

Calaveras Local Agency Formation Commission

Regular Meeting Agenda

Monday – March 16, 2020 – 6:00 p.m.

**Calaveras County Board of Supervisors Chambers
County Administrative Center
San Andreas**

6:00 PM Regular LAFCo Meeting Items:

1. Call to Order/Pledge of Allegiance/Roll Call

Commissioners

John Lavaroni, Special District Member, Chair
Alvin Broglio, City Member, Vice-Chair
Joseph Oliveira, City Member
Gary Tofanelli, County Member
Merita Callaway, County Member
Tony Tyrrell, Special District Member
Anita Paque, Public Member

Roark Weber, Public Member Alt.
Dennis Mills, County Member Alt.
Jon Dashner, Special Dist. Member Alt.
Amanda Folendorf, City Member Alt

Staff:

John Benoit, Executive Officer
Nancy Mees, LAFCO Clerk
Michael Colantuono, LAFCO Counsel

2. Approval of Agenda (Deletions/Additions)

3. *Consider minutes of January 27, 2020*

a. Approve November January 27, 2020 LAFCo Minutes

4. Consent Agenda:

a. Review and Authorize Claims for January and February 2020

5. Correspondence:

Public Hearing:

6. Public Hearing regarding the proposed 2020-2021 LAFCo Budget.

- a. *Receive Executive Officer's report and conduct public hearing regarding the proposed 2020-2021 LAFCo Budget.*
- b. *Consider LAFCo Resolution 2020-0003 adopting a proposed budget for fiscal year 2020-2021*

Workshop:

7. Workshop #3 regarding draft updated Policies, Standards and Procedures

- a. *Continued Workshop regarding Policies, Standards and Procedures and conduct third workshop.*

8. Executive Officer's report

- a. *700 Forms Due April 1st 2020*
- b. *Valley Springs PUD MSR and SOI Update – May meeting*

9. Commissioners Reports

This item is placed on the agenda for Commissioners to discuss items and issues of concern to their constituency, LAFCO, and legislative matters

10. Public Comment

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that were on the agenda, public comment was heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony. The Chair reserves the right to limit each speaker to three (3) minutes. Please understand that by law, the Commission cannot make decisions on matters not on the agenda.

11. NEXT LAFCO MEETING IS: May 18, 2020 - 6:00 PM in San Andreas

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

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).

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 a specified time. 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 will be available on the Calaveras LAFCO website as noted below to the extent practicable and subject to staff's ability to post the documents prior to the meeting.

Accessibility

The location of this meeting is wheelchair-accessible.

Disclosure & Disqualification Requirements

Any person or group of persons acting in concert who directly or indirectly contribute \$1,000 or more in support of or in opposition to a change of organization or reorganization that has been submitted to Calaveras LAFCO must comply with the disclosure requirements of the Political Reform Act of 1974 applicable to local initiative measures to be submitted to the electorate. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals; they may be reviewed at Government Code §§56700.1 and 81000 *et seq.* Additional information about the requirements pertaining to local initiative measures to be presented to the electorate can be obtained by calling the Fair Political Practices Commission at (916) 322-5660. 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 at (209) 754-6511

LAFCO Webpage: www.calaveraslafco.org

Email LAFCO at: j.benoit4@icloud.com

Calaveras Local Agency Formation Commission

Regular Meeting Minutes – Monday, January 27, 2020

1. **Call to Order/Pledge of Allegiance/Roll Call** – Order was called by Chair Lavaroni at 5:58 p.m., on Monday, January 20, 2020, in the Calaveras County Board of Supervisors Chambers, County Administrative Center, San Andreas, California.

Commissioners Present

John Lavaroni, Chair, Special Dist. Mem.
 Gary Tofanelli, County Member
 Merita Callaway, County Member
 Tony Tyrrell, Special Dist. Member
 Anita Paque, Public Member
 Jon Dashner, Special Dist. Mem. Alt.

Commissioners Absent

Roark Weber, Public Member Alt.
 Alvin Broglio, Vice Chair, City Member
 Amanda Folendorf, City Member Alt.
 Joseph Oliveira, City Member
 Dennis Mills, County Member Alt.

