

Tuolumne County LAFCO

LOCAL AGENCY FORMATION COMMISSION OF TUOLUMNE COUNTY

Commissioners

Steve Arreguin
Glen Jacobs
John Feriani
David Goldemberg
Kathleen Haff
Matt Hawkins
Mark Plummer

Alternates

Adam Artzer
Ryan Campbell
Suzanne Cruz

Executive Officer

Quincy Yaley, AICP

AGENDA

TUOLUMNE COUNTY LAFCO

July 10, 2023

BOARD OF SUPERVISORS CHAMBERS

2 SOUTH GREEN STREET, SONORA, CA, 4TH FLOOR

4:00 p.m.

You may submit written comments by U.S. mail at 2 South Green Street, Sonora, CA 95370 or email (cdd@tuolumnecounty.ca.gov) for retention as part of the administrative record. Comments will not be read during the meeting.

COMMISSION BUSINESS:

- A. Salute the Flag
- B. Minutes of the February 13, 2023, meeting
- C. Minutes of the June 12, 2023, meeting
- D. Reports

“Reports” are a brief oral report from a committee or commission member and/or County staff, and no committee or commission action will occur. This item is not intended to include in depth presentations or reports, as those matters should be placed on an agenda for discussion.

PUBLIC COMMENT: 15 Minutes

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

PUBLIC HEARING:

Consideration of adopting the Final Budget for the Local Agency Formation Commission (LAFCO) for Fiscal Year 2023-2024.

OLD BUSINESS:

Update on the status of the proposed Tuolumne Community Services District Consolidation Project.

NEW BUSINESS:

None

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 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 \$250.00, 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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Tuolumne County LAFCO

LOCAL AGENCY FORMATION COMMISSION OF TUOLUMNE COUNTY

June 20, 2023

TO: LAFCO Commissioners
FROM: Quincy Yaley, Executive Officer
RE: Final Budget for Fiscal Year (FY) 2023-2024

REQUESTED ACTION

Consideration of adopting the Final Budget for the Local Agency Formation Commission (LAFCO) for Fiscal Year 2023-2024.

EXECUTIVE OFFICER'S REPORT

Commissioners
Steve Arreguin
John Feriani
David Goldemberg
Glen Jacobs
Kathleen Haff
Matt Hawkins
Mark Plummer

Alternates
Adam Artzer
Ryan Campbell
Suzanne Cruz

Executive Officer
Quincy Yaley, AICP

A. Background

Pursuant to Section 56381 of the California Government Code, 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 the Special Districts in Tuolumne County for review and comment before adoption of the final budget by LAFCO. This was completed after the June 12th meeting on June 16, 2023. No comments were received.

B. Budget

The proposed FY 2023-2024 budget is \$75,815. Pursuant to Government Code Section 56381, the budget shall, at a minimum, be equal to the budget adopted for the previous fiscal year unless LAFCO finds that reduced staffing or program costs will nevertheless allow LAFCO to fulfill the purposes and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. The increase in the budget, \$13,031 dollars, is proposed to allow an additional LAFCO Commissioner to attend annual training, additional staff costs related to general LAFCO work, and an increase in annual CALAFCO dues. Lastly, this proposed budget carefully evaluated last year's expenses and budgeted more precisely, especially related to travel and training costs.

The proposed budget will provide LAFCO with the funds needed to implement the FY 2023-2024 LAFCO Work Plan which includes completing Municipal Service Reviews and other LAFCO projects. Proposed budget expenditures are as follows:

LAFCO BUDGET

Description	FY 22-23	FY 23-24
Dues and Memberships	\$1,745	\$1,965
Office Expenses	\$1,000	\$500
Publications/Legal Notices	\$1,000	\$1,000
Travel and Training	\$7,500	\$16,350
Personnel & Consultants	\$51,539	\$58,000
Total	\$62,784	\$75,815

The LAFCO budget has repeatedly had fund balance that carries over from one fiscal year to the next. This fund balance has never been considered during the preparation and approval of an annual budget, however LAFCO staff have begun to track that balance, as it varies throughout the year based on when districts/entities pay their share of the membership dues. Expenses for the fourth quarter have not been calculated or charged to LAFCO, so the current balance of the LAFCO account, which is \$25,944.81, will change once the charges/revenues are processed.

C. Cost Sharing Agreements

LAFCO is an independent agency that has historically been funded by the County of Tuolumne and the City of Sonora. In FY 20-21, it was also funded by special districts as per their request to pay a share of costs and add two special district members and an alternate to the LAFCO Board. On June 29, 2023, the Tuolumne County Auditor/Controller stated that all special districts had paid their annual portion of LAFCO fees, and that the County and the City had not yet been billed for the fourth quarter.

D. Expenses

Dues - The California Association of Local Agency Formation Commissions (CALAFCO) annual membership fee for the upcoming year is \$1,965. CALAFCO provides access to a network of other Executive Officers and LAFCO staff statewide, which provide daily insight and advice on LAFCO procedures and regulations. Without access to this network, Tuolumne County LAFCO staff would be required to attend more trainings and/or hire additional consultants for assistance.

Travel and Training - Pursuant to Section 56334 of the Government Code, Commission members and alternates may be reimbursed for actual and reasonable expenses necessary to attend meetings and perform duties of their office. LAFCO may authorize payment of a per diem to Commission members and alternates for each day they attend meetings of the Commission. Based upon LAFCO's past practice prior to 2023, funds were not proposed to be budgeted for City, County, or Special District LAFCO members to attend LAFCO meetings and conferences or to pay a per diem to any Commissioner.

