

Pipeline improvements total 21,000 lineal feet and are estimated as follows:

1. 4,750 LF 4 inch (dedicated water supply) pipe
2. 12,975 LF 6 inch distribution main
3. 2,425 LF 8 inch distribution main
4. 825 LF 10 inch distribution main

All of the distribution lines will be within existing County road rights-of-way or will be within private road easements. A segment of the distribution line is expected to cross the South Fork of the Cosumnes River and Slate Creek attached to existing bridge structures along Shenandoah Road and Emigrant Trail, respectively, and would not likely impact any riparian or wet habitat. None of the proposed pipeline alignment is in undisturbed soils or habitat.

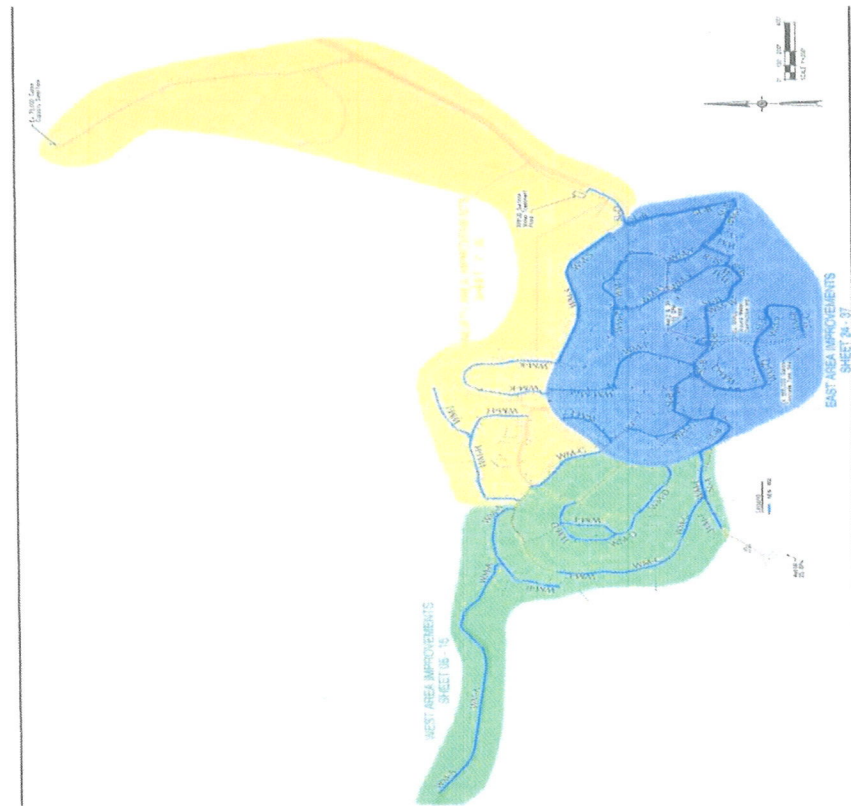
The pipeline will be constructed within the existing rights-of-way of the following River Pines' community roadways:

Emigrant Trail	West Avenue
Cedar Lane	Hillcrest Avenue
Pigeon Trail	Circle Avenue
Holly Lane	Canyon Avenue
Shenandoah Road	Oak Avenue
River Trail	Fern Trail
Horseshoe Lane	Chaparral Road
Rock Lane	Cyprus Trail
Oak Trail	Meadow View Road
Pine Trail	Jaybird Lane
Fern Lane	

The main roadway, e.g. Shenandoah Road, is mostly of a flat or crowned contour with an approximate average of 25-30 feet on each side from centerline delineating the right-of-way. The minor lanes, avenues, and trails are less wide, approximately 6-10 feet from centerline, with residential units and ornamental vegetation abutting the right-of-ways. The right-of-way for each road segment is heavily impacted from use and maintenance by mechanical and non-mechanical tools/equipment or by chemical applications with approximately 75% of the main road shoulders scraped clean with little or no vegetation present. The majority of the alignments are bounded by fencing and the management/maintenance of the mostly barren habitat extends to the fence lines. With the exception of County Road E-16, Shenandoah Road, few, if any, of the roadways appear to have been designed and built based on standard Federal, State, County, or Local transportation criteria including various depths of engineered cuts/fills and designed culvert crossings. The vegetation that does struggle to grow in the right-of-way alignment is considered to be comprised primarily of ruderal weed species, ornamental or limited native species.