Staff Present

John Benoit, Executive Officer
 Nancy Mees, LAFCO Clerk

Others Present

2. **Approval of Agenda:**

MOTION by Commissioner Tyrrell to approve the Agenda, second by Commissioner Tofanelli. Motion passed 5 yes, 0 no, 0 abstention, 1 absent.

3. **Consider Minutes of the November 18, 2019, LAFCo meeting:**

MOTION by Commissioner Callaway to approve the Minutes as presented, second by Commissioner Paque. Motion passed 5 yes, 0 no, 0 abstention, 1 absent.

4. **Consent Agenda:**

Review and authorize claims for November and December 2019.

MOTION by Commissioner Paque to approve the Consent Agenda and Claims for November and December 2019 as presented, second by Commissioner Tofanelli. Motion passed 5 yes, 0 no, 0 abstention, 1 absent.

5. **Correspondence:**

Executive Officer Benoit reported that the only correspondence was a notice of a lawsuit, which is under Agenda Item 11a.

6. Public Hearing regarding the detachment and Sphere of Influence amendment consisting of 81.58 acres, more or less, on four lots from Appaloosa Road Community Services District (LAFCo File 2019-0002):

- a. Receive Executive Officer's report and conduct public hearing regarding the detachment and SOI amendment for the Appaloosa Road CSD.*

Executive Officer Benoit reported that an application for detachment had been received from the CSD board, which had already passed its own resolution regarding the detachment. The District wishes to remove four parcels from its SOI because they have never received services from the District as they access Highway 4 directly and do not use the CSD-maintained roads. They have also never been charged an assessment by the District. Currently, however, as members of the District, they are allowed to vote on CSD matters.

Chair Lavaroni opened the public hearing. From the audience, Paul Westerman, asked whether the proposed realignment of Highway 4, which included a frontage road along the four parcels in question, could cause the parcels to have to be re-annexed into the District if the frontage road ends up being maintained by the District. Commissioner Tofanelli stated he believed a dirt road that currently fronts those properties is what will become the frontage road. Commissioner Paque asked if these parcels had any encroachment permits for Highway 4. Commissioner Callaway asked about who would maintain the frontage road, and Commissioner Tofanelli said he believed the county would, but that as he hasn't seen the final drawings, he can't state that definitively.

Chair Lavaroni closed the public hearing.

- b. Consider LAFCo Resolution 2020-0001 adopting a Sphere of Influence amendment for the Appaloosa Road Community Services District.*

MOTION by Commissioner Tofanelli to approve Resolution 2020-0001 adopting the amended Sphere of Influence for Appaloosa Road CSD as presented, second by Commissioner Tyrrell. Motion passed 5 yes, 0 no, 0 abstention, 1 absent.

- c. Consider LAFCo Resolution 2020-0002 approving the 81.58-acre detachment from the Appaloosa Road Community Services District.*

Commissioner Tofanelli asked if the owners of all four parcels had been notified, and Executive Officer Benoit replied that they had all been notified by mail.

MOTION by Commissioner Tofanelli to approve Resolution 2020-0002 approving the 81.58-acre detachment for the Appaloosa Road Community Services District as presented, second by Commissioner Tyrrell. Motion passed 5 yes, 0 no, 0 abstention, 1 absent.

7. Workshop #3 regarding draft updated Policies, Standards and Procedures:

Continue workshop regarding revised Policies, Standards and Procedures and conduct third workshop.

By consensus, the Commission decided to continue this item until the next meeting when the city members could be present.

8. Continued discussion of proposed encroachment onto Hallas Road and whether or not annexation to CSA 12 (Golden Hills) would be required:

Provide Determination and Direction to staff.

Executive Officer Benoit pointed out that this parcel was not part of the original Golden Hills subdivision, and that when CSAs are formed, they usually include all the parcels within a subdivision. He did believe, however, that this parcel should pay its fair share for use of the CSA's road even if the parcel is not annexed into the CSA. Moreover, the request for an annexation should come from the County, as it is the CSA board.

