

SUTTER LAFCO

LOCAL AGENCY FORMATION COMMISSION

1201 Civic Center Blvd
Yuba City, CA 95993 (530) 822-4700

REGULAR MEETING AGENDA

Yuba City Council Chambers
1201 Civic Center Blvd, Yuba City, California

Thursday, May 9, 2024

COMMISSION MEMBERS

Regular Members

County Member – Mat Conant, **Chair**
County Member – Mike Ziegenmeyer
City Member – Marc Boomgaarden, **Vice-Chair**
City Member – Bob Woten
District Member – Larry Munger

District Member - Don Cochran
Public Member - Enita Elphick

Commissioner Alternates:

County Alternate – Karm Bains
City Alternate – Jeremy Chapdelaine
District Alternate – Vacant
Public Alternate – Manny Cardoza

LAFCo Staff:

Doug Libby, Executive Officer
Deborah Micheli, LAFCo Counsel
Shirina Manes, Clerk

Meeting will begin at 2:00 PM

The Council Chambers will be open for public attendance and participation.

- 1. Call to Order: Roll Call and Pledge of Allegiance**
- 2. Approval of the Agenda**
- 3. Minutes**

Recommendation:

- a. Approval of the minutes from the March 14, 2024, meeting

- 4. Public Comment:**

Members of the public are invited to address the Commission on any matter of interest to the public that is not on the agenda for a period of time not exceeding 5 minutes. Pursuant to the Brown Act, the Commission cannot take any action on items not listed on the posted agenda but

may add to a future agenda matters brought up under public comments for appropriate action at a future meeting.

PUBLIC HEARINGS

5. LAFCO Fiscal Year 2024-2025 Final Budget

- Recommendation:
- a. Conduct a public hearing; and
 - b. Adopt a Resolution approving a Final Budget for for Fiscal Year 2024-2025

6. Executive Officer's Report

7. Adjournment:

Adjourn to the next regular meeting

The Commission may take action upon any item listed on the agenda. Unless otherwise noted, items may be taken up at any time during the meeting.

Any member appointed on behalf of local government shall represent the interests of the public as a whole and not solely the interest of the appointing authority Government Code Section 56325.1

Commissioners - Please contact your alternate member if you are either unable to attend this meeting or unable to vote on a specific agenda item.

Pursuant to Government Code Section 54954.2, Commission members may make a brief announcement or report on activities. Commission members may also provide a reference to staff or other resources for factual information, request staff to report back to the Commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

Public Comment

Members of the public may address the Commission on items not appearing on the agenda, as well as any item that does appear on the agenda, subject to the following restrictions:

- Items not appearing on the agenda must be of interest to the public and within the Commission's subject matter jurisdiction.
- No action shall be taken on items not appearing on the agenda unless otherwise authorized by Government Code Section 54954.2 (known as the Brown Act, or California Open Meeting Law).
- The total amount of time allotted for receiving public comment may be limited to 15 minutes.
- Any individual's testimony may be limited to 5 minutes. Time to address the Commission will be allocated on the basis of the number of requests received.

Public Hearings

Members of the public may address the Commission on any item appearing on the agenda as a Public Hearing. The Commission may limit any person's input to 5 minutes. Written statements may be submitted in lieu of or to supplement oral statements made during a public hearing.

Agenda Materials

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda area available for review for public inspection in the Sutter County Development Services office located at 1130 Civic Center Blvd, Yuba City, CA. [such documents are also available on

the Sutter LAFCO website as noted below to the extent practicable and subject to staff's ability to post the documents prior to the meeting].

Accessibility

An interpreter for the hearing-impaired may be made available upon request to the Executive Officer 72 hours before a meeting. The location of this meeting is wheelchair-accessible.

Disclosure & Disqualification Requirements

Pursuant to Government Code Sections 56100.1, 56300(b), 56700.1, and 81000 et seq., Disclosure of Contributions and Expenditures in Support of and Opposition to Proposals, any person or combination of persons who directly or indirectly contribute \$1000 or more or expend \$1000 or more in support of or opposition to a change of organization or reorganization that has been submitted to Sutter LAFCO must comply with the disclosure requirements approved by Sutter LAFCO

A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Contact LAFCO Staff LAFCO staff may be contacted at (530) 822-3231 or by mail at Sutter LAFCO 530.822.3231 or by email dlibby@yubacity.net

Webpage Reports, agendas, minutes and general information about LAFCO are available on the LAFCO Webpage at www.sutterlafco.org

SUTTER LAFCO

LOCAL AGENCY FORMATION COMMISSION

1201 Civic Center Blvd.
Yuba City CA 95993 (530) 822-4700

Staff Report

Date: May 9, 2024
To: Local Agency Formation Commission
From: Doug Libby, AICP, Executive Officer

Summary

Subject: Final Budget for Fiscal Year 2024-2025

Recommendation: a. Conduct a public hearing; and
b. Make any desired changes and adopt Resolution No. 2024-0003, approving a final budget for Fiscal Year 2024-2025

Fiscal Impact: No additional fiscal impact will result from preparing the annual budget materials.

Purpose:

To adopt a preliminary budget for Fiscal Year (FY) 2024-2025.

