

# **\*\*AGENDA\*\***

## **AMADOR LOCAL AGENCY FORMATION COMMISSION**

**5:30 P.M. – THURSDAY APRIL 21, 2022  
810 COURT STREET, JACKSON  
BOARD OF SUPERVISORS CHAMBERS**

**Please Note: All LAFCO meetings are recorded.**

The Amador Local Agency Formation Commission will be conducting its meeting via Zoom teleconference. The public may participate via the following link on any computer, tablet or phone:

<https://us02web.zoom.us/j/81619834345?pwd=UHZ3MXZuOUdtNnJDdXpqMnNUU2Qydz09>

You may also call in by telephone using the following number: 1-669-900-6833. The meeting ID # is 816 1983 4345 and the passcode is 224261.

The Chairman will, at certain times, invite the public to comment. Public comment will also be accepted by email at [nmees.lafco@gmail.com](mailto:nmees.lafco@gmail.com). All emails must be received by 5:00 P.M. on February 21 and will be read aloud into the record, and shall be subject to the same rules as would otherwise govern speaker comments at the Commission meeting.

Meeting Materials are available for Public Review on the Amador LAFCO website at <https://www.amadorgov.org/government/lafco/lafco-meetings-minutes-agendas>.

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA FOR APRIL 21, 2022**
- 4. APPROVAL OF THE MINUTES OF FEBRUARY 16, 2022**
- 5. APPROVAL OF CLAIMS TO APRIL 21, 2022**
- 6. PUBLIC FORUM – PUBLIC COMMENT**

Any person may address the Commission on any subject within the jurisdiction of LAFCO which is not on the agenda. No action may be taken at this meeting. There is a five (5) minute limit.

- 7. ADOPTION OF PROPOSED BUDGET FOR FISCAL YEAR 2022-2023  
(public hearing)**

The Commission will consider the staff draft proposed budget and alternatives, make any desired changes, give direction to staff, and set the hearing for adoption of the final budget for May 19, 2022.

## 8. OTHER BUSINESS, REPORTS

- a. Correspondence
- b. Commissioner Announcements
- c. Executive Officer's Report
- d. Project Status Report
- e. Legislation Report, request support CALAFCO omnibus Bill (AB1581)

## ADJOURNMENTS

Note: The next regular LAFCO meeting is scheduled for May 19, 2022.



Kristina Berry, AICP  
Executive Officer

All persons are invited to testify and submit written comments to the Commission. If you challenge a LAFCO action in court you may be limited to issues raised at the public hearing or submitted as written comments prior to the close of the public hearing. All written materials received by staff 48 hours before the hearing will be distributed to the Commission. If you wish to submit written material at the hearing, please supply 10 copies.

NOTE: State law requires that a participant in LAFCO proceedings who has a financial interest in the decision and who has made a campaign contribution to any Commissioner in the past year must disclose the contribution. If you are affected, please notify commission staff before the hearing.

PLEASE DO NOT REMOVE POSTING BEFORE:  
April 21, 2022

# AMADOR LAFCO



## LOCAL AGENCY FORMATION COMMISSION

810 COURT STREET ♦ JACKSON, CA 95642 ♦ (209) 223-6380

### ITEM NUMBER 54

#### MINUTES

February 17, 2022

This meeting was in person and available via ZOOM and was recorded.

1. **Call to Order, Pledge of Allegiance & Roll Call**

The February 17, 2022, meeting of the Amador Local Agency Formation Commission (LAFCO), held in person and via ZOOM, was called to order by Chairman Crew at 5:32 p.m.

2. **Roll Call**

Members Present:

Patrick Crew, Chairman  
Jim Vinciguerra, Vice Chairman  
Bob Stimpson, City Member  
Russell Robinson, City Member Alternate  
Frank Axe, County Member

Staff Present:

Kris Berry, Executive Officer  
Heather Peek, Deputy Clerk of the Board

3. **Approval of Agenda for February 17, 2022**

**Motion:** It was moved by Commissioner Axe, seconded by Commissioner Stimpson, and carried unanimously to approve the agenda as submitted.

4. **Approval of the Minutes of December 16, 2021**

**Motion:** It was moved by Commissioner Axe, seconded by Commissioner Vinciguerra, and carried unanimously to approve the Minutes of December 16, 2021, as submitted.

5. **Approval of Claims to February 17, 2022**

**Motion:** It was moved by Commissioner Vinciguerra, seconded by Commissioner Axe, and carried unanimously to accept the amended approval of claims.