Commissioner Callaway stated that she recalled from the last meeting that the owners of the parcel were willing to pay an assessment. She wanted to know whether, if they began paying an assessment without being annexed, would that agreement become a recorded document attached to the property, and who would draft and file that document. Executive Officer Benoit responded that the County would, and Commissioner Tofanelli added that the agreement would be recorded as an attachment to the deed on the property.

Mr. Benoit commented that if the property owners requested water from the CSA in the future, then at that time they should definitely be annexed. Commissioner Lavaroni added that the owners are willing to pay an assessment, but do not wish to be part of the CSA.

Commissioner Paque stated that, so far, only the CSA Advisory Board had approved this arrangement, and that the County has not yet been notified of it. Therefore, until the County reviews it and makes a decision, LAFCo should not take any action. Commissioner Tofanelli agreed, stating that the Advisory Board can make recommendations to the County, but that the County does not have to follow them.

Mr. Benoit asked who would collect the CSA fee from the owners if the property was not part of the CSA, and Commissioner Tofanelli replied that it would still be collected with property taxes, and that the fee would go into the separate account set up for those assessments.

A member of the Advisory Board spoke from the audience, saying that, although the property owners claim they have deeded access to the Golden Hills road, he has been unable to find such a document. Commissioner Tofanelli suggested he do some research at the County Recorder's Office. The Advisory Board member also suggested that the Commission should consider what might happen if that property were ever to be subdivided,

thus increasing usage of the road. In addition, they should consider that when the water lines were put in, they were sized to accommodate the properties within Golden Hills only. Commissioner Lavaroni stated that there should be no problem in that respect as all the lots within Golden Hills have not been developed yet anyway and the parcel in question is too steep to be developed.

Commissioner Callaway then asked who would initiate a request on this issue to Public Works. Commissioner Tofanelli replied that it should be the property owners. The audience member then asked whether the Advisory Board should discuss this matter and vote on how they wanted it to proceed so that their chair could respond when this came up for a hearing before the Board of Supervisors. The Commission agreed with that idea, and suggested that the Advisory Board could also contact their Supervisor about this beforehand.

By consensus, the Commission decided to let this proceed through the County first before it took any action regarding recommending or not recommending annexation.

9. Authorize Staff to attend the annual CALAFCo Staff Workshop in Orange County on March 24-27:

MOTION by Commissioner Tyrrell to authorize staff to attend the CALAFCo Staff Workshop on March 24-27, second by Commissioner Callaway. Motion passed 5 yes, 0 no, 0 abstention, 1 absent.

10. Discussion regarding contents of LAFCo Application Forms – notification of landowners and registered voters:

Executive Officer Benoit reported that he has had two recent projects in which the District had not given notice to the property owners prior to bringing the matter to LAFCo. His thought was to add a requirement in the project application form that requires an applicant to give notice to property owners as a prerequisite to bringing the matter to LAFCo. Commissioner Tofanelli suggested the application also require that proof of such notification be submitted along with the application.

11. Executive Officer's Report:

a. Lawsuit notice: Calaveras Planning Coalition v. Calaveras Co. Board of Supervisors.

Executive Officer Benoit explained that this item is included because notice of such lawsuits is required to be given to LAFCo. No discussion is required.

b. 700 Forms due April 1, 2020.

Executive Officer Benoit informed the Commissioners that they could file their forms with him, and that they could find the form on the FPPC website.

c. 2020-2021 LAFCo Budget Process.

Executive Officer Benoit stated that he will have the proposed budget ready for the next meeting.

d. Valley Springs PUD MSR and SOI Update.

Executive Officer Benoit reported that the Valley Springs PUD MSR, as well as the MSR for Mokelumne Hill Sanitary District, will be coming to the Commission in the near future.

12. Commissioner Reports

Commissioner Callaway thanked Clerk Mees for her minutes from the prior meeting, and also reported that, now that the General Plan has been approved, the Board of Supervisors is moving on to zoning codes and setting priorities for the Planning Department regarding zoning. She then asked why LAFCo puts public comment at the end of the meeting rather than the beginning, which is where she feels it should be. Executive Officer Benoit responded that in the past it had been at the beginning, and the Commission had changed it to the end, but that it can be changed again if the Commission so wishes. Commissioner Tofanelli suggested the Commissioners be polled on the issue at a meeting where all Commissioners are present.