The pipelines will likely be advanced by a backhoe utilizing a narrow bucket (~18" in width) supplied to the site on a trailer and offloaded on the right-of-way prior to commencing work within the area to be trenched; or if necessary due to limited street widths, a rubber tire or tracked rotary/chain link trencher (~6" in width) or similar equipment. Staging areas will be minimal due to the portability of the equipment and will be maintained within the existing right-of-way corridors, primarily at the RPPUD office on Canyon Avenue, and the site of the RPPUD Surface Water Treatment Plant on Shenandoah Road.

Figure 1: Project Improvement Areas



The pipeline will be placed either within the tarmac of the roadway by cutting the asphalt and/or excavating/trenching down to approximately 6 – 18 inches adjacent to the roadway in the engineered fill/cut/graded area of the right-of-way. Once the pipeline has been placed in the trench, it will be backfilled with the excavated materials or clean fill, compacted, and new asphalt paving placed (when trenched in the tarmac). Areas that cross culverts, drainages, creeks, or other water features will be accomplished by staying above the culvert or by placement of the pipeline along the crossing by supported brackets.

For additional information regarding the proposed project, please refer to Section 2, *Description of Project*, of the Initial Study/Mitigated Negative Declaration (IS/MND) prepared for the RPPUD.

1.3 ORGANIZATION AND FORMAT

This program describes the requirements and procedures to be followed to ensure that all mitigation measures adopted as part of this project will be implemented as described in the IS/MND, and adopted by the RPPUD Board of Directors.

This Mitigation Monitoring and Reporting Program contains the following chapters:

- **Chapter 2 - Inventory of Mitigation Measures.** This section contains a list of all mitigation measures included in the IS/MND, and as adopted by the RPPUD Board of Directors.
- **Chapter 3 - Implementation Schedule and Monitoring Checklist.** This section contains a summary description of the required mitigation measures in checklist format. The timing of implementation of mitigation measures is indicated, in addition to implementation and monitoring responsibility.

1.4 IMPLEMENTATION OF THE MITIGATION MONITORING AND REPORTING PROGRAM

The RPPUD Board of Directors shall assign staff to manage the RPPUD Water Storage and Distribution Rehabilitation project Mitigation Monitoring and Reporting Program under the District Manager's responsibility.

Responsible staff shall have overall responsibility for ensuring implementation of measures under their jurisdiction and verification of such measures. Responsible staff may delegate duties and responsibilities to other RPPUD staff, state regulatory agencies, consultants, the project sponsor, or other authorities as necessary and appropriate.

1.5 IMPLEMENTATION SCHEDULE AND MONITORING CHECKLIST

Chapter 3 contains a mitigation measure implementation schedule and monitoring checklist. Responsible RPPUD staff may use the checklist as a summary of the measures to be implemented and the entities responsible for mitigation implementation and monitoring and to check off mitigation implementation as it is completed.

1.5.1 VERIFICATION CHECKLIST

A verification checklist may be maintained for each mitigation measure by the entity responsible for monitoring the mitigation (e.g., District Manager, delegated authority, hired consultant). The verification checklist should be prepared and reviewed periodically, as directed by responsible staff. Copies of the verification checklist should be submitted to the responsible staff and filed in the project file available for public review.

Responsible staff should ensure that verification checklists are filed on a timely basis and, when identified, that mitigation monitoring plan violations are reported to the District Manager. The District Manager and responsible staff should initiate any appropriate action necessary to correct the deficiency, including, but not necessarily limited to, holding a meeting with the contractors, or requesting legal, County, or regulatory agency action.

Chapter 2: INVENTORY OF MITIGATION MEASURES

Mitigation Measure AQ-1: Basic Construction Emission Control Practices

The RPPUD shall implement, or require its contractors to implement, all of the following measures as identified by SMAQMD in the Basic Construction Emission Control Practices:

- Water all exposed surfaces two times daily. Exposed surfaces include, but are not limited to soil piles, graded areas, unpaved parking areas, staging areas, and access roads.
- Cover or maintain at least two feet of free board space on haul trucks transporting soil, sand, or other loose material on the site. Any haul trucks that would be traveling along freeways or major roadways shall be covered.
- Use wet power vacuum street sweepers to remove any visible trackout mud or dirt onto adjacent public roads at least once a day. Use of dry power sweeping is prohibited.
- Limit vehicle speeds on unpaved roads to 15 miles per hour (mph).
- All roadways, driveways, sidewalks, parking lots to be paved should be completed as soon as possible. In addition, building pads should be laid as soon as possible after grading unless seeding or soil binders are used.