It should be noted there were minor differences with the final claims than what was presented in the agenda packet. Roseanne: The estimated amount for the invoice for her services was \$500 and the actual amount was \$3,582.00. I would encourage the commission to make that change with the final approval of claims. 12/21-2/13/22. Drop the claim on the preliminary.

6. **Public Forum – Public Comment**

Commissioner Crew took this time to welcome Ms. Kristina Berry, the new LAFCO Executive

Officer and also the new County Commissioner, Frank Axe, to the team.

7. **Resolution of Appreciation, Outgoing Commissioner Brian Oneto**

Commissioner Crew announced that Commissioner Oneto wasn't present to receive the Resolution of Appreciation and that he would personally deliver it to him.

8. **Cobb/Lubenko Reorganization to City of Plymouth (LAFCO Project #336 LAFCO Resolution 2022-01**

Executive Officer Berry addressed the commission saying this project is an annexation to a portion of a parcel that is currently partially within city of Plymouth and partially within the County. This annexation would bring the 2.08 acre piece of property all within the city of Plymouth. Ms. Berry recommends the commission approve the annexation and waive conducting authority.

Ms. Chamberlain explained the reason this parcel was split was the original incorporation of the City of Plymouth followed the township line and the township line divided this property.

**Motion:** It was moved by Commissioner Axe, seconded by Commissioner Stimpson, and carried unanimously to approve the LAFCO Project #336 LAFCO and adopt Resolution 2022-01.

9. **Report and Discussion: Draft Financial Analysis of Fire Protection Services (LAFCO Project #339)**

Ms. Barry addressed the commission stating she had reached out to consultant for an update and commitment but never received a response. Commissioner Crew announced the consultant had given the commission an update but not as a final draft and also mentioned he'd heard from multiple sources that even if a final draft was received, the data would be so out of date that it wouldn't be useful. Ms. Chamberlain commented that it would've been helpful to have that data back in September of 2021 and went on to say that the memorandum specifies that the final report would be completed by September 1, 2021. Ms. Chamberlain also noted that it looks like it's not a possibility for the consultant to perform under the current contract. Commissioner Crew inquired on the current amount distributed to the consultant. Ms. Chamberlain said the contract has been paid in two phases: 1) \$1500 for the preliminary research, and 2) \$7,000 for the remainder on the contract. Commissioner Axe asked if there was any hope if the contractor would finish anything and Commissioner Crew asked Ms. Chamberlain if the commission should negotiate a settlement and tell her to stop. Ms. Chamberlain replied that would be all right to pursue as a course of action and also mentioned the consultant had indicated in the December meeting that she had already worked beyond the hours she would've been compensated by the remainder of the contract and some of that work was at her own discretion. Ms. Chamberlain then went on to say that the commission has the option of terminating the contract and should consider a fair settlement.

At this time, the following individual wished to speak.

- Ms. Cindy Grandbois, District I resident expressed her concern regarding this matter.
- Jamie Lubenko, District V resident inquired on whether the contract work would be carried out and move forward to completion should a new consultant be awarded a contract. Commissioner Crew commented there's only a certain amount of dollars between Measure M and OES funds and the goal is to determine the best way to spend

that to protect the citizens of Amador County including the cities.

Ms. Berry will send a note to the consultant requesting her to reach out to provide an update.

10. **Mid-Year Budget Report (2021-2022) and Discussion of Workplan Progress**

Ms. Berry stated she would like to bring table this item to March 17, 2022, as not much had changed and didn't see any issues.

11. **Schedule of Meetings for 2022**

It was recommended that LAFCO continue with the time and day of meetings as in past years unless it becomes an issue. The consensus of the Commission was to continue the meetings as scheduled in the packet.

**Motion:** It was moved by Commissioner Axe, seconded by Commissioner Stimpson, and carried unanimously to approve 2022 Schedule of Meetings as submitted.

12. **Selection of Officers for 2022, Chairman and Vice-Chairman**

Discussion ensued with the following action being taken.

**Motion:** It was moved by Commissioner Axe, seconded by Commissioner Stimpson, and carried unanimously to elect Chairman Crew as Chairman to another term as Chairman and Vice-Chairman Jim Vinciguerra to another term as Vice Chairman for 2022. (5 yes, 0 no, 0 absent)

13. **Other Business, Reports**

Ms. Berry announced the CAL LAFCO Director is retiring and the new Director starts next month.

14. **Adjournment**

The next regular LAFCO meeting is scheduled for March 17, 2022, unless cancelled. Chairman Crew adjourned the meeting at approximately 6:12 p.m.