Commissioner Paque announced that she is now Secretary of the CALAFCO Board.

13. Public Comment:

Commissioner Dashner commented from the audience that public comment can be moved to the beginning of any meeting if one of the Commissioners recommends it.

14. Adjournment:

Meeting was adjourned at 6:51 p.m. The next regular meeting will be Monday, March 16, 2020, at 6:00 p.m., in San Andreas.

Minutes submitted by Nancy Mees.

DATED:

APPROVED:

John Lavaroni, Chair, or Alvin Broglio,
Vice Chair, Calaveras Local Agency
Formation

CALAVERAS LAFCO
LAFCO CLAIM AUTHORIZATION FORM

for

January and February 2020

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
FY 2019-2020 Expenses:		
January 27, 2020	Commission meeting stipends	\$ 300.00
February 1, 2020	Staff Svcs and Expenses Jan 20	\$ 4,059.57
Feb 1, 2020	MSR and SOI Jan 2020	\$ 4,400.00
March 1, 2020	Staff Svcs and Exp Feb 2020	\$ 1,291.78
March 1, 2020	MSR and SOI Feb 2020	\$ 1,500.00
Jan 28, 2019	Valley Springs News Prop Budget 20-21	\$ 13.97

TOTAL: \$ 11,565.32

DATED: March 16, 2020

APPROVED: March 16, 2020

John Lavaroni, Chair or Alvin Broglio, Vice-Chair
Calaveras Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

2019-2020 Expenditures

Calaveras LAFCO

City Fund 405 Dept 9001

Item	Account Number	Comm Stipends	Insurance	Communications	Memberships	GenOfficeExp	Postage	copies	MSR	SOI	Ex. OFF. Svcs	City Fin Charg
		62001	62050	62051	62052	62053	62054	62055	62057	62058	62059	62060
	Total Budgeted	\$ 3,300.00	\$ 1,807.05	\$ 800.00	\$ 1,078.00	\$ 350.00	\$ 500.00	\$ 1,500.00	\$ 25,000.00	\$ 20,000.00	\$ 45,000.00	\$ 3,600.00
Calafco dues 19-20					\$ 1,075.00							
SDRMA Insurance 19-20			\$ (1,380.00)									
Staff Svcs July 2019												
Calafco Conf. registrations												
Staff Svcs Aug 2019												
July 15, 2019 Comm Meeting Stipends		(450.00)				(15.00)	(10.05)	(96.35)			(4,400.00)	
Valley Springs News MSR-SOI CPUD												
Sept 16, 2019 comm meeting stipends		(400.00)				(15.00)	(15.30)	(228.90)	(2,000.00)		(2,475.00)	
Staff Svcs October 2019												
Merita C CALAFCO conf exp												
Tony T Calafco Conf Exp												
John D conf reimb												
Anita P Conf reimb												
19-02 Appoloosa Road CSD Detach												
CSDA Membership Dues 2020												
Payroll November 18, 2019		(450.00)	(500.00)									
Jon Dashner Conf. Reimb 2019												
Staff Svcs November 2019				(40.48)			(0.50)	(5.00)	(2,000.00)		(3,550.00)	
Staff Svcs December 2019				(40.93)					(1,500.00)	(1,500.00)	(950.00)	
Valley Spgs News App Road Detach												
Meeting Stipend 1.27.2020		(300.00)										
Staff Svcs January 2020				(40.83)			(7.50)	(87.90)	(2,400.00)	(2,000.00)	(3,800.00)	
Valley Springs News -Prop Budget 20-21				(13.97)								
Staff Svcs February 2020				(41.78)					(1,250.00)	(1,500.00)		
TOTAL EXPENDED		\$ (1,600.00)	\$ (1,880.00)	\$ (353.77)	\$ 1,075.00	\$ (30.00)	\$ (33.35)	\$ (419.15)	\$ (10,650.00)	\$ (7,100.00)	\$ (19,175.00)	\$ -
TOTAL REMAINING		\$ 1,700.00	\$ (72.95)	\$ 446.23	\$ 2,153.00	\$ 320.00	\$ 466.65	\$ 1,080.85	\$ 14,350.00	\$ 12,900.00	\$ 25,825.00	\$ 3,600.00