Background:

On March 14, 2024, the Commission adopted a preliminary budget for FY 2024-2025. Following this meeting, the County Auditor-Controller's Office estimated what each affected agency will be required to pay under this budget and this information is provided as Attachment 3.

Government Code Section 56381 (Attachment A) requires LAFCO annually conduct public hearings and adopt a proposed budget by May 1st and a final budget by June 15th of each year.

Under State law, LAFCO's budget is apportioned between the County, cities, and independent special districts; each paying one-third of the total budget. Independent special districts may apportion their share of the budget as specified by statute or they may apportion the cost by an

alternative method approved by a majority of the districts, representing a majority of the combined populations of the districts.

Any alternative method of apportionment of the budget may be used if it is approved by a majority vote of each of the following: the Board of Supervisors; a majority of the cities representing a majority of the total population of cities in the County; and the independent special districts representing a majority of the combined total population of independent special districts in the County.

Once a budget is adopted, the County Auditor-Controller's Office is required to request payment from each agency no later than July 1st of each year for the amount that each agency owes.

Analysis:

Staff has prepared a proposed balanced budget for fiscal year 2024-25 totaling \$213,202 (Attachment B). Increases in general budget categories amount to \$16,564, or 15 percent (excluding Municipal service reviews). Costs are proposed to be eliminated in the "Communications" category due to this cost being included in the staff service rate.

Increases are proposed in the Executive Officer/staff Services category (\$48k to \$65k); however, this is still less than FY22-23 where \$80k was budgeted.

The "Membership" category is being expanded to "Memberships / Subscriptions" to reflect the Commission's membership with CALAFCO and the cost of website hosting by Squarespace, which is approximately \$300 annually.

The largest budget increase is in the Municipal Service Review category where \$100k is proposed versus \$20k in FY 23-24. This increase is to fund a comprehensive Fire Services Municipal Service Review and sphere of influence update. At this time, the anticipated cost is unknown; however, staff has surveyed other LAFCOs and costs have ranged from \$80k - \$140k. There can be a lot of differences between communities and the issues affecting services, including but not limited to location and number of agencies involved. The \$100k staff proposed may not be sufficient to complete the work. If the cost exceeds what is budgeted, the Commission may determine to fund the study over two fiscal years or could choose to amend the budget to appropriate additional monies from the undesignated fund balance.

Due to LAFCO's reduced expenditures this fiscal year, the "carryover" balance is proposed to partially fund the proposed budget's increase and minimize costs to the agencies that fund LAFCO by maintaining the same contribution rates of each agency.

The budget proposed will maintain an undesignated fund balance of approximately \$144k which exceeds the Commission's traditional \$100k balance.

Alternatives:

The Commission may modify the budget as it determines necessary; however, State law requires a final budget be adopted by June 15, 2024.

Recommendation:

- a. Conduct a public hearing; and
- b. Make any desired changes and adopt Resolution No. 2024-0003, approving a final budget for Fiscal Year 2024-2025

Attachments:

- 1. Government Code 56381
- 2. Proposed FY 2024-25 Budget
- 3. Breakdown of Proposed Budget to Affected Agencies
- 4. Proposed Resolution

ATTACHMENT 1

powers agencies and joint powers authorities, regional agencies, and state agencies and departments, shall comply with the request of the commission for that information and the commission shall make its studies available to public agencies and any interested person. In making these studies, the commission may cooperate with the county planning commissions.

Grants-in-aid

(b) The commission, or the board of supervisors on behalf of the commission, may apply for or accept, or both, any financial assistance and grants-in-aid from public or private agencies or from the state or federal government or from a local government.

Request for transcript of commission meetings

56379. Any person may, prior to any meeting, request the commission to cause a stenographic or electromagnetic record to be made of a meeting. If the cost of making that record is borne by that person, the commission shall cause the record to be made. The commission may require any person requesting the record to be made to deposit the estimated cost of making the record with the commission prior to the hearing.

Personnel and facilities

56380. The commission shall make its own provision for necessary quarters, equipment, and supplies as well as personnel. The commission may choose to contract with any public agency or private party for personnel and facilities.

Annual budget

56381. (a) The commission shall adopt annually, following noticed public hearings, a proposed budget by May 1 and final budget by June 15. 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. The commission shall transmit its proposed and final budgets to the board of supervisors, to each city, and to each independent special district.

Apportionment by auditor

(b) After public hearings, consideration of comments, and adoption of a final budget by the commission pursuant to subdivision (a), the auditor shall apportion the net operating expenses of a commission in the following manner:

Commissions with city and district representation

(1) (A) In counties in which there is city and independent special district representation on the commission, the county, cities, and independent special districts shall each provide a one-third share of the commission's operational costs.

(B) The cities' share shall be apportioned in proportion to each city's total revenues, as reported in the most recent edition of the Cities Annual Report published by the Controller, as a percentage of the combined city revenues within a county, or by an alternative method approved by a majority of cities representing the majority of the combined cities' populations.