The following practices describe exhaust emission control from diesel powered fleets working at a construction site. California regulations limit idling from both on-road and off- road diesel powered equipment. The California Air Resources Board enforces the idling limitations.

- Minimize idling time either by shutting equipment off when not in use or reducing the time of idling to 5 minutes [required by California Code of Regulations, Title 13, sections 2449(d)(3) and 2485]. Provide clear signage that posts this requirement for workers at the entrances to the site.

Although not required by local or state regulation, many construction companies have equipment inspection and maintenance programs to ensure work and fuel efficiencies.

- Maintain all construction equipment in proper working condition according to manufacturer's specifications. The equipment must be checked by a certified mechanic and determine to be running in proper condition before it is operated.

Mitigation Measure AQ-2: Construction Equipment Emissions Reduction

- The construction contractor shall demonstrate that all off-road construction-related portable diesel engines are in compliance with DOORS performance requirements and the PERP program.

Mitigation Measure AQ-3: Construction PM₁₀ and PM_{2.5} Emissions

Implement Mitigation Measure AQ-1.

Mitigation Measure AQ-4: Fugitive Dust Control

For fugitive dust control during project construction, the following measures set forth in the Amador Air District's Rules are required for the project:

Rule 218 generally requires that no person may cause, allow or permit fugitive dust emissions without first implementing good housekeeping and/or work practices that reduce and control the emissions to the atmosphere below 20 percent opacity or equivalent Ringelmann Chart, as stated in AAD Rule 202, Visible Emissions. Good housekeeping and/or work practices include, but are not limited to, the following:

- Application of water and/or approved chemicals to control emissions in the demolition of existing buildings or structures, construction operations, solid waste disposal operations, the grading of roads and/or the clearing of land.
- Application of asphalt, water and/or approved chemicals to road surfaces.
- Application of water and/or suitable chemicals to material stockpiles and other surfaces that may generate fugitive dust emissions.
- Paving and/or re-paving roads.
- Maintenance of roadways in a clean condition by washing with water or sweeping promptly.
- Covering or wetting material stockpiles and open-bodied trucks, trailers, or other vehicles transporting materials that may generate fugitive dust emissions when in motion.
- Installation and use of paved entry aprons or other effective cleaning techniques to remove dirt accumulating on a vehicle's wheels on haul or access roads to prevent tracking onto paved roadways.
- For process equipment, the installation and use of hoods, fans, and filters to enclose, collect, and clean the emissions prior to venting.
- Ceasing operations until fugitive emissions can be reduced and controlled.
- Using vegetation and other barriers to contain and to reduce fugitive emissions.
- Using vegetation for windbreaks.
- Instituting good housekeeping practices by regularly removing piles of material that have accumulated in work areas and/or are generated from equipment overflow.
- Maintaining reasonable vehicle speeds while driving on unpaved roads in order to minimize fugitive dust emissions.
- Other precautions not specifically listed in this rule but have been approved in writing by the Air Pollution Control Officer (APCO) prior to implementation.

Mitigation Measure AQ-5: Stabilization of Disturbed Surfaces

Upon completion of clearing, excavation, and construction, all disturbed surfaces shall be stabilized by using one or more of the following methods:

- established vegetation cover; and
- Repaving the River Pines' affected roadways with placement of at least three (3.0) inches of non-asbestos containing material over areas exposed to vehicle traffic.

Mitigation Measure BIO-1: Construction Impacts to Habitat for Protected Bird Species

- Schedule vegetation removal and ground-clearing activities prior to the initiation of nesting activity (March 1) or after fledging (August 15).
- If Mitigation Measure BIO-1a is infeasible, conduct pre-construction surveys between March 1 and August 15 in potential nesting habitat to identify nest sites. If an active raptor nest is observed within 500 feet of the project site, contact California Department of Fish and Wildlife for guidance and/or establish a 500-foot buffer around the nest tree. If a passerine bird nest is observed during surveys or the buffer identified above cannot be achieved, consultation with California Department of Fish and Wildlife should be conducted for a reduced buffer zone based on nesting phenology, site conditions, and recommendation(s) of a biological monitor. Construction activities in the buffer zone shall be prohibited until the young have fledged.

