

PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION

Regular Meeting Agenda

COMMISSIONERS:

Cindy Gustafson
Chair (County)

Susan Rohan
Vice-Chair (Public)

Joshua Alpine
(Special District)

Trinity Burruss
(City)

Shanti Landon
(County)

Tracy Mendonsa
(City)

Rick Stephens
(Special District)

Wednesday, July 12, 2023, 4:00 PM

This meeting will be open to in-person and virtual attendance.
Commission members may attend the meeting in person or virtually.

Placer County Administrative Building - Board of Supervisors' Chambers
175 Fulweiler Avenue
Auburn, CA 95603

To attend remotely via Zoom:

Online: <https://placer-ca-gov.zoom.us/j/92881189156>

By telephone: US: +1 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 928 8118 9156

ALTERNATE COMMISSIONERS:

Jim Holmes
(County)

William Kahrl
(Special District)

Jenny Knisley
(City)

Cherri Spriggs
(Public)

AGENDA

1. CALL TO ORDER AND SALUTE TO THE FLAG
2. ROLL CALL
3. CHANGES AND APPROVAL OF THE AGENDA
4. PUBLIC COMMENTS

COUNSEL:

Michael Walker
General Counsel

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

This is an opportunity for the public to speak to the Commission on any subject matter within the Commission's jurisdiction but not appearing on today's agenda. Please submit a speaker card before the first speaker is called and limit your comments to 3 minutes. Items from the public will be taken under consideration without discussion by the Commission and may be referred to staff.

5. CONSENT

- A. Minutes – Commission Meeting from June 14, 2023
- B. Financial Reports May 2023

110 Maple Street Auburn, CA 95603
(530) 889-4097
<https://www.placer.ca.gov/lafco>

6. BUSINESS ITEMS

A. Service Review Policy

B. Appropriate \$250,000 to Assigned Fund Balance General Reserve

C. Executive Officer's Report – The Commission will receive an oral report on ongoing projects. The report may address, among other matters, administrative activities, the City of Lincoln projects, and service reviews for the cities of Rocklin and Roseville.

7. CLOSED SESSION ATTENDANCE

The Commission will determine whether the Alternate Commissioners have an "essential role to play" in the following Closed Session item to consider the evaluation of the performance of the Executive Officer and thus may attend the Closed Session.

8. CLOSED SESSION

Closed Session pursuant to Government Code section 54957 to consider the evaluation of the performance of the Executive Officer.

9. REPORT OF CLOSED SESSION

The Chair will announce any reportable actions taken by the Commission in Closed Session.

10. EXECUTIVE OFFICER MERIT INCREASE

Consider providing a merit increase pursuant to Article 5 of the Employment Contract with the Executive Officer.

11. COMMISSIONER COMMENTS

This is an opportunity for Commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No discussion or action may occur or be taken except to place the item on a future agenda if approved by the Commission majority.

12. ADJOURNMENT

The next Commission meeting is scheduled for August 9, 2023, at 4:00 PM.

PUBLIC ACCESS AND PUBLIC COMMENTS INSTRUCTIONS

Materials related to an item on this agenda are available for public inspection at the LAFCO office, 110 Maple Street, Auburn, CA, during regular business hours and on LAFCO's website at <https://www.placer.ca.gov/lafco>

LAFCO meetings are held in person and virtually. Meeting recordings are posted online within a week following the LAFCO meeting.

Members of the public may submit their comments in written form to the Commission via U.S. mail to Placer LAFCO's office or via email to lafco@placer.ca.gov. Please indicate the agenda item number, if any. If you want your comments read into the record, please indicate so in the subject line and limit the comments to no more than 500 words. For public hearings, the Chair will announce the opening and closing of the public hearing. The Chair will call for oral public comments. Please limit your comments to 3 minutes.

AMERICAN DISABILITY ACT COMPLIANCE

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting fully, please contact Amy Engle, Commission Clerk, at (530) 889-4602 or aengle@placer.ca.gov. Requests must be made as early as possible and at least two business days before the start of the meeting.