Intergovernmental revenue

(C) The independent special districts' share shall be apportioned in proportion to each district's total revenues as a percentage of the combined total district revenues within a county. Except as provided in subparagraph (D), an independent special district's total revenue shall be calculated for nonenterprise activities as total revenues for general purpose transactions less intergovernmental revenue and for enterprise activities as total operating and nonoperating revenues less intergovernmental revenue,, as reported in the most recent edition of the "Special Districts Annual Report" published by the Controller, or by an alternative method approved by a majority of the agencies, representing a majority of their combined populations. For the purposes of fulfilling the requirement of this section, a multicounty independent special district shall be required to pay its apportionment in its principal county. It is the intent of the Legislature that no single district or class or type of district shall bear a disproportionate amount of the district share of costs.

(D) (i) For purposes of apportioning costs to a health care district formed pursuant to Division 23 (commencing with Section 32000) of the Health and Safety Code that operates a hospital, a health care district's share, except as provided in clauses (ii) and (iii), shall be apportioned in proportion to each district's net from operations as reported in the most recent edition of the hospital financial disclosure report form published by the Office of Statewide Health Planning and Development, as a percentage of the combined independent special districts' net operating revenues within a county.

(ii) A health care district for which net from operations is a negative number may not be apportioned any share of the commission's operational costs until the fiscal year following positive net from operations, as reported in the most recent edition of the hospital financial disclosure report form published by the Office of Statewide Health Planning and Development.

(iii) A health care district that has filed and is operating under public entity bankruptcy pursuant to federal bankruptcy law, shall not be apportioned any share of the commission's operational costs until the fiscal year following its discharge from bankruptcy.

(iv) As used in this subparagraph "net from operations" means total operating revenue less total operating expenses.

(E) Notwithstanding the requirements of subparagraph (C), the independent special districts' share may be apportioned by an alternative method approved by a majority of the districts, representing a majority of the combined populations. However, in no event shall an individual district's apportionment exceed the amount that would be calculated pursuant to subparagraphs (C) and (D), or in excess of 50 percent of the total independent special districts' share, without the consent of that district.

Commissions without district representation

(F) Notwithstanding the requirements of subparagraph (C), no independent special district shall be apportioned a share of more than 50 percent of the total independent special districts' share of the commission's operational costs, without the consent of the district as otherwise provided in this section. In those counties in which a district's share is limited to 50 percent of the total independent special districts' share of the commission's operational costs, the share of the remaining districts shall be increased on a proportional basis so that the total amount for all districts equals the share apportioned by the auditor to independent special districts.

Counties with no cities

(2) In counties in which there is no independent special district representation on the commission, the county and its cities shall each provide a one-half share of the commission's operational costs. The cities' share shall be apportioned in the manner described in paragraph (1).

(3) In counties in which there are no cities, the county and its special districts shall each provide a one-half share of the commission's operational costs. The independent special districts' share shall be apportioned in the manner described for cities' apportionment in paragraph (1). If there is no independent special district representation on the commission, the county shall pay all of the commission's operational costs.

Alternative apportionment

(4) Instead of determining apportionment pursuant to paragraph (1), (2), or (3), any alternative method of apportionment of the net operating expenses of the commission may be used if approved by a majority vote of each of the following: the board of supervisors; a majority of the cities representing a majority of the total population of cities in the county; and the independent special districts representing a majority of the combined total population of independent special districts in the county. However, in no event shall an individual district's apportionment exceed the amount that would be calculated pursuant to subparagraphs (C) and (D) of paragraph (1), or in excess of 50 percent of the total independent special districts' share, without the consent of that district.

Auditor requests payment by July 1

(c) After apportioning the costs as required in subdivision (b), the auditor shall request payment from the board of supervisors and from each city and each independent special district no later than July 1 of each year for the amount that entity owes and the actual administrative costs incurred by the auditor in apportioning costs and requesting payment from each entity. If the county, a city, or an independent special district does not remit its required payment within 60 days, the commission may determine an appropriate method of collecting the required payment, including a request to the auditor to collect an equivalent amount from the property tax, or any fee or eligible revenue owed to the county, city, or district. The auditor shall provide written notice to the county, city, or

Commission determines collection method

Costs of collections

district prior to appropriating a share of the property tax or other revenue to the commission for the payment due the commission pursuant to this section. Any expenses incurred by the commission or the auditor in collecting late payments or successfully challenging nonpayment shall be added to the payment owed to the commission. Between the beginning of the fiscal year and the time the auditor receives payment from each affected city and district, the board of supervisors shall transmit funds to the commission sufficient to cover the first two months of the commission's operating expenses as specified by the commission. When the city and district payments are received by the commission, the county's portion of the commission's annual operating expenses shall be credited with funds already received from the county. If, at the end of the fiscal year, the commission has funds in excess of what it needs, the commission may retain those funds and calculate them into the following fiscal year's budget. If, during the fiscal year, the commission is without adequate funds to operate, the board of supervisors may loan the commission funds. The commission shall appropriate sufficient funds in its budget for the subsequent fiscal year to repay the loan.