In 2022, LAFCO did fund conference attendance and travel at the CALAFCO Conference in Los Angeles. Members Brandon and Arreguin attended, as did three LAFCO staff members. Additionally, because the 2023 Staff Workshop in April was in Murphys, the LAFCO budget paid for four staff members to attend.

The draft FY 2023-2024 travel budget includes the estimated costs for registration, hotel, and travel:

Training	Registration	Hotel (3 nts)	Travel/Meals	Cost per person
Annual Conference	\$600 per attendee	\$250 per night	\$500 per person	\$1,850
Annual Staff Training	\$400 per attendee	\$250 per night	\$500 per person	\$1,650
General Training	Estimate \$500			\$500

Annual Training 2023-24 – Three LAFCO members, LAFCO EO, LAFCO Counsel: \$9,250

Annual Staff Training 2023-24 – Three LAFCO Staff, LAFCO Counsel: \$6,600

Total Training Budget Fiscal Year 23-24: **\$16,350**

The training budget has increased due to the inclusion of Special Districts on LAFCO and the need for them to attend regular trainings. It is recommended that LAFCO establish a process to select members to attend the Annual Conference. Any other member of LAFCO that wishes to attend may opt to at the expense of their own agency.

Personnel -. Personnel costs 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.

In an effort to improve transparency for LAFCO, the Executive Officer is not assigning deputy officer duties to the current County Planning Manager. This will allow the County Planning Manager to function separate from any LAFCO responsibilities and allow them to support Tuolumne County separately on projects involving LAFCO or other LAFCO work. Therefore, the funds previously allotted to the "deputy officer" are being reallocated to a County CDD staff planner and a consultant.

LAFCO staff work on three types of projects:

- General LAFCO work not related to a project – Meetings, MSRs, Procedures, etc
- LAFCO Projects – flat fee projects (out of boundary agreements)
- LAFCO Projects – Time and materials (Consolidations, annexations, etc)

The second two project types are paid for by applicants and are not included in this budget as the LAFCO members do not fund this staff work. Only work in the first category is funded by LAFCO members, which includes funding the LAFCO Counsel. Staff is proposing to use LAFCO staff in combination with an on-call consultant to complete the work in the first category. Based on last year's budget and actual costs to date, the expenses related to General LAFCO Work, including use of a consultant, is estimated to be **\$58,000**.

Quarterly invoices for work completed for LAFCO are attached to this report, as requested by the Commission.

E. Recommendation

The Executive Officer recommends that your Commission:

- Adopt the Draft FY 2023-2024 budget.

ATTACHMENTS:

A – Invoice Summaries with Costs – Not for Billable Projects

B – Hourly time spent – Quarterly— Not for Billable Projects

C – Invoices for Billable Projects

ATTACHMENT A

COUNTY OF TUOLUMNE
Community Development Department
FY22/23 LAFCO Services
Invoice Summary Period: Q1

Activity	Staff	Total Hours	Hourly Rate	10% Administration Fee	SUBTOTAL	TOTAL
LAF 18-004: Valley Vista JSD Annexation	Executive Director	0	\$192.87		\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
LAF 19-001: Special District Representation	Executive Director	0	\$192.87		\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
LAF 19-002: Request for Qualifications-Consultant	Executive Director	0	\$192.87		\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
LAF 19-003: Municipal Service Reviews	Executive Director	0	\$192.87		\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
Out of Boundary Service Agreements GCSD	Executive Director	0	\$192.87		\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
Research on Tuolumne TRA	Executive Director	0	\$192.87		\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
Research on Tuolumne CSD	Executive Director	0	\$192.87		\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
Research, Budget	Executive Director	0	\$192.87		\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
Miscellaneous, EO Work, MSR's, Meetings	Executive Director	19	\$192.87		\$3,664.53	3,664.53
	Asst. Ex. Director	0	\$143.50		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
Billing	Business Manager	1	\$114.03		\$114.03	114.03
					\$0.00	-
Clerical	Admin Asst.	9.75	\$90.54		\$882.77	882.77
TOTAL STAFF COST						\$4,661.33
Other Expenses:						
CALAFCO Member Dues	Check No. 00565695 dated 7/1/2022				\$1,815.00	
Postage Charges	JE No. JV2300622 dated 7/31/2022				\$4.56	
AP Chk Charges	JE No. JV2300615 dated 7/31/2022				\$3.50	
AP Check Charges	JE No. JV2301012 dated 8/31/2022				\$3.50	
Legal Services -CC July 22	JE No. JV2300689 dated 7/31/2022				\$1,722.50	
Legal Services - CC Aug 22	JE No. JV2301152 dated 8/31/2022				\$343.75	
MC Service Fee	CC073122 dated 7/31/22				\$3.95	
NOE-NOD Fee	CC073122 dated 7/31/22				\$50.00	
Helix Environmental Planning	Check No. 00567161 dated 8/30/2022				\$3,880.00	
CALAFCO Annual Conference	CC 083122 dated 8/31/2022				\$2,534.68	
CALAFCO Conf - Air Fare	CC083122 dated 8/31/2022				\$187.97	
CALAFCO Conf - Air Fare	CC083122 dated 8/31/2022				\$485.92	
TOTAL OTHER EXPENSES						\$11,035.33
TOTAL ALL EXPENSES						\$15,696.66
LESS EXPENSES ALREADY PAID OUT OF THE LAFCO BUDGET						(\$11,035.33)
TOTAL TO BE TRANSFERRED FROM LAFCO BUDGET TO THE CDD BUDGET						\$4,661.33

