

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: September 4, 2013 for the meeting of September 11, 2013

ADMINISTRATION:

1. Staff has initiated round 3 of the voting for a Special District *Non-Enterprise* Regular Commissioner and a Special District Alternate Commissioner (*either Non-Enterprise or Enterprise*). In April 2013, a formal ballot was provided to each Special District requesting that their ballots be returned on or before May 30th. This initial election resulted with the return of 12 ballots, which did not constitute a valid election, as a quorum (21) of 41 districts are required to submit ballots. In June, the Executive Officer extended the election period until July 29, 2013. The extension resulted with the return of four additional ballots bringing the total ballots to 16 which was still 5 votes shy of the 21 necessary ballots to obtain a quorum. Round 3 of voting is intended to close on **October 21, 2013**. As state law requires a majority of special district participation to have a valid election, this process will continue until such time a majority of ballots have been returned. Staff has begun an outreach effort to individual districts to secure additional ballots.

2. Matson and Isom who provides annual audit services to the Commission, has submitted their engagement letter which includes a summary for its plan to audit the Commission's financial statements as of, and for, the year ending June 30, 2013. The time table is proposed to begin in September and conclude in December 2013.

PROJECT NOTES: The Public Review Draft of the El Medio Fire Protection District Municipal Service Review and Sphere of Influence Update has been completed and is currently being reviewed by staff. Following any minor edits, the Plan will then be circulated for a 30 day public review period and be scheduled for a public hearing following the receipt of comments.

GENERAL NOTES: None

LEGISLATIVE NOTES:

1. The CALAFCO proposed legislation AB453 (Mullen) to make LAFCOs eligible for Sustainable Communities Planning Grants passed out of the Assembly and moved to the Senate where it was amended (to include language requiring LAFCOs to consider greenhouse gas emissions targets as part of project reviews) and scheduled to be heard in the Appropriations Committee. The amendments were considered unacceptable to CALAFCO and the organization rescinded its sponsorship of the bill. The bill has now died in Senate Appropriations Suspense File.

FINANCIAL REPORT: The Fiscal Year End (FYE) 2012-13 Report has been completed and is attached as Exhibit 1. At present, revenue in the form of filing fees is significantly improved from a projection of \$35,000 to actual receipts of \$79,486. This accounts for approximately twenty (20) extension of sewer services applications; remaining filing fees received from the City of Oroville for prior year annexations; El Medio MSR/SOI Update; LOAPUD Applications, including MSR/SOI Update; and the Stewart Avenue Annexation Petition/Annexation Application.

APPLICATION ACTIVITY See Exhibit 2

Butte Local Agency Formation Commission
FY 2012-13 Budget Review

		2012-13				
		Budget (Adopted)	Adjustments (3-7-2013 - B113)	Budget (W/Adjustments)	Budget 6/30/2013	Budget % of Adopted
Funding Sources						
101001	Unrestricted Fund Balance	97,511.00	-	97,511.00	-	0.00%
101001	Restricted Fund Balance	50,000.00	-	50,000.00	-	
4410101	Interest	9,000.00	-	9,000.00	4,456.23	49.51%
4410103	Unrealized Gain/Loss	-	-	-	(3,689.73)	
4547970	County Funding	198,753.00	-	198,753.00	198,753.00	100.00%
4547971	Cities Funding	198,753.00	-	198,753.00	198,752.00	100.00%
4547972	Special Districts' Funding	44,167.00	-	44,167.00	44,116.00	99.88%
4617230	Filing Fees	35,000.00	15,785.50	50,785.50	79,485.61	227.10%
4712523	Miscellaneous	3,000.00	-	3,000.00	6,733.23	-
4711308	SOI Trust Fund Transfers	50,000.00	-	50,000.00	-	-
4712531	Reimbursement of P/Y Expenditures	-	-	-	-	-
Total Funding Sources		686,184.00	15,785.50	701,969.50	528,606.34	77.04%
Expenditures						
511	Salaries & Wages	335,470.00	-	335,470.00	300,194.37	89.48%
518	Employee Benefits	155,430.00	-	155,430.00	143,544.62	92.35%
523	Communications	3,835.00	-	3,835.00	3,480.30	90.75%
526	Household Expense	750.00	-	750.00	108.83	14.51%
527	General Insurance	3,816.00	-	3,816.00	4,095.98	107.34%
528	Compensation Insurance	2,200.00	-	2,200.00	1,657.79	75.35%
533	Memberships	3,900.00	-	3,900.00	3,834.42	98.32%
535	Office Expense	3,750.00	-	3,750.00	2,913.92	77.70%
536	Professional & Specialized Services	45,600.00	15,785.50	61,385.50	48,560.24	106.49%
537	Publications & Legal Notices	1,900.00	-	1,900.00	1,788.92	94.15%
538	Rents & Leases - Buildings	22,737.00	-	22,737.00	22,736.82	100.00%
539	Rents & Leases - Equipment	300.00	-	300.00	300.00	-
541	Special Departmental Expense*	3,622.00	-	3,622.00	8,646.62	238.73%
543	Transportation & Travel*	19,750.00	-	19,750.00	16,252.85	82.29%
544	Utilities	3,300.00	-	3,300.00	3,061.26	92.77%
554	ISF Accounts	39,824.00	-	39,824.00	39,768.00	99.86%
580	Appropriation for Contingencies	30,000.00	-	30,000.00	-	0.00%
TBD	Appropriation for Reserve	10,000.00	-	10,000.00	-	0.00%
Total Expenditures		686,184.00	15,785.50	701,969.50	600,944.94	87.58%