Mitigation Measure BIO-2: Construction Impacts to Non-Avian Species Habitat

- During project activities, all trash that may attract predators shall be properly contained, removed from the work site, and disposed of regularly. Following construction, all trash and construction debris will be removed from work areas.
- To avoid entrapment of wildlife, all excavated steep-walled holes or trenches more than six (6) inches deep shall be provided with one or more escape ramps constructed of earth fill or wooden planks at the end of each work day. If escape ramps cannot be provided, then holes or trenches shall be covered with plywood or similar materials. Providing escape ramps or covering open trenches is anticipated to prevent injury or mortality of wildlife resulting from falling into trenches and becoming trapped.
- All refueling, maintenance, and staging of equipment and vehicles shall occur at least 60 feet from riparian habitat or waterbodies, and not in a location from where a spill would drain directly toward aquatic habitat. The contractor shall ensure contamination of habitat does not occur during such operations. Prior to the onset of work, RPPUD shall ensure that a plan is in place for prompt and effective response to any accidental spills. All workers will be informed of the importance of preventing spills and of the appropriate measures to take should a spill occur.
- Project areas that are temporarily impacted shall be revegetated with an assemblage of native riparian, wetland, and upland vegetation suitable for the area. Locally collected plant materials shall be used to the extent practicable. Invasive, exotic plants shall be controlled to the maximum extent practicable. This measure shall be implemented in all areas disturbed by activities associated with the project, unless the RPPUD determines that it is not feasible or practical. For example, an area disturbed by construction that would be used for future activities need not be revegetated.

- The number of access routes, size of staging areas, and the total area of the activity shall be limited to the minimum necessary to achieve the project goal. As applicable, Environmentally Sensitive Areas shall be established to confine access routes and construction areas to the minimum area necessary to complete construction, and minimize the impact to potential habitat; this goal includes locating access routes and construction areas outside of wetlands and riparian areas to the maximum extent practicable.
- To control sedimentation during and after project implementation, the RPPUD and its contractors shall implement BMPs outlined in any authorizations or permits, issued under the authorities of the Clean Water Act that it receives for the specific project. Erosion control materials that use plastic or synthetic mono-filament netting shall not be used within the action area. This includes products that use photodegradable or biodegradable synthetic netting, which can take several months to decompose. Acceptable materials include natural fibers such as jute, coconut, twine or other similar fibers

Mitigation Measure CUL-1: Undiscovered Archaeological or Historical Cultural Resources

In the event that undiscovered archaeological or historical cultural resources are found during the course of construction anywhere on the project site, work shall be suspended in that location and within a minimum of 100 feet of the discovery until a qualified professional archaeologist assesses the significance of the discovery. Appropriate mitigation, as recommended by the archaeologist, shall be implemented. Project construction personnel shall receive pre-construction orientation regarding cultural resources, their recognition, avoidance, and treatment in the event of fortuitous discoveries.

Mitigation Measure CUL-2: Paleontological Resources

In the event of discovery of paleontological resources (fossilized remains of plants or animals), which are considered significant nonrenewable paleontological resources, CEQA requires that a determination be made as to whether a project would directly or indirectly destroy a unique paleontological resource or site or unique geological feature (CEQA Appendix G(v)(c) and California Public Resources Code §5097.5). A qualified professional archaeologist shall be retained to inspect the find and evaluate its significance. Appropriate mitigation, as recommended by the archaeologist, shall be implemented.

Mitigation Measure CUL-3: Discovery of Human Remains

In the event of the discovery of human remains, whether intact, fragmentary, or displaced from their original context, the Amador County and El Dorado County Coroners and the Native American Heritage Commission, Sacramento (916-653-4082), are to be notified of the discovery immediately. All work in the vicinity of the find is to cease, and there shall be no further excavation or disturbance of the find site or any nearby area reasonably suspected to overlie adjacent remains until the coroner of that county in which the remains are discovered has determined whether the remains are those of a Native American.

If the remains are determined to be Native American, the coroner must contact the California Native American Heritage Commission. The State CEQA Guidelines (Public Resources Code Section 5097) specify the procedure to be followed in the event of discovery of human remains on non-federal land.