Board of supervisors transmits funds

Provision for loan to commission

Apportionment for special membership commissions

56381.6. (a) Notwithstanding the provisions of Section 56381, for counties whose membership on the commission is established pursuant to Sections 56326, 56326.5, 56327, or 56328, the commission's annual operational costs shall be apportioned among the classes of public agencies that appoint members to the commission in proportion to the number of members appointed by each class. The classes of public agencies that may be represented on the commission are the county, the cities, and independent special districts. Any alternative cost apportionment procedure may be adopted by the commission, subject to a majority affirmative vote of the commission that includes the affirmative vote of at least one of the members appointed by the county, one of the members appointed by the cities, and one of the members appointed by districts, if special districts are represented on the commission.

(b) Allocation of costs among individual cities and independent special districts and remittance of payments shall be in accordance with the procedures of Section 56381. Notwithstanding Section 56381, any city that has permanent membership on the commission pursuant to Sections 56326, 56326.5, 56327, or 56328 shall be apportioned the same percentage of the commission's annual operational costs as its permanent member bears to the total membership of the commission, excluding any public members selected by all the members. The balance of the cities' portion of the commission's annual operational costs shall be apportioned to

ATTACHMENT 2

**Sutter LAFCO
FINAL 2024-2025 LAFCO BUDGET**

Financing Uses Classification	Final Sutter LAFCo 2018-19 Actual	Final Sutter LAFCo 2019-2020 Actual	Final Sutter LAFCo 2020-2021 Actual	FINAL Sutter LAFCo 2021-2022 Actual	Final Sutter LAFCo 2022-2023 Actual	Final Sutter LAFCo 2023-2024 Budget	Sutter LAFCo 2023-2024 Exp to 04/09/2024	Sutter LAFCo 2023-2024 Projected	Sutter LAFCo Proposed 2024-2025 Budget
Services and Supplies									
Commissioner Stipends	\$4,388.23	\$3,794.48	\$3,419.13	\$2,807.64	\$3,285.85	\$6,600.00	\$2,467.92	\$3,353.00	\$6,600.00
Insurance	\$2,600.00	\$2,600.00	\$2,536.71	-\$3,230.95	\$10,759.95	\$2,600.00	\$0.00	\$2,600.00	\$2,600.00
Office Expenses	\$332.79	\$45.00	\$195.60	\$406.29	\$144.58	\$350.00	\$32.20	\$350.00	\$400.00
Copy/Printing	\$102.00	\$98.51	\$37.50	\$0.00	\$187.72	\$1,000.00	\$0.00	\$100.00	\$1,000.00
Postage	\$28.79	\$282.75	\$0.00	\$2.90	\$558.46	\$600.00	\$0.00	\$200.00	\$1,000.00
Memberships / Subscriptions	\$2,000.00	\$0.00	\$2,400.00	\$2,410.00	\$2,737.00	\$2,738.00	\$288.00	\$2,738.00	\$3,102.00
Exec Officer and Clerk Services	\$47,196.25	\$48,831.80	\$53,295.00	\$62,266.75	\$60,160.00	\$48,000.00	\$18,962.89	\$23,000.00	\$65,000.00
Publication Legal Notice	\$738.60	\$454.27	\$1,117.84	\$1,010.50	\$941.50	\$1,500.00	\$0.00	\$1,200.00	\$2,500.00
Training - Calafco	\$1,040.00	\$520.00	\$0.00	\$0.00	\$4,795.00	\$2,500.00	\$1,449.80	\$2,200.00	\$3,000.00
Transportation and Travel	\$2,186.74	\$269.66	\$91.43	\$0.00	\$2,797.58	\$9,000.00	\$0.00	\$500.00	\$9,000.00
Legal Services	\$5,796.00	\$12,014.80	\$12,000.00	\$16,500.00	\$18,760.00	\$15,000.00	\$0.00	\$3,500.00	\$15,000.00
Communications	\$514.65	\$403.24	\$772.76	\$1,073.68	\$699.11	\$750.00	\$10.00	\$0.00	\$0.00
MSR-SOI Updates	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$100,000.00
Mapping & File Scanning	\$0.00	\$5,015.00	\$418.05	\$163.30	\$1,105.00	\$6,000.00	\$4,076.00	\$4,076.00	\$4,000.00
Subtotal	\$66,924.05	\$74,329.51	\$76,284.22	\$83,410.11	\$127,318.75	\$116,638.00	\$27,286.81	\$43,817.00	\$213,202.00
TOTAL EXPENDITURES	\$66,924.05	\$74,329.51	\$76,284.22	\$83,410.11	\$127,318.75	\$116,638.00	\$27,286.81	\$43,817.00	\$213,202.00
Revenues									
Interest	\$2,507.18	\$3,326.80	\$2,110.92	\$1,595.12	\$5,481.42	\$1,000.00	\$0.00	\$0.00	\$1,000.00
LAFCO Fees	\$4,700.00	\$7,950.00	\$4,500.00	\$66,229.28	\$6,000.00	\$10,000.00	\$0.00	\$0.00	\$2,000.00
Contribution made by Sutter Co.	\$28,452.87	\$27,721.78	\$27,779.78	\$26,262.81	\$26,335.29	\$29,100.60	\$29,353.67	\$29,353.67	\$29,353.67
Contribution made by Cities	\$28,452.87	\$27,721.78	\$27,779.78	\$26,262.81	\$26,335.29	\$29,100.60	\$29,353.67	\$29,353.67	\$29,353.67
Contribution made by Districts	\$28,452.86	\$27,721.79	\$27,779.77	\$26,262.82	\$26,335.28	\$29,100.60	\$29,353.67	\$29,353.67	\$29,353.67
TOTAL REVENUES	\$92,565.78	\$94,442.15	\$89,950.25	\$146,612.24	\$90,487.28	\$98,301.80	\$88,061.00	\$88,061.00	\$91,061.01
GENERAL RESERVES	\$161,743.71	\$181,856.35	\$195,522.38	\$258,724.51	\$221,893.04	\$203,556.84	\$282,667.23	\$266,137.04	\$0.00

