



2.
9/26/2019

**ADMINISTRATIVE REVIEW COMMITTEE
MINUTES
March 28, 2019**

Present: Steve Sanchez
Stephen Tomanelli
Michael Vargas

Present Staff: Crystal M. Craig, Interim Executive Officer
Tiffany North, Legal Counsel
Elizabeth Valdez, Commission Clerk

1. CALL TO ORDER.

The meeting was called to order at 8:30 a.m.

2. APPROVAL OF MINUTES OF January 24, 2019.

Moved (Tomanelli) seconded (Vargas) to approve the Minutes of January 24, 2019.

AYES: Sanchez, Tomanelli, and Vargas.
NOES: None.
ABSENT: None.
ABSTAINED: None.

3. FISCAL YEAR 2019-2020-DISCUSSION AND DIRECTION OF DRAFT PROPOSED BUDGET.

Ms. Craig reviewed the Draft Proposed Budget. She reviewed the anticipated cost savings, benefits and salaries. She also reviewed the appropriations where increases will occur in addition to unexpended appropriations. Ms. Craig stated transfers to the reserve accounts will be consistent with prior years and with LAFCO policies. She stated that fee revenue was on track and there will be a carryover to next fiscal year. Ms. Craig also gave a recap of the compensated absences liability, general reserve and the budget process.

The Committee and Ms. Craig discussed the continuing MSR project and gave a MSR work out plan. They directed staff to complete the MSRs for all the cities and then continue next with healthcare districts. They also discussed the amount for the consultant appropriation.

There was no action taken on this item.

4. FISCAL YEAR 2018-19 BUDGET AMENDMENTS AND APPROPRIATION TRANSFERS. (Report from regular Commission agenda packet)

Ms. Craig stated that over the past few years the Commission has approved transfers to fully fund the Compensated Absences Liability Reserve (CALR). She stated the transfer from the CALR to the Payoff Permanent-Seasonal appropriation was due to the retirement of the former Executive Officer. She stated the transfer from Contingency to the Parking Validation appropriation was due to the County asking that LAFCO use this appropriation instead of Commission Expenses. She stated the full commission will have to approve this during the regular meeting.

There was no action taken on this item.

5. CALAFCO DUES. (Oral Report)

Ms. Craig discussed with the Committee the possibility of CALAFCO increasing membership dues by 16 percent. She stated that CALAFCO is trying to come up with a strategy to keep dues steady after this increase. Ms. Craig stated the Proposed Budget includes this increase.

Ms. Craig stated that this would be up for a vote by the members at the CALAFCO Business Meeting during the Annual Conference in October.

There was no action taken on this item.

6. PUBLIC COMMENTS.

There were no public comments.

7. ADJOURNMENT.

The meeting was adjourned at approximately 9:02 a.m.

Respectfully submitted,



Crystal M. Craig
Interim Executive Officer