The disposition of Native American burials is within the jurisdiction of the Native American Heritage Commission. Upon request, the NAHC will provide project leaders with a list of Most Likely Descendants, who will specify treatment and disposition of any Native American remains found within the project area. Human remains and associated grave goods are protected under Section 5097.94 of the California Public Resources Code and Section 7050.5 of the California Health and Safety Code.

Mitigation Measure NSE-1a: Temporary Construction Noise Impacts

With the exception of controlled blasting activities, all phases of construction shall be limited to the hours between 8:00 a.m. and 5:00 p.m. on weekdays. Controlled blasting activities shall be limited to between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday. No construction or blasting shall be permitted to occur on weekends or holidays. These hours are so defined because they include a period of time where noise sensitivity is at its lowest.

Mitigation Measure NSE-1b: Construction Noise and Ground borne Vibration

In areas of controlled blasting, the contractor shall:

- Give 30 and 5-day written notices to all residences, businesses, and utility owners within a half-mile from the controlled blasting area.
- Utilize the Community Notification 'Code Red' System to advise residents of any anticipated blasting at least five days prior to blasting activities.
- Inspect all structures within 300-feet of the blast site, no more than two weeks prior to commencement of controlled blasting.
- Proceed in accordance with the Construction Safety Orders of the Division of Industrial Safety of the California Department of Industrial Relations, Federal Safety Requirements, and the Amador County Sheriff.
- Use best available technology, such as blast mats or other techniques, to minimize noise generated by blasting.
- Provide all personnel in the controlled blasting area to wear ear and other appropriate protection during blasting excavation activities.

Chapter 3: IMPLEMENTATION SCHEDULE AND CHECKLIST

This section contains an abbreviated description of each mitigation measure presented in tabular, checklist format. A complete description of each measure is contained in the preceding Chapter 2, *Inventory of Mitigation Measures*, contained within this document.

The mitigation measures to be implemented by the project applicant(s) and successors in interest are separated into the following phases:

1. Prior to Construction
2. During Construction
3. Post Construction
4. During Project Operations.

The checklist is presented below. Some measures have components that are to be implemented during several project phases. These measures are noted in each category.

RPPUD Water Rehabilitation Mitigation Measure Implementation Schedule and Monitoring Checklist

Timing of Verification (to occur prior to the following actions)	Measure Complete ? (check)	Mitigation Measures	Responsibility: Implementation	Responsibility: Monitoring
During Construction		Mitigation Measure AQ-1: Basic Construction Emission Control Practices	RPPUD, Contractor	RPPUD, APCD
During Construction		Mitigation Measure AQ-2: Construction Equipment Emissions Reduction	RPPUD, Contractor	RPPUD, APCD
During Construction		Mitigation Measure AQ-3: Construction PM10 and PM2.5 Emissions	RPPUD, Contractor	RPPUD, APCD
During Construction		Mitigation Measure AQ-4: Fugitive Dust Control	RPPUD, Contractor	RPPUD, APCD
Post Construction		Mitigation Measure AQ-5: Stabilization of Disturbed Surfaces	RPPUD, Contractor	RPPUD, APCD
Prior to, During, and Post Construction/ During Operations		Mitigation Measure BIO-1: Construction Impacts to Habitat for Protected Bird Species	RPPUD, Contractor	RPPUD, CDFW, USFWS
Prior to Construction/ During Construction		Mitigation Measure BIO-2: Construction Impacts to Habitat for Non-avian Species	RPPUD, Contractor	RPPUD, CDFW
During Construction		Mitigation Measure CUL-1: Undiscovered Archaeological or Historical Cultural Resources	RPPUD, Contractor	RPPUD

RPPUD Water Rehabilitation Mitigation Measure Implementation Schedule and Monitoring Checklist

Timing of Verification (To occur prior to the following actions)	Measure Complete ? (check)	Mitigation Measures	Responsibility: Implementation	Responsibility: Monitoring
During Construction		Mitigation Measure CUL-2: Paleontological Resources	RPPUD, Contractor	RPPUD
During Construction		Mitigation Measure CUL-3: Discovery of Human Remains	RPPUD, Contractor	RPPUD
During Construction		Mitigation Measure NSE-1a: Temporary Construction Noise Impacts	RPPUD, Contractor	RPPUD
Prior to Construction/During Construction		Mitigation Measure NSE-1b: Construction Noise and Ground borne Vibration	RPPUD, Contractor	RPPUD