INVOICE FOR CITY OF SONORA & SPECIAL DISTRICTS

TOTAL ALL EXPENSES	\$15,696.66
8.1 % OF TOTAL EXPENSES TO BE TO CITY OF SONORA	\$1,271.43
33 % OF TOTAL EXPENSES TO BE TO SPECIAL DISTRICTS	\$5,179.90

ATTACHMENT A

Invoice Summary Period: Q2

Activity	Staff	Total Hours	Hourly Rate	10% Administration Fee	SUBTOTAL	TOTAL
LAF 18-004: Valley Vista JSD Annexation	Executive Director	0			\$0.00	
	Asst. Ex. Director	0			\$0.00	
	LU Coordinator	0			\$0.00	
LAF 19-001: Special District Representation	Executive Director	0			\$0.00	
	Asst. Ex. Director	0			\$0.00	
	LU Coordinator	0			\$0.00	
LAF 19-002: Request for Qualifications-Consultant	Executive Director	0			\$0.00	
	Asst. Ex. Director	0			\$0.00	
	LU Coordinator	0			\$0.00	
LAF 19-003: Municipal Service Reviews	Executive Director	0			\$0.00	
	Asst. Ex. Director	0			\$0.00	
	LU Coordinator	0			\$0.00	
Out of Boundary Service Agreements - GCSD	Executive Director				\$0.00	-
	Asst. Ex. Director	0			\$0.00	-
	LU Coordinator	0			\$0.00	-
Research on Tuolumne TRA	Executive Director	0			\$0.00	-
	Asst. Ex. Director	0			\$0.00	-
	LU Coordinator	0			\$0.00	-
Research on Tuolumne CSD	Executive Director	0			\$0.00	-
	Asst. Ex. Director	0			\$0.00	-
	LU Coordinator	0			\$0.00	-
Research, Budget	Executive Director	0			\$0.00	-
	Asst. Ex. Director	0			\$0.00	-
	LU Coordinator	0			\$0.00	-
Miscellaneous, EO Work, MSR's, Meetings	Executive Director	44.5	\$169.90		\$7,560.55	7,560.55
	Asst. Ex. Director				\$0.00	-
	LU Coordinator				\$0.00	-
Billing	Business Manager	1	\$81.36		\$81.36	81.36
					\$0.00	-
Clerical	Admin Asst.	43	\$78.25		\$3,364.75	3,364.75
TOTAL STAFF COST						\$11,006.66
Other Expenses:						
Helix Environmental Planning	Check #00569311 dated 11/22/22				\$1,980.00	
AP Check Charges	JV2302267 dated Nov 30, 2022				\$7.00	
Legal Services-CC dated 9/2022	JV2301510 dated 10/1/2022				\$750.00	
Legal Services-CC dated 10/2022	JV2302028 dated 10/31/2022				\$4,656.25	
Legal Services-CC dated 11/2022	JV2302580 dated 11/30/2022				\$218.75	
Legal Services-CC dated 12/2022	JV2302809 dated 12/31/2022				\$1,062.50	
CALAFCO-Burgers & Brews	CC103122 dated 10/31/2022				\$29.46	
CALAFCO-Hyatt Regency	CC103122 dated 10/31/2022				\$56.41	
CALAFCO conf. reimbursement	01230DPA1				(\$29.87)	
CALAFCO-CIAO SNA	CC113022 dated 11/30/2022				\$20.05	
CALAFCO-Hyatt Regency	CC113022 dated 11/30/2022				\$979.32	
CALAFCO-Airport Parking SAC	CC113022 dated 11/30/2022				\$30.00	
CALAFCO -Commis. Reimb.	Esteban Arreguin dated 11/8/22	check # 00568926			\$1,234.17	
CALAFCO -Commis. Reimb.	Jaron Brandon dated11/25/22	Ref:01240DP			\$1,090.11	
CALAFCO-conf. reimbursement	01260DPA dated 12/23/2022				(\$54.38)	
TOTAL OTHER EXPENSES						\$12,029.77
TOTAL ALL EXPENSES						\$23,036.43
LESS EXPENSES ALREADY PAID OUT OF THE LAFCO BUDGET						(\$12,029.77)
TOTAL TO BE TRANSFERRED FROM LAFCO BUDGET TO THE CDD BUDGET						\$11,006.66

INVOICE FOR CITY OF SONORA & SPECIAL DISTRICTS

TOTAL ALL EXPENSES	\$23,036.43
8.1 % OF TOTAL EXPENSES TO BE TO CITY OF SONORA	\$1,865.95
33 % OF TOTAL EXPENSES TO BE TO SPECIAL DISTRICTS	\$7,602.02

