

**2024
Committee**

Chair

Mary Ann Leffel
Special District Member

Chris Lopez
County Member, Alternate

Ian Oglesby
City Member

Counsel

Reed Gallogly
General Counsel

Executive Officer

Kate McKenna, AICP

*132 W. Gabilan Street, #102
Salinas, CA 93901*

*P. O. Box 1369
Salinas, CA 93902*

Voice: 831-754-5838

www.monterey.lafco.ca.gov

Meeting Notes
LAFCO Budget & Finance Committee
Meeting
Adopted on March 25, 2025

Thursday, February 22, 2024
2:00 p.m. – 4:00 p.m.

LAFCO OFFICE
132 W. Gabilan Street, Suite #102
Salinas, California

Or

District 3 Office
599 El Camino Real
Greenfield, CA 93927

Budget & Finance Committee Meeting Agenda
February 22, 2024

The Commissioners participated in the meeting on Monday, February 22, 2024 in- person.

Call to Order

The Budget and Finance Committee of the Local Agency Formation Commission of Monterey County was called to order by Chair Leffel at 2:08 p.m.

Roll Call

Commissioner Leffel
Commissioner Lopez

Members Present

Commissioner Leffel
Commissioner Lopez

Members Absent (Excused Absence)

Commissioner Oglesby

Staff and Contractors Present

Kate McKenna, AICP, Executive Officer
Mike Briley, CPA, CGMA, Managing Principal, CliftonLarsonAllen, LLP
Darren McBain, Principal Analyst
Jonathan Brinkmann, Senior Analyst
Safarina Maluki, Clerk to the Commission/Office Administrator

Public Comments

Anyone may address the Committee briefly concerning items not already on the agenda.

There were no public comments for items not on the Agenda.

Special Business

1. Consider Selection of Budget and Finance Committee Chair.
Recommended Action: Select a Committee Chair for calendar year 2024.
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).

Committee Action:

Upon nomination and motion by Commissioner Lopez, seconded by Commissioner Leffel the Committee selected Commissioner Leffel as Chair of the Budget and Finance Committee for calendar year 2024.

Motion Carried (Voice Vote)

AYES: Commissioners Lopez, Leffel.
NOES: None.
ALTERNATES: None.
ABSENT: Oglesby
ABSTAIN: None.

New Business

2. Consider Draft Financial Statements for Period Ending December 31, 2023.
Recommended Action: Discuss report and recommend that the quarterly financial statements for the period ending December 31, 2023 be approved by the full Commission at the March 25, 2024 regular LAFCO meeting.
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).

Executive Officer McKenna and Mike Briley, CPA presented the report.

There were no comments from the Committee or the public.

The Committee recommended approval of this report.
3. Consider the January 31, 2024 Draft Balance Sheet and Income Statement.
Recommended Action: Accept the statements for information only.
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).

Executive Officer McKenna and Mike Briley, CPA presented the report.

There were no comments from the Committee or the public.

The Committee accepted this report for information only.
4. Consider Profit/Loss Budget vs. Actual Report dated February 14, 2024.
Recommended Action: Accept report for information only.
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).

Executive Officer McKenna and Mike Briley, CPA presented the report.

There were no comments from the public. Chair Leffel requested that staff just provide the end-of-month reports in the future.

The Committee accepted this report for information only.
5. Consider Budget Amendment No. 1 for Fiscal Year 2023-2024.
Recommended Action: Discuss report and recommend that the Commission approve a resolution to adopt Amendment No. 1 to the current (Fiscal Year 2023-24) budget, transferring a total of \$20,200 with no net change to the overall budget, at the next regular LAFCO meeting on March 25, 2024.
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).

Principal Analyst McBain presented the report and requested modification from the Committee to increase the amendment amount to \$25,000. The additional \$5,000 would be transferred to #7245 General Legal Services.

There were no public comments.

Budget & Finance Committee Meeting Agenda
February 22, 2024

Committee Action:

Upon motion by Commissioner Lopez, seconded by Commissioner Leffel, the Budget and Finance Committee unanimously accepted and unanimously recommended that the Commission approve a resolution to adopt Amendment No. 1 to the current (Fiscal Year 2023-2024) budget, transferring at total of \$25,000.00 with no net change to the overall budget, at the next regular LAFCO meeting on March 25, 2024.

