

M E M O R A N D U M

TO: Local Agency Formation Commission

FROM: Stephen Lucas, Executive Officer

SUBJECT: **Agenda Item 6.1 - Executive Officer's Report**

DATE: November 26, 2013 for the meeting of December 5, 2013

ADMINISTRATION:

1. At their meeting November 12, 2013 Board meeting, the Butte County Board of Supervisors reappointed Supervisor Steve Lambert as a Regular LAFCO Commissioner to a four-year term ending May 31, 2017.
2. Matson & Isom will be conducting the on-site portion of the audit for FYE 2012/13 on Wednesday, December 11, 2013. Financial Statements, along with the Annual Auditor's Report are anticipated to be ready for the Commission review and acceptance at its February meeting.
3. AB 54 (Drinking Water) became effective on January 1, 2012, and requires LAFCOs to identify mutual water companies within their county jurisdiction to request and receive a map that depicts approximate boundaries for the properties in which they serve. Staff has identified a list of public water purveyors located in Butte County and has prepared and circulated a survey soliciting pertinent information from those suppliers. Once information if has been received, maps and data will be compiled and maintained within a single document, which will become available to LAFCO when conducting MSR and SOI updates related to domestic and irrigation water supplies. Staff anticipates completion of this assignment in February 2014, at which time it will be presented to the Commission for review and acceptance.
4. The CALAFCO Board of Directors held its first meeting of the 2014 cycle on Friday, November 8, 2013 in Sacramento. CALAFCO Deputy Executive Officer/Butte Executive Officer was appointed as Vice Chair of the Legislative Committee.
5. The Commission's regularly scheduled January 2014 meeting is January 2nd which is not an ideal meeting date considering the prior holiday. This meeting is proposed to be moved to January 9th and the room is already reserved.
6. Please see attached the CALAFCO Quarterly dated November 2013. The 2014 Annual Conference dates have changed from September 17-19 to October 15-17. Also attached is an updated 2014 Butte LAFCo calendar showing the changes.

PROJECT NOTES: None.

GENERAL NOTES: None

LEGISLATIVE NOTES: The 2014 Legislative year is quickly approaching and the 2014 CALAFCO Legislative Committee is being formed to develop our legislative agenda. Butte LAFCO Executive Officer Lucas has been requested to serve as Vice Chair for the Committee. Staff will ask the Commission if there is any particular existing law they would like to see amended or any new issues that may impact LAFCO actions?

FINANCIAL REPORT: See Exhibit 1

APPLICATION ACTIVITY See Exhibit 2

EXHIBIT 1 – FINANCIAL REPORT

FYE 2013-14

		2013-14 (Adopted)	2013-14 (November 20, 2013)	
Funding Sources:				
101001	Fund Balance	93,986.00	-	
101001	Fund Balance, Reserve	-	-	
4410101	Interest	7,000.00	833.37	
4410103	*Unrealized Gain/Loss	-	1,266.33	
4547970	County Funding	218,628.00	218,628.00	
4547971	Cities Funding	218,628.00	218,628.00	
4547972	Special Districts' Funding	48,584.00	48,574.00	
4617230	Filing Fees	35,000.00	8,555.94	
4712523	Miscellaneous	-	248.81	
4711308	SOI Trust Fund Transfers	50,000.00	-	
4712531	Reimbursement of P/Y Expenditures	-	-	
Total Funding Sources		671,826.00	496,734.45	73.94%
Expenditures:				
511	Salaries & Wages	329,591.00	108,374.68	
515	Accrued Leave Balances	-	-	
518	Employee Benefits	149,289.00	51,939.95	
523	Communications	3,835.00	1,502.28	
526	Household Expense	1,000.00	-	
527	General Insurance	3,800.00	4,035.98	
528	Compensation Insurance	2,200.00	567.06	
533	Memberships	3,700.00	2,590.00	
535	Office Expense	4,000.00	287.19	
536	Professional & Specialized Services	45,500.00	17,422.50	
537	Publications & Legal Notices	2,000.00	431.70	
538	Rents & Leases - Buildings	22,075.00	7,748.20	
539	Rents & Leases - Equipment	300.00	75.00	
541	Special Departmental Expense	4,000.00	1,548.00	
543	Transportation & Travel	19,750.00	8,385.33	
544	Utilities	3,300.00	1,346.51	
554	ISF Accounts	20,290.00	-	
580	Appropriation for Contingencies	30,000.00	-	
101001	Appropriation for Reserve	10,000.00	-	
Total Expenditures		654,630.00	206,254.38	31.51%

