

**Resolution No. 2023-24-07**  
**of the Mendocino Local Agency Formation Commission**

**Adopting a Final Budget and Work Program for Fiscal Year 2024-25**

WHEREAS, in accordance with the Cortese Knox Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.), the Mendocino Local Agency Formation Commission, hereinafter referred to as the “Commission”, is required to annually adopt a budget to fulfill its purposes and functions set forth 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 programs of Government Code Section 56381(a); and

WHEREAS, the Commission approved a Proposed Budget and Work Program for Fiscal Year 2024-25 at its May 6, 2024 meeting, notice of which was given at the time and in the manner provided by law; and

WHEREAS, the Budget and Work Program for Fiscal Year 2024-25 were circulated to the County, cities and special districts as required in Government Code Section 56381(a); and

WHEREAS, at the time and in the manner provided by law, the Executive Officer has given notice of the date, time, and place of a meeting by the Commission to consider adoption of a final budget; and

WHEREAS, the Commission has heard all interested parties desiring to be heard and has considered all relevant evidence and information presented at said meeting.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Mendocino Local Agency Formation Commission, as follows:

1. Adopt the Final Budget for Fiscal Year 2024-25 as set forth in Exhibit A, attached hereto, finding that the budget will not result in reductions in staffing or program costs to such an extent that the Commission would be impeded from fulfilling the purpose and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and
2. Establish the Work Program priorities for Fiscal Year 2024-25 as shown in Exhibit B, attached hereto; and
3. Direct staff to transmit the Final Budget and Work Program for Fiscal Year 2024-25 to the County Auditor and all parties specified in Government Code Section 56381(a).

PASSED and ADOPTED by the Mendocino Local Agency Formation Commission this 3rd day of June 2024 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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MAUREEN MULHEREN, Commission Chair

ATTEST:

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UMA HINMAN, Executive Officer

DRAFT

## Exhibit A

### Mendocino Local Agency Formation Commission Final Budget for FY 2024-2025

June 3, 2024

ACCOUNT #	DESCRIPTION	FY 2023-24 Adopted	FY 2024-25 Final
<b>REVENUE</b>			
	<i>Anticipated Cash Balance</i>	\$ 56,000	\$ 23,000
4000	LAFCo Apportionment Fees	\$ 275,000	\$ 275,000
4100	Fees and Reimbursements (Includes Service Fees)	\$ 9,500	\$ 9,000
4800	Miscellaneous		
4910	Interest Income	\$ 500	\$ 1,000
	<b>REVENUE TOTAL</b>	<b>\$ 341,000</b>	<b>\$ 308,000</b>
<b>EXPENSES</b>			
5300	Basic Services (EO, Analyst, Clerk)	\$ 133,000	\$ 155,000
5500	Rent	\$ 7,000	\$ 8,000
5600	Office Expenses	\$ 4,500	\$ 4,000
5700	Internet & Website Costs	\$ 3,000	\$ 3,000
5900	Publication and Legal Notices	\$ 3,000	\$ 3,000
6000	Televising Meetings	\$ 2,400	\$ 2,400
6100	Audit Services	\$ 4,000	\$ 4,500
6200	Bookkeeping	\$ 5,500	\$ 5,500
6300	Legal Counsel	\$ 30,000	\$ 19,000
6400	A-87 Costs County Services	\$ 2,500	\$ 3,500
6500	Insurance-General Liability	\$ 3,000	\$ 3,000
6600	Memberships (CALAFCO/CSDA)	\$ 4,000	\$ 4,000
6670	GIS Contract with County	\$ 3,000	\$ 3,000
6740	In-County Travel & Stipends	\$ 4,000	\$ 3,000
6750	Travel & Lodging Expense	\$ 6,500	\$ 7,000
6800	Conferences (Registrations)	\$ 4,500	\$ 5,000
7000	Work Plan (MSRs and SOIs)	\$ 100,000	\$ 75,000
9000	Misc Exp (Special District Training Support, bank charges)	\$ 100	\$ 100
	<b>OPERATING EXPENSE TOTAL</b>	<b>\$ 320,000</b>	<b>\$ 308,000</b>
	Increase to Operational Reserves per Policy	\$ 14,025	\$ -
	Increase to Work Plan Contingency	\$ 6,975	
		<b>\$ 341,000</b>	<b>\$ 308,000</b>
8000	Application Fees (Revenue)	\$ 37,500	
8000	Applications (Expenses)	\$ 30,000	
8600	Special Projects	\$ -	
	<b>REVENUE/EXPENSE DIFFERENCE</b>	<b>\$ -</b>	<b>\$ -</b>
	<i>(Negative balance indicates use of fund balance and/or reserves)</i>		
<b>RESERVES / CONTINGENCIES</b>			
	Legal Reserves	\$ 50,000	\$ 50,000
	Operations Reserves @ min. 25% Annual Operating Budget	\$ 80,000	\$ 81,500
	<b>Total Reserves</b>	<b>\$ 130,000</b>	<b>\$ 131,500</b>

# Exhibit B

## Final Work Program (Basic Services and Work Plan)

FY 2024-25

June 3, 2024

Tasks	Description & Assumptions	Estimated Budget
<b>Basic Services</b>		
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.	\$ 85,000
Commission & Committee Meetings	Commission & Committee meeting attendance (12 Regular and 8 Committee); agenda packet development, staff reports, presentations, minutes.	\$ 37,000
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.	\$ 6,000
Consult Legal Counsel	Contract is on an hourly basis.	Per Contract
Application Forms	Update application forms; map research and process clarification	\$ 5,000
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
Work Plan Follow	Create a Continuity Plan and managing follow-up items identified in MSR/SOI studies and application approvals.	\$ 10,000
Policy Development	Prepare policy amendment and development as needed (overhaul)	\$ 10,000
Transparency Improvements to Website	Assess/implement website improvements (JPAs, maps, etc.)	\$ 2,000
<b>Total</b>		<b>\$ 155,000</b>
<b>Work Plan</b>		
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.	\$ 75,000
<p>The agencies listed below have priority for preparation of a LAFCo-initiated MSR/SOI Update in Fiscal Year 2024-25.</p> <p><b>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.</b></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>		
<b>The total Work Plan Budget is not limited to the following designations. These budget allocations may shift to other agencies as needed during the year.</b>	Inland Water/Wastewater Districts (9 special districts, 10 mutual water companies)	\$ 75,000
Partially Outsourced/Consultant Contract		
<b>Total</b>		<b>\$ 75,000</b>