County of Tuolumne
Local Agency Formation Commission

BEV SHANE, AICP
Executive Officer

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AGENDA
TUOLUMNE COUNTY LAFCO
BOARD OF SUPERVISORS CHAMBERS
TUOLUMNE COUNTY ADMINISTRATION CENTER
May 11, 2015
4:00 p.m.

COMMISSION BUSINESS:

A. Salute the Flag

B. Minutes of the meeting of June 9, 2014

C. Consideration of accepting the resignation of Louise Giersch, Alternate Public Member

D. Election of Officers

   A. Chair

   B. Vice-Chair

REPORTS:

A. Staff Reports

B. Commission Reports

PUBLIC COMMENT: 10 Minutes

The public may speak on any item not on the printed agenda. No action may be taken by the Commission

PUBLIC HEARING:

1. Consideration of adopting the proposed Budget for the LAFCO for Fiscal Year 2015-16.

ADJOURNMENT

Disclosure of Campaign Contributions – Government Code Section 84308 requires that campaign disclosure reports provide the public with the identity of contributors and the amounts they give, and the amount that officeholders, candidates, and committees spend. 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 12 months, the Commissioner has

received $250.00 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application (such as an attorney, engineer, or planning consultant) representing the applicant or interested party. The law also requires any applicant or the participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding. The law also prohibits an applicant from making a contribution of $250, or more to a LAFCO Commissioner while a proceeding is pending or for 3 months afterward.

Disclosure of Expenses Supporting and Opposing Proposals - If a person or group contributes or expends $1,000.00 or more in support of, or in opposition to, a proposal before LAFCO, those contributions and expenditures must be disclosed. Pursuant to Section 56100.1 of the Government Code, disclosure shall be made to the Commission's executive officer.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development Department at (209) 533-5633. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (28FR35.102-35.104 ADA Title 11)

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EXECUTIVE OFFICER'S REPORT

PROPOSED ACTION

Consideration of adopting the Draft Budget for the Local Agency Formation Commission for Fiscal Year 2015-2016 and directing staff to send it to the County of Tuolumne, City of Sonora, and Special Districts for review and comment.

BACKGROUND INFORMATION

1. Pursuant to Section 56381 of the California Government Code, the Local Agency Formation Commission (LAFCO) is required to adopt a final budget by June 15th of each year for the next fiscal year which begins on July 1st. The Commission must formulate a draft budget that is to be sent to the City of Sonora, County of Tuolumne, and all of the special districts in Tuolumne County for review and comment before adoption of the final budget by LAFCO.

2. LAFCO is an independent agency that is funded by the County of Tuolumne and the City of Sonora. Pursuant to a Memorandum of Understanding (MOU) between the City and the County, the Local Transportation Fund (LTF) per capita percentage is used to determine the City's and the County's respective shares of the LAFCO budget. Under this formula, the City will be responsible for 8.1 percent of the adopted Fiscal Year (FY) 2015-2016 LAFCO Budget and the County will be responsible for the remaining balance. The County Auditor will invoice the City of Sonora on a quarterly basis to pay its share.

3. Pursuant to Section 56334 of the Government Code, Commission members and alternates may be reimbursed for the actual amount of their reasonable and necessary expenses incurred in attending meetings and in performing the duties of their office. LAFCO may authorize payment of a per diem to Commission members and alternates for each day while they are in attendance at meetings of the Commission. In the past, the Commissioners have volunteered their time. The LAFCO budget has funded the public members' attendance at the annual California Association of Local Agency Formation Commissions (CALAFCO) conference. The City and County LAFCO members were asked to use funds from their jurisdictions to pay for the conference. Based upon LAFCO's past practice, funds are not proposed to be budgeted for City and County LAFCO members to attend LAFCO meetings and conferences. Funding for the regular and alternate public members to attend the annual CALAFCO conference has been included in the proposed budget.

4. The draft FY 2015-2016 budget proposes that legal counsel use the funds allocated to the regular or alternate Public Member Commissioner to attend training, if such a Commissioner does not attend the CALAFCO annual conference or other training. Wages of legal counsel while traveling and attending conferences or other training will be paid out of their own budget. As such, funds are not proposed to be budgeted

for wages of legal counsel to attend conferences or other training. Cost for travel and training for the regular and alternate Public Member Commissioners, a LAFCO Planner and the LAFCO secretary has been budgeted at the $1,500 level for each.

5. The Travel and Training line item is to cover the expenses for travel, lodging, registration, and food. The time spent for any LAFCO staff to travel during standard working hours and participate in conferences and training is at their hourly charge out rate and is reflected within the total hours on the attached "Projected Personnel Expenses" page.

6. On December 9, 2013, LAFCO completed the Municipal Service Reviews and Sphere of Influence updates for the special districts in Tuolumne County. These reviews are not required to be conducted by the LAFCO again until 2017. Therefore, no funds have been budgeted for these activities in the draft FY 2015-2016 budget.