3/5/20

**CALAVERAS
Local Agency Formation Commission**

DATE: March 16, 2020
TO: Local Agency Formation Commission
FROM: John Benoit, Executive Officer
RE: Proposed Budget for FY 2020-2021

Activities

While LAFCO is mindful of the budget constraints of the City and County the following proposed activity report reflects significant limitations in LAFCO funding for the upcoming fiscal year. The proposed budget carries over an estimated \$140,000 of which \$100,000.00 is designated in the LAFCO General Reserve fund and \$11,943.51 as the LAFCo Contingency Fund.

Since the passage of AB-2838, based on the recommendations of the Commission for Local Governance, LAFCO has become an independent agency. Many of the start-up activities have been completed while maintenance activities continue and the mandated Service Reviews and Sphere of Influence updates continuously need updating due to changes in the law and circumstances.

LAFCO contracts with the City of Angels Camp to provide financial services for \$3,600.00. Other services provided by Calaveras County are directly billed to LAFCO.

Work Program

1. Process Applications in a timely manner
2. Perform the day to day business of LAFCo
3. Be proactive in Legislative Matters and CALAFCo
4. Continue Work on CSD, Water and Wastewater Service reviews and Spheres of Influence
5. Work with local agencies in matters of concern.
6. Host CALAFCo Annual Staff Workshop in Calaveras County

Budget Justification

Since the passage of AB-2838 in 2000, LAFCO has become independent from the County. Costs for the operation of LAFCO were entirely paid by the County including costs for staff time, legal services, miscellaneous office expenses, and insurance. Now the City, Special Districts and County pay LAFCO costs, each paying one-third. These costs have become apparent since LAFCO is independent and not part of a larger county, district or city department. LAFCO is required to pay for various costs as an independent agency. The fixed costs are insurance, financial functions, clerk costs, legal notices, compliance with the Government Code, public records act, political reform act and Brown Act Compliance.

The line items for Professional Services are proposed to be increase in the upcoming budget due to cumulatively increasing mandates and basic costs.

In the attached sheet, I have provided a "Proposed" budget based on the costs to provide LAFCo.

The overall goal of this budget is to conduct LAFCo business in a proactive manner involving the Community and to meet the overall requirements of the Cortese-Knox-Hertzberg Act at a reasonable cost.

Summary of the Proposed Budget:

Commissioner Stipend For the past several years LAFCo has budgeted \$6,600 for stipends for Commissioners. Since LAFCo has reduced the number of meetings from 12 to 6, there continues to be a reduction of \$3,300 for stipends.

Insurance The estimated cost for LAFCo insurance through the Special Districts Risk Management Authority (SDRMA) is estimated to increase to be \$1,880.00 since SDRMA rates have increased this year.

Communications LAFCo incurs communications costs (costs for phone and internet). In the past, these costs have been tracked and about \$100.00 per month appeared appropriate. However, LAFCo was spending less so the budget was reduced in recent years and will remain at \$800.00 this year

Memberships The CALAFCo Dues structure has changed as voted and approved by a vast majority of CALAFCo membership at the 2019 annual conference. For Calaveras LAFCo the Calafco dues for FY 2020-2021 will be \$1,620.00, an increase of \$542.00. It is important LAFCo remain in its statewide professional organization and participate in LAFCo issues of common concern and legislation for the benefit of Calaveras LAFCo and agencies subject to its jurisdiction. Being a member of CALAFCo has become more important than ever to have a voice in proposed legislation of concern to Angels Camp, Independent Districts and Calaveras County.

Office Expense This covers copy costs, postage, and publications, which have been reduced in previous years. These expenses are split into 3 budget categories as follows: General Office Expenses at \$350.00, Copies at \$1,500.00, and Postage at \$500.00.

Executive Officer Services I am recommending \$45,000 for this item the same as last year. This budget continues to pay the Clerk and Executive Officer from one budget category. Notwithstanding a very complex reorganization (application), controversial service review or sphere of influence or CEQA review for Calaveras LAFCo, this amount should also cover LAFCo administration and clerking costs.

