

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

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Action Minutes

San Mateo Local Agency Formation Commission Special Meeting

April 18, 2018

In the Board of Supervisors' Chambers, 400 County Center, Redwood City, California, Chair O'Neill called the Wednesday, April 18, 2018 special meeting of the Local Agency Formation Commission (LAFCo) to order at 2:30 pm.

Roll Call

Members Present: Commissioners Joshua Cosgrove, Don Horsley, Kati Martin (Alternate), Harvey Rarback (Alternate), Sepi Richardson (Alternate), Warren Slocum, and Chair Mike O'Neil

Members Absent: Commissioners Rich Garbarino and Joe Sheridan, and Vice Chair Ann Draper

Staff Present: Rebecca Archer, Legal Counsel
Janeth Lujan, Executive Secretary, Planning and Building Department

Public Comment for Items Not on the Agenda

None.

Consideration of Adoption of Proposed Budget for Fiscal Year 2018-19

Legal Counsel Archer said she would provide a short report in Executive Officer Poyatos' absence. She referenced the Executive Officer's written report dated April 10, 2018 and its recommendations to receive public comment on the Proposed 2018-19 Appropriations Budget of \$509,442, adopt the Proposed Budget with any desired amendments and direct the Executive Officer to (1) schedule consideration of the Final Budget for public hearing at the May 16 Commission meeting and (2) distribute it to the County, cities, and independent special districts.

Ms. Archer noted the appropriations that were in the 2017-18 Adopted Budget including the Commission's authorization of a full-time Management Analyst position. She said that position had not yet been filled resulting in salary savings. She said the Commission's part time Executive Secretary's resignation effective April 13, 2018 also resulted in salary savings.

Ms. Archer said the Proposed 2018-19 Budget included salary and benefits of \$401,331 for the Executive Officer and Management Analyst positions, and Commissioner stipend. She said administrative support for LAFCo meetings would be provided by the Planning and Building Department or other County department. She said estimates for this service were not yet available and would be included under "Services and Supplies" in the Final Budget to be

COMMISSIONERS: MIKE O'NEILL, CHAIR, City ▪ ANN DRAPER, VICE CHAIR, Public ▪ JOSHUA COSGROVE, Special District ▪ RICH GARBARINO, City
DON HORSLEY, County ▪ JOE SHERIDAN, Special District ▪ WARREN SLOCUM, County

ALTERNATES: KATI MARTIN, Special District ▪ HARVEY RARBACK, City ▪ SEPI RICHARDSON, Public ▪ DAVE PINE, County

STAFF: MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL ▪

considered at the May 16 meeting. She said that the budget narrative the Commission had received provided details on the individual budget accounts.

Ms. Archer said that revenues included application fees, fund balance carry-over and revenue from apportionment of the net budget in thirds to the County, Cities and Independent Special Districts. She said the Commission's practice regarding fund balance had been to appropriate all or a portion of the fund balance for consulting and/or special reserve and use a portion to offset the net operating budget, which reduced to the extent possible the funding obligation of the County, cities, and independent special districts. She said staff's recommendation was to open the public hearing and accept public comment, consider and approve by resolution the proposed budget of \$509,442, and direct the Executive Officer to schedule the Final 2018-19 Budget for a public hearing at the May 16, 2018 Commission meeting and circulate it with any necessary amendments to the County, cities, and independent special districts.

Commissioner Horsley said the management analyst position would enable staff to do more of the municipal service review work reducing the need for consultant services and acknowledged the need for succession planning.

Commission Action: Commissioner Horsley moved to open the public hearing. Commissioner Richardson seconded the motion, which passed unanimously.

Chair O'Neill opened the public hearing. There were no speakers.

Commission Action: Commissioner Richardson moved to close the public hearing. Commissioner Rarback seconded the motion, which passed unanimously.

Commission Action: Commissioner Richardson moved to approve by resolution the Proposed Budget of \$509,442. Commissioner Horsley seconded the motion, which passed unanimously. Ayes: Commissioners Cosgrove, Horsley, Martin, Rarback, Richardson, Slocum, and Chair O'Neill. (Abstentions: None; Noes: None.)

Commission Action: Commissioner Cosgrove moved to direct the Executive Officer to schedule the Final 2018-19 Budget for a public hearing at the May 16, 2018 Commission meeting and circulate it with any necessary amendments to the County, cities, and independent special districts. Commissioner Horsley seconded the motion, which passed unanimously. Ayes: Commissioners Cosgrove, Horsley, Martin, Rarback, Richardson, Slocum, and Chair O'Neill. (Abstentions: None; Noes: None.)

Adjournment

Commission Action: Commissioner Cosgrove moved to adjourn. Commissioner Horsley seconded the motion, which passed unanimously.

The meeting was adjourned at 2:40 pm.