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**BUTTE LOCAL AGENCY FORMATION COMMISSION**

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June 7, 2017

County of Butte  
City of Biggs  
City of Chico  
City of Gridley

City of Oroville  
Town of Paradise  
Special Districts  
Special Districts Association

Re: Final Budget for FY 2017-18

To Whom It May Concern:

Pursuant to California Government Code §56381, attached is a copy of the Final Budget for FY 2017-18 adopted by the Butte Local Agency Formation Commission on June 1, 2017 by Resolution No. 17 2016/17.

Should you have any questions, please contact me via e-mail at [jbroderson@buttecounty.net](mailto: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 2017/18 - June 1, 2017 - Resolution No. 17 2016/17**

	<b>2017/18</b>		
	<b>Final</b>		
	<b>Base Budget</b>	<b>Special Projects</b>	<b>Total</b>
<b>FUNDING SOURCES</b>			
Interest	5,000	-	5,000
Unrealized Gain/Loss	2,320	-	2,320
Other Government Agencies (County)	271,967	-	271,967
Other Government Agencies (Cities)	271,967	-	271,967
Other-In-Lieu Revenue (Special Districts)	60,438	-	60,438
Other-In-Lieu Revenue	-	-	-
Charges for Services	26,579	-	26,579
Miscellaneous Revenue	6,000	-	6,000
Miscellaneous Revenue (SOI Trust Fund)	20,000	-	20,000
<b>Total Funding Sources</b>	<b>664,272</b>	<b>-</b>	<b>664,272</b>
<b>EXPENDITURES</b>			
Regular Help Wages	323,257	-	323,257
Employee Benefits	153,717	-	153,717
Telephone Charges	3,102	-	3,102
Fax, Pagers & Cell Phones	840	-	840
Janitorial	500	-	500
Insurance: Outside Purchase	4,600	-	4,600
Associations Memberships	5,200	-	5,200
Small Office Equipment	5,000	-	5,000
Consultants	65,936	-	65,936
Claims Administration	2,300	-	2,300
Data Processing	6,680	-	6,680
Legally Required Publications	2,000	-	2,000
Equipment: Rent and Lease	300	-	300
Building: Rent and Lease	14,500	-	14,500
Special Departmental Expense	3,500	-	3,500
Vehicle Expense Reimbursement	11,040	-	11,040
Travel/Transportation	11,000	-	11,000
Electricity/Gas/Water/Sewer/CAM Charges	4,800	-	4,800
Appropriation Contingency	30,000	-	30,000
Appropriation Reserve	16,000	-	16,000
<b>Total</b>	<b>664,272</b>	<b>-</b>	<b>664,272</b>

# Final Budget Narrative for Fiscal Year 2017-2018

Adopted: June 1, 2017 - Resolution No. 17 2016/17

## FUNDING SOURCES:

**441000 – Interest Earned** **\$5,000**

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Interest income is accrued on treasury cash.

**453006; 453008 – Member Agency Funding** **\$604,372**

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### Allocation and Proportionate Share of Funding Requirement:

453006: Other Governmental Agencies (County @ 45%)	\$271,967
453008: Other Governmental Agencies (Cities @ 45%)	\$271,967
454000: Other-In-Lieu Revenue (Special Districts @ (10%))	\$60,438

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** **\$26,565**

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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 – Regular Help Wages** **\$323,257**

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Salaries reflect base wages pursuant to the adopted Salary Plan.

**5120010 thru 516010 – Benefits** **\$153,717**

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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.

**523000 – Telephone Charges** **\$3,102**

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Communication County Services (\$162); Communications (\$2,940).

**523010 – Fax, Pagers & Cell Phones** **\$840**

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Cell Phone Allowance.

**525020 – Janitorial** **\$500**

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Toiletries, cleaning supplies, floor tile buffing and other household items.

**526010 – Insurance: Outside Purchase** **\$4,600**

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Property and General Liability coverage, provided through Special District Risk Management Authority.

**531000 – Associations Memberships** **\$5,200**

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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.

**533030 – Small Office Equipment** **\$5,000**

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General offices supplies, including computer software upgrades.

**534000 – Consultants** **\$65,936**

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County Accounting Services (\$3,401); County Treasury Services (\$35); County Human Resources Services (\$13,500); Annual Audit Fees (\$10,000); Legal Counsel Fees (\$24,000) and GIS Mapping Services (\$15,000).

**534005 – Claims Administration** **\$2,300**

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Workers' Compensation and Employer's Liability coverage, provided through Special District Risk Management Authority.

## **Expenditures: *Continued***

<b>534020 – Data Processing</b>	<b>\$6,680</b>
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County Data Processing/Information Services.

<b>535000 – Legally Required Publications</b>	<b>\$2,000</b>
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Publishing of legal notices, as required by LAFCO Policies and State Law.

<b>536000 – Equipment: Rent &amp; Lease</b>	<b>\$300</b>
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Office security system.

<b>537000 – Building: Rent &amp; Lease</b>	<b>\$14,500</b>
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Pursuant to H.P. Downer Business Center, LLC lease agreement.

<b>539001 – Special Departmental Expense</b>	<b>\$3,500</b>
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Website maintenance, including security updates; professional development and training.

<b>540010 – Vehicle Expense Reimbursement</b>	<b>\$11,040</b>
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Vehicle allowances.

<b>540020 – Transportation/Travel</b>	<b>\$11,000</b>
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Attendance at conferences, meetings, trainings; and CALAFCO participation.

<b>541000 – Electricity/Gas/Water/Sewer/CAM Charges</b>	<b>\$4,800</b>
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Electricity, natural gas, water, garbage disposal, janitorial and landscaping.

## **Appropriations:**

<b>580 - Contingency</b>	<b>\$30,000</b>
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Unanticipated costs, i.e., budget shortfall coverage, special studies or legal fees.

<b>797 - Reserve</b>	<b>\$16,000</b>
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Isolated funding for accrued leave liabilities and other post employment benefits.

**RESOLUTION ADOPTING THE  
BUTTE LOCAL AGENCY FORMATION COMMISSION  
FINAL BUDGET FOR FISCAL YEAR 2017/18**

**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**, 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 March 2, 2017 for the purpose of developing a Final Budget for the Fiscal Year 2017/18; and

**WHEREAS**, the Proposed Fiscal Year 2017/18 Budget has been circulated to all affected agencies pursuant to Government Code Section 56381(a); and

**WHEREAS**, the Butte Local Agency Formation Commission has not increased member agencies' assessments; however, 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 the Butte Local Agency Formation Commission; which:

1. Authorizes the continuation of permanent employee furloughs by 10-15%; and
2. Authorizes a 2% cost of living adjustment (COLA) to the adopted Salary Plan, as amended May 5, 2016.

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

**RESOLUTION NO. 17 2016/17**

**PASSED AND ADOPTED** by the Butte Local Agency Formation Commission  
this 1st day of June 2017 by the following vote:

**AYES:** Lotter, McGreehan, Connelly, Lando, Lambert & Chair Leverenz

**NOES:** None

**ABSENT:** Dahlmeier

**ABSTAINS:** None



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Carl Leverenz, Chair  
Butte Local Agency Formation Commission

**ATTEST:**



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Stephen Lucas, Executive Officer