CAMPAIGN CONTRIBUTION DISCLOSURE

If you wish to participate in any proceeding involving a change of organization, reorganization or other entitlement, you are prohibited from making a campaign contribution of more than \$250 to any Commissioner or Alternate Commissioner as described in Government Code section 84308. This prohibition begins on the date you begin to actively support or oppose an application pending before LAFCO and continues for 12 months after LAFCO renders a final decision. No Commissioner or Alternate Commissioner may solicit or accept a campaign contribution of more than \$250 from you or your agent during this period if the Commission or Alternate Commissioner knows or has reason to know that you will participate in the proceeding. If you or your agent have contributed more than \$250 to any Commissioner or Alternate Commissioner during the 12 months preceding the decision, that Commissioner or Alternate Commissioner must disqualify himself or herself from the proceeding. However, disqualification is not required if the Commissioner or Alternate Commissioner returns the campaign contribution within 30 days from the time the Commissioner or Alternate Commissioner knows, or should have known, about the contribution and that you are a participant in the proceeding.

PLACER COUNTY

LOCAL AGENCY FORMATION COMMISSION

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COUNSEL:

Michael Walker
General Counsel

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

MINUTES OF THE
LOCAL AGENCY FORMATION COMMISSION OF PLACER
COUNTY

June 14, 2023, 4:00 PM

BOARD OF SUPERVISORS' CHAMBERS AND VIA REMOTE
CALL-IN 175 FULWEILER AVENUE
AUBURN, CALIFORNIA 95603

1. CALL TO ORDER AND SALUTE TO THE FLAG

The meeting was called to order at 4:01 p.m. by Chair Gustafson, followed by a salute to the flag.

2. ROLL CALL

Present Commissioners: Joshua Alpine, Trinity Burruss (Remote arrived 4:05pm), Cindy Gustafson, Tracy Mendonsa, and Susan Rohan

Present Alternate Commissioners: Jim Holmes (voting as county member), Jenny Knisley, and Cherri Spriggs

Not Present: Commissioner Shanti Landon, Rick Stephens, and Alternate Commissioner Bill Kahrl

Staff Present: Amy Engle, Commission Clerk; Michelle McIntyre, Executive Officer; and Michael Walker, Legal Counsel

Chair Gustafson introduced Cherri Spriggs as the new Alternate Public Member.

Commissioner Spriggs gave a brief overview of her background and experience.

3. APPROVAL OF THE AGENDA

There were no changes to the agenda.

Alternate Commissioner Holmes motioned to approve the June 14, 2023, agenda second by Commissioner Alpine. The motion was unanimously approved (5-0-3-0)

Yes: Alpine, Gustafson, Holmes, Mendonsa, and Rohan
No: none
Absent: Burruss, Landon, and Stephens
Abstain: none

4. PUBLIC COMMENTS

Chair Gustafson opened the item for public comments.

Albert Scheiber of Lincoln provided public comments.

Ms. McIntyre notified the Commission that Public Hearing notices are mailed and noticed in the newspaper 21 days before a public hearing.

Aaron Zambrana of Rockwell Lane in Lincoln provided public comments.

Lauren from Rockwell Lane in Lincoln provided public comments.

Chris Chambers of Rockwell Lane provided public comments remotely.

Gina Morse of Rockwell Lane provided public comments remotely.

Michelle MacDonald on Dowd Road in Village 5 in Lincoln provided public comments.

Aaron Zambrana of Rockwell Lane in Lincoln provided additional public comments.

Ms. McIntyre informed the Commission that Village 5 and 7b and Lincoln's Sphere of Influence are tentatively scheduled for the August 9, 2023, meeting.

Commissioner Burruss arrived via Zoom at 4:05 pm using the Good Cause Exception due to a medical appointment and child care issues. There was no one over 18 with her.

5. PRESENTATION

LAFCO Counsel Michael Walker provided a PowerPoint presentation on Government Code sections 56133 (out-of area service agreements/contracts) and 56134 (fire protection contracts).

Chair Gustafson opened the item for public comments.

There were no public comments.

6. CONSENT

A. Minutes from May 10, 2023

B. Financial Reports April 2023

Alternate Commissioner Holmes motioned to approve the June 14, 2023, consent calendar second by Commissioner Mendonsa. The motion was unanimously approved via a roll-call vote (6-0-2-0).