Butte LAFCO

SPHERE OF INFLUENCE TRUST FUND 1011308

YEAR	BEG BALANCE	DEPOSITS	INTEREST	TRANSFER IN	TRANSFER OUT	REFUNDS/CORRECTIONS	FUND BALANCE
1999/00	45,027.21	16,063.00	2,787.84	-	-	-	63,878.05
2000/01	63,878.05	9,199.50	3,982.46	-	-	-	77,060.01
2001/02	77,060.01	9,068.15	4,100.67	-	-	-	90,228.83
2002/03	90,228.83	14,995.55	4,247.92	-	-	-	109,472.30
2003/04	109,472.30	6,059.25	4,062.26	-	-	-	119,593.81
2004/05	119,593.81	34,524.15	4,260.00	-	(12,000.00)	(150.00)	146,227.96
2005/06	146,227.96	91,520.50	3,946.67	-	(74,000.00)	-	167,695.13
2006/07	167,695.13	151,104.25	8,559.35	-	(73,000.00)	-	254,358.73
2007/08	254,358.73	34,949.25	12,395.38	73,000.00	(68,029.00)	(25,200.00)	281,474.36
2008/09	281,474.36	7,334.00	12,698.86	-	-	-	301,507.22
2009/10	301,507.22	3,750.32	5,289.72	-	(80,493.51)	-	230,053.75
2010/11	230,053.75	7,205.00	4,918.67	-	(21,938.00)	-	220,239.42
2011/12	220,239.42	14,500.00	3,876.74	-	(15,273.00)	-	223,343.16
2012/13	223,343.16	650.00	2,401.42	-	-	-	226,394.58

*Beginning Balance	45,027.21
Deposits (To Date)	400,922.92
Interest (To Date)	77,527.96
Expended (To Date)	<u>(297,083.51)</u>
Fund Balance,	226,394.58

*Prior to 2000, the SOI Fund was within the DDS, for which LAFCO had little control. \$45,000 was transferred when LAFCO left the DDS.

Exhibit 2 - APPLICATION ACTIVITY*Project Status As of Sept. 4, 2013*

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
11-02 MS	LOAPUD	Sphere of Influence Plan Update	07/01/10	N/A	6/6/13	N/A	N/A	Approved
11-02 E	LOAPUD	EIR	07/01/10	N/A	6/6/13	N/A	N/A	Approved
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		N/A	N/A	In Review
13-11	Chico	Ext. of Services - 1465 Guill St	03/25/13	N/A		N/A	N/A	In progress
13-12	LOAPUD	Autrey Lane Annexation No. 4	04/12/13		06/06/13	08/01/13	09/04/13	Waiting for SBE acknowledgement
13-13	Chico	Ext. of Services - 80 Rose Ave.	04/19/13	N/A	06/06/13	N/A	N/A	Approved
13-14	Chico	Ext. of Services - 1335 Martin St.	04/26/13	N/A	06/06/13	N/A	N/A	Approved
13-15	Chico	Stewart Ave. Annexation No. 3	05/02/13					On Hold for City to submit Appl.
13-16	Chico	Ext. of Services - 1904 Oak Way	05/10/13	N/A	07/10/13	N/A	N/A	Approved
13-17	Chico	Ext. of Services - 863 & 865 Virginia	05/13/13	N/A	07/10/13	N/A	N/A	Approved
13-18	Chico	Ext. of Services - 1215 Jackson St.	05/14/13	N/A		N/A	N/A	Incomplete
13-19	Chico	Ext. of Services - 860 Virginia St.	05/24/13	N/A	07/10/13	N/A	N/A	Approved
13-20	Chico	Ext. of Services - 1328 Bruce St.	06/04/13	N/A	09/11/13	N/A	N/A	
13-21	Chico	Ext. of Services - 1420 Boucher St.	02/07/13	N/A		N/A	N/A	Incomplete - Emergency
13-22	Chico	Ext. of Services - 995 Ohio St.	06/11/13	N/A		N/A	N/A	Incomplete - Emergency
13-23	Chico	Ext. of Services - 2898 Jolyn Way	06/12/13	N/A		N/A	N/A	Incomplete - Emergency
13-24	Chico	Ext. of Services - 2250 Elm St.	06/24/13	N/A		N/A	N/A	Incomplete - Emergency
13-25	Chico	Ext. of Services - 1060 Virginia St.	06/26/13	N/A		N/A	N/A	Incomplete - Emergency
13-26	Chico	Ext. of Services - 1354 Jackson St.	06/28/13	N/A		N/A	N/A	Incomplete - Emergency
SP-57	LAFCo	Gateway at Butte Creek						Consultation