ATTACHMENT A

COUNTY OF TUOLUMNE
Community Development Department
FY22/23 LAFCO Services

Invoice Summary Period: Q3

Activity	Staff	Total Hours	Hourly Rate	10% Administration Fee	SUBTOTAL	TOTAL
LAF 18-004: Valley Vista JSD Annexation	Executive Director	0			\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
LAF 19-001: Special District Representation	Executive Director	0			\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
LAF 19-002: Request for Qualifications-Consultant	Executive Director	0			\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
LAF 19-003: Municipal Service Reviews	Executive Director	0			\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
Out of Boundary Service Agreements GCSD	Executive Director	0			\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
Research on Tuolumne TRA	Executive Director	0			\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
Research on Tuolumne CSD	Executive Director	0			\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
LAF 23-002 CSA Dissolution	Executive Director	0.5	\$169.90		\$84.95	84.95
	Asst. Ex. Director	11.25	\$115.12		\$1,295.10	1,295.10
	LU Tech	1.75	\$76.10		\$133.18	133.18
Research	Executive Director	0	\$0.00		\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
Miscellaneous: Meetings, Attend Conference(s), EO Work, MSR's	Executive Director	27.5	\$169.90		\$4,672.25	4,672.25
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	1	\$90.31		\$90.31	90.31
Billing	Business Manager	1	\$81.36	\$0.00	\$81.36	81.36
				\$0.00	\$0.00	-
Clerical	Admin Asst.	1.5	\$78.25		\$117.38	117.38
TOTAL STAFF COST						\$6,474.52
Other Expenses:						
Legal Services-CC dated 1.2023	JE: JV2303230 dated 1.31.2023				\$2,000.00	
Legal Services-CC dated 2.2023	JE: JV2303672 dated 2.28.2023				\$718.75	
Legal Services-CC dated 3.2023	JE: JV2304163 dated 3.31.2023				\$531.25	
CALAFCO Staff wkshop2.2.23	CC022823 dated 02.28.2023				\$1,543.96	
Training reimb- dated 2.3.23	Quincy Yaley-dated 02.03.2023 Ref # 01030DP				\$0.45	
Postage Charges	JE: JV2303348 dated 01.31.2023				\$6.43	
Postage Charges	JE: JV2303622 dated 02.28.2023				\$4.99	
TOTAL OTHER EXPENSES						\$4,805.83
TOTAL ALL EXPENSES						\$11,280.35
LESS EXPENSES ALREADY PAID OUT OF THE LAFCO BUDGET						(\$4,805.83)
TOTAL TO BE TRANSFERRED FROM LAFCO BUDGET TO THE CDD BUDGET						\$6,474.52

INVOICE FOR CITY OF SONORA & SPECIAL DISTRICTS

TOTAL ALL EXPENSES	\$11,280.35
8.1 % OF TOTAL EXPENSES TO BE TO CITY OF SONORA	\$913.71
33 % OF TOTAL EXPENSES TO BE TO SPECIAL DISTRICTS	\$3,722.52

ATTACHMENT A

COUNTY OF TUOLUMNE
Community Development Department
FY22/23 LAFCO Services

Invoice Summary Period: Q4

Activity	Staff	Total Hours	Hourly Rate	10% Administration Fee	SUBTOTAL	TOTAL
LAF 18-004: Valley Vista JSD Annexation	Executive Director	0	\$169.90		\$0.00	
	Asst. Ex. Director	0	\$0.00		\$0.00	
	LU Coordinator	0	\$0.00		\$0.00	
LAF 19-001: Special District Representation	Executive Director	0	\$169.90		\$0.00	
	Asst. Ex. Director	0	\$0.00		\$0.00	
	LU Coordinator	0	\$0.00		\$0.00	
LAF 19-002: Request for Qualifications-Consultant	Executive Director	0	\$169.90		\$0.00	
	Asst. Ex. Director	0	\$0.00		\$0.00	
	LU Coordinator	0	\$0.00		\$0.00	
LAF 19-003: Municipal Service Reviews	Executive Director	0	\$169.90		\$0.00	
	Asst. Ex. Director	0	\$0.00		\$0.00	
	LU Coordinator		\$0.00			
Out of Boundary Service Agreements - GCSD	Executive Director	0	\$169.90		\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
Research on Tuolumne TRA	Executive Director	0	\$169.90		\$0.00	-
	Asst. Ex. Director	0	\$0.00		\$0.00	-
	LU Coordinator	0	\$0.00		\$0.00	-
Research on Tuolumne CSD	Executive Director	0	\$169.90		\$0.00	
	Asst. Ex. Director	0	\$0.00		\$0.00	
	LU Coordinator	0	\$0.00		\$0.00	
Research, Budget	Executive Director	0	\$169.90		\$0.00	
	Asst. Ex. Director	0	\$0.00		\$0.00	
	LU Coordinator	0	\$0.00		\$0.00	
Miscellaneous, EO Work, MSR's, Meetings	Executive Director		\$169.90			
	Asst. Ex. Director		\$0.00			
	LU Coordinator		\$0.00			
Billing	Business Manager		\$0.00	\$0.00		
				\$0.00	\$0.00	
Clerical	Admin Asst.		\$0.00			
TOTAL STAFF COST						\$0.00
Other Expenses:						
TOTAL OTHER EXPENSES						\$0.00
TOTAL ALL EXPENSES						\$0.00
LESS EXPENSES ALREADY PAID OUT OF THE LAFCO BUDGET						
TOTAL TO BE TRANSFERRED FROM LAFCO BUDGET TO THE CDD BUDGET						

INVOICE FOR CITY OF SONORA & SPECIAL DISTRICTS

TOTAL ALL EXPENSES	\$0.00
8.1 % OF TOTAL EXPENSES TO BE TO CITY OF SONORA	\$0.00
33 % OF TOTAL EXPENSES TO BE TO SPECIAL DISTRICTS	\$0.00