Yes:	Alpine, Burruss, Gustafson, Holmes, Mendonsa, and Rohan
No:	none
Absent:	Landon and Stephens
Abstain:	none

7. PUBLIC HEARING

Resolution 2023-04

Final Budget and Workplan for Fiscal Year 2023-24

Ms. McIntyre presented the Final Budget and Workplan for Fiscal Year 2023-24 to the Commission.

Commissioner Alpine asked if the Workplan could be amended throughout the year. Ms. McIntyre replied that the Workplan and Budget could be amended though the adoption of a resolution by the Commission.

Commissioner Rohan asked what the schedule for the policy updates.

Ms. McIntyre replied that she anticipates addressing policy updates this winter, though she will bring a Municipal Service Review Policy to the Commission soon.

Chair Gustafson opened the item for public comments.

There was no public comment.

Alternate Commissioner Holmes motioned to approve Resolution 2023-04 adopting the Final Budget and Workplan for Fiscal Year 2023-23 and Resolution

2023-04 second by Commissioner Alpine. The motion was unanimously approved via roll-call vote (6-0-2-0).

Yes: Alpine, Burruss, Gustafson, Holmes, Mendonsa, and Rohan
No: none
Absent: Landon and Stephens
Abstain: none

8. BUSINESS ITEMS

A. General Reserve Policy

Ms. McIntyre presented the proposed General Reserve Policy.

A brief discussion was held regarding an appropriate amount of reserve for litigation.

Commissioner Alpine suggested a future line item to discuss a contingency budget line item for litigation defense as part of next year's budget.

Chair Gustafson opened the item to public comments.

There was no public comment.

Alternate Commissioner Holmes motioned to approve the General Reserve Policy, second by Commissioner Mendonsa. The motion was unanimously approved via roll-call vote (6-0-2-0).

Yes: Alpine, Burruss, Gustafson, Holmes, Mendonsa, and Rohan
No: none
Absent: Landon and Stephens
Abstain: none

Alternate Commissioner Holmes left at 5:26.

B. Application Closure and Withdrawal Policy

Ms. McIntyre presented the proposed Application Closure and Withdrawal Policy and recommended approval.

Ms. Spriggs thanked Ms. McIntyre for bringing the item to the Commission so quickly.

Chair Gustafson opened the item for public comments.

There was no public comment.

Commissioner Rohan motioned to approve the Application Closure and Withdrawal Policy, second by Commissioner Mendonsa. The motion was approved via roll-call vote (5-0-2-0).

Yes: Alpine, Burruss, Gustafson, Mendonsa, and Stephens
No: none
Absent: Landon, and Stephens
Abstain: none

C. CALAFCO Annual Conference, Board of Directors Nominees and Voting Delegates

Ms. McIntyre informed the Commission about the CALAFCO annual conference on October 18-20, the CALAFCO Board of Directors call for nominations for the Central Region, and designating a voting and alternate voting delegate.

Commissioners Alpine and Rohan will attend the Conference. Chair Gustafson and Alternate Commissioner Knisley may attend and will confirm with staff as it gets closer to the conference date.

The Commission delegated Commissioner Rohan as the voting delegate and Commissioner Alpine as the alternate voting delegate for the CALAFCO annual business meeting.

The Commission nominated Commissioner Rohan to run for the public member seat of the Central Region for the CALAFCO's Board of Directors.

Chair Gustafson opened the item for public comments.

There was no public comment.

D. Executive Officer's Report

Ms. McIntyre provided a summary of recent staff activities, including an update on the analyst recruitment.

Commissioner Mendonsa and Alternate Commissioner Spriggs asked Ms. McIntyre some clarifying questions.

Chair Gustafson thanked Ms. McIntyre for how quickly she is able to respond to the commissioners' and the public's comments.

Chair Gustafson opened the item for public comments.

There was no public comment.

9. COMMISSIONER COMMENTS

There were no Commissioner comments.

10. ADJOURNMENT

The meeting was adjourned at 5:39 p.m.