* Unrealized gain/loss is based on cash @ years' end and is a requirement of audited financial statements. Figure is booked and reversed in new year.

Exhibit 2 - APPLICATION ACTIVITY								
<i>Project Status As of Nov. 25, 2013</i>								
File	Applicant	Project Name	Date Application Received	Certificate of Filing	LAFCO Hearing Date	Certificate of Completion	SBE Submittal Date	Additional Comments
09-05	Chico	Extension of Services - Bidwell Ave.	10/14/08	N/A	12/03/09	N/A	N/A	Need sewer & annex agreement
10-03	Chico	Extension of Services - W. Sac Ave	02/11/10	2/16/10	03/04/10	N/A	N/A	Need sewer & annex agreement
11-06	Butte County	CSA No. 114 - Expansion of Powers	02/02/11	N/A	pending	N/A	N/A	Incomplete - On Hold
11-22	Oroville	SOI Plan Update	06/21/12	N/A		N/A	N/A	Incomplete
13-04 MS	El Medio	MSR / SOI Plan Update	08/10/12	N/A	11/07/13	N/A	N/A	In Review
13-15	Chico	Stewart Ave. Annexation No. 3	05/02/13		02/06/13			
13-21	Chico	Ext. of Services - 1420 Boucher St.	02/07/13	N/A		N/A	N/A	Incomplete -Ck for Fees Returned
14-01	Chico	Oak Way Annexation No. 03	10/18/13	11/06/13	12/05/13			In Review
14/02	Chico	Boucher Street Annexation No. 05	11/13/13					Incomplete - No fees submitted
SP-57	LAFCo	Gateway at Butte Creek						Consultation

News from the Board of Directors

CALAFCO QUARTERLY

November 2013



CALAFCO WELCOMES TEHAMA LAFCO TO THE ASSOCIATION

We are proud to welcome Tehama LAFCo as a member of the Association. Look for a full article on Tehama LAFCo in the next edition of *The Sphere*.

2014 Annual Conference Update

At their November 8 meeting, the CALAFCO Board decided to move the conference to the new dates of October 15 – 17 so as not to conflict with the California Special Districts Association (CSDA) annual conference, which is scheduled for the same dates as the September dates. We are still at the DoubleTree by Hilton in Ontario with our host San Bernardino LAFCo. We are looking forward to a great conference with lots of things to do and see in Ontario. More information about the conference will be available soon. For now, mark your calendars for **OCTOBER 15 – 17, 2014!**

2014 Staff Workshop

The 2014 Staff Workshop is scheduled for **April 23 – 25, 2014** at the DoubleTree by Hilton in the Berkeley Marina. Our host for the workshop is Alameda and the Bay area LAFCos. The Host and Program Committees have begun their planning and details will be made available soon.