ATTACHMENT B

CDD PROJECT TIME/MATERIALS ACCOUNTING RECORD

PROJECT: **LAFCO**

DATE:	TIME (hrs.)	TASK (describe in detail; i.e., reviewed plans, emailed applicant, etc.)	STAFF
7/15/2022	3.50	7-11-2022 LAFCO minutes	TV
8/1/2022	3.75	5-9-2022 LAFCO minutes	TV
8/1/2022	1.50	8-8-2022 LAFCO Agenda Pkt	TV
7/1/2022	4.00	EO Email Network-Emails	QY
7/11/2022	2.00	July LAFCO Meeting	QY
8/1/2022	4.00	EO Email Network-Emails	QY
8/1/2022	1.00	County LAFCO CAO Meeting	QY
8/1/2022	2.00	Tuolumne Research - review of Materials	QY
9/20/2022	6.00	EO Email Network-Emails / Prep for October LAFCO Mtg.	QY
9/30/2022	1.00	10-10-2022 LAFCO Agenda	TV
9/30/2022	1.00	Admin/billing	RB
Total Q1	29.75		
10/10/2022	2.50	10-10-2022 LAFCO meeting	QY
10/5/2022	2.50	10-10-2022 LAFCO Agenda pkt + distributions	TV
10/17/2022	4.00	10-10-2022 LAFCO minutes	TV
10/19-21/22	36.00	LAFCO Conference	QY
10/19-21/22	36.00	LAFCO Conference	TV
10/31/2022	2.00	emails, phone calls, etc for Oct	QY
11/2/2022	0.50	11-14-2022 LAFCO Cancellation	TV
11/30/2022	2.00	emails, phone calls, etc for Nov	QY
12/31/2022	2.00	emails, phone calls, etc for Dec	QY
12/31/2022	1.00	preparing quarterly report	RB
Total Q2	88.50		
1/1/2023	4.00	EO Email Network - Hours for the month	QY
1/10/2023	1.00	Draft Letter for LAF20-001	JP
2/1/2023	4.00	EO Email Network - Hours for the month	QY
2/3/2023	1.00	LAFCO agenda	QY
2/13/2023	2.00	LAFCO Meeting	QY
2/22/2023	0.50	Minute Review	QY
3/1/2023	4.00	EO Email Network - Hours for the month	QY
3/1/2023	1.00	City of Sonora Out of Boundary Meeting with Aimee New	QY
3/2/2023	1.00	City of Sonora Out of Boundary Correspondence with County Counsel	QY
3/6/2023	2.00	City of Sonora Out of Boundary Pre-Application Meeting	QY
3/7/2023	2.00	City of Sonora Out of Boundary Research	QY
3/7/2023	1.00	City of Sonora Out of Boundary Correspondence	QY
3/9/2023	1.00	City of Sonora Out of Boundary Correspondence	QY
3/21/2023	1.00	City of Sonora Out of Boundary Correspondence with County Counsel	QY
3/22/2023	1.00	City of Sonora Out of Boundary Correspondence with County Counsel	QY

ATTACHMENT B

3/29/2023	2.00	City of Sonora Out of Boundary Correspondence	QY
2/3/2023	1.00	LAFCO Agenda	TV
3/13/2023	0.50	LAFCO Cancellation	TV
TOTAL Q3	30.00		
4/10/2023	0.50	LAFCO Cancellation	TV
4/5/2023	1.00	LAFCO Directory Update	TV
4/15/2023	0.75	5-8 LAFCO Legal Notice	TV
5/19/2023	0.75	6-12-23 LAFCO Agenda pkt	TV
5/19/2023	0.50	6-12-23 LAFCO Legal Notice	TV
6/12/2023	1.00	6-12-23 LAFCO meeting set up	TV
6/25/2023	1.00	6-12-23 LAFCO minutes	TV
6/8/2023	0.50	7-10-23 LAFCO Legal Notice	TV
6/30/2023	1.00	7-10-2023 LAFCO Agenda	TV
6/29/2023	0.75	LAFCO Handbook Updating	TV
To Date Q4	7.75		

ATTACHMENT C - FY 22/23

CDD PROJECT TIME/MATERIALS ACCOUNTING RECORD

PROJECT: **TCSD**

DATE:	TIME (hrs.)	TASK (describe in detail; i.e., reviewed plans, emailed applicant, etc.)	STAFF
7/22/2022	2	Review of materials from TCSD	QY
8/25/2022	1	Application Processing	QY
9/6/2022	2	Project Status Letter	QY
9/20/2022	1	September meeting	QY
9/20/2022	5	Prep Staff Report for October LAFCO	QY
9/23/2022	2	Project Time Line	QY
9/23/2022	1	Meeting with EO consultant	QY
9/27/2022	0.5	meeting with Debi Bautista reueiw of proposed budget	QY
9/27/2022	1	Review of Budget	QY
9/29/2022	1	Review of materials from TCSD	QY
9/30/2022	1	Reueiw of materials from TCSD-Second Submission	QY
9/30/2022	2	Email Correspondence	QY
TOTAL Q1	19.5		
10/24/2022	4	Project Review	QY
12/14/2022	2	TPRD Formation Review	QY
TOTAL Q2	6		
1/5/2023	0.25	Property Tax Exchange process	QY
1/10/2023	1	Legal Review	QY
1/11/2023	2	Meeting with Applicant	QY
1/17/2023	1	Staff report/Tax Revenue Sharing Agreement	QY
1/19/2023	0.5	PG&E Lighting Correspondence	QY
2/10/2023	1	Project Review	QY
2/10/2023	1	Community Meeting prep	QY
2/27/2023	2	Meeting with PG&E & Project review	QY
TOTAL Q3	8.75		
4/5/2023	2	BOS Staff Report	QY
To Date Q4	2		

Tuolumne County LAFCO

LOCAL AGENCY FORMATION COMMISSION OF TUOLUMNE COUNTY

June 30, 2023

TO: LAFCO Commissioners

FROM: Quincy Yaley, AICP, Executive Officer

RE: Timeline of LAFCO Project LAF20-002, "Consolidation of the Tuolumne City Sanitary District, the Tuolumne Park and Recreation District, and the Tuolumne Lighting District into the Tuolumne Community Services District."

REQUESTED ACTION

No action requested, this is an informational item only.

