

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, March 14, 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 November 9, 2023, meeting
- b. Approval of the minutes from the January 11, 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.

5. Consideration to authorize the Executive Officer to release a Request for Proposal (RFP) for consultant services 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 a recommendation to the full Commission.

- Recommendation:
- a. Receive public input; and
 - b. Authorize the Executive Officer to release an RFP to obtain consultant services for preparation of a 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

PUBLIC HEARINGS

6. LAFCO Fiscal Year 2024-2025 Preliminary Budget

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

7. Executive Officer's Report

8. 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 are 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 COUNTY



LOCAL AGENCY FORMATION COMMISSION

1130 CIVIC CENTER BOULEVARD, SUITE A
YUBA CITY, CA 95993 (530) 822-7400 FAX (530) 822-7109

SUTTER COUNTY LOCAL AGENCY FORMATION COMMISSION MINUTES

Date: November 09, 2023
Yuba City Council Chambers
1201 Civic Center Blvd., Yuba City

1. Call to Order:

Chair Conant called the meeting to order at 2:05 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 Cochran, Elphick, Woton, Ziegenmeyer were present.

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

Members Absent: Commissioners Munger and Boomgarden.

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

3. Approval of Minutes:

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

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 initiate an amendment to the Commission's Policies, Standards and Procedures and the Commission's Bylaws to require noticed public hearings, for proposed changes of organization and reorganizations.

A) Provide Feedback to staff and:

B) Initiate an amendment to the Sutter LAFCO adopted Policies, Standards and Procedures and the Commission's Bylaws to require noticed public hearings for proposed changes of organization and reorganization.

Interim Executive Officer Doug Libby summarized the item before the Commission.

Comments from the Public made by Manny Cardoza requesting we also use a QR code along with other means of communication to the public.

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

8. Review the Commission's 2024 Meeting Calendar.

7. Adjournment:

The meeting was adjourned at 2:21 p.m. until the next meeting at Yuba City Hall and via teleconference at 2:00 p.m. on January 11, 2024.

Respectfully submitted,

Doug Libby, AICP
Executive Officer

P:\Planning\LAFCO\ - MINUTES\MASTER_MINUTES.docx

SUTTER COUNTY

LOCAL AGENCY FORMATION COMMISSION

1130 CIVIC CENTER BOULEVARD, SUITE A
YUBA CITY, CA 95993 (530) 822-7400 FAX (530) 822-7109



SUTTER COUNTY LOCAL AGENCY FORMATION COMMISSION MINUTES

Date: January 11, 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, Munger, Woton, Ziegenmeyer were present.

Public alternate member Manny Cardoza and Karm Bains were present and observed the meeting from the audience.

Members Absent: None

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

3. 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.

4. Election of a Chair and Vice-Chair for Calendar Year 2024

- a) Elect Chairperson for 2024
- b) Elect Vice-Chairperson for 2024

Upon motion to keep current Chair Conant and Vice-Chair Boomgaarden by Commissioner Cochran and seconded by Commissioner Woton to approve them to continue in position, the Commission unanimously voted to approve the item, carried by the following vote: **AYES:** Commissioners Boomgaarden, Cochran, Conant, Elphick, Munger, Woton and Ziegenmeyer **NOES:** None; **ABSTAIN:** None; **ABSENT:** None.

5. Consideration of an amendment to the Commission's Policies, Standards, and Procedures and the Commission's Bylaws regarding noticing of proposals pursuant to Government Code Section 56662 and establishing a requirement for public notification signs for pending proposals.

Recommendation: Adopt a resolution of the Sutter County Local Agency

Formation Commission amending the Commission's Policies, Standards, and Procedures and the Commission's Bylaws regarding noticing of proposals pursuant to Government Code Section 56662 and establishing a requirement for public notification signs for pending proposals.

The item was opened for public comment.

Public Alternate Commissioner Manny Cardoza recommended the use of QR Codes or other similar mechanisms to make it easy for the public to access information which had been previously brought up by Commissioner Ziegenmeyer.