CALAFCO Board 2014 Committees

The CALAFCO Board appointed members to the 2014 standing committees are as follows:

Legislative Committee

Gay Jones
William Kirby
John Leopold
Mike McGill
Eugene Montanez
Josh Susman
Robert Bergman (a)
James Curatalo (a)
Mary Jane Griego (a)
Juliana Inman (a)
Ted Novelli (a)

Nominations Committee

Julie Allen
Mary Jane Griego
Juliana Inman
Mike Kelley
Elliot Mulberg (Chair)

Awards Committee

Larry Duncan
Mary Jane Griego (Chair)
John Leopold
Ted Novelli
Stephen Tomanelli
Josh Susman
Roger Welt

2014 Annual Conference

James Curatalo (Chair)
Stephen Tomanelli

CALAFCO U Courses for 2014

CALAFCO staff is in the process of finalizing the schedule of sessions for the first half of 2014 with topics that include the Protest Process, in January in southern California; LAFCo Best Practices (content taken from the Projects of the Year nominations) in early spring in Sacramento, and another in June on LAFCo lawsuits and how to prepare for and deal with them successfully.

LAFCo Symposium – December 9, 2013

UC Davis Extension and CALAFCO are co-sponsoring a one day symposium in Sacramento to celebrate the 50th birthday of LAFCo. Mark your calendars to join us for lively panel discussions on hot issues facing LAFCos today, and hear our special keynote

speaker the Honorable Robert Hertzberg.

Details and registration information are available on the CALAFCO website.

2013 Annual Conference in Squaw Valley a Success

328 commissioners, staff, associate members and guest speakers attended the annual conference held in Squaw Valley this past August.

There was good representation of LAFCos, with 48 of the 57 member LAFCos represented. Evaluation results showed a positive overall rating of 5.1 on a 6.0 scale. Participants mentioned the quality of the session topics, the location and venue, the banquet dinner and program, and the value of networking opportunities as some of the highlights.

Financially the conference met the goals established by the Board. Our thanks to Placer, Nevada and El Dorado LAFCos for hosting, Josh Susman (Nevada LAFCo) as Committee Chair, and Sam Martinez (San Bernardino LAFCo) as Program Chair.

CALAFCO Board Actions

During their regular meeting on November 8, the Board addressed several administrative issues including:

- ◆ The quarterly financial reports were reviewed and the budget is on track for the year. All financial reports are located on the website.
- ◆ Approved recommended LAFCo staff appointments to the 2014 Legislative Committee.
- ◆ Directed the newly formed Recruitment and Nominations Committee to review the current absentee ballot voting policy and potential use of absentee ballots in the case of a run-off election, and report to the Board in February on any recommendations.
- ◆ Approved the contract renewal for Pamela Miller as the Association's Executive Director.
- ◆ Approved the contract renewal for Jeni Tickler as the Association's Administrator.

Legislative Activities

The 2013 legislative year saw 2,264 bills introduced, of which 805 were chaptered and 96 were vetoed. CALAFCO's bills included AB 1427 (Omnibus) and AB 743 (Logue), both of which were signed into law. The other CALAFCO bill, AB 453 (Mullin) died in Senate Appropriations. A full report on the 2013 legislative year is located on the CALAFCO website.

The legislature will reconvene on January 7, 2014. CALAFCO's Legislative Committee is scheduled to meet via conference call on November 25th, and in person on December 6th. During their November 8th meeting, the Board gave consensus for the Legislative Committee to consider legislation that would change the MSR/SOI cycle from every 5 years to every 8 years, to coincide with the housing element update cycle. The Board also gave direction to the Legislative Committee to conduct outreach to freshman legislators who have been a LAFCo Commissioner as a way to build relations and partner with them on potential future LAFCo legislation.



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December 2014						
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Notes
◇ LAFCO Monthly Meetings ◇
Holidays – Office Closed
❖ Jan. 1 – New Years Day
❖ Jan. 20 - Martin Luther King, Jr. Day
❖ Feb. 17 - President's Day
❖ Mar. 31 – Cesar Chavez Day
❖ May 26 – Memorial Day
❖ July 4 – Independence Day
❖ Sept. 1 – Labor Day
❖ Nov. 11 – Veteran's Day
❖ Nov. 27 & 28 - Thanksgiving
❖ Dec. 25 – Christmas Holiday
Staff CALAFCO Workshop
🗓️ April 23 – 25
Annual CALAFCO Conference
🗓️ Oct. 15 – Oct. 17



2014