EXECUTIVE OFFICER'S REPORT

Commissioners

Steve Arreguin
John Feriani
David Goldemberg
Glen Jacobs
Kathleen Haff
Matt Hawkins
Mark Plummer

Alternates

Adam Artzer
Ryan Campbell
Suzanne Cruz

Executive Officer

Quincy Yaley, AICP

Below is a timeline of the above project. Correspondence has occurred between the identified milestones, but this timeline focuses on the significant project actions/meetings.

The application has been on hold since October 24, 2022 as additional materials are needed from the Applicant. The project status is that the Applicant is working with the County of Tuolumne on a tax revenue sharing agreement. Pending the outcome of those negotiations, a fourth project description change may be submitted. Regardless of if the County is a party to it, a tax revenue sharing agreement must still be approved by the County Board of Supervisors between the Tuolumne Park and Recreation District and the Tuolumne Sanitary District (and the County is party to the agreement) before the application can come back to LAFCO for a final hearing.

The Applicant has submitted a draft tax revenue sharing agreement to the County. The County has identified several revisions needed to meet legal requirements, and the Applicant and the County continue to discuss the moving of the Tuolumne Lighting District to the proposed CSD. County staff have indicated that if moving the lighting district to the new CSD would result in an increase in costs for ratepayers, they are not in support of transferring the district. In order to maintain the lowest rate possible, the County must continue to pay for the lighting district. Pacific Gas and Electric stated that if the County paid the bill on behalf of the CSD, the lower rate would still be effective. The County Auditor has stated that the County would no longer function as fiscal support for the CSD once created, due to the complexity of the finances of a CSD. Therefore, if the lighting district was transferred, the costs would

increase to the ratepayer. The Applicant is working with the County on this issue and the County has indicated the item will be on a future Board of Supervisors Agenda.

Date	Action	Notes
March 6, 2020	County receives proposal from QK Consultant for project	LAFCO had an on-call list of firms that were selected by LAFCO
March 19, 2020	Proposal transmitted from LAFCO to Dave Andres	Application fees are paid by applicant.
September 3, 2020	Application Submittal to LAFCO	Project Description: Merge TCSD, TPRD, Tuolumne Lighting District (TLD) and Tuolumne Underground Utility District to form Tuolumne Community Services District, and to request the following latent powers: library services, graffiti abatement, community facilities, weed and rubbish abatement, snow removal, area planning commission, municipal advisory council, cemeteries, fire protection services, solid waste handling services.
November-December 2020	LAFCO initiates contact with special districts to obtain information for the project	Data needed for the proposed consolidation.
June 2, 2021	Admin Draft report circulated to TCSD, TPRD, and TLD from LAFCO	Consultant provides admin draft to the County, County provided to affected agencies.
June 21, 2021	TCSD and TLD comments on Admin draft report from consultant	A conference call was held with PW, applicant and LAFCO after receipt of these comments to discuss them and the lighting district.
August 2021	Revised Admin Draft Report circulated from LAFCO to TCSD, TPRD, and TLD	Revised draft report in response to initial comments from applicant and TLD
October 8, 2021	Memo from TLD to LAFCO re proposed project on Aug 2021 Draft	TLD not supportive of new CSD taking over underground district or lighting district
November 4, 2021	Email from TLD to TCSD and LAFCO	Explaining that Rule 20A credits can't go to proposed CSD
January 10, 2022	Hearing Demand letter from TCSD to LAFCO	<u>Project change submitted to LAFCO:</u> request lighting district be transferred to CSD after completion of Rule 20A project.
March 14, 2022	LAFCO Meeting – Public Workshop	

April 15, 2022	Email on status of project from LAFCO to applicant	LAFCO requests additional documents including financing plan, RT 99 agreement in response to public workshop
May 9, 2022	LAFCO Meeting – Public Workshop	Follow-up to questions asked at March 2022 meeting
May 17, 2022	Incomplete Application letter from LAFCO to applicant	LAFCO requests additional documents including plans for services, financing plan, RT 99 agreement
July 14, 2022	Letter from TCSD to LAFCO	<u>Project change submitted to LAFCO:</u> to request active powers, in addition to sanitary, recreation, lighting, to include graffiti abatement and construct and operate community facilities such as libraries, provide library services, snow removal, municipal advisory council, and area planning commission. No request for underground district.
August 30, 2022	Meeting with Quincy Yaley, John Feriani, and Dave Andres	Meeting to discuss project. Applicants not sure if they want a formation or reorganization (<u>potential project change</u>) and request conditional active powers so in the future, negotiations can occur between CSD and service provider to take over a service without having to go back to LAFCO.
September 6, 2022	Meeting follow-up letter from Aug 30 meeting with Quincy Yaley, John Feriani, and Dave Andres	Letter requesting clarification on project description based on County Counsel feedback post Aug 30 meeting – a conditional active power is not legal, and letter requests applicant indicate if application is a reorganization or a consolidation.
October 11, 2022	Meeting between the County and Applicant.	Attendees: John Feriani, Jake Feriani, Dave Andres, Tracie Riggs, Debi Bautista, Quincy Yaley (as LAFCO EO). Discussion of the lighting district and application processing.
October 24, 2022	Incomplete application letter sent to applicant	Letter attached.
January 11, 2023	County met with Applicant	Meeting on the transferring of Lighting district. LAFCO EO attended to observe as matter is between the County and the Applicant. Attendees: CAO, County Counsel, Public Works, John Feriani,

		Jake Feriani, Dave Andres, Quincy Yaley (as LAFCO EO).
February 27, 2023	Meeting with County staff, Applicant, and PGE	Discussion of lighting district being transferred to proposed CSD. Attendees: CAO, County Counsel, Public Works, John Feriani, Jake Feriani, Dave Andres, Quincy Yaley (as LAFCO EO). LAFCO EO attended to observe as matter is between the County and the Applicant.
April 17, 2023	Email from County Auditor re who will handle the new CSD finances.	County Auditor states that the County does not do financial recordkeeping/processing for CSDs due to the complexity of CSD finances.

