

Resolution No. 2021-22-18
of the Local Agency Formation Commission of Mendocino County

Adopting the
Final Budget and Work Program for Fiscal Year 2022-23

WHEREAS, in accordance with the Cortese Knox Hertzberg Act of 2000, the Mendocino Local Agency Formation Commission, hereinafter referred to as the “Commission”, annually adopts a budget pursuant to Government Code Section 56381(a) to fulfill its purposes and functions that are set by State law; and

WHEREAS, at a minimum, the proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the Commission finds that reduced staffing or program costs will nevertheless allow the Commission to fulfill the purposes and program of this chapter pursuant to Government Code Section 56381(a); and

WHEREAS, the Commission adopted a Proposed Budget and Work Program and held a duly noticed hearing as required by law on May 2, 2022 for the purposes of developing a Final Budget and Work Program for Fiscal Year 2022-23; and

WHEREAS, the Proposed Fiscal Year 2022-23 Budget and Work Program has been circulated to all affected agencies pursuant to Government Code Section 56381(a); and

WHEREAS, the Commission hereby advises member agencies of the potential necessity to incrementally increase agency apportionment rates in the fiscal years to follow in order for the Commission to achieve its expanding state mandated responsibilities, consistent with Government Code Section 56381; and

WHEREAS, the Commission heard and fully considered all evidence presented at a duly noticed public hearing held on the Fiscal Year 2022-23 Final Budget and Work Program on June 6, 2022.

NOW, THEREFORE, the Mendocino Local Agency Formation Commission does hereby RESOLVE, DETERMINE, and ORDER as follows:

1. The Commission hereby adopts the Final Budget for Fiscal Year 2022-23 as set forth in Exhibit A, attached hereto; and
2. Establishes the Fiscal Year 2022-23 Work Program priorities as identified in Exhibit B, attached hereto; and
3. Establishes the agency apportionment fees for Fiscal Year 2022-23 at \$265,000, which remains unchanged from the current fiscal year; and
4. Finds that the Fiscal Year 2022-23 Final Budget and Work Program allows the Commission to fulfill its prescribed regulatory and planning duties.

BE IT FURTHER RESOLVED that aforementioned Fiscal Year 2022-23 Final Budget and Work Program is officially adopted and ordered to be circulated to all affected agencies pursuant to Government Code Section 56381(a).

PASSED and ADOPTED by the Local Agency Formation Commission of Mendocino County this 6th day of June 2022 by the following vote:

AYES: Ward, Froneberger, Mulheren, McGourty, Rodin, Gonzalez, Orth

NOES: None

ABSTAIN: None

ABSENT: None

Charles A Orth
Charles A Orth (Jun 7, 2022 20:56 PDT)

CHARLES A. ORTH, Commission Chair

ATTEST:

Uma Hinman
Uma Hinman (Jun 8, 2022 07:46 PDT)

UMA HINMAN, Executive Officer

Exhibit A

**Mendocino Local Agency Formation Commission
Final Budget for FY 2022-2023**

June 6, 2022

| ACCOUNT # | DESCRIPTION | FY 2021-22 | FY 2022-23 |
|---------------------------------|--|-------------------|-------------------|
| | | Final | Final |
| REVENUE | | | |
| | <i>Anticipated Cash Balance</i> | | |
| 4000 | LAFCo Apportionment Fees | \$ 265,000 | \$ 265,000 |
| 4100 | Service Fee Overhead | | |
| 4800 | Miscellaneous | | |
| 4910 | Interest Income | \$ 100 | \$ 100 |
| | Revenue Subtotal | \$ 265,100 | \$ 265,100 |
| EXPENSES | | | |
| 5300 | Basic Services (<i>EO, Analyst, Clerk</i>) | \$ 108,000 | \$ 125,100 |
| 5500 | Rent | \$ 5,775 | \$ 6,500 |
| 5600 | Office Expenses | \$ 3,300 | \$ 3,300 |
| 5700 | Internet & Website Costs | \$ 2,500 | \$ 2,500 |
| 5900 | Publication and Legal Notices | \$ 2,000 | \$ 2,000 |
| 6000 | Televising Meetings | \$ 2,000 | \$ 2,000 |
| 6100 | Audit Services | \$ 3,500 | \$ 3,800 |
| 6200 | Bookkeeping | \$ 4,500 | \$ 4,500 |
| 6300 | Legal Counsel | \$ 19,000 | \$ 19,000 |
| 6400 | A-87 Costs County Services | \$ 2,100 | \$ 2,100 |
| 6500 | Insurance-General Liability | \$ 2,450 | \$ 3,200 |
| 6600 | Memberships (<i>CALAFCO/CSDA</i>) | \$ 3,525 | \$ 3,700 |
| 6670 | GIS Contract with County | \$ 2,500 | \$ 2,000 |
| 6740 | In-County Travel & Stipends | \$ 4,000 | \$ 4,000 |
| 6750 | Travel & Lodging Expense | \$ 6,250 | \$ 6,000 |
| 6800 | Conferences (<i>Registrations</i>) | \$ 4,100 | \$ 4,100 |
| 7000 | Work Plan (<i>MSRs and SOIs</i>) | \$ 51,500 | \$ 70,000 |
| | Operating Expense Total | \$ 227,000 | \$ 263,800 |
| | REVENUE/EXPENSE DIFFERENCE <i>(Negative balance indicates use of fund balance and/or reserves)</i> | \$ 38,100 | \$ 1,300 |
| RESERVES / CONTINGENCIES | | | |
| | Legal Reserves | | \$ 50,000 |
| | Operations Reserves @ 25% Annual Operating Budget | | \$ 65,950 |
| | Total Reserves | | \$ 115,950 |
| | <i>Anticipated Cash Balance</i> | | \$ 30,815 |
| | Proposed Work Plan Contingency | | \$ 30,815 |

