

MENDOCINO

Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482
Telephone: (707) 463-4470 | E-mail: eo@mendolaferco.org | Web: www.mendolaferco.org

COMMISSIONERS

Tony Orth, Chair

Special District Member

Scott Ignacio, Vice-Chair

City Member

Gerald Ward, Treasurer

Public Member

Matthew Froneberger

Special District Member

Glenn McGourty

County Member

Maureen Mulheren

County Member

Mari Rodin

City Member

Gerardo Gonzalez, Alternate

City Member

John Haschak, Alternate

County Member

Richard Weinkle, Alternate

Public Member

Vacant, Alternate

Special District Member

STAFF

Executive Officer

Uma Hinman

Analyst

Larkyn Feiler

Commission Clerk

Kristen Meadows

Counsel

Scott Browne

REGULAR MEETINGS

First Monday of each month
at 9:00 AM in the
Mendocino County
Board of Supervisors
Chambers
501 Low Gap Road, Ukiah

Date: May 6, 2022

To: Mendocino County, Cities, and Independent Special Districts

From: Uma Hinman, Executive Officer

Subject: **Notice of Public Hearing to Adopt a Final LAFCo Budget for Fiscal Year 2022-2023**

The Mendocino Local Agency Formation Commission (LAFCo) is responsible under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed budget in May and a final budget by June 15th. A mandatory review by local funding agencies is required between the two adoption periods. The legislation also specifies the proposed and final budgets shall, at a minimum, be equal to the budget adopted for the previous fiscal year unless LAFCo finds any reduced costs will nonetheless allow the agency to meet its regulatory and planning duties.

Enclosed is the proposed Final Budget and Work Program for Fiscal Year 2022-2023, as directed by the Commission on May 2, 2022.

Increases in operating expenses are associated primarily with implementing the proposed work program, increased coordination with member agencies, and policy development per Commission direction. No change in apportionment fees is proposed for next fiscal year.

The Commission will hold a public hearing at its regular meeting on **June 6, 2022** to consider adoption of the Final Budget and Work Program for Fiscal Year 2022-2023.

Copies of all related documents are on file and may be reviewed at the LAFCo website (www.mendolaferco.org) or at the LAFCo office. If you cannot attend the public hearing described in this notice, you may submit written comments prior to the hearing. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street, Ukiah, CA 95482; e-mail: eo@mendolaferco.org; phone: (707) 463-4470.

Attachments:

- (1) Public Hearing Notice
- (2) FY 2022-23 Proposed Final Budget
- (3) FY 2022-23 Proposed Final Work Program

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Brooktrails Township CSD

Scott Ignacio, Vice-Chair

Point Arena City Council

Gerald Ward, Treasurer

Public Member

Matthew Froneberger

Regular Special District

Gerardo Gonzalez

Willits City Council

Glenn McGourty

County Board of Supervisors

Maureen Mulheren

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NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on Monday, June 6, 2022, at 9:00 AM (or as soon thereafter as the matter may be heard) in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California, or via teleconference pursuant to State Executive Order N-29-20 in response to the emergency declaration for COVID-19, and livestreamed at www.youtube.com/MendocinoCountyVideo, the Mendocino Local Agency Formation Commission (LAFCo) will hold a public hearing to consider the following:

Final Budget for Fiscal Year 2022-2023

The LAFCo Budget for the upcoming fiscal year anticipates revenues in the amount of \$265,100 and expenditures in the amount of \$263,800, not including reimbursable application costs.

Copies of all related documents are on file and may be reviewed at the LAFCo website (www.mendolafco.org) or at the LAFCo office. If you cannot attend the public hearing described in this notice, you may submit written comments prior to the hearing. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street, Ukiah, CA 95482; e-mail: eo@mendolafco.org; phone: (707) 463-4470.

All interested persons are invited to attend, be heard, and participate in the hearings.

BY ORDER OF THE MENDOCINO
LOCAL AGENCY FORMATION COMMISSION

UMA HINMAN, Executive Officer

Date Posted: May 6, 2022

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

6-May-22

ACCOUNT #	DESCRIPTION	FY 2021-22		FY 2022-23
		Final	Projected	Proposed
REVENUE				
	<i>Anticipated Cash Balance</i>			
4000	LAFCO Apportionment Fees	\$ 265,000	\$ 265,000	\$ 265,000
4100	Service Fee Overhead			
4800	Miscellaneous			
4910	Interest Income	\$ 100	\$ 100	\$ 100
	Revenue Subtotal	\$ 265,100	\$ 265,100	\$ 265,100
EXPENSES				
5300	Basic Services (<i>EO, Analyst, Clerk</i>)	\$ 108,000	\$ 108,000	\$ 125,100
5500	Rent	\$ 5,775	\$ 5,904	\$ 6,500
5600	Office Expenses	\$ 3,300	\$ 3,300	\$ 3,300
5700	Internet & Website Costs	\$ 2,500	\$ 2,500	\$ 2,500
5900	Publication and Legal Notices	\$ 2,000	\$ 1,200	\$ 2,000
6000	Televising Meetings	\$ 2,000	\$ 1,500	\$ 2,000
6100	Audit Services	\$ 3,500	\$ 3,500	\$ 3,800
6200	Bookkeeping	\$ 4,500	\$ 4,500	\$ 4,500
6300	Legal Counsel	\$ 19,000	\$ 15,000	\$ 19,000
6400	A-87 Costs County Services	\$ 2,100	\$ 2,100	\$ 2,100
6500	Insurance-General Liability	\$ 2,450	\$ 2,601	\$ 3,200
6600	Memberships (<i>CALAFCO/CSDA</i>)	\$ 3,525	\$ 3,470	\$ 3,700
6670	GIS Contract with County (<i>Counsel training, IT support</i>)	\$ 2,500	\$ 1,500	\$ 2,000
6740	In-County Travel & Stipends	\$ 4,000	\$ 600	\$ 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	\$ 45,000	\$ 70,000
	Operating Expense Total	\$ 227,000	\$ 200,675	\$ 263,800
	REVENUE/EXPENSE DIFFERENCE <i>(Negative balance indicates use of fund balance and/or reserves)</i>	\$ 38,100	\$ 64,425	\$ 1,300
RESERVES / CONTINGENCIES				
	Legal Reserves		\$ 50,000	\$ 50,000
	Operations Reserves @ 25% Annual Operating Budget		\$ 56,750	\$ 65,950
	Total Reserves		\$ 106,750	\$ 115,950
	<i>Anticipated Cash Balance</i>		\$ 38,715	\$ 