CASH & FB	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	Projected off Projection of Actuals
Fund Balance	\$ 181,892.10	\$ 136,101.98	\$ 161,743.71	\$ 181,856.35	\$ 195,522.38	\$ 258,724.51	\$ 221,893.04	\$ 221,893.04	\$ 221,893.04	\$ 221,893.04	\$ 266,137.04
Misc AR	(3,649.23)										
Prepaid	(2,600.00)			(2,527.00)	(5,757.95)						
Accounts Payable	5,960.87		6,236.74	15,021.86	6,955.83	13,779.28					
Revenue	13,162.77	92,565.78	94,442.15	89,950.25	146,612.24	90,487.28	\$98,301.80	\$88,061.00	\$88,061.00	\$88,061.00	
Expenditure	(66,924.89)	(74,329.51)	(76,284.22)	(83,410.11)	(83,410.11)	(176,318.75)	(116,638.00)	(27,286.81)	(43,817.00)	(43,817.00)	
Ending Cash	\$135,813.62	\$165,700.50	\$188,093.09	\$208,017.24	\$259,922.39	\$235,672.32	\$203,556.84	\$282,667.23	\$266,137.04	\$266,137.04	
Ending FB	\$ 161,743.71	\$ 181,856.35	\$ 195,522.38	\$ 258,724.51	\$ 221,893.04	\$ 203,556.84	\$ 282,667.23	\$ 266,137.04	\$ 266,137.04	\$ 266,137.04	

ATTACHMENT 3

County/City/Special District	Street	City	SL Zip	A	B	C	D	(A+C+B+D)	Factor of Total	Share of LAFCO Budget
Sutter County Total	1160 Civic Center Blvd Ste A	Yuba City	CA 95993	Non-Enterprise Total Revenues	Less Intergovernmental Revenue	Enterprise Revenues	Less Intergovernmental Revenue	Total Revenue*	Total	\$ 29,353.67
Live Oak	9955 Live Oak Blvd	Live Oak	CA 95953	\$ 6,216,180	\$ (721,731)	\$ 4,287,110	\$ (123,864)	\$ 9,657,695	0.09708	\$ 2,849.55
Yuba City	1201 Civic Center Blvd	Yuba City	CA 95993	61,573,253	(6,890,221)	35,144,604	-	89,827,636	0.90292	26,504.12
City Total				\$ 67,789,433	\$ (7,611,952)	\$ 39,431,714	\$ (123,864)	\$ 99,485,331	1.000000	\$ 29,353.67
Fairview Cemetery District	875 Pacific Ave.	Rio Oso	CA 95674	70,270	(555)	-	-	69,715	0.00313	\$ 91.84
Feather Water District	280 Wilkie Ave	Yuba City	CA 95991	-	-	1,020,366	-	1,020,366	0.04579	1,343.98
Levee District No. 1	243 Second St.	Yuba City	CA 95991	688,676	(191,200)	-	-	497,476	0.02232	655.25
Levee District No. 9	1309 Gray Ave	Yuba City	CA 95991	89,980	(941)	-	-	89,039	0.00400	117.28
Live Oak Cemetery District	3545 Pennington Road	Live Oak	CA 95953	297,069	(2,403)	-	-	294,666	0.01322	388.12
Meridian Fire Protection District	P.O. Box 298	Meridian	CA 95957	609,499	(2,339)	-	-	607,160	0.02724	799.72
Nicolaus Cemetery District	265 Worth Road	Nicolaus	CA 95659	23,548	(236)	-	-	23,312	0.00105	30.71
Pleasant Grove Cemetery District	P.O. Box 664	Pleasant Grove	CA 95668	34,216	(302)	-	-	33,914	0.00152	44.67
Reclamation District 1001	1959 Cornelius Ave	Rio Oso	CA 95674	1,809,739	(682,912)	-	-	1,126,827	0.05056	1,484.20
Reclamation District 1500	P.O. Box 96	Robbins	CA 95676	3,863,571	(1,170,906)	-	-	2,692,665	0.12082	3,546.65
Reclamation District 1660	P.O. Box 129	Meridian	CA 95957	545,608	(220,824)	-	-	324,784	0.01457	427.79
Reclamation District 2054	P.O. Box 143	Gridley	CA 95948	81,918	(553)	-	-	81,365	0.00365	107.17
Reclamation District 2056	P.O. Box 876	Gridley	CA 95948	73,696	(146)	-	-	73,550	0.00330	96.88
Reclamation District 70	P.O. Box 129	Meridian	CA 95957	804,692	(356,000)	-	-	448,692	0.02013	591.00
Reclamation District 777	P.O. Box 876	Gridley	CA 95948	217,515	(1,031)	5,684,341	-	5,684,341	0.00971	285.14
South Sutter Water	2464 Pacific Ave	Trowbridge	CA 95659	-	-	-	-	-	0.25507	7,487.15
Sutter Basin Fire Protection District	P.O. Box 68	Robbins	CA 95676	113,629	(1,264)	-	-	112,365	0.00504	148.00
Sutter Cemetery District	7200 Butte Ave	Sutter	CA 95982	1,478,719	(5,877)	-	-	1,472,842	0.06609	1,939.96
Sutter Co. Resource Conserv. Dist.	P.O. Box 282	Yuba City	CA 95991	41,188	(42,289)	-	-	-	0.00000	-
Sutter Community Services District	P.O. Box 710	Sutter	CA 95982	-	-	796,318	-	796,318	0.03573	1,048.87
Sutter Extension Water Dist.	4525 Franklin Rd	Yuba City	CA 95993	-	-	2,524,456	(136,899.00)	2,387,557	0.10713	3,144.78
Sutter-Yuba Mosquito & Vector	P.O. Box 726	Yuba City	CA 95992	4,258,717	(26,478)	-	-	4,232,239	0.18991	5,574.51
Special District Total				15,102,250	(2,706,256)	10,025,481	(136,899.00)	22,285,677	1.00000	\$ 29,353.67