Motion Carried. (Voice Vote)

AYES: Commissioners Lopez, Leffel.
NOES: None.
ALTERNATES: None.
ABSENT: Oglesby
ABSTAIN: None.

6. Consider Preliminary Draft Annual Work Program for Fiscal Year 2024-2025.

Recommended Action: Discuss report and recommend that the Commission approve the proposed Fiscal Year 2024-2025 annual work program, at the March 25, 2024 regular LAFCO meeting.
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).

Principal Analyst McBain presented the report.

Staff answered questions from the Commissioners. Discussion ensued.

Upon motion by Commissioner Leffel, seconded by Commissioner Lopez, the Budget and Finance Committee unanimously recommended that the Commission approve a modified Fiscal Year 2024-2025 annual work program, at the next regular LAFCO meeting on March 25, 2024.

Motion Carried. (Voice Vote)

AYES: Commissioners Lopez, Leffel.
NOES: None.
ALTERNATES: None.
ABSENT: Oglesby
ABSTAIN: None.

7. Consider Preliminary Draft Annual Budget for Fiscal Year 2024-2025.

Recommended Action: Discuss report and recommend that the Commission: (1) Conduct a public hearing on March 25 to consider adoption of a proposed budget for Fiscal Year 2024-2025, and (2) Distribute the proposed budget to local agencies for review and comment prior to final adoption at a second hearing on April 22.
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).

Principal Analyst McBain presented the report.

Staff answered questions from the Commissioners. Executive Officer McKenna advised that staff will be doing a review of the fee schedule and will bring back recommendations to the Committee in May 2024.

The Budget & Finance Committee recommended that the Commission:

1. Conduct a public hearing on March 25, 2024 to consider the adoption of a proposed budget for Fiscal Year 2024-2025, and

Budget & Finance Committee Meeting Agenda
February 22, 2024

2. Distribute the proposed budget to local agencies for review and comment prior to final adoption at a second hearing on April 22.

8. Consider Three -Year Financial Forecast (FY 2024-2025 through FY 2026-2027).
Recommended Action: Discuss report for information only.
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378)

Executive Officer McKenna presented the report.

There were no comments from the public.

The Committee accepted this report for information only.

9. Consider Accounting Services.
Recommended Action: Direct the Executive Officer to negotiate and execute a professional services agreement amendment with CliftonLarsonAllen, LLP (CLA) for accounting and related services to reduce costs by \$1,000 per month, approximately 16%.
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378)

Executive Officer McKenna presented the report.

The Committee reviewed and discussed the report with the Executive Officer and Mr. Briley.

There were no comments from the public.

The Committee directed the Executive Office to move forward with the agreement amendment.

Executive Officer Announcements

The Executive Officer may provide oral or written announcements about current LAFCO activities, for information only.

None

Adjournment

Chair Leffel adjourned the meeting at 3:07 pm.

The next Budget & Finance Committee Meeting is scheduled for **Monday, May 6, 2024 – 2:00 PM at the LAFCO Office, 132 W. Gabilan Street, Suite #102, Salinas, CA.**

The Political Reform Act requires that a participant in a LAFCO of Monterey County proceeding who has a financial interest in a change of organization or reorganization proposal and who has made a campaign contribution of more than \$250 to any commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission's staff before the hearing.

Pursuant to Government Code Section 54957.5, public records that relate to open session agenda items that are distributed to a majority of the Commission less than seventy-two (72) hours prior to the meeting will be made available to the public on the LAFCO of Monterey County website at www.monterey.lafco.ca.gov.

Budget & Finance Committee Meeting Agenda
February 22, 2024

***AMERICANS WITH DISABILITIES ACT (ADA):** All regular and special meeting agendas and associated reports are available at www.monterey.lafco.ca.gov. Any person with a disability under the ADA may receive a copy of the agenda or associated reports upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, to participate in a public meeting. Requests for copies of meeting documents and accommodations shall be made with LAFCO of Monterey County staff at (831) 754-5838 at least three business days prior to the respective meeting.*