Exhibit B

Work Program (Basic Services and Work Plan) FY 2022-23 Final

| Tasks | Description & Assumptions | Estimated Budget |
|--|---|-------------------|
| Basic Services | | |
| Office Hours & Administrative Duties | Clerk duties not related to projects; office hours; public assistance; PRA requests; budget development, tracking, amendments; accounts payable, QuickBooks; annual audit; EO correspondence; response to requests for Agency Comments for projects and/or environmental documents routed to LAFCo for review, etc.; carrying out Commission direction. | \$ 75,000 |
| Commission & Committee Meetings | Commission & Committee meeting attendance (12 Regular and 8 Committee); agenda packet development, staff reports, presentations, minutes. | \$ 34,000 |
| Work Plan Support | Prepare and distribute Public Notices, development of staff reports specifically related to MSR/SOI studies, presentation at Commission meetings for Public Workshops and Public Hearings. | \$ 5,000 |
| Consult Legal Counsel | Contract allows for a minimum of 5 hours per month. | Current Contract |
| Application Processing | Process change of organization or reorganization applications initiated by landowner petition or resolution of application from Cities and Special Districts to modify existing powers, annex and/or detach territory from agency boundaries, and create, dissolve, or consolidate/merge local agencies. | Paid by applicant |
| Policy Development | Prepare expedited process for out-of-area water services; outreach and update SOI policy; policy amendment and development as needed. | \$ 10,000 |
| Transparency Improvements to Website | Assess/implement website improvements (JPAs, maps, etc.); Post JPA Agreements on website (SB 1266). | \$ 1,100 |
| Total | | \$ 125,100 |
| Work Plan | | |
| MSR/SOI Update | Prepare and adopt combined Municipal Service Review and Sphere of Influence (MSR/SOI) Update studies pursuant to GOV §56425 and §56430, either in-house or by contract. | \$ 70,000 |
| <p>The agencies listed below have priority for preparation of a LAFCo-initiated MSR/SOI Update in Fiscal Year 2022-23.</p> <p>The actual completion of a specific study may span multiple fiscal years. The budget allocation for each agency is based on estimated costs. Actual costs for study completion may be higher or lower than estimated below.</p> <p>Work Plan implementation is subject to change due to various factors, such as: (a) agency responsiveness and timely provision of requested information, (b) complexity of issues involved, (c) level of public and affected agency controversy, (d) changing needs and priorities, (e) overall staff workload, and (f) higher than anticipated costs.</p> <p>The Work Plan budget assumes minimal costs for CEQA compliance related to filing a Notice of Exemption (NOE). Agencies requesting a non-coterminous SOI may expedite a potential multi-fiscal year process by contributing to the cost of preparing an Initial Study and associated environmental document (ND/MND, EIR, etc.).</p> | | |
| The total Work Plan Budget of \$70,000 is not limited to the following designations. These budget allocations may shift to other agencies as needed during the year. | City of Ukiah | \$ 15,000 |
| | Ukiah Valley Sanitation District | \$ 10,000 |
| | Coastal Water Districts (6) | \$ 20,000 |
| | Inland Water Districts (8) | \$ 25,000 |
| | Total | |









2021-22-18 Final Budget FY 2022-23 (votes)

Final Audit Report

2022-06-08

| | |
|-----------------|--|
| Created: | 2022-06-07 |
| By: | Kristen Meadows (clerk@mendolafco.org) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAm8h3xmctQkBXF40q_I12tmZFY0ADhuqN |

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