Executive Office Doug Libby stated this can be incorporated into the policy and reviewed by the Chair prior to signing the resolution.

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

6. A discussion regarding the status and next steps for the Fire Services Municipal Service review and Sphere of Influence Update.

No action was required. Based on Commission comments, Executive Officer Doug Libby stated a proposed request for proposal could be brought forward to the March 14th, 2024, meeting.

7. Executive Officers Report

No action needed at this time.

8. Correspondence

a) 2024CALAFCO Events Calendar

No action needed at this time.

9. Adjournment:

The meeting was adjourned at 2:29 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

P:\Planning\LAFCO\ - MINUTES\MASTER_MINUTES.docx

SUTTER LAFCO

LOCAL AGENCY FORMATION COMMISSION

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

Staff Report

Date: March 14, 2024
To: Local Agency Formation Commission
From: Doug Libby, AICP, Executive Officer

Summary

Subject: Request for Proposal (RFP) for consultant services to prepare a comprehensive Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for Fire Services in Sutter County.

Recommendation:

- a. Accept public input on the draft RFP; and
- b. Authorize the Executive Officer to release an RFP to obtain consultant services for preparation of a comprehensive Municipal Service Review and Sphere of Influence Update for fire services in Sutter County; and
- c. Establish an Ad Hoc Committee comprising three Commissioners to review consultant submittals and provide a recommendation on a preferred consultant to the full Commission

Fiscal Impact: No additional fiscal impact will result from preparation and release of an RFP.

Purpose:

To consider approving the release of an RFP to obtain consultant services for the preparation of a comprehensive Municipal Service Review and Sphere of Influence Update of Fire Services in Sutter County and establishing an Ad Hoc Committee to review consultant submittals and provide a recommendation to the full Commission.

Background:

The Commission was unsuccessful in having a comprehensive Fire Services MSR/SOI update completed in recent years.

On January 11, 2024, the Commission received an Executive Officer's report and determined it desired to retain consultant services to have a comprehensive Fire Services MSR/SOI update completed for fire services in Sutter County.

A draft RFP was prepared in January 2024 that was circulated to the LAFCO Commission to review and comment. Additionally, the draft RFP was circulated to all fire service agencies in Sutter County as well as the Sutter County Administrator, Yuba City and Live Oak City Managers. There were no recommended changes provided.

Analysis:

A draft RFP is attached to this staff report and will provide the necessary baseline information for a consultant to prepare a response.

It is recommended the Commission authorize the Executive Officer to release the RFP and recommends the Commission form an Ad Hoc Committee, comprising three Commissioners, to review consultant submittals with the Executive Officer and provide a recommendation to the full Commission on a preferred consultant.

An Ad Hoc Committee comprising three Commissioners is recommended because having more will comprise a quorum and require compliance with the Brown Act.

Fiscal Impact:

Existing budgeted monies were utilized to prepare the RFP and staff report materials for this item. Additional monies will be required to be budgeted to pay for consultant services to prepare the MSR/SOI update.

The current budget appropriates \$20k for MSR/SOI updates. This amount is insufficient for preparation of a comprehensive MSR/SOI update for fire services. Additional monies are proposed to be appropriated in the fiscal year 2024/25 budget.

Alternatives:

The Commission may determine not to approve of the release of an RFP to obtain consultant services for preparation of a comprehensive MSR/SOI update for Fire Services and may provide the Executive Officer with alternate direction.

Recommendation:

- a. Accept public input on the draft RFP; and
- b. Authorize the Executive Officer to release an RFP to obtain consultant services for preparation of a comprehensive Municipal Service Review and Sphere of Influence Update for fire services in Sutter County; and
- c. Establish an Ad Hoc Committee comprising three Commissioners to review consultant submittals and provide a recommendation on a preferred consultant to the full Commission.