A complete video recording of this meeting is posted to:
<https://www.placer.ca.gov/AgendaCenter/Local-Agency-Formation-Commission-14>

Submitted by:

Amy Engle, Commission Clerk

Company: CO100 County of Placer
 Budget Structure: Special District Budget - Detail Level
 Period: FY2023 - May
 Time Period: Current Period YTD
 Cost Center(s): CC72000 Local Agency Formation Commission
 Ignore Commitments: No
 Fund(s): FD30154 Local Agency Formation Commission
 Program: PG720000 Local Agency Formation Commission

Account Set	Budget	Commitments	Obligations	Actuals	Balance	Percentage of Budget
Total Revenue	(691,019.00)	0	0	(756,242.87)	\$65,223.87	109.44%
42010:Investment Income	(1,200.00)	0	0	(9,474.39)	\$8,274.39	789.53%
46030:Direct Charges	0	0	0	(50.00)	\$50.00	0.00%
46360:Other Fees and Charges	(689,819.00)	0	0	(746,718.48)	\$56,899.48	108.25%
Total Expenses	719,269.88	0.00	158,097.55	567,224.40	(\$6,052.07)	100.84%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses (Non Capital Assets)	719,269.88	0.00	158,097.55	567,224.40	(\$6,052.07)	100.84%
51010:Salaries and Wages	208,635.00	0	0	203,382.06	\$5,252.94	97.48%
51090:Cafeteria Plans (Non-PERS)	7,713.00	0	0	7,230.68	\$482.32	93.75%
51210:Retirement	72,939.00	0	0	69,876.54	\$3,062.46	95.80%
51220:Payroll Tax	15,961.00	0	0	15,096.09	\$864.91	94.58%
51240:Other Postemployment Benefits (OPEB)	7,920.00	0	0	5,367.00	\$2,553.00	67.77%
51290:401 (k) Employer Match	750.00	0	0	0	\$750.00	0.00%
51310:Employee Group Insurance	41,649.00	0	0	37,878.28	\$3,770.72	90.95%
51360:Workers Comp Insurance	854.00	0	0	983.87	(\$129.87)	115.21%
52040:Communication Services Expense	3,382.00	0	0	2,910.50	\$471.50	86.06%
52060:Janitorial Supplies	0	0.00	0.00	33.28	(\$33.28)	0.00%
52080:Insurance	3,503.00	0	0	3,745.65	(\$242.65)	106.93%
52160:Maintenance	43.00	0	0	0	\$43.00	0.00%
52180:Materials - Buildings & Improvements	23.00	0	0	0	\$23.00	0.00%
52240:Professional / Membership Dues	6,863.00	0	0	12,580.71	(\$5,717.71)	183.31%
52260:Misc Expense	0	0	0	337.84	(\$337.84)	0.00%
52320:Printing	1,319.00	0	0	1,968.72	(\$649.72)	149.26%
52330:Other Supplies	5,667.00	0.00	0.00	3,958.17	\$1,708.83	69.85%
52340:Postage	2,339.00	0	0	2,528.88	(\$189.88)	108.12%
52350:Procurement Card Purchase / Clearing Account	0	0	0	0.00	\$0.00	0.00%

Placer Special Districts Budget to Actuals

Account Set	Budget	Commitments	Obligations	Actuals	Balance	Percentage of Budget
52360:Professional and Special Services - General	163,249.88	0	138,047.55	84,934.33	(\$59,732.00)	136.59%
52370:Professional and Special Services - Legal	30,000.00	0	20,050.00	21,197.40	(\$11,247.40)	137.49%
52390:Professional and Special Services - County	4,079.00	0	0	6,586.41	(\$2,507.41)	161.47%
52400:Professional and Special Services - Information Technology	13,797.00	0	0	7,297.50	\$6,499.50	52.89%
52450:Short-Term Rents and Leases - Buildings & Improvements	19,533.00	0	0	19,446.26	\$86.74	99.56%
52460:Small Tools & Instruments	58.00	0	0	0	\$58.00	0.00%
52470:Employee Benefits Systems	2,697.00	0	0	1,833.59	\$863.41	67.99%
52480:PC Acquisition	2,000.00	0	0	0	\$2,000.00	0.00%
52510:Commissioner's Fees	27,661.00	0	0	15,902.35	\$11,758.65	57.49%
52560:Small Equipment	130.00	0	0	0	\$130.00	0.00%
52570:Advertising	4,818.00	0	0	2,748.12	\$2,069.88	57.04%
52580:Special Department Expense	500.00	0	0	105.98	\$394.02	21.20%
52630:Project Costs	1,200.00	0	0	150.00	\$1,050.00	12.50%
52790:Transportation and Travel	7,750.00	0	0	6,907.19	\$842.81	89.13%
53170:Contingencies - Judgement and Damages	30,000.00	0	0	0	\$30,000.00	0.00%
53390:Transfer Out A-87 Costs	32,237.00	0	0	32,237.00	\$0.00	100.00%
Facilities and Administration Cost Revenue and Expense	0	0	0	0	0.00	0.00%
42840:Facilities and Administration Cost Revenue	0	0	0	0	0.00	0.00%
52840:Facilities and Administrative Costs Expense	0	0	0	0	0.00	0.00%