Requested LAFCO Budget - User Revenue

1/3 Sutter County

1/3 Cities

1/3 Special Districts

Total LAFCO User Revenue

\$ 29,353.67

29,353.67

29,353.67

\$ 88,061.01

*Total revenue per State Controller's "Cities Annual Report" FY 21-22 and "Special Districts Annual Report" FY 21-22

* Due to negative revenue, manual adjust to zero for allocation.

ATTACHMENT 4

Resolution 2024-0003
of the
SUTTER Local Agency Formation Commission

Resolution of the Sutter Local Agency Formation Commission
Adopting a Final Budget for 2024-2025

WHEREAS, Sutter LAFCO is required by Government Code Section 56381(a) to adopt annually, following a noticed public hearing, a proposed budget by May 1st and a final budget by June 15th; and,

WHEREAS, the Commission has prepared a final budget for public review; and,

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of both the proposed and final budget and upon the date, time and place specified in said notice of hearing, the Commission heard, discussed and considered all oral and written testimony submitted including, but not limited to, the approved budget priorities for Fiscal Year 2024-2025 and the Executive Officer's report and recommendations; and

WHEREAS, the Commission has considered the attached Final Budget in light of the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000;

NOW THEREFORE, the Sutter Local Agency Formation Commission does hereby determine, resolve, and order the following:

1. That Sutter LAFCO hereby adopts the attached Exhibit "A" final 2023-2024 budget.
2. Directs the Executive Officer to transmit the final budget to the Auditor and all parties specified in Government Code Section 56381 (a) as promptly as possible.
3. The Commission hereby requests the Sutter County Auditor to collect the funds in accordance with Government Code Section 56381 (c). In the event of non-payment of LAFCO funds by any entity subject to the LAFCO's apportionment, the Commission hereby requests and authorizes the Auditor to collect the funds from property tax revenues or any other revenue source and deposit the funds into the LAFCO account.
4. The Commission hereby requests the Sutter County Auditor to transfer the collected funds to the City of Yuba City's LAFCO account. The Executive Officer is authorized to sign any claim forms for the transfer of funds if required by Sutter County (and) or the City of Yuba City.

5. The Commission desires to use carryover funds remaining from the 2024-2025 budget to help fund a reserve fund.

PASSED AND ADOPTED by the Sutter Local Agency Formation Commission at a regular meeting of said Commission held on May 9, 2024, by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 9th day of May 2024.

Mat Conant, Chair
Sutter LAFCO

Attest:

