

****AGENDA****

AMADOR LOCAL AGENCY FORMATION COMMISSION

**5:30 P.M. – THURSDAY, MAY 19, 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.

TO PARTICIPATE VIA ZOOM USE THE FOLLOWING NUMBER:

+1-669-900-6833 (alternate phone numbers listed on amadorgov.org)

Access Code: 758 573 6084#

**YOU MAY ALSO VIEW AND PARTICIPATE IN THE MEETING USING THIS
LINK:**

<https://zoom.us/j/7585736084>

The Chairman will, at certain times, invite the public to comment. Public comment will also be accepted by email at Amador.lafco@gmail.com. All emails must be received by 5:00 P.M. on May 19th 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 MAY 19, 2022**
- 4. APPROVAL OF CLAIMS TO MAY 19, 2022**
- 5. 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.

- 6. ADOPTION OF FINAL BUDGET FOR FISCAL YEAR 2022-2023 (public hearing)**

The Commission will consider the work plans for FY 22-23, the proposed budget (approved April 19, 2022) and adopt a final budget pursuant to Government Code Section 56381.

7. 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 June 16, 2022. There are currently no items proposed at this time.

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:
May 19, 2022**

APPROVAL OF CLAIMS - PACKET DRAFT

AGENDA OF May 19, 2022

APPROVAL OF CLAIMS TC May 19, 2022

Agenda Item 4

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>INV.DATE</u>	<u>AMOUNT</u>
Kris Berry	Consulting Service Labor	5/12/2022	\$2,100.00
	Exp (PO Box, cell, Jan - May 12)	5/12/2022	\$200.00
Amador County	Rent FY 2022-23	4/6/2022	\$2,021.00
Ledger Dispatch	Publication of Notice 4/21 and 5/1 meeting (12/16/2021	\$ 457.00
LAFCO Board	Meeting Stipends (Maximum of 5 @ \$50.00)		\$ 250.00
	TOTAL		\$ 5,028.00

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

CHAIR:

Presiding Officer

ATTEST:

Kristina Berry
EXECUTIVE OFFICER

AGENDA ITEM #6

TO: ALL COMMISSIONERS, ALTERNATES
FROM: KRISTINA BERRY, LAFCO EXECUTIVE OFFICER
SUBJECT: PROPOSED FISCAL YEAR FINAL BUDGET 22-23
DATE: MEETING OF MAY 19, 2022



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 essentially the same budget amounts from the 2021-2022, year, it is anticipated that further discussion regarding the proposed budget will occur at the April Commission hearing.

LAFCO staff projects a Fund Balance of \$48,500 (actual general fund at 3/30/2022 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.

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

The 22-23 Budget includes a work plan that was approved with the proposed budget. The budget provides funding for 10 LAFCO meetings as in prior years. The legal defense reserve is fully funded with \$10,000 added this year to our current balance of \$74,136 in the designated legal defense fund. The purpose of this fund is to reduce financial risk to the cities and county of future litigation against LAFCO should that occur.

No funding is specifically committed to staff attending the CALAFCO staff workshop in the spring of 2022, but if the cost of attendance at the fall annual meeting is lower than expected, staff may be able to attend the training workshop and stay within this budget.

Additional details were included in the packet for the adoption of the proposed budget and are made a part of this action by reference.

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.

EXECUTIVE OFFICER'S RECOMMENDATIONS:

1. Review, make any desired changes, and approve Resolution 2022-3, Final Budget for Fiscal Year 2022-3.
2. Direct staff to transmit the budget materials to cities, districts and others as specified in Government Code Section 56381.

Attachments: Resolution 2022-3 included in Exhibit A

AMADOR LAFCO

LOCAL AGENCY FORMATION COMMISSION

RESOLUTION ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2022-23 LAFCO RESOLUTION NUMBER 2022-08

WHEREAS, Government Code §56381 specifies the Commission shall adopt, following a noticed public hearing, a proposed budget by May 1, and a final budget by June 15; and

WHEREAS, the proposed budget was adopted on April 21, 2022 transmitted to all parties specified in Government Code §56381(a), and a hearing for agencies and the public on the budget was held on May 19, 2022, and

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of the final budget and upon the date, time and place specified in said notice of hearing, the Commission heard, discussed and considered all oral and written testimony submitted including, but not limited to, work plans and priorities for 2022-2023 and the Executive Officer's report and recommendation; and

WHEREAS, the final budget is not less than the budget adopted in the previous fiscal year, and the Commission does hereby find and determine that the budget as proposed will allow the commission to fulfill the purposes and programs of the Cortese-Knox-Hertzberg Act.

NOW THEREFORE, BE IT RESOLVED AND ORDERED, that the Local Agency Formation Commission of the County of Amador does approve and adopt the final budget for Fiscal Year 2022-2023 as shown in Exhibit A, attached, and by this reference incorporated herein and does further order and direct the following:

1. The Executive Officer shall transmit the final budget to the Auditor and all parties specified in Government Code §56381(a) as promptly as possible.
2. The Executive Officer is directed to prepare a Journal Entry for the transfer of the first two months of operating expense (\$27,662.50) should such funds be necessary to continue the usual operation of LAFCO. The Board of Supervisors of Amador County shall transfer funds in that amount to the Commission on July 1, 2021, as specified in §56381(c).
3. The Auditor shall apportion the budget as specified in Government Code §56381(b) and request payment from the County and each city no later than July 1, 2022, as specified in §56381(c).
4. If the County or a City does not remit its required payment within 60 days, the Auditor is requested to collect an equivalent amount from the property tax, or any fee or eligible revenue owed to the city or county as described in §56381(c).