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County of Tuolumne Local Agency Formation Commission

Quincy Yaley, AICP
Executive Officer

A.N. Francisco Building
48 Yaney Avenue
Mailing: 2 S. Green Street
Sonora, CA 95370
209 533-5633
209 533-5616 (fax)
www.tuolumnecounty.ca.gov

October 24, 2022

Dave Anders, Tuolumne City Sanitary District
18050 Box Factory Rd
Tuolumne, CA 95379

RE: Tuolumne Community Services District- Application Deemed Incomplete (GOV §56658(c))

Dear Mr. Anders,

I have received and reviewed the most recent project revision dated September 28, 2022. In response to that submittal, and in response to questions raised during and after the most recent public workshop held with Tuolumne County LAFCO, additional information is needed.

1. Tax Revenue Sharing Agreements with agencies who provide the services in the current project description. We are aware the proposed agreement has been forwarded to the County Administrative Office. Please continue to work with the CAO on this matter.
2. Please provide one proposed budget for the CSD, indicating what revenues/expenses will cross cost centers and which revenues/expenses will be unique to a specific cost center. The goal is for LAFCO to understand what, if any, cost savings or cost increases will result from the potential consolidation.

A budget/financial plan sufficient for staff/Commission to determine "the ability of the newly formed entity to provide the services that are the subject of the application area, including sufficiency of revenues for those services, is a factor to be considered by LAFCO in the review of the proposal, as outlined in Section 56668(b) and (k) of the Cortese Knox Hertzberger Act.

3. Proposed Organizational Chart/list of positions for the future community services district. This is requested to confirm that the services will adequately be covered by the proposed staffing scenario, and there are sufficient funds to support the personnel costs of the new entity. Any narratives to support these lists and organizational charts that may explain how duties would be allocated/consolidated are encouraged.

Once the application is deemed complete, LAFCO will finalize the staff report and hold a public hearing within 90 days. Please feel free to contact me if you have any questions.

Sincerely,

Quincy Yaley, Executive Officer
cc: Anaiah Kirk, Board of Supervisors, Chair

Tuolumne County LAFCO

LOCAL AGENCY FORMATION COMMISSION OF TUOLUMNE COUNTY

Unapproved

TUOLUMNE COUNTY LOCAL AGENCY FORMATION COMMISSION

MINUTES

June 12, 2023

Commissioners

Steve Arreguin
Glen Jacobs
John Feriani
David Goldemberg
Kathleen Haff
Matt Hawkins
Mark Plummer

Alternates

Adam Artzer
Ryan Campbell
Suzanne Cruz

Executive Officer

Quincy Yaley, AICP

PRESENT: Chair Steve Arreguin, Vice-Chair Mark Plummer, Supervisor Kathleen Haff and Commissioners John Feriani, Matt Hawkins, and Glen Jacobs

ABSENT: Supervisor David Goldemberg

STAFF: Quincy Yaley, LAFCO Executive Officer

CALL TO ORDER: The meeting began at 4:00 p.m.

Chair Arreguin opened the Local Agency Formation Committee meeting

COMMISSION BUSINESS:

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

B. Minutes of February 13, 2023

Chair Arreguin indicated that the verbiage in the last paragraph on page two of the minutes was confusing.

Ms. Yaley responded that she is currently working on writing procedures that clearly state how the Special Districts seats will function in case of an alternate needing to attend a meeting. She suggested bringing the February 13, 2023, minutes back to the Commission for the July meeting with the updated verbiage.

It was determined by consensus that the minutes of February 13, 2023, would come back before the Commission at the next meeting.

-
- C. Reports : “Reports” are a brief oral report from a committee or commission member and/or County staff, and no committee or commission action will occur. This item is not intended to include in depth presentations or reports, as those matters should be placed on an agenda for discussion.

Ms. Yaley updated the Commission on the timeline for updating the LAFCo policies and procedures. She noted that they are currently with County Counsel for review.

Glen Jacobs, Tuolumne Utilities District Representative, introduced himself to the Commission as the new seated member of LAFCo.

PUBLIC COMMENT

Chair Arreguin 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. The public may speak on any item not on the printed agenda. Seeing no one, he closed the public comment period.

PUBLIC HEARING:

Consideration of adopting the Draft Budget for the Local Agency Formation Commission (LAFCO) for Fiscal Year 2023-2024, directing staff to send it to the County of Tuolumne, City of Sonora, and Special Districts for review and comment, and approving the LAFCO Fiscal Year 2023-2024 Work Program.

Ms. Yaley gave an overview of the Draft Budget for LAFCo for the Fiscal Year 2023-2024. She reviewed the increases to the budget due to salary adjustments and shifting workload to consultants. She noted that the budget thoroughly outlines increases to staff training for the next fiscal year, as LAFCo has increased their members.

Ms. Yaley discussed the Work Plan for the Fiscal Year 2023-2024. She noted that staff will be working on a Municipal Service Review (MSR) for the Tuolumne Utilities District and an annexation for Groveland CSD. She discussed updating LAFCo’s policies and procedures to ensure they are comprehensible and include term limits for the Special District members.