Note: some project related cost overruns relating to an application would normally be fee supported if an augmentation were needed in this category. A project proponent will pay all project related costs including legal costs. The LAFCo fee schedule includes direct cost recovery only

File Scanning and Retention Calaveras LAFCo has generated several files over the years. Calaveras LAFCo adopted a File Retention Policy on November 18, 2013. To implement the policy, the files need to be scanned and placed into electronic format, as are files in most county and city departments. This re-budgeted expense is estimated to be \$6,000 for about ½ the LAFCo files. In addition, the files will be able to be accessed to the public via LAFCo's webpage. The immediate tasks are to review and dispose of files consistent with LAFCo's adopted Records Retention Policy and to scan and index these files for accessibility to agencies, the public and LAFCo staff. Once the files are scanned, these files will then be made more accessible. It will be later determined if LAFCo will need to prepare a Microsoft Access database. This item is carried over from the current fiscal year.

Legal Notices/Publications I am recommending \$500.00 for this item since legal costs have been reduced significantly since LAFCo has been advertising in the Pioneer Review. Legal notices are required by state law and must be prepared for Municipal Service Reviews and Sphere of Influence Updates, all public hearings before the commission and protest hearings, and notices of commissioner openings. Public hearing notices are required for many LAFCo actions.

Transportation/Training I am recommending \$ 4,000.00 for training and \$2,000.00 for travel expense. This amount will provide for a portion of the Executive Officer's attendance at Calafco activities to represent Calaveras LAFCo as well as for three Commissioners to attend the CALAFCo conference in Monterey, California on October 21-23. If the Commission wishes to send more than 3 Commissioners to the CALAFCo conference, this amount would need to be increased. This year we exceeded this budget since 4 Commissioners attended and one could because of power outages in the County.

Estimated costs for each Commissioner to attend the Calafco Annual Conference (October 21-23, 2020) in Monterey is approximately \$1,450 per person including transportation, lodging for 3 nights (\$600 + taxes and fees) and conference registration (\$520) and mileage from San Andreas to Monterey (370 miles RT \$213.00) plus misc. costs \$100.00. This budget may accommodate attendance by up to 4 LAFCo Commissioners and provide a portion for Staff's attendance. If the Commission desires to send additional Commissioners, an augmentation to this budget will be required.

Service Reviews and Sphere of Influence Updates: I am recommending \$25,000 to prepare Service Review \$20,000 for Spheres of Influence updates to continue with Community Services Districts and Water and Wastewater Services. The Commission might wish to consider a Fire and EMS Service Review and Sphere Update since it has been 6 years since this review has been completed.

LAFCO Counsel The Commission has appointed a LAFCo Counsel. LAFCo has had no threats of Litigation at this time. However, with controversial projects, legal advice will become necessary and the \$2,500 budgeted will be the minimal amount LAFCo should budget the use reserve and (or) contingency funds could be necessary. Five years ago, for example, LAFCo spent \$2,993.66 in this category regarding fire services.

A-87 / City Finance Costs The County's cost plan is no longer applicable to LAFCO. As with LAFCO's A-87 charge of \$16,575 nine years ago. LAFCO currently contracts with the City of Angels Camp for \$3,600 per year for financial services.

Special District Training This item is not funded for this year since we had a Special District training in 2016.

Contingency LAFCO has established a contingency fund equaling approximately 10% more or less of its general operational budget, which is proposed to be \$12,005.00 for this year.

General Reserve For The General Reserve will remain at \$100,000. The Commission's goal has been to have a \$100,000.00 general reserve. In the past the reserve was reduced to \$70,000.00 out of necessity and now the anticipated reserve has been built up again to \$100,000.00. The purpose of the reserve is to use the funds to comply with state law i.e. preparing LAFCo required MSR's and SOI updates and to provide for a reserve if unanticipated costs arise such as litigation without requiring additional funds from the City, Districts and the County.