PLACER COUNTY

LOCAL AGENCY FORMATION COMMISSION

Staff Report

COMMISSIONERS:

Cindy Gustafson
Chair (County)

DATE: July 12, 2023

Susan Rohan
Vice Chair (Public)

TO: Chair Gustafson and members of the Commission

Joshua Alpine
(Special District)

FROM: Michelle McIntyre

Trinity Burruss
(City)

SUBJECT: **Service Review Policy**

Shanti Landon
(County)

Tracy Mendonsa
(City)

Rick Stephens
(Special District)

At the Commission's June 14, 2023, meeting, the Commission adopted the Final Workplan and Budget for the fiscal year 2023-24. Included in the Workplan were several service review studies for cities and special districts. In addition, the Workplan included updating the Commission Policies. One existing policy is the Municipal Service Review Policy adopted by LAFCO on December 12, 2001.

ALTERNATE
COMMISSIONERS:

Jim Holmes
(County)

William Kahl
(Special District)

Jenny Knisley
(City)

Cherri Spriggs
(Public)

The Commission has committed significant resources to conducting several service review studies in the last two budgets. While providing directions to staff for conducting studies, the Commission has voiced its desire that the service review process be transparent, allow for input from the local agencies and public members, and be completed regularly in compliance with the statute.

COUNSEL:

Michael Walker
General Counsel

To comply with the Commission's direction of updating its policies and stated goals for the service review policy, staff submits the attached proposed Service Review Policy for the Commission's consideration and adoption.

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

STAFF RECOMMENDATION

The Executive Officer recommends that the Commission adopt or adopt with modifications the attached proposed Service Review Policy to replace the existing Municipal Service Review Policy.

Attachments:

A – Proposed Service Review Policy

B – Municipal Service Review Policy Dated 12-12-2001

PLACER COUNTY

LOCAL AGENCY FORMATION COMMISSION

PLACER LAFCO SERVICE REVIEW POLICY

Purpose

Serve as a framework for the Commission in conducting service reviews with a commitment to a regular review schedule, community engagement, and transparency.

Background

The Commission is responsible under State law to inform sphere of influence (SOI) updates, SOI amendments, and jurisdictional boundary changes by conducting service review studies on the availability and demand of local services within Placer County. Studies may be conducted by service type, region, subregion, or another geographic area appropriate for analyzing the service or services to be reviewed (see California Government Code (GC) section 56430). Placer LAFCO's Service Review Policy is as follows:

Policy

1. Goals and Objectives:
 - a. The Commission shall use service review studies as a principal resource to proactively inform future planning and regulatory actions under its purview and mission to facilitate orderly growth and development.
 - b. The Commission shall use service review studies to inform the appropriate scope and scale of SOI updates and amendments performed for all local agencies under State law (GC section 56425).
 - c. The Commission shall use service review studies to help inform proposed jurisdictional changes for local agencies during the 60-month period following the Commission's adoption of the service review studies.
 - d. The Commission shall use service review studies to establish, amend, and regulate the nature, location, and extent of any functions or classes of services provided by existing districts (GC section 56425(i)).
 - e. The Commission may require a new service review study to be prepared before considering a proposal requiring one or more SOI amendments or updates and a jurisdictional boundary change where the subject agency or agencies have not been evaluated in a study over the preceding 60-month period.
 - f. The Commission shall consider waivers of the policies set forth in this Service Review Policy on a case-by-case basis based on the recommendation of the Executive Officer or on a motion, duly seconded, by members of the Commission.

2. Timing:

- a. The Commission shall maintain a five-year study schedule for service review studies to provide advance notice of timing to local agencies, the public, and other stakeholders and encourage project syncing whenever possible.
- b. The Commission shall consult the five-year study schedule in initiating specific service reviews when adopting the annual Workplan.

