

**Resolution No. 2020-21-08**  
**of the Local Agency Formation Commission of Mendocino County**

**Adopting the**  
**Final Budget and Work Program for Fiscal Year 2021-22**

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 3, 2021 for the purposes of developing a Final Budget and Work Program for Fiscal Year 2021-22; and

WHEREAS, the Proposed Fiscal Year 2021-22 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 2021-22 Final Budget and Work Program on June 7, 2021.

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 2021-22 as set forth in Exhibit A, attached hereto; and
2. Establishes the Fiscal Year 2021-22 Work Program priorities as identified in Exhibit B, attached hereto; and
3. Establishes the agency apportionment fees at \$265,000, which provides for an increase of legal reserves to \$50,000; and
4. Finds that the Fiscal Year 2021-22 Final Budget and Work Program allows the Commission to fulfill its prescribed regulatory and planning duties.

BE IT FURTHER RESOLVED that aforementioned Fiscal Year 2021-22 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 7th day of June 2021 by the following vote:

AYES: Mulheren, McGourty, Ignacio, Froneberger, Gonzalez, Orth

NOES: Ward

ABSTAIN:

ABSENT:

  
\_\_\_\_\_  
CHARLES A. ORTH, Commission Chair

ATTEST:

  
\_\_\_\_\_  
UMA HINMAN, Executive Officer

## Exhibit A

### Mendocino Local Agency Formation Commission Final Budget for FY 2021-2022

7-Jun-21

ACCOUNT #	DESCRIPTION	FY 2020-21 Adopted	FY 2020-21 Amended	FY 2021-22 Final
<b>REVENUE</b>				
<i>Anticipated Cash Balance</i>				
4000	LAFCO Apportionment Fees	\$ 150,000	\$ 150,000	\$ 265,000
4100	Service Charges			
4800	Miscellaneous			
4910	Interest Income	\$ 450	\$ 450	\$ 100
<b>Revenue Subtotal</b>		<b>\$ 150,450</b>	<b>\$ 150,450</b>	<b>\$ 265,100</b>
<b>EXPENSES</b>				
5300	Basic Services	\$ 72,060	\$ 92,060	\$ 108,000
5500	Rent	\$ 5,568	\$ 5,568	\$ 5,775
5600	Office Expenses	\$ 3,450	\$ 3,550	\$ 3,300
5700	Internet & Website Costs	\$ 1,300	\$ 1,550	\$ 2,500
5900	Publication and Legal Notices	\$ 2,000	\$ 2,000	\$ 2,000
6000	Televising Meetings	\$ 2,000	\$ 2,000	\$ 2,000
6100	Audit Services	\$ 3,500	\$ 3,380	\$ 3,500
6200	Bookkeeping	\$ 4,500	\$ 4,500	\$ 4,500
6300	Legal Counsel	\$ 10,200	\$ 14,700	\$ 19,000
6400	A-87 Costs County Services	\$ 2,131	\$ 2,093	\$ 2,100
6500	Insurance-General Liability	\$ 3,000	\$ 2,815	\$ 2,450
6600	Memberships (CALAFCO/CSDA)	\$ 3,691	\$ 3,727	\$ 3,525
6670	GIS Contract with County (Counsel training, IT support)	\$ 2,500	\$ 2,500	\$ 2,500
6740	In-County Travel & Stipends	\$ 3,000	\$ 1,000	\$ 4,000
6750	Travel & Lodging Expense	\$ 100	\$ 100	\$ 6,250
6800	Conferences (Registrations)	\$ 150	\$ 150	\$ 4,100
7000	Work Plan (MSRs and SOIs)	\$ 42,500	\$ 34,500	\$ 51,500
<b>Operating Expense Total</b>		<b>\$ 161,650</b>	<b>\$ 176,193</b>	<b>\$ 227,000</b>
<b>REVENUE/EXPENSE DIFFERENCE</b>		<b>\$ (11,200)</b>	<b>\$ (25,743)</b>	<b>\$ 38,100</b>
<i>(Negative balance indicates use of fund balance and/or reserves)</i>				

## Exhibit B

### Work Program (Basic Services and Work Plan) FY 2021-22 Final Budget

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.	\$ 58,000
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.	\$ 4,500
Consult Legal Counsel	Contract allows for a minimum of 5 hours per month.	Existing 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 fire services; outreach and update SOI policy; policy amendment and development as needed.	\$ 10,000
Grants	Participation in the Sustainable Agricultural Lands Commission (SALC) grant project.	Match accounted for in Basic Services (\$4,000)
Application Forms	Overhaul LAFCo application forms.	\$ 800
Transparency Improvements to Website	Assess/implement website improvements (JPAs, Special Districts, etc.); Post JPA Agreements on website (SB 1266).	\$ 700
<b>Total</b>		<b>\$ 108,000</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.	\$ 51,500
<p>The agencies listed below have priority for preparation of a LAFCo-initiated MSR/SOI Update in Fiscal Year 2021-22.</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 of \$51,500 is not limited to the following designations. These budget allocations may shift to other agencies as needed during the year.</b>	City of Ukiah	\$ 12,500
	Ukiah Valley Sanitation District	\$ 20,000
	Ukiah Valley Fire District	\$ 6,000
	County Service Area No. 3	\$ 10,000
	Covelo Community Services District	\$ 3,000
<b>Total</b>		<b>\$ 51,500</b>