Attachment:

- 1. Draft Request for Proposal

ATTACHMENT 1

Local Agency Formation Commission of Sutter County

Request for Proposals

To Provide:

Municipal Service Review (MSR) and Sphere of Influence (SOI)
Reviews

for:

The Provision of Fire and Emergency Medical Services Countywide

Response due by **April 26, 2024**, at 5:00pm

Issued **March 22, 2024**

LOCAL AGENCY FORMATION COMMISSION OF SUTTER COUNTY REQUEST FOR PROPOSALS

The Local Agency Formation Commission of Sutter County (“Sutter LAFCO”) seeks qualified candidates to prepare a Municipal Service Review (MSR) and Sphere of Influence (SOI) Reviews for the Provision of Fire and Emergency Medical Services (EMS) Countywide.

Objectives:

Sutter LAFCO’s intent is to complete an objective and accurate study to support dialogue among stakeholders. The overall objectives of these discussions are to enhance service efficiencies, governance efficiencies, and funding opportunities.

Background:

- There hasn’t been a comprehensive MSR completed looking at Fire and Emergency Medical Services Countywide. MSRs have previously been completed for individual agencies only.
- Study area: Sutter County
- Fire Service Providers:
 - Sutter County (County Service Areas C, D, F, G)
 - City of Yuba City Fire Department (including CSA G)
 - City of Live Oak Fire Department
 - Meridian Fire Protection District
 - Sutter Basin Fire Protection District
- Bi-County Ambulance, a private company, is the primary provider of pre-hospital medical care for the Yuba and Sutter County region and is not subject to LAFCO jurisdiction. An important component of the services provided by Fire Service providers is prehospital medical care because Fire Service Providers can be first to an incident.

Project Scope

The MSR will include all Fire Service agencies within Sutter County in a regional study format. The SOI reviews will be agency specific. Sutter LAFCO is looking for an MSR and SOI study that provides well-founded and achievable recommendations. The MSR and SOI study will include:

1. Relevant determinations listed in the following sections regarding MSRs and SOIs as required in CKH.

2. The analysis should include the full picture of Fire and pre-hospital medical care services throughout Sutter County.
3. Fire agencies in California rely on auto-aid and mutual aid. The analysis should include reliance and response capabilities with neighboring counties. This should include the ability of neighboring counties to provide aid to Fire Service agencies within Sutter County and Sutter County Fire agencies capabilities to reciprocate.
4. Dispatch services are a crucial element for emergency services. This element should be included in the analysis.
5. Analyze the current delivery of prehospital medical care and the impact on Fire Service providers this service has and provide recommendations for improvement.
6. Analyze current fire prevention efforts as a baseline. Recommend maintenance needs and possible funding sources.
7. Conduct risk assessment.
8. Analyze and provide recommendations to enhance services, improve efficiencies, and funding opportunities.
9. Analyze and provide recommendations for alternative governance structures.
10. Provide an implementation plan for recommendations, including tasks and timelines.

Municipal Service Review (MSR) Guidelines

The Cortese-Knox-Hertzberg Act (CKH) requires LAFCOs to complete MSRs to develop baseline information for reviewing and updating SOIs. Under local policy, MSRs must be done in conjunction with SOI reviews, which are used by LAFCO to inform the need for any SOI updates. The statute sets forth the form and content of the MSR, which must inform the Commission on the following seven issues (California Government Code §56430):

1. Growth and population projections for the area.
2. Location and characteristics of any disadvantaged unincorporated communities.
3. Capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies.
4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared services.
6. Accountability for community service needs, including governmental structure and operation efficiencies.
7. Any other matter related to effective or efficient service delivery, under local policy.

Sphere of Influence (SOI) Guidelines

The SOI reviews should include written statements of determinations for each subject agency with respect to each of the following (California Government Code §56425):

1. Present and planned land uses in the area, including agricultural and open space.
2. Present and probable need for public facilities and services in the area.
3. Present capacity of public facilities and adequacy of public services.
4. Existence of any social or economic communities of interest in the area.

5. Present and probable need for public facilities and services of any disadvantaged unincorporated communities within the existing SOI.