NOTICE OF DETERMINATION

TO: COUNTY CLERK

**FROM: AMADOR LAFCO
P.O. Box 22-1292 Sacramento, CA 95822**

**SUBJECT: FILE # LAFCO Project # 296 (SOI Update and Amendment)
Filing of Notice of Determination in compliance with §21108 or 21152 of Public Resources Code**

**PROJECT TITLE: Sphere of influence update and amendment
NAME OF APPLICANT: River Pines Public Utilities District**

**ASSESSOR'S PARCEL NO.: El Dorado County APN 046-610-02, 04, 05, 07, 08, 15, 18, 19, 22 and
046-110-14, 05, 03, 10, 04**

SECTION: TOWNSHIP: RANGE:

NEAREST ROAD INTERSECTION: Mt Aukum Rd. and Cosumnes River

___ ANNEXATION TO:

___ DETACHMENT FROM:

X OTHER: Sphere of influence update and amendment

**The AMADOR LOCAL AGENCY FORMATION COMMISSION (LAFCO) has X approved ___ disapproved
this project on April 19, 2018 and made the following determinations:**

- 1) Project X will have a significant effect on the environment.
- 2) ___ Environmental Impact Report was prepared pursuant to provisions of CEQA.
X Negative Declaration was prepared pursuant to provisions of CEQA by City of Plymouth.
- 3) Mitigation Measures X were adopted for this project.
- 4) A Statement of Overriding Considerations ___ was adopted.

LAFCO is filing this NOTICE OF DETERMINATION acting as responsible agency.

*The Mitigated Negative Declaration State Clearinghouse # 2018022022 & Record of Project Approval (River Pines PUD as lead agency March 28, 2018) may be obtained at the AMADOR LOCAL AGENCY FORMATION COMMISSION office or at the River Pines Public Utility District.

Prepared By

Date

**FISH AND GAME RECORDING FEES
FOR USE BY COUNTY CLERK**

Fees Previously Paid by River Pines PUD

- ___ Project is de minimis in effect; Recorder's fee required.
- ___ Negative Declaration prepared; fee required.
- ___ EIR filed; fee required

Filed by LAFCO as Responsible Agency Action

Public Resources Code Section 21152(A) requires local agencies to submit this information to the County Clerk. The filing of the Notice starts a 30-day Statute of Limitations on court challenges to the approval of the project under Public Resources Code Section 21167. Failure to file the Notice results in the Statute of Limitations being extended to 180 days.

AGENDA ITEM # 9

TO: ALL COMMISSIONERS, ALTERNATES
FROM: ROSEANNE CHAMBERLAIN, EXECUTIVE OFFICER
SUBJECT: PROPOSED FISCAL YEAR BUDGET 2018-19
DATE: MEETING OF APRIL 19, 2018

BACKGROUND & SUMMARY:

Government Code §56381 provides that the Commission shall annually adopt a proposed budget at a public hearing no later than May 1. The proposed budget is then transmitted to the county, cities, districts and others. The statutes specify that the final budget shall be no less than the previous year unless the Commission makes certain findings. The staff recommended proposed budget for 2018-19 is more than the previous year's budget appropriation.

LAFCO staff projects a Fund Balance of \$51,114 (actual general fund 3/26/18 of \$76,788 less projected expenses to year end of \$25,674). State law requires an update of our Municipal Services Review (MSR) in 2019. The budget proposes using general reserves to fund most of the work on the MSRs by in-house staff.

Staff recommends that \$78,000 in cost savings and general reserves be carried forward to reduce agency payments. The transfer-in from fund balance and general reserves is increased by \$18,000 over last year to support staff work on the Municipal Services Review. Over the last 8 years, LAFCO has successfully kept the agency payments relatively low and level, avoiding increases in the recession years by cost containment and prudently using reserves. We are able to reduce the agency cost this year by \$2,612.

By carrying over fund balance as general reserves in prior years we have accrued a sufficient amount to self-fund the MSR work without adding cost to the cities and county and without compromising a prudent level of financial reserves. Using the consultant-prepared MSR as a starting point, staff will be able to update agencies' reviews, bring them to hearing incrementally, and meet the MSR requirements at substantially lower cost than hiring consultants.