7. During the past several years, LAFCO Staff has met with both the Tuolumne Fire District and the Columbia Fire Protection District to discuss their plans for annexing property to their districts. During FY 2014-2015, LAFCO Staff also fielded questions regarding formation of a Community Services District to serve the community of Tuolumne. Staff also met with a consultant for the Jamestown Sanitary District to discuss plans to construct a new sewer treatment plant and to annex territory south of the current district boundary. Recently, the developers of the Dry Creeks Subdivision inquired about the process to annex their property to the Jamestown Sanitary District. Applications may also be submitted to establish County Service Areas for the KOR Investors Subdivision in West Sonora and the Menelik Estates Subdivision in Columbia. It appears likely that at least one application would be submitted to LAFCO during FY 2015-2016. Therefore, the draft budget reflects both staff time and revenue for one annexation or similar project.

8. On December 9, 2013, LAFCO adopted Resolution 275 adopting the Municipal Service Review for the nine dependent Lighting Districts within the County. The Municipal Service Review recommends that Gold Springs Lighting District be dissolved because it has no facilities, no funding source and no fund balance. The Municipal Service Review also recommends that the Groveland Lighting District be dissolved and its functions merged with the Groveland Community Services District and that the South Sonora Lighting District also be dissolved and its functions be merged with the City of Sonora. LAFCO staff has been unable to work on these projects during the current fiscal year due to other workload priorities. Staff anticipates having the time next fiscal year to bring resolutions enacting these recommendations to LAFCO for consideration. The Draft FY 2015-2016 budget reflects the staff time and expenses required to complete this work.

9. Also on December 9, 2013, LAFCO adopted Resolution 277 adopting the Municipal Service review for 38 County Service Areas. The Municipal Service Review recommends that several unfunded County Service Areas be dissolved when their remaining fund balances are depleted. During the upcoming year, County staff anticipates utilizing the funds remaining in the account for County Service Area 35 (Preston Lane) to construct sidewalk improvements and overlay Preston Lane in conjunction with the Jamestown Sidewalk Project. Once the remaining funds in this account have been spent, LAFCO staff will prepare a resolution for LAFCO to consider dissolving County Service Area 35 as requested by the Board of Supervisors.

10. The anticipated personnel costs for providing services to LAFCO are based on the County's adopted methodology for establishing hourly rates for each employee. These costs include employee salaries and benefits, and the County's overhead, such as office space, utilities, and internal services, including the Auditor's expenses in handling LAFCO's finances. It is anticipated that the hourly rates may increase for FY 2015-2016. The actual increase will not be known until the Board of Supervisors adopts the preliminary County budget for FY 2015-2016 in June.

11. The California Association of Local Agency Formation Commissions (CALAFCO) has advised LAFCO staff that the annual membership fee for the upcoming year will increase from $769 to $785, an increase of approximately 2.1%.

12. The "Personnel" expenses in the Budget have increased to reflect the anticipated increase in work. As described previously, LAFCO staff anticipates working on several LAFCO initiated projects in the upcoming year which were not completed this year and for which no application fees are expected. Staff also anticipates at least one application being submitted for an annexation or similar project. The application fee for that project would cover the costs of processing it. Therefore, it is anticipated that both the City's and the County's share of the budget will remain similar to the FY 2014-2015 budget.

13. The proposed budget will provide LAFCO with the funds to complete the items discussed above and run the day-to-day LAFCO business. The proposed total budget is $38,821 which is $3,160 more than the adopted FY 2014-2015 budget of $35,661.

RECOMMENDATION

The Executive Officer recommends your Commission adopt the Draft FY 2015-2016 budget to provide for the day-to-day LAFCO expenses and processing applications submitted to LAFCO, and direct staff to send it to the County of Tuolumne, City of Sonora, and Special Districts for review and comment.

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PROPOSED LAFCO BUDGET
FISCAL YEAR 2015-2016

Description	2011-2012 Budget	2012-2013 Budget	2013-2014 Budget	2013-2014 Actuals	2014-2015 Budget	2015-2016 Draft Budget
Dues and Memberships	$725	$741	$758	$758	$769	$785
Office Expense	$2,000	$2,000	$2,000	**N/A	$1,000	$1,000
Publications/Legal Notices	$500	$500	$500	$771	$1,000	$1,000
Travel and Training	$6,000	$6,000	$6,000	$5,008	$6,000	*$6,000
Personnel	$26,417	$28,349	$29,048	$31,721	$26,892	$30,036
Total Expenditures	**$35,642**	**$37,590**	**$38,306**	**$38,258**	**$35,661**	**$38,821**
Application Fees/Services	$1,600	$1,600	$1,600	$0	$0	$3,500
Lighting District reimbursement for MSRs	N/A	$2,000	N/A	N/A	N/A	N/A
County of Tuolumne	$31,155	$31,107	$33,733	$35,159	$32,772	$32,460
City of Sonora	$2,887	$2,882	$2,973	$3,099	$2,889	$2,861
Total Revenue	**$35,642**	**$37,590**	**$38,306**	**$38,258**	**$35,661**	**$38,821**

* Includes $1,500 each for the regular and alternate Public LAFCO Commissioners or LAFCO Legal Counsel and $1,500 for the LAFCO planner and LAFCO secretary to attend annual CALAFCO Conference, CALAFCO Staff Workshop or other training.