MSR/SOI Process and Deliverables

Preparation of the report will include the following steps:

1. Data collection: including distribution of a request for information, as well as soliciting the subject local agencies for additional information, interviews, research of existing information and documents available to prepare the report.
2. Conduct outreach to the agencies and relevant stakeholders to ensure that all parties have an opportunity to voice their opinions throughout the process.
3. Review and impartial analysis of all the information collected, including industry standards and financial data.
4. Produce an administrative draft of the report for review and comment by Sutter LAFCO staff and the subject agencies, which shall include maps, appropriate findings, determinations, and recommendations (PDF and Word versions). Copies of all reference materials should also be provided.
5. Incorporate comments, edits, and corrections into a draft report for distribution to the Commission, affected agencies, and the public (PDF and Word versions).
6. Preparation of a final report addressing comments from the Commission, Sutter LAFCO staff, affected agencies, and the public (PDF and Word versions).
7. Attendance and participation is required at all Commission meetings when the agendas include discussion of the draft report or approval of the final report.
8. Sutter LAFCO will be responsible for determining the appropriate level of environmental review and preparing all CEQA documentation for the MSR and SOIs. CEQA analysis should not be included in the proposal.
9. The selected consultant will be responsible for obtaining information from the fire agencies as needed.
10. Following Commission approval of the final report, provide Sutter LAFCO with a clean and complete copy (PDF and Word versions) for distribution, filing and posting electronically.

Expectations of the Consultant

The successful firm or individual will accomplish the following:

1. The report should use any and all available information relevant to both the MSR and SOIs including interviews, surveys, previous research, adopted budgets, audit reports, state department reports, general plans, previous MSR and SOI studies, authorities under the law, etc. Sufficient data and information should be collected to construct a clear, concise, and comprehensive report of fire services and pre-hospital medical care services.
2. Information provided in the report should be presented using graphs and charts where appropriate. The report should be written in a manner accessible and understandable to the general public.

3. The report should reflect local Sutter LAFCO policies where applicable.
4. Provide a baseline of existing fire services and pre-hospital medical care and provide metric of service needs.
5. Development of the report should involve regular and effective communication with the subject agencies and LAFCO staff.
6. Development of the report should be conducted in a fair, accurate, and objective manner. The intent is to provide valuable and practical conclusions for improvements to service provision where possible.
7. Development of the report should provide effective and meaningful opportunities for public participation in the review process.

Proposal Requirement and Consultant Qualifications

The proposal shall be specifically responsive to this request and shall include, but not necessarily be limited to, the following:

1. General statement by the firm or individual about the proposal, including an understanding and general approach to accomplishing the work as outlined. The statement should demonstrate the experience and qualifications to perform the required duties.
2. Specifically substantiated statement of the firm or individual's qualifications to perform the work, ability to stay within budget, and meet deadlines.
3. Identification and designation of the individual(s) who would perform the work, including resumes documenting their experience and competence to perform that work. Note that any subsequent changes in staff performing the work will require prior approval by Sutter LAFCO. The principal and professionals assigned to the project team include the following competencies:
 - a. Expertise with fire protection and emergency medical service provision in California.
 - b. Expertise with national fire and emergency medical services standards such as NFPA 1710, NFPA 1720, Center for Public Safety Excellence 6th Edition Community Risk Assessment: Standards of Cover, and other related national standards.
 - c. Expertise with laws governing California local government agencies.
 - d. Experience with the CKH Act, the role, and functions of LAFCO, and the MSR and SOI process.
 - e. Understanding of how local government services are financed and delivered.
 - f. Experience working with local government agencies; counties, cities, towns, special districts, and LAFCO.
 - g. Experience in governmental organization analysis, including performance measurement and evaluation.
 - h. Ability to analyze and present information in an organized and concise format.
 - i. Ability to interpret varied budget and planning documents.
 - j. Ability to conduct budget projections.
 - k. Ability to facilitate and synthesize input from stakeholders.

- l. Familiarity with public input processes and experience presenting and disseminating public information for review and comment in a public setting.
- m. Experience fostering multi-agency partnerships and cooperative problemsolving.
- n. Ability to provide flexible and creative alternatives where necessary to resolve service and policy issues.

4. Provide a schedule and scope of work required to complete the report in the most efficient and timely manner. The schedule should identify check-in meetings with Sutter LAFCO staff as appropriate.