Supervisor Haff stated that in the report the Special Districts pay 33% of the LAFCo budget but noted there was no breakdown of what each Special District portion of that percent is.

Ms. Yaley responded that LAFCo does not set the rates of the Special Districts, they are amounts agreed upon by the Special Districts.

Commissioner Plummer suggested staff from the City of Sonora and the Special Districts attend LAFCo trainings.

Ms. Yaley proposed staff organized an internal training for LAFCo's new members and Special Districts staff.

Commissioner Feriani raised concerns with training members and staff who only sit on the Commission for a year. He suggested providing the Commission with a more in-depth breakdown of the cost associated with LAFCo tasks.

Commissioner Feriani asked to update the Work Plan to include analyzing the cost and feasibility of hiring a separate Executive Officer that would not be a County of Tuolumne staff member.

Commissioner Hawkins asked staff to bring an informational review of the Tuolumne Sanitary District project and suggested focusing the report on where the project has hit roadblocks.

Chair Arreguin opened the public comment period and asked if there was anyone who wished to speak on the item.

Pete Kampa, General Manager of Groveland Community Service District, spoke in favor of analyzing hiring an independent LAFCo Executive Officer.

Chair Arreguin asked if there was anyone else who wished to speak on the items. Seeing no one, he closed the public comment period and referred the item back to the Commission.

It was moved by Commissioner Hawkins and seconded by Commissioner Feriani to approve the Draft Budget for Fiscal Year 2023-2024, directing staff to send it to the County of Tuolumne, City of Sonora, and Special Districts for review and comment; approving the LAFCO Fiscal Year 2023-2024 Work Plan, in addition, analyzing the cost and feasibility of hiring an independent LAFCo Executive Officer and to include an extensive breakdown of LAFCo tasks and costs.

Chair Arreguin called for the vote:

Chair Arreguin: Aye

Vice-Chair Plummer: Aye

Supervisor Haff: Aye

Supervisor Goldemberg: Absent

Commissioner Feriani: Aye

Commissioner Hawkins: Aye

Commissioner Jacobs: Aye

NEW BUISNESS:

None

ADJOURNMENT

Chair Arreguin adjourned the meeting.

Respectfully submitted,

Quincy Yaley
Executive Officer

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Tuolumne County LAFCO

LOCAL AGENCY FORMATION COMMISSION OF TUOLUMNE COUNTY

Unapproved

TUOLUMNE COUNTY LOCAL AGENCY FORMATION COMMISSION

MINUTES

February 13, 2023

Commissioners

Steve Arreguin
David Boatright
John Feriani
David Goldemberg
Kathleen Haff
Matt Hawkins
Mark Plummer

Alternates

Adam Artzer
Ryan Campbell
Suzanne Cruz

Executive Officer

Quincy Yaley, AICP

PRESENT: Chair Steve Arreguin, Vice-Chair Mark Plummer, Supervisor David Goldemberg, Supervisor Kathleen Haff, and Commissioners John Feriani and Andy Merrill

ABSENT: Commissioner David Boatright

STAFF: Quincy Yaley, LAFCO Executive Officer

CALL TO ORDER: The meeting began at 4:00 p.m.

Chair Arreguin opened the Local Agency Formation Committee meeting

COMMISSION BUSINESS:

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

B. Minutes of October 10, 2022

It was moved by John Feriani and seconded by David Goldemberg to approve the minutes of the October 10, 2022, LAFCO meeting as presented.

Chair Arreguin called for the vote. 5, Ayes; 0, Noes; 1, Abstain (Andy Merrill)

Motion carried: 5 – 0 – 1 with Commissioner Merrill abstaining and Commissioner Boatright being absent.

C. Reports : “Reports” are a brief oral report from a committee or commission member and/or County staff, and no committee or commission action will occur. This item is not

intended to include in depth presentations or reports, as those matters should be placed on an agenda for discussion.

Quincy Yaley provided reports on LAFCO business and upcoming conferences, meeting location information, and urged for any comments or concerns to be sent to her about LAFCO.

PUBLIC COMMENT

Chair Arreguin 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. The public may speak on any item not on the printed agenda. Seeing no one, he closed the public comment period.

PUBLIC HEARING:

None

NEW BUISNESS:

Consideration of providing direction on determining the term lengths and the process for filling mid-term vacancies for the Special District member seats.

Quincy Yaley introduced the item and provided background on how Special District members were added to LAFCO. She asked GCSD General Manager Pete Kampa to elaborate on what the intention was for the rotation of the Special District seats. Discussion ensued regarding the Special District seats and the Special District alternative. The commission referred to the two Special District seats as a “focused seat” (the seat for GCSD, THCS, and TUD) and the “at large seat” which is chosen by a vote from the Special District Selection Committee.

At the conclusion of the discussion, it was agreed that the focused seat would rotate every four years, and that the next rotation will occur May 2024. The district currently filling the focused district seat is responsible for naming the individual to represent them member, and an alternate should they choose one.

For the at large seat, it was determined that the seat should have rotated in May of 2022, but because the Special District Selection Committee did not vote for a new member, John Feriani was still the at large representative and Adam Artzner is the at-large alternate. Because each of these seats are filled by individuals who receive specific votes cast by the Special District Selection Committee, the districts that they represent cannot send an alternate, should either at large member not be able to attend a

meeting. The Special District Selection Committee will meet in the upcoming months and vote on new representatives. The Special District Selection Committee will meet in the upcoming months and vote on new representatives for the At-Large seat for the remainder of the four-year term of 2022 – 2026.

ADJOURNMENT

Chair Arreguin adjourned the meeting.

Respectfully submitted,

Quincy Yaley
Executive Officer

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