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Patrick Crew, Presiding Officer  
LOCAL AGENCY FORMATION COMMISSION

ATTEST:

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Heather Peek, Deputy Clerk of the Board

# APPROVAL OF CLAIMS - PACKET DRAFT

AGENDA OF April 21, 2022

APPROVAL OF CLAIMS TC

Agenda Item 5

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>INV.DATE</u>	<u>AMOUNT</u>
R Chamberlain 12/16/2021-2/17/2022	Consulting Services Labor	4/14/2022	\$ 940.50
	Expense Total, (mileage, PO Box, phone)	4/14/2022	\$ 60.48
Kris Berry	Consulting Service Labor	4/17/2022	\$10,400.00
	Expenses	4/17/2022	\$484.94
Ledger Dispatch	Publication of Notice 4/21/22 ESTIMATE	12/16/2021	\$ 91.08
LAFCO Board	Meeting Stipends (Maximum of 5 @ \$50.00)		\$ 250.00
	<b>TOTAL</b>		<b>\$ 12,227.00</b>

\*\* Note: Denotes any invoices paid prior to Commission Approval, per Policy 2.3.7

CHAIR:

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*Presiding Officer*

ATTEST:

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*Kristina Berry*  
EXECUTIVE OFFICER

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**AGENDA ITEM #7**

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**TO:** ALL COMMISSIONERS, ALTERNATES  
**FROM:** KRISTINA BERRY, LAFCO EXECUTIVE OFFICER  
**SUBJECT:** PROPOSED FISCAL YEAR BUDGET 22-23  
**DATE:** MEETING OF APRIL 21, 2022

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**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. This Budget has been prepared using the same budget amount from the 2021-2022, year, it is anticipated that further discussion regarding the proposed budget will occur at the April Commission hearing. Desired changes, if any, will be brought to the Commission for final consideration at the May 19, 2023 Commission meeting.

LAFCO staff projects a Fund Balance of \$48,500 (actual general fund at 2/28/2022 of \$96,731 less projected expenses to year-end). The fund balance was calculated conservatively to ensure we have sufficient revenue to reach the end of the fiscal year with a generous remainder to assist in funding the upcoming fiscal year's work. Because there are several invoices in the payment que and proposed thru the end of year, further refinement should be available for the May packet.

The remaining Municipal Services Review (MSR) work will continue in 2022-2023 by in-house staff. Some work on the districts remains but the city MSR are next.

**WORK PLAN**

The 22-23 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. Complete Backbone Services chapters for water and fire services to provide a comprehensive review of these services. Initiate city MSR updates if funding is available.
- Continue to adopt, update and/or affirm the spheres of influence for all agencies as the Municipal Service Reviews are completed.

- Continue to process applications expediently and accurately.
- Complete including GIS mapping for special districts, including corrections and changes with state agencies, census bureau, and local entities.
- Complete postings to the website for reliable GIS maps for all LAFCO agencies.
- Continue to update the LAFCO website to enhance public access and reduce staff time for public inquiries.
- Continue to shift administration work to trained support staff to decrease cost of the Executive Officer.
- Write clear procedures for remaining LAFCO processes as time is available.
- 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. Staff expects more projects going forward if the economy picks up as expected following the pandemic. Meetings will be held as needed to ensure timely hearing of applications. If more than 10 meetings are needed, project fees and operating contingency will be sufficient for the costs.

Three commissioners and staff are budgeted to attend the CALAFCO annual conference in Newport Beach (October 19-21). No funding is committed to staff attending the CALAFCO staff workshop. Historically, staff only attended when conference funds remained after the annual conference.

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 \$74,136 legal reserve balance. Staff strongly recommends continued funding for legal defense reserves.

## REVENUES AVAILABLE AND FUND BALANCES

The year-end fund balance calculations are attached and are based on account balances as of February 28, 2022. A final fund balance will only be known after the close of the fiscal year in late July. Fund Balance projections are shown on the attached spreadsheet.

## POLICY DIRECTION & ASSUMPTIONS

The staff proposed budgets are based on policy directions given in past years as follows:

- Use fund balance and general reserves to offset and maintain the agencies' cost share.



- Provide for a general reserve to help even out the cities' and county's cost for LAFCO over future years. 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 \$64K to \$74K.
- Allow everyone who is available to attend the CALAFCO annual conference for training.

A long-range planning session is not included in either of the three options. When 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, and formal transmittal of final budget to the agencies and to the Auditor for apportionment. Unless the Commission directs otherwise, staff will follow the successful process used each year since 2007, as shown below.