5. Estimate of hours the firm or individual consultant is proposing to perform and identification of basic work tasks, including a detailed cost proposal listing the hourly rates for each individual who will perform the work, the estimated number of hours each individual will contribute, and any additional costs or expenses required for completing the scope of work. The proposal should specify deliverables and the number of meetings and presentations included in the costs.

6. List of relevant references.

7. Three samples of comparable studies or reports prepared by your firm within the last five years.

Evaluation Process

Sutter LAFCO staff together with a LAFCO ad hoc committee will review each proposal and evaluate the ability of each individual or firm to meet the expectations defined herein. References will be contacted. The proposals will be ranked and the top firms may be invited to an interview with a panel to include Sutter LAFCO staff and Commissioners, other LAFCO staff, and potentially representatives from subject agencies. A consultant will then be selected and must be confirmed by the full Sutter LAFCO Commission. A contract approval process will begin. Sutter LAFCO may modify this evaluation process as appropriate or needed.

Interviews with top-ranked consultants will be scheduled and held in Sutter County.

Consultant Selection

The following attributes will be considered in determining the award of a contract:

1. Understanding of the project and commitment to meet the expectations outlined in this RFP.
2. Ability to build and maintain effective relationships with Sutter LAFCO and subject agency staff.
3. Expertise with writing MSRs and SOI reviews.
4. Ability to produce a clear, well-researched, and definitive product.
5. Provide clear and reasonable outline of cost estimates and past performance with staying within budget.
6. Communication approach with staff, Commissioners, and the subject agencies.

Additional Information

Agreement:

No prior, current, or post award verbal conversations or agreement with any officer, agent, or employee of Sutter LAFCO shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP. The selected consultant's proposal will become part of the agreement. Price quotations and other time-dependent information contained in any proposal shall remain firm for a minimum of 120 days from the proposal submission deadline.

Non-Conforming Terms and Conditions:

Any proposal that includes terms and conditions that do not conform to this RFP is subject to rejection as non-responsive. Sutter LAFCO reserves the right to waive any informalities or minor irregularities in connection with proposals received. Sutter LAFCO reserves the right to permit a consultant to withdraw non-conforming terms and conditions from their proposal prior to the Commission taking action.

Collusion Among Respondents:

Each consultant, by submitting a proposal, certifies that it is not party to any collusive action relating to this RFP.

Conflict of Interest:

Consultants submitting proposals in response to this RFP must disclose to Sutter LAFCO any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided pursuant to this RFP. If the consultant or firm has no conflict of interest, a statement to that effect shall be included in the proposal.

Expenses Incurred:

There is no expressed or implied obligation for Sutter LAFCO to reimburse consultants for any expenses associated with the response to this RFP.

Late Submissions: Any proposal received after 5:00pm PST on April 26, 2024, will not be considered.

Public Records:

Until the award of a contract, the proposals shall be held in confidence and shall not be available for public review. No proposal shall be returned after the date and time set for the filing period. All proposals shall become the property of Sutter LAFCO, and upon award of a contract to the successful proposer, all proposals shall be considered public records.

Insurance Requirements:

Without limiting Consultant's indemnification of Sutter LAFCO, Consultant shall provide and maintain at its own expense and keep in force during the term of this Agreement, or as may be further required herein, the following insurance coverages and provisions:

Workers' Compensation Insurance with statutory limits, as required by the laws of the State of California and; Employer's Liability insurance on an "occurrence" basis with a limit of not less than \$1,000,000.

Commercial General Liability Insurance at least as broad as CG 00 01, covering premises and operations and including but not limited to, owners and contractors protective, product and completed operations, personal and advertising injury and contractual liability coverage with a minimum per occurrence limit of \$1,000,000 covering bodily injury and property damage; General Aggregate limit of \$2,000,000; Products and Completed Operations Aggregate limit of \$2,000,000 and Personal & Advertising Injury limit of \$2,000,000, written on an occurrence form.

