



## AGENDA ITEM 5.A.

**MEETING:** April 30, 2024  
**TO:** Trinity LAFCo Commissioners  
**FROM:** Colette Santsche, Executive Officer  
**SUBJECT:** Proposed Budget for Fiscal Year 2024-25

### **BACKGROUND**

Local Agency Formation Commissions (LAFCos) are responsible for annually adopting a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup> in accordance with Government Code Section 56381. State law specifies the proposed and final budgets shall, at a minimum, be equal to the budget adopted for the previous fiscal year unless LAFCo finds the reduced costs will nevertheless allow the agency to fulfill its prescribed regulatory and planning duties.

### **DISCUSSION**

#### **Funding Sources:**

Trinity LAFCo’s annual operating expenses are principally funded through appropriations from the County and Special Districts, in addition to application fees. Each fiscal year, after the Commission adopts the final budget, the County Auditor apportions operating expenses between the County and the independent special districts. Statutory authority allows the County Auditor to collect the amounts apportioned.

#### **Operating Expenses:**

The proposed operating expenses reflect the anticipated staffing services, daily operational needs, and preparation of municipal service reviews and sphere of influence updates. No changes in operating expenses are proposed from the prior fiscal year.

#### **Operating Revenues:**

Staff is proposing an approximate 3% increase to contributions from local funding agencies in Fiscal Year 2024-25 to reduce reliance on reserves needed to balance the operational budget.

#### **Proposed Work Plan:**

As stated above, the proposed budget is intended to cover basic operating and administration expenses of the commission. This includes the development of municipal service reviews and sphere of influence updates for special districts throughout the county. As part of the Fiscal Year 2024-25 budgeting process, staff is proposing the following work plan:

Activity	Tentative Time Frame
<b>Planning and Regulatory Activities</b>	
Post Mountain PUD MSR/SOI Follow-up	Ongoing
Middle Trinity Regional Fire Services MSR/SOI Update	Aug 2024 Hearing
Down River Regional Fire Services MSR/SOI Update	Feb/April 2025 Hearing

<b>Activity</b>	<b>Tentative Time Frame</b>
Countywide Park and Recreation Services MSR/SOI Update	June/Aug 2025 Hearing
Change of Organization/Reorganization Proposals (0-1/yr)	Ongoing
Out of Agency Service Requests (0-1/yr)	Ongoing
Agency Pre-application Meetings	Ongoing
<b>Administrative Activities (Priority 1)</b>	
2024-25 budget, claim forms, tracking	Ongoing
2024 CALAFCO Annual Conference in Yosemite, CA	Oct 16-18, 2024
2024 CALAFCO Staff Workshop	Apr 30-May 2, 2025
Public information/communications	Ongoing
Website Maintenance and Updates	Ongoing
GIS Boundary Mapping Updates	Ongoing
<b>Administrative Activities (Priority 2)</b>	
Public Records Requests	As needed
Respond to Grand Jury Reports	As needed
LAFCo Policy Review and Revisions	As needed
State Legislation Monitoring and Position Letters	As needed
Comment on LAFCo-related local government proceedings	As needed

## **RECOMMENDATION**

Staff recommends the Commission approve the Proposed Budget and workplan for Fiscal Year 2024-25 referenced in Resolution No. 2024-01 and as outlined in Attachment B, with any requested changes; direct staff to forward the proposed budget to local funding agencies; and direct staff to prepare the final budget at a public hearing scheduled for June 18, 2024.

Attachments:

- A. Trinity LAFCo FY 2024/2025 Proposed Budget
- B. Resolution 2024-01





## RESOLUTION NO. 2024-01

### ADOPTING A PROPOSED BUDGET FOR FISCAL YEAR 2024-25

**WHEREAS**, the Trinity Local Agency Formation Commission is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed budget for the next fiscal year no later than May 1; and

**WHEREAS**, the Executive Officer prepared a report concerning the proposed budget, including recommendations thereon; and

**WHEREAS**, the Executive Officer's report was presented to the Commission in the manner provided by law; and

**WHEREAS**, the Commission heard and fully considered all the evidence presented at its public hearing on the proposed budget held on April 30, 2024; and

**WHEREAS**, the Commission determined the proposed budget projects staffing and program costs of the agency as accurately and appropriately as is possible.

**NOW THEREFORE, IT IS RESOLVED, DETERMINED AND ORDERED** as follows:

1. The proposed budget for Fiscal Year 2024-25 as outlined in Exhibit A is hereby approved and by this reference incorporated herein;
2. The overall operating costs provided in the proposed budget will allow the Commission to fulfill its regulatory and planning responsibilities as required under Government Code Section § 56381(a);
3. The adopted proposed budget for Fiscal Year 2024-25 shall be circulated to funding agencies for review and comment.

**THE FOREGOING RESOLUTION** was introduced at a special meeting of the Trinity LAFCo Commission on the 30<sup>th</sup> day of April, 2024, and adopted by the following roll call vote:

AYES:

NOES:

ABSTAINS:

ABSENT:

ATTEST:

APPROVED:

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Colette Santsche  
Executive Officer

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Heidi Carpenter-Harris  
Chair