Doug Libby, Executive Officer
Sutter LAFCO

Sutter LAFCO
FINAL 2024-2025 LAFCO BUDGET

Financing Uses Classification	Final Sutter LAFCO 2018-19 Actual	Final Sutter LAFCO 2019-2020 Actual	FINAL Sutter LAFCO 2020-2021 Actual	FINAL Sutter LAFCO 2021-2022 Actual	Final Sutter LAFCO 2022-2023 Actual	Final Sutter LAFCO 2023-2024 Budget	Sutter LAFCO 2023-2024 Exp to 2/20/2024	Sutter LAFCO 2023-2024 Projected	Sutter LAFCO Proposed 2024-2025 Budget
Services and Supplies									
Commissioner Stipends	\$4,388.23	\$3,794.48	\$3,419.13	\$2,807.64	\$3,285.85	\$6,600.00	\$1,952.59	\$3,353.00	\$6,600.00
Insurance	\$2,600.00	\$2,600.00	\$2,536.71	\$3,230.95	\$10,758.95	\$2,600.00	\$0.00	\$2,600.00	\$2,600.00
Office Expenses	\$332.79	\$45.00	\$195.80	\$406.29	\$144.58	\$350.00	\$32.20	\$350.00	\$400.00
Copy/Printing	\$102.00	\$98.51	\$37.50	\$0.00	\$187.72	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
Postage	\$28.79	\$282.75	\$0.00	\$2.90	\$858.48	\$600.00	\$0.00	\$200.00	\$1,000.00
Memberships / Subscriptions	\$2,000.00	\$0.00	\$2,400.00	\$2,410.00	\$2,737.00	\$2,738.00	\$0.00	\$2,738.00	\$3,102.00
Exec Officer and Clerk Services	\$47,196.25	\$48,831.80	\$53,295.00	\$62,266.75	\$60,160.00	\$48,000.00	\$13,780.00	\$23,000.00	\$65,000.00
Publication Legal Notice	\$738.60	\$454.27	\$1,117.84	\$1,010.90	\$841.50	\$1,500.00	\$0.00	\$1,200.00	\$2,500.00
Training - Caliafo	\$1,040.00	\$520.00	\$0.00	\$0.00	\$4,793.00	\$9,000.00	\$1,448.80	\$2,200.00	\$3,000.00
Transportation and Travel	\$2,186.74	\$269.66	\$91.43	\$0.00	\$2,797.88	\$18,750.00	\$0.00	\$500.00	\$9,000.00
Legal Services	\$5,796.00	\$12,014.80	\$12,000.00	\$16,600.00	\$18,500.00	\$15,000.00	\$0.00	\$3,500.00	\$15,000.00
Communications	\$514.65	\$403.24	\$772.76	\$1,073.68	\$899.11	\$750.00	\$19.00	\$0.00	\$0.00
MSR-SOI Updates	\$0.00	\$0.00	\$0.00	\$0.00	\$1,105.00	\$0.00	\$0.00	\$0.00	\$100,000.00
Mapping & File Scanning	\$0.00	\$5,015.00	\$418.05	\$163.30	\$1,105.00	\$9,000.00	\$4,076.00	\$4,076.00	\$4,000.00
Subtotal	\$66,924.05	\$74,329.51	\$76,284.22	\$83,410.11	\$127,318.75	\$116,638.00	\$21,300.59	\$43,817.00	\$213,202.00
TOTAL EXPENDITURES	\$66,924.05	\$74,329.51	\$76,284.22	\$83,410.11	\$127,318.75	\$116,638.00	\$21,300.59	\$43,817.00	\$213,202.00
Revenues									
Interest	\$2,507.18	\$3,326.60	\$2,110.92	\$1,595.12	\$5,481.42	\$1,000.00	\$0.00	\$0.00	\$1,000.00
LAFCO Fees	\$4,700.00	\$7,950.00	\$4,500.00	\$6,629.28	\$6,000.00	\$10,000.00	\$0.00	\$0.00	\$2,000.00
Contribution made by Sutter Co.	\$28,462.87	\$27,721.78	\$27,779.78	\$26,262.61	\$26,335.29	\$29,100.60	\$29,353.67	\$29,353.67	\$29,353.67
Contribution made by Cities	\$28,452.87	\$27,721.78	\$27,779.77	\$26,262.62	\$26,335.28	\$29,100.60	\$29,353.67	\$29,353.67	\$29,353.67
Contribution made by Districts	\$28,452.86	\$27,721.79	\$27,779.77	\$26,262.62	\$26,335.28	\$29,100.60	\$29,353.67	\$29,353.67	\$29,353.67
TOTAL REVENUES	\$92,565.78	\$94,442.15	\$89,950.25	\$148,612.24	\$90,487.28	\$88,301.80	\$88,061.00	\$88,061.00	\$91,061.01
GENERAL RESERVES	\$161,743.71	\$181,856.35	\$195,522.38	\$256,724.51	\$221,893.04	\$203,556.84	\$288,653.45	\$266,137.04	\$0.00

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2023-24
CASH & FB									
Fund Balance	\$181,892.10	\$136,101.98	\$161,743.71	\$181,856.35	\$195,522.38	\$256,724.51	\$221,893.04	\$221,893.04	\$221,893.04
Misc AR	(3,649.23)	(2,600.00)	-	(2,527.00)	(6,757.95)	-	-	-	-
Prepaid	(2,600.00)	6,556.79	6,236.74	15,021.86	6,955.83	13,779.28	-	-	-
Accounts Payable	5,960.87	13,162.77	94,442.15	89,950.25	146,612.24	90,487.28	\$98,301.80	\$88,061.00	\$88,061.00
Revenue	(58,952.89)	(66,924.05)	(74,329.51)	(76,284.22)	(83,410.11)	(127,318.75)	(116,638.00)	(21,300.59)	(43,817.00)
Expenditure	135,813.62	165,700.50	188,093.09	203,011.24	259,922.39	235,672.32	203,556.84	268,653.45	266,137.04
Ending Cash	\$181,892.10	\$136,101.98	\$161,743.71	\$181,856.35	\$195,522.38	\$256,724.51	\$203,556.84	\$288,653.45	\$266,137.04
Ending FB	\$181,892.10	\$136,101.98	\$161,743.71	\$181,856.35	\$195,522.38	\$256,724.51	\$203,556.84	\$288,653.45	\$266,137.04

SUTTER COUNTY

LOCAL AGENCY FORMATION COMMISSION

1201 CIVIC CENTER BOULEVARD
YUBA CITY, CA 95993 (530) 822-4700 FAX (530) 822-7109



SUTTER COUNTY LOCAL AGENCY FORMATION COMMISSION MINUTES

Date: March 14, 2024
Yuba City Council Chambers
1201 Civic Center Blvd., Yuba City

1. **Call to Order:**

Chair Conant called the meeting to order at 2:00 p.m.

a. **Roll Call:**

Chair Conant requested the clerk call the roll of the Commission and attendance is shown below.