Automobile Liability Insurance at least as broad as CA 00 01 with Code 1 (any auto), covering use of all owned, non-owned, and hired automobiles with a minimum combined single limit of \$1,000,000 per occurrence for bodily injury and property damage liability.

Professional Liability Insurance covering liability imposed by law or contract arising out of an error, omission or negligent act in the performance, or lack thereof, of professional services and any physical property damage, bodily injury or death resulting there from, with a limit of not less than \$1,000,000 per claim and in the aggregate. The insurance shall include a vicarious liability endorsement to indemnify, defend, and hold harmless Sutter LAFCO for claims arising out of covered professional services and shall have an extended reporting period of not less than two years. That policy retroactive date coincides with or precedes Consultant's start of work (including subsequent policies purchased as renewals or replacements).

If the policy is terminated for any reason during the term of this Agreement, Consultant shall either purchase a replacement policy with a retroactive date coinciding with or preceding the retroactive date of the terminating policy, or shall purchase an extended reporting provision of at least two years to report claims arising from work performed in connection with this Agreement and a replacement policy with a retroactive date coinciding with or preceding the expiration date of the terminating policy.

If this Agreement is terminated or not renewed, Consultant shall maintain the policy in effect on the date of termination or non-renewal for a period of not less than two years there from. If that policy is terminated for any reason during the two-year period, Consultant shall purchase an extended reporting provision at least covering the balance of the two year period to report claims arising from work performed in connection with this

Agreement or a replacement policy with a retroactive date coinciding with or preceding the retroactive date of the terminating policy.

All policies of insurance shall provide for the following:

- (i) Name Sutter LAFCO, members of the LAFCO Commission, its officers, agents and employees, as additional insureds except with respect to Workers' Compensation and Professional Liability.
- (ii) Be primary and non-contributory with respect to all obligations assumed by Consultant pursuant to this Agreement or any other services provided. Any insurance carried by Sutter LAFCO shall not contribute to, or be excess of insurance maintained by Consultant, nor in any way provide benefit to Consultant, its affiliates, officers, directors, employees, subsidiaries, parent company, if any, or agents.
- (iii) Be issued by insurance carriers with a rating of not less than A VII, as rated in the most currently available "Best's Insurance Guide."
- (iv) Include a severability of interest clause and cross-liability coverage where Sutter County is an additional insured.
- (v) Provide a waiver of subrogation in favor of Sutter LAFCO, members of the LAFCO Commission, its officers, agents and employees.
- (vi) Provide defense in addition to limits of liability.

Upon execution of this Agreement and each extension of the Term thereafter, Consultant shall cause its insurers to issue certificates of insurance evidencing that the coverages and policy endorsements required under this Agreement are maintained in force and that not less than 30 days written notice shall be given to the Executive Officer of Sutter LAFCO prior to any material modification, cancellation, or non-renewal of the policies. Certificates shall expressly confirm at least the following: (i) Sutter LAFCO's additional insured status on the general liability, and auto liability policies; (ii) and the waiver of subrogation applicable to the workers' compensation and professional liability policies. Consultant shall also furnish Sutter LAFCO with endorsements effecting coverage required by this insurance requirements clause. The endorsements are to be signed by a person authorized by the Insurer to bind coverage on its behalf. The certificate of insurance and all required endorsements shall be delivered to Sutter LAFCO's address as set forth in the Notices provision of the Consultant Agreement.

All endorsements are to be received and approved by the Executive Officer of Sutter LAFCO before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

Unless otherwise agreed by the parties, Consultant shall cause all of its Subcontractors to maintain the insurance coverages specified in this Insurance section and name Consultant as an additional insured on all such coverages. Evidence thereof shall be furnished as Sutter LAFCO may reasonably request.

The coverage types and limits required pursuant to this Agreement shall in no way limit the liability of Consultant.

Submittal Any questions regarding this proposal shall be submitted electronically to dlibby@yubacity.net. Proposals shall be submitted electronically to dlibby@yubacity.net or mailed to: Sutter LAFCO, attention Doug Libby, AICP, Executive Officer 1201 Civic Center Blvd., Yuba City CA 95993.

