioned Final Budget for Fiscal Year 2022/23 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 5th day of May 2022 by the following vote:

RESOLUTION NO. 18 2021/22

AYES: Commissioners Bolin, Betts, Kimmelshue, Sharman, Sheppard, McGreehan,
and Chair Connelly

NOES:

ABSENT:

ABSTAINS:

ATTEST:



Stephen Lucas, Executive Officer



Bill Connelly, Chair
Butte Local Agency Formation Commission