** This cost relates to photocopying, postage, etc. and was included in the Publications/Legal Notices expense.

PROJECTED PERSONNEL EXPENSES

Staff Person	Position	Task	Total Hours	Hourly Rate*	Total
Bev Shane	Executive Officer	• General Administration • Supervise LAFCO staff, including reviewing written work, setting priorities and providing guidance • Prepare and administer annual budget • Attend meetings related to LAFCO • Provide information to public and applicants	20	$ 145.30	$2,906.00
Mike Laird	Assistant Executive Officer	• Assist with General Administration • Supervise LAFCO staff, including reviewing written work and providing guidance • Attend meetings related to LAFCO • Provide information to public and applicants • Attend annual CALAFCO conference/ training	50	$112.31	$5,615.50
Renee Hendry	Planner	• Process applications submitted to LAFCO • Prepare reports, resolutions and other written materials or correspondence • Provide information to public and applicants • Attend meetings related to LAFCO • Conduct studies or municipal service reviews • Attend annual CALAFCO conference/ training	175	$ 83.80	$14,665.00
Karen Willenberg	Assistant to Department Head	• Prepare LAFCO agendas, minutes, legal notices • Attend LAFCO secretary training	70	$ 68.98	$4,828.60
Madeline Amlin/ Dorothea Knigge	GIS Technician/ GIS Analyst	• Conduct population and registered voter analysis • Prepare maps	10	$ 77.14	$771.40
Carlyn Drivdahl	Deputy County Counsel	• Provide legal advice	10	$ 125.00	$1,250.00
Total					**$30,036.50**

* These hourly rates are based on the FY 2014-2015 billing rates and may change. Actual hourly rates will not be available prior to the June 15th deadline for the budget adoption.

Unapproved

TUOLUMNE COUNTY
LOCAL AGENCY FORMATION COMMISSION

MINUTES

June 9, 2014

PRESENT: Chair Jack Sauls, Vice-Chair Randy Hanvelt and Commissioners John Gray, and Ron Stearn

ABSENT: Commissioner Matt Hawkins

STAFF: Bev Shane, Executive Director, Mike Laird, Deputy CRA Director, and Karen Willenberg, Department Support Technician

CALL TO ORDER:

Chair Sauls called the meeting to order at 4:00 p.m..

COMMISSION BUSINESS:

A. Chair Sauls led the Commission and audience in the Pledge of Allegiance.

B. Minutes of May 12, 2014

Chair Sauls asked if there were any additions or corrections to the Minutes of the meeting of May 12, 2014.

It was moved by Commissioner Gray and seconded by Commissioner Stearn to approve the Minutes of May 12, 2014, as presented.

Chair Sauls called for the vote: Ayes, 4; Noes, 0; Abstain, 0.

Motion carried 4 – 0 – 0, with Commissioner Hawkins being absent.

C. Consideration of adopting the Final Budget for LAFCO for Fiscal Year 2014-2015

Mr. Laird said that the draft budget was approved on May 12, 2014 as required by Government Code Section 56381 and it was mailed to the County, City of Sonora, and all Special Districts. He said that no responses were received from any of them. He said that the final budget is required to be at least as much as the previous fiscal year unless there are special circumstances that arise. He said that last year staff finished up the Municipal Service Reviews and the Spheres of Influence updated for all the Special Districts in the County. He said that this year's budget is less than last year's because of the decrease in workload. He said that LAFCO staff anticipates the dissolution of four special districts: Gold Springs Lighting District, which has no lights and no budget or reserves; Groveland Lighting District, which may merge its functions with the Groveland Community Services District (GCSD); South Sonora Lighting District, which will merge its functions with the City of Sonora; and County Service Area No. 35 as soon as their funds are expended with an overlay project. He said that the final budget of $35,661 would provide LAFCO with enough funds to implement fee studies and manage the day to day

operations. He said that this figure is $2,645 less than approved for last year. He said that staff recommends approval of the final 2014-2015 budget.

It was moved by Vice-Chair Hanvelt and seconded by Commissioner Stearn to approve the Final LAFCO Budget for 2014-2015.

Chair Sauls called for the vote: Ayes, 4; Noes, 0; Abstain, 0.

Motion carried 4 – 0 – 0, with Commissioner Hawkins being absent.

REPORTS:

A. Staff Reports

Ms. Shane said that staff will be working on the dissolutions of special districts in the coming months and we will meet when they are ready for review. She said that there are no applications pending and we do not anticipate a meeting for some time.

B. Commission Reports

The Commissioners did not have anything to report.

PUBLIC COMMENT: 10 Minutes

Chair Sauls opened the public comment period and asked for those who would like to address the Commission on any item that was not on the agenda. Seeing no one, he closed the public comment period.

PUBLIC HEARING:

None

ADJOURNMENT

Chair Sauls adjourned the meeting at 4:05 p.m..

Respectfully submitted,

Bev Shane,
Executive Officer

BJS:ML:kw

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