- Adopt the proposed budget on April 21, 2022.
- Transmit the proposed budget to agencies the week of April 25<sup>th</sup> and post to the LAFCO Web site.
- Review by the cities, counties, and public.
- Amend as needed and adopt the final budget on May 16<sup>th</sup>.
- 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, give direction to staff and approve a Proposed Budget for Fiscal Year 2021-22.
2. Approve the proposed work plan and give additional direction to staff as needed, contingent on budget directions.
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  
 Year to date expenses and Calculation of Projected Fund Balance

## Amador LAFCO - Proposed Budget FY 2020-21

Budget Code	Expense Category	Approved 21-22	Proposed 22-23	Difference
Revenues				from Prior Year
44100	Interest	\$3,300	\$3,300	\$0
46930	Project Fees	\$25,000	\$25,000	\$0
	From General Fund Balance	\$79,275	\$80,475	\$1,200
Subtotal Non-Agency Revenues		\$107,575	\$108,775	\$1,200
45640	Agency Cost Share	\$57,190	\$57,200	\$10
<b>Revenue Subtotal</b>		<b>\$164,765</b>	<b>\$165,975</b>	<b>\$1,210.00</b>
Operating Expense				
50310	FICA (stipends)	\$50	\$50	\$0
50400	Emp Insurance	\$150	\$150	\$0
51200	Communications	\$600	\$521	-\$79
51504	Liability Insurance	\$3,200	\$3,200	\$0
51760	Maint.-Programs	\$250	\$250	\$0
52000	Membership	\$1,520	\$1,599	\$79
52200	Office Expense (total)	\$1,015	\$1,015	\$0
	Postage	160	160	0
	Supplies	325	325	0
	Printing/copies 52205	480	480	0
	Publications, Ref Maps	50	50	0
52300	Prof & Spec Serv Total	\$123,500	\$123,500	\$0
	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	4,000	4,000	0
	GIS, mapping	10,000	10,000	0
	Other County Services (Inc. Rent)	2,000	2,000	0
	MSR	18,000	18,000	0
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	\$6,600	\$1,100
Operating Expense Sub-total		\$149,785	\$150,885	\$1,100
59500	Operating Contingency	\$14,980	\$15,090	\$110
<b>Total Budget Appropriation</b>		<b>\$164,765</b>	<b>\$165,975</b>	<b>\$1,210</b>

**Amador LAFCO - Mid-Year Summary  
FY 2021-2022  
Agenda of February 28, 2022**

Budget Code	Expense Category	Actual Rev & Expenditures	Approved 21-22	Difference
<b>Revenues</b>				
44100	Interest	\$511.24	\$3,300	\$2,860
46930	Project Fees	\$1,037.50	\$25,000	\$23,963
	From General Fund Balance	\$79,400	\$79,489	\$89
Subtotal Non-Agency Revenues			\$107,789	
45640	Agency Cost Share	\$28,596	\$57,190	\$28,594
<b>Revenue Subtotal</b>		<b>\$109,544.74</b>	<b>\$164,979</b>	<b>\$164,979.00</b>
<b>Operating Expense</b>				
50310	FICA (stipends)	\$10.18	\$50	\$40
50400	Emp Insurance	\$1.55	\$150	\$148
51200	Communications	\$0.00	\$600	\$600
51504	Liability Insurance	\$4,318.61	\$3,350	-\$969
52000	Membership	\$0.00	\$1,524	\$1,524
52200	Office Expense (total)	\$540.26	\$1,015	\$475
	Postage *		160*	
	Supplies *		325*	
	Printing/copies 52205 *		480*	
	Publications, Ref Maps *		50*	
52300	Prof & Spec Serv Total	\$26,769.22	\$123,500	\$96,731
	Legal Services **		9,000**	
	Executive Officer **		38,000**	
	Project Support **		25,000**	
	Clerical/Support **		15,000**	
	Meeting Exp/Stipend **		2,500**	
	Audit **		4,000**	
	GIS, mapping **		10,000**	
	Other County Services (Inc. Rent) **		2,000**	
	MSR **		18,000**	
52300(10173)	Legal Defense Reserve	\$10,000.00	\$10,000	\$0
52400	Public Notice	\$286.56	\$1,000	\$713
52900	Mileage/travel	\$613.20	\$3,000	\$2,387
52910	Conf/Mtgs (includes travel)		\$5,500	\$5,500
Operating Expense Sub-total to date		<b>\$42,539.58</b>	<b>\$148,900</b>	<b>\$106,360</b>
59500	Operating Contingency	\$0	\$14,990	
<b>Total Budget Appropriation</b>			<b>\$163,890</b>	

\*Included in Offices Expense total.

\*\* Included in Professional Services total.