WORK PLAN

The 18-19 Proposed Budget includes the following work plan:

- Prepare Municipal Service Review updates for agencies in-house using LAFCO staff, in lieu of contracting with more costly consultants.
- Continue to process applications expediently and accurately.
- Continue to adopt, update and/or affirm the spheres of influence for all agencies as the Municipal Service Reviews are completed.
- Continue remaining boundary research and verification for districts, including GIS mapping, corrections and changes with state agencies, census bureau, and local entities.
- Create and post to the website reliable GIS maps for all LAFCO agencies (not completed in 2017).
- Continue to update the LAFCO website to enhance public access and reduce staff time for public inquiries (MSR, meeting materials are available).
- Continue to shift administration work to trained support staff to decrease cost of the Executive Officer.
- Write clear procedures for remaining LAFCO processes.
- Continue to purge files, organize and create digital back up of hard copy project files.
- Continue to assist special districts and others with operational and organizational assistance.
- Continue to assist County and City staff with research and support.

The budget provides funding for 10 LAFCO meetings as in prior years. Project applications have increased in 2018 as the economy continues to improve. Staff expects more projects going forward and meetings will be held as needed to ensure timely hearing of applications. If more than 10 meetings are needed, project fees and operating contingency is sufficient for the costs.

Two commissioners and staff are budgeted to attend the CALAFCO annual conference in Mariposa County (October 3-5). If additional commissioners are available to attend, money would be available to cover the expense from operating contingency.

No funding is committed to staff attending the CALAFCO staff workshop. Historically, staff only attended when conference funds remained after the annual conference. The commission may wish to consider increasing the conference line item for additional commissioners in October and for participation at the staff workshop.

Limited legal services are funded with \$9,000 as in prior years. The legal defense reserve is fully funded with \$10,000 added this year to our current balance of \$61,400 legal reserve balance.

REVENUES AVAILABLE AND FUND BALANCES

The year-end fund balance calculations are attached and are based on account balances as of March 26, 2018. A final fund balance will only be known after the close of the fiscal year. Fund Balance projections are shown on the attached spreadsheet.

POLICY DIRECTION & ASSUMPTIONS

The staff proposed budget is based on policy directions given in past years as follows:

- Use fund balance to offset and reduce the agencies' cost share
- Provide for a general reserve to help even out the cities' and county's cost for LAFCO over future years. This year general reserves and fund balance will offset the cost of the Municipal Services Review work instead of shifting that cost bump to the funding agencies.
- Provide an operating contingency and general reserve for emergencies or extraordinary work.
- Augment the Legal Defense Fund (101738) with \$10,000 to bring the total from about \$61K to \$71K.
- Allow everyone who is available to attend the CALAFCO annual conference for training.

A long-range planning session is not included in this budget. If the commission is willing, long range planning could improve the financial effectiveness of LAFCO.

PLANNED BUDGET SCHEDULE:

The LAFCO budget process has four steps: adoption of a proposed budget, distribution to agencies, second hearing for adoption of final budget, formal transmittal of final budget to the agencies and to the Auditor for apportionment. Unless the Commission directs otherwise, I will follow the successful process used each year since 2007, as shown below.

- Adopt of the proposed budget on April 19, 2018
- Transmit the proposed budget to agencies the week of April 23rd and post to the LAFCO Web site
- Review by the cities, counties, public
- Adopt the final budget on May 17th
- Transmit the Final Budget to Auditor and Agencies the week following adoption as required by state law.

EXECUTIVE OFFICER'S RECOMMENDATIONS:

1. Review, make any desired changes, and approve a Proposed Budget for Fiscal Year 2018-19.
2. Approve the proposed work plan and give additional direction to staff as needed.
3. Direct staff to transmit the budget materials to cities, districts and others as specified in Government Code Section 56381.