The foregoing resolution was duly passed and adopted by the Local Agency Formation Commission of the County of Amador, State of California, at a regular meeting hereof held on May 19, 2022, by the following vote:

AYES:

NOES:

ABSENT:

Patrick Crew, Chairman
Local Agency Formation Commission
County of Amador, State of California

ATTEST:

Kristina Berry, Executive Officer
Local Agency Formation Commission

Attachment: Exhibit A, Final Budget

**Amador LAFCO - Proposed Final Budget
FY 2022 23-**

<i>Budget Code</i>	<i>Expense Category</i>	<i>Approved 21-22</i>	<i>Proposed 22-23</i>	<i>Difference</i>
Revenues				from Prior Year
44100	Interest	\$3,300	\$3,300	\$0
46930	Project Fees	\$25,000	\$25,000	\$0
	From GeneralFundBalance	\$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
Revenue Subtotal		\$164,765	\$165,975	\$1,210.00
Operating Expense				
50310	FICA (stipends)	\$50	\$50	\$0
50400	Emp Insurance	\$150	\$150	\$0
51200	Communications	\$600	\$521	-\$79
51504	Liability Insurance	\$3,200	\$3,600	\$400
51760	Maint.-Programs	\$250	\$250	\$0
52000	Membership	\$1,520	\$1,599	\$79
52200	OfficeExpense(total)	\$1,015	\$1,015	\$0
	<i>Postage</i>	<i>160</i>	<i>160</i>	<i>0</i>
	<i>Supplies</i>	<i>325</i>	<i>325</i>	<i>0</i>
	<i>Printing/copies 52205</i>	<i>480</i>	<i>480</i>	<i>0</i>
	<i>Publications, Ref Maps</i>	<i>50</i>	<i>50</i>	<i>0</i>
52300	Prof & Spec Serv Total	\$123,500	\$123,500	\$0
	<i>Legal Services</i>	<i>9,000</i>	<i>9,000</i>	<i>0</i>
	<i>Executive Officer</i>	<i>38,000</i>	<i>38,000</i>	<i>0</i>
	<i>Project Support</i>	<i>25,000</i>	<i>24,579</i>	<i>-421</i>
	<i>Clerical/Support</i>	<i>15,000</i>	<i>15,000</i>	<i>0</i>
	<i>Meeting Exp/Stipend</i>	<i>2,500</i>	<i>2,500</i>	<i>0</i>
	<i>Audit</i>	<i>4,000</i>	<i>4,000</i>	<i>0</i>
	<i>GIS, mapping</i>	<i>10,000</i>	<i>10,000</i>	<i>0</i>
	<i>Other County Services (Inc. Rent)</i>	<i>2,000</i>	<i>2,021</i>	<i>21</i>
	<i>MSR</i>	<i>18,000</i>	<i>18,000</i>	<i>0</i>
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	\$151,285	\$1,500
59500	Operating Contingency	\$14,980	\$15,090	\$110
Total Budget Appropriation		\$164,765	\$166,375	\$1,610

**Amador LAFCO - Year to Date Expenditures
FY 2021-22 (April 20, 2022)
Agenda of May 31, 2022**

<i>Budget Code</i>	<i>Expense Category</i>	<i>Actual Rev & Expenditures</i>	<i>Approved 21-22</i>	<i>Difference</i>
Revenues				
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
Revenue Subtotal		\$109,544.74	\$164,979	\$164,979.00
Operating Expense				
50310	FICA (stipends)	\$21.12	\$50	\$29
50400	Emp Insurance	\$4.66	\$150	\$145
51200	Communications	\$0.00	\$600	\$600
51504	Liability Insurance	\$4,318.61	\$3,350	-\$969
52000	Membership		\$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	\$40,829.02	\$123,500	\$82,671
	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	\$743.56	\$1,000	\$256
52900	Mileage/travel	\$673.68	\$3,000	\$2,326
52910	Conf/Mtgs (includes travel)		\$5,500	\$5,500
Operating Expense Sub-total to date		\$57,130.91	\$148,900	\$91,769
59500	Operating Contingency	\$0	\$14,990	
Total Budget Appropriation			\$163,890	

*Included in Offices Expense total.

** Included in Professional Services total.

TO: Amador Ledger-Dispatch for One-Time Publication
Publication Date: April 29, 2022
Please publish as 1/8 page ad

NOTICE OF PUBLIC HEARING

AMADOR LOCAL AGENCY FORMATION COMMISSION

Notice is hereby given that the Local Agency Formation Commission will hold a public hearing at 5:30 p.m. or as soon thereafter as possible, on Thursday, May 19, 2022, in the Board Chambers, County Administration Center, 810 Court Street, Jackson, CA, or via video or teleconference if the Governor's stay in place order is still in effect, to consider the following items:

Review and Consideration of proposed Final Budget for 2022-2023.

Meeting materials will be available five days before the meeting, and are posted on the LAFCO web site: www.co.amador.ca.us/lafco. Any person may submit oral or written comments to LAFCO. Written comments received 48 hours before the meeting will be distributed to the commission. For more information, contact amador.lafco@gmail.com or Kristina Berry, Executive Officer, (530) 328-8468; PO Box 832, Lincoln, CA 95648.

(Affidavit of Publication Please)

Contact Information:

Kris Berry, Executive Officer

Amador LAFCO (530) 328-8468; Amador.lafco@gmail.com

PO Box 832, Lincoln, CA 95648.