Anticipated re-budgeting of funds - Notwithstanding unexpected expenses for the remainder of this fiscal year; at current expenditure rates the Commission will be able to re-budget approximately \$140,000.00 from the 2019-2020 fiscal year into the 2020-2021 fiscal year budget including \$112,005.00 for the General Reserve and the contingency. Funding for a portion LAFCo operations including Service Reviews and Spheres of Influence is included.

Costs to City, the Independent Special Districts and County - Since 2001, LAFCO costs to the City, Independent Special Districts and the County have been \$78,640.00. For the past 15 years, the amount has been slightly lower (\$77,844.96) than the \$82,000 budgeted prior to 2004. Last year, the amount was \$91,778.56 and next fiscal year the amount is .

With increasing state mandates and actions of the Legislature, it is inevitable LAFCo will need raise its budget since it hasn't for the past 15 years.

Recommendation:

Adopt Resolution 2020-0003 approving a proposed budget for FY 2020-2021.

Resolution 2020-0003

Calaveras Local Agency Formation Commission
Resolution of the Calaveras Local Agency Formation Commission
Adopting a Proposed Budget for 2020-2021

WHEREAS, Calaveras 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 2020-2021 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 and the Commission's adopted work program;

NOW THEREFORE, the Calaveras Local Agency Formation Commission does hereby determine, resolve, and order the following:

1. That Calaveras LAFCO hereby adopts the attached proposed 2020-2021 budget attached as Exhibit "A".
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 Calaveras Local Agency Formation Commission at a regular meeting of said Commission held on March 16, 2020 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 16th day of March 2020.

John Lavaroni, Chair or Alvin Broglio, Vice-Chair Calaveras LAFCO

Attest:

John Benoit, Executive Officer
Calaveras LAFCO

Calaveras LAFCo
PROPOSED 2020-2021 BUDGET

EXHIBIT "A"

	2016-2017 FINAL Budget	2017-2018 FINAL Budget	2018-2019 FINAL Budget	2019-2020 FINAL Budget	2020-2021 Proposed Budget
EXPENDITURES					
SERVICES AND SUPPLIES					
62001 Extra Hire - Commissioners Stipend	\$6,600.00	\$6,600.00	\$3,300.00	\$3,300.00	\$3,300.00
62050 Insurance	\$1,623.60	\$1,623.60	\$1,721.00	\$1,807.05	\$1,880.00
62051 Communications	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
62052 Memberships - Calafco	\$840.00	\$899.00	\$925.00	\$1,078.00	\$1,620.00
62053 Office Expense - General	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
62054 Office Expense - Postage	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
62055 Office Expense - Copies	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
62056 Service Reviews	\$20,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
62057 Spheres of Influence	\$19,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
62058 File Scanning and Retention	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
62059 Professional Services-Exec. Officer/Clerk	\$42,500.00	\$42,500.00	\$42,500.00	\$45,000.00	\$45,000.00
62060 City Finance Charges (formerly A-87)	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00
62061 Legal Notices	\$1,000.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00
62062 Training	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
489.6 Personal Mileage Reimb	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
62064 Travel Expense	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
62065 Legal Counsel Services and misc Legal Expenses	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
62067 Special Dist. Training	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SERVICES AND SUPPLIES	\$119,313.60	\$120,372.60	\$117,196.00	\$119,435.05	\$120,050.00
62066 Contingency Fund	\$11,931.36	\$12,037.26	\$11,719.60	\$11,943.51	\$12,005.00
General Reserve Fund	\$70,000.00	\$75,000.00	\$75,000.00	\$100,000.00	\$100,000.00
Services, Contingency and Reserve Total	\$201,244.96	\$207,409.86	\$203,915.60	\$231,378.56	\$232,055.00
REVENUE AND CARRYOVERS					
Carryover from prior year	\$121,000.00	\$127,000.00	\$127,000.00	\$137,199.68	\$140,000.00
Anticipated Project Revenue	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Anticipated Interest	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
Contributions from Governments	\$77,844.96	\$78,009.86	\$74,515.60	\$91,778.88	\$89,655.00
AMOUNT TO BE APPORTIONED	\$77,844.96	\$78,009.86	\$74,515.60	\$91,778.88	\$89,655.00