4. Direct staff to schedule adoption of the final budget.

Attachments: Staff Draft Proposed Budget
Calculation of Projected Fund Balance

Amador LAFCO - Proposed Budget FY 2018-19

Budget Code	Expense Category	Approved 17-18	Proposed 18-19	Difference
Revenues				from Prior Year
44100	Interest	\$1,200	\$1,700	\$500
46930	Project Fees	\$25,000	\$25,000	\$0
	From General Fund Balance	\$56,000	\$78,000	\$22,000
Subtotal Non-Agency Revenues		\$82,200	\$104,700	\$22,500
45640	Agency Cost Share	\$57,126	\$54,514	-\$2,612
Revenue Subtotal		\$139,326	\$159,214	\$19,888.00
Operating Expense				
50310	FICA (stipends)	\$50	\$50	\$0
50400	Emp Insurance	\$135	\$150	\$15
51200	Communications	\$600	\$600	\$0
51504	Liability Insurance	\$3,000	\$3,000	\$0
52000	Membership	\$925	\$925	\$0
52200	Office Expense (total)	\$950	\$1,015	\$65
	Postage	140	160	20
	Supplies	280	325	45
	Printing/copies 52205	480	480	0
	Publications, Ref Maps	50	50	0
52300	Prof & Spec Serv Total	\$101,500	\$119,500	\$18,000
	Legal Services	9,000	9,000	0
	Executive Officer	38,000	38,000	0
	Project Support	25,000	25,000	0
	Clerical/Support	15,000	15,000	0
	Meeting Exp/Stipend	2,500	2,500	0
	Audit	0	0	0
	GIS, mapping	10,000	10,000	0
	Other County Services (Inc. Rent)	2,000	2,000	0
	MSR	0	18,000	18000
52300(1017)	Legal Defense Reserve	\$10,000	\$10,000	\$0
52400	Public Notice	\$1,000	\$1,000	\$0
52900	Mileage/travel	\$3,000	\$3,000	\$0
52910	Conf/Mtgs (includes travel)	\$5,500	\$5,500	\$0
Operating Expense Sub-total		\$126,660	\$144,740	\$18,080
59500	Operating Contingency	\$12,666	\$14,474	
Total Budget Appropriation		\$139,326	\$159,214	\$19,888

Amador LAFCO - Fund Balance Projection
FY 2017-18 for FY 2018-19 Budget
Based on Actuals As of March 26, 2018

Budget Code	Expense Category	Budget 2017-18	Actual rev/exp as of 3/26/18	Projected Total rev/exp to year end	Projected Year End/Difference from Budget	Projected Add'l cost/revenue
Revenues						
44100	Interest	\$1,200	\$1,103	\$1,471	\$271	\$368
46930	Project Fees	\$25,000	\$3,000	\$5,000	-\$20,000	\$2,000
	From Fund Balance	\$56,000	\$56,000	\$56,000	\$0	
Subtotal Non-Agency Revenues		\$82,200	\$60,103	\$62,471	-\$19,729	\$2,368
45640	Agency Cost Share	\$57,126	\$57,126	\$57,126	\$0	
Revenue Subtotal		\$139,326	\$117,229	\$119,597		
Operating Expense						
50310	FICA (stipends)	\$50	\$27	\$50	\$0	\$23
50400	Emp Insurance	\$135	\$92	\$145	-\$10	\$53
51200	Communications	\$600	\$441	\$585	\$15	\$144
51504	Liability Insurance	\$3,000	\$2,878	\$2,878	\$122	\$0
51760	Maint.-Programs	\$0	\$129	\$129	-\$129	\$0
52000	Membership	\$925	\$0	\$925	\$0	\$925
52200	Office Expense	\$950	\$185	\$325	\$625	\$140
52300	Prof & Spec Serv Total	\$101,500	\$14,755	\$36,805	\$64,695	\$22,050
	Legal Defense Reserve	\$10,000	\$10,000	\$10,000	\$0	\$0
52400	Public Notice	\$1,000	\$0	\$303	\$697	\$303
52900	Mileage/travel	\$2,000	\$1,064	\$1,600	\$400	\$536
52910	Conf/Mtgs (includes tr	\$4,000	\$2,917	\$4,417	-\$417	\$1,500
Operating Expense Sub-total		\$122,115	\$32,488	\$58,162	\$65,998	\$25,674
59500	Operating Contingency	\$12,543	\$0	\$0	\$12,543	\$0
Expense Subtotals		\$134,658	\$32,488	\$58,162	\$78,541.00	\$25,674

Projected Year End Actual Revenues	\$119,597
Less Projected Actual Expenses	\$58,162
Projected Fund Balance/Budget Calculation	\$61,435

<i>Fund Balance/Balance Sheet By Fund as of 3/26/18</i>		
101739	LAFCO General Fund	\$76,788
101737	LAFCO Project Fund (Includes general reserve)	\$41,389
Projected Fund Balance All Accounts		\$118,177
101738	Legal Defense Fund	\$61,400