3. Funding:

- a. The Commission shall fund service review studies calendared in the five-year study schedule and adopted as part of annual workplans.
- b. Applicants shall be responsible for funding service review studies undertaken outside the five-year study schedule when it is necessary for the Commission to consider proposed SOI updates, amendments, or jurisdictional boundary changes.

4. Preparing:

- a. The Commission delegates responsibility to the Executive Officer to prepare service review studies with related executive summaries, brochures, and prospectuses as appropriate. This responsibility includes approving scopes of work and associated timelines in consultation with the subject agencies.
- b. The Executive Officer shall consult with the subject agencies in establishing appropriate performance measures within the service review studies.
- c. The Executive Officer shall prepare a written report on the service review study with recommendations and related determinations that address the factors required for consideration in statute (GC section 56430(a)).

5. Community Engagement:

- a. The Commission shall prioritize budgeting resources to accommodate proactive community engagement as part of the service review study process and as a direct means to identify community needs.
- b. The Executive Officer shall ensure that the following baseline measures for community engagement are practiced in preparing service review studies:

- i. Staff shall attend regularly scheduled public meetings of the subject agencies to directly advise their councils or boards and their constituents of the initiation of service reviews.
 - ii. Staff will provide formal public review and comment periods of at least 30 days between the draft and final presentations of service reviews to the Commission.
 - iii. Staff shall post draft service review studies on the Commission's website home page and social media accounts during the public comment period.
 - iv. Staff will request that the subject agencies post the draft service review studies on the subject agencies' websites and social media accounts during the public comment period.
 - c. As appropriate, and as an enhancement to the above baseline measures, the Executive Officer shall consider taking any of the following additional outreach efforts for LAFCO-initiated service review studies:
 - i. Hold public workshops to engage the affected communities.
 - ii. Solicit opportunities to make staff presentations to subject agencies and other organized stakeholders on the service reviews to highlight and receive community input on key topics.

6. Commission Actions:

- a. The Commission shall consider the final service review study as part of a scheduled public hearing with the same noticing requirements for a SOI update or amendment.
- b. The Commission shall determine that the final service review study is adequate and complete pursuant to the requirements of GC section 56430.
- c. The Commission may adopt or adopt with terms and conditions the final service review study as it deems necessary or appropriate.

7. Post-Commission Action:

- a. The Executive Officer shall provide prompt written notice of the completed service review studies to the subject agencies and request that the completed service review study be forwarded to the agencies' full councils or boards.
- b. The Executive Officer shall request that the subject agencies post the completed service review study on their websites.
- c. The Executive Officer shall ensure the posting of completed service review studies on the Commission's dedicated webpage.

E. MUNICIPAL SERVICE REVIEWS

When the Cortese-Knox Local Government Reorganization Act of 1985 was rewritten and became the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 a significant new mandate was included. This mandate (Government Code Section 56430) specifies that “In order to prepare and update spheres of influence in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission.”

While the new mandate lists the factors that must be addressed, it does not provide a plan or process for accomplishing this task. The Placer Commission has, therefore, adopted the following policies to provide some initial and interim organizational direction. (This section adopted 12/12/01.)

- (1) POLICY: LAFCO will encourage regional Municipal Service Reviews over project-specific reviews. Regional reviews are those that cover “logical” geographic areas defined by such things as a general or community plan or a drainage basin, et cetera.
- (2) POLICY: If an agency or private party submits a request to initiate a proposal for a Municipal Service Review to LAFCO, staff will review the proposal with the applicant to discuss the potential parameters of the study. Following this, staff will make a recommendation to the Commission regarding the request. The Commission may or may not authorize the study and adopt parameters for it.
- (3) POLICY: If a particular party is interested in initiating a project that will require a Municipal Service Review, they will be liable for the costs associated with doing the study.
- (4) POLICY: LAFCO may choose to initiate certain studies on its own volition when there appears to be a need to study the organization and provision of services in a specified area.
- (5) POLICY: When up-dating a general or community plan the County and cities should coordinate with LAFCO to see that a corresponding municipal services review is completed in conjunction with the plan.