Proposal deadline: April 26, 2024, 5:00pm

Respectfully requested,

Doug Libby, AICP
Executive Officer

DRAFT

SUTTER LAFCO

LOCAL AGENCY FORMATION COMMISSION

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

Staff Report

Date: March 14, 2024
To: Local Agency Formation Commission
From: Doug Libby, AICP, Executive Officer

Summary

Subject: Proposed Budget for Fiscal Year 2024-2025

Recommendation:

- a. Conduct a public hearing; and
- b. Provide any recommended changes and adopt Resolution No. 2024-0002, approving a preliminary 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:

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 proposed budget as it determines necessary. Proposed revisions will be incorporated and carried forward into a final budget that will be considered by the Commission at its May 9, 2024, regular meeting.

Recommendation:

- a. Conduct a public hearing; and

- b. Provide any recommended changes and adopt Resolution No. 2024-0002, approving a preliminary budget for Fiscal Year 2024-2025.

Attachments:

1. Government Code 56381
2. Proposed FY 2024-25 Budget
3. 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	<i>Final Sutter LAFCo 2018-19 Actual</i>	<i>Final Sutter LAFCo 2019-2020 Actual</i>	<i>FINAL Sutter LAFCo 2020-2021 Actual</i>	<i>FINAL Sutter LAFCo 2021-2022 Actual</i>	<i>Final Sutter LAFCo 2022-2023 Actual</i>	<i>Final Sutter LAFCo 2023-2024 Budget</i>	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	\$100.00	\$1,000.00
Postage	\$28.79	\$282.75	\$0.00	\$2.90	\$858.46	\$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	\$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	\$80,160.00	\$48,000.00	\$13,780.00	\$23,000.00	\$65,000.00
Publication Legal Notice	\$738.60	\$454.27	\$1,117.84	\$1,010.50	\$841.50	\$1,500.00	\$0.00	\$1,200.00	\$2,500.00
Training - Calafco	\$1,040.00	\$520.00	\$0.00	\$0.00	\$4,793.00	\$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	\$18,750.00	\$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	\$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	\$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	\$3,326.80	\$2,110.92	\$1,595.12	\$5,481.42	\$1,000.00	\$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		\$2,000.00
Contribution made by Sutter Co.	\$28,452.87	\$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	\$27,779.78	\$26,262.61	\$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	\$26,262.62	\$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	\$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	\$288,653.45	\$266,137.04	\$0.00

CASH & FB	FY 2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2023-24	FY2023-24
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
Misc AR	(3,649.23)	-	-	-	-	-	-	-	-
Prepaid	(2,600.00)	(2,600.00)	-	(2,527.00)	(5,757.95)	-	-	-	-
Accounts Payable	5,960.87	6,556.79	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
Expenditure	(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)
Ending Cash	\$ 135,813.62	\$ 165,700.50	\$ 188,093.09	\$ 208,017.24	\$ 259,922.39	\$ 235,672.32	\$ 203,556.84	\$ 288,653.45	\$ 266,137.04

Ending FB	\$ 136,101.98	\$ 161,743.71	\$ 181,856.35	\$ 195,522.38	\$ 258,724.51	\$ 221,893.04	\$ 203,556.84	\$ 288,653.45	\$ 266,137.04
						(Projected off FY23-24 Budget)	(Projected off FY23-24 Budget)	(As of 02/20/2024)	Projected off Projection of Actuals

ATTACHMENT 3

Resolution 2024-0002

Sutter Local Agency Formation Commission

*Resolution of the Sutter Local Agency Formation Commission
Adopting a Proposed 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 proposed 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 the proposed 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 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 proposed 2024-2025 proposed budget.
2. Directs the Executive Officer to transmit the proposed budget to the Auditor and all parties specified in Government Code Section 56381 (a) as promptly as possible.

PASSED AND ADOPTED by the Sutter Local Agency Formation Commission at a regular meeting of said Commission held on March 14, 2024, by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 14th day of March 2024.

Mat Conant, Chair Sutter LAFCO

Attest:

Doug Libby, Executive Officer
Sutter LAFCO