Members Present: Chair Conant, Commissioners Boomgaarden, Cochran, Elphick, Woton, were present.

Public alternate member Manny Cardoza was present and observed the meeting from the audience.

Members Absent: Commissioner Munger and Ziegenmeyer

Staff Present: Executive Officer Doug Libby, Clerk Shirina Manes, and LAFCO Counsel Deborah Micheli.

b. **Pledge of Allegiance:**

Commissioner Cochran led the Commission and audience in the Pledge of Allegiance.

2. Approval of Agenda:

Upon motion from Commissioner Cochran and seconded by Commissioner Woton, the Commission unanimously voted to approve the agenda, carried by the following vote: **AYES:** Commissioners Boomgaarden, Cochran, Conant, Elphick, Woton. **NOES:** None; **ABSTAIN:** None; **ABSENT:** Commissioner Munger and Ziegenmeyer.

3. Approval of the Minutes:

- a. Minutes from November 9, 2023 meeting
- b. Minutes from January 11, 2024 meeting.

Upon motion from Commissioner Cochran and seconded by Commissioner Woton, the Commission unanimously voted to approve the minutes of November 9, 2023 and January 11, 2024, carried by the following vote: **AYES:** Commissioners Boomgaarden, Cochran, Conant, Elphick, Woton. **NOES:** None; **ABSTAIN:** None; **ABSENT:** Commissioner Munger and Ziegenmeyer.

4. Public Comment:

Pursuant to the Public Communications:

Members of the public were invited to address the Commission on any matter of interest to the public that is not on the agenda for a period of time not exceeding 5 minutes. Brown Act, the Commission cannot take any action on items not listed on the posted agenda but may add to future agenda matters brought up under public comments for appropriate action at a future meeting.

There were no public comments.

5. **Consideration to authorize the Executive Officer to release a Request for Proposal (RFP) for consultant service to prepare a comprehensive Municipal Service Review and Sphere of Influence Update for Fire Services in Sutter County and establish an Ad Hoc Committee to review consultant submittals and provide recommendations to the full Commission.**

- a) Receive public input:
 - b) Authorize Executive Officer to release an RFP to obtain consultant services for preparation of comprehensive Municipal Service Review and Sphere of Influence Update for Fire Services in Sutter County; and
 - c) Establish an Ad Hoc Committee of the Sutter LAFCO Commission comprising three Commissioners to review consultant submittals and provide a recommendation on a preferred consultant to the full Commission
- (a) Public Comment- Chief Alexander from YCFD said that the RFP is very thorough and he is 100% in agreement with it.

Executive Officer Doug Libby presented the item.

There was no public comment provided.

Item 5. (b): Upon a motion from Commissioner Elphick and seconded by Commissioner Woton to approve to approve the item, carried by the following vote: **AYES**: Commissioners Boomgaarden, Cochran, Conant, Elphick, Woton. **NOES**: None; **ABSTAIN**: None; **ABSENT**: Commissioner Munger and Ziegenmeyer.

Item 5. (c): Commissioners Bloomgarden, Elphick and Chair Conant volunteered for the committee to review submittals. Upon motion from Commissioner Boomgaarden and seconded by Commissioner Woton to appoint Commissioners Boomgaarden, Elphick and Conant to an Ad-Hoc Committee, carried by the following vote: **AYES**: Commissioners Boomgaarden, Cochran, Conant, Elphick, Woton. **NOES**: None; **ABSTAIN**: None; **ABSENT**: Commissioner Munger and Ziegenmeyer.

6. LAFCO Fiscal Year 2024-2025 preliminary Budget

Recommendation: a. Conduct a public hearing; and b. Adopt a resolution approving a Preliminary Budget for Fiscal Year 2024-2025.

The public hearing was opened. There was no public comment. The public hearing was closed.

Upon motion from Commissioner Cochran and seconded by Commissioner Boomgarden, the Commission unanimously voted to approve the agenda through a Roll Call, carried by the following vote: **AYES:** Commissioners Boomgarden, Cochran, Conant, Elphick and Woton. **NOES:** None; **ABSTAIN:** None; **ABSENT:** Commissioner Munger and Ziegenmeyer.

7. Executive Officers Report

Executive Officer Doug Libby spoke about the Staff Workshop in the Spring that he will be attending related to LAFCO.

8. Adjournment:

The meeting was adjourned at 2:24 p.m. until the next meeting at Yuba City Hall and via teleconference at 2:00 p.m. on March 14, 2024.

Respectfully submitted,

Doug Libby, AICP
Executive Officer

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