PLACER COUNTY

LOCAL AGENCY FORMATION COMMISSION

COMMISSIONERS:

Staff Report

Cindy Gustafson
Chair (County)

DATE: July 12, 2023

Susan Rohan
Vice Chair (Public)

TO: Chair Gustafson and members of the Commission

Joshua Alpine
(Special District)

Trinity Burruss
(City)

FROM: Michelle McIntyre

Shanti Landon
(County)

SUBJECT: **Appropriate \$250,000 to Assigned Fund Balance
General Reserve**

Tracy Mendonsa
(City)

Rick Stephens
(Special District)

ALTERNATE
COMMISSIONERS:

Jim Holmes
(County)

William Kahl
(Special District)

Jenny Knisley
(City)

Cherri Spriggs
(Public)

COUNSEL:

Michael Walker
General Counsel

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

On June 14, 2023, the Commission adopted a General Reserve Policy to designate 25% of the annual operating budget as assigned fund balance general reserve. The Commission's fiscal year 2023-24 operating budget is approximately \$983,000. The Commission should appropriate at least \$246,000 to comply with the General Reserve Policy.

The attached resolution proposes that the Commission take the following actions:

1. Transfer the assigned fund balance of \$159,105 from Contingency Reserve to General Reserve.
2. Appropriate \$90,895 of the unassigned fund balance for General Reserve.

The two actions above total \$250,000, satisfying the subject policy.

RECOMMENDATION

The Executive Officer recommends that the Commission adopt or adopt with modifications the proposed resolution (Attachment A) to designate \$250,000 in assigned fund balance general reserve.

PLACER LAFCO RESOLUTION NO. 23-05
Transferring Assigned Fund Balance from Contingency to General Reserve
And Appropriating Unassigned Fund Balance to General Reserve

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires the Placer County Local Agency Formation Commission (LAFCO or Commission) to perform certain regulatory and planning duties in facilitating efficient and accountable local government; and

WHEREAS, LAFCO's operating budget for the fiscal year 2023-24 is \$982,872; and

WHEREAS, on June 14, 2023, LAFCO adopted a General Reserve Policy; and

WHEREAS, the General Reserve Policy calls for appropriating at least 25 percent of the operating budget; and

WHEREAS, the Commission desires to appropriate \$250,000 total in Assigned Fund Balance General Reserve by ordering the two actions below;

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER the following:

1. The transfer of \$159,105 from Assigned Fund Balance Contingency to Assigned Fund Balance General Reserve.
2. The appropriation of \$90,895 of Unassigned Fund Balance to Assigned Fund Balance General Reserve.

The foregoing resolution was duly passed and adopted by the Local Agency Formation Commission of Placer County at a regular meeting held on the 12th day of July 2023 by the following roll-call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Cindy Gustafson, Chair
Presiding Officer, Placer LAFCO

Amy Engle, Clerk to the Commission

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

COMMISSIONERS:

Cindy Gustafson
Chair (County)

Susan Rohan
Vice Chair (Public)

Joshua Alpine
(Special District)

Trinity Burruss
(City)

Shanti Landon
(County)

Tracy Mendonsa
(City)

Rick Stephens
(Special District)

ALTERNATE
COMMISSIONERS:

Jim Holmes
(County)

William Kahl
(Special District)

Jenny Knisley
(City)

Cherri Spriggs
(Public)

COUNSEL:

Michael Walker
General Counsel

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

Staff Report

DATE: July 12, 2023
TO: Chair Gustafson and members of the Commission
FROM: Michelle McIntyre
SUBJECT: **Closed Session Attendance**

According to the state Attorney General, LAFCO alternate commissioners may not attend closed sessions unless they are filling in for a regular commissioner or unless the Commission determines “they would have ‘an official or essential role to play in the closed session.’” In the past, it has been implied that the Commission had made such a determination when it invited the alternate commissioners to participate in previous closed sessions for the Executive Officer’s performance evaluations. However, LAFCO legal counsel advises that the Commission should begin a new practice to make a formal determination that the alternate commissioners have “an essential role to play” in the closed session before they are invited to attend.

STAFF RECOMMENDATION

The Commission should determine whether the alternate commissioners have an “essential role to play” in the Closed Session described in Item 8 (the Executive Officer’s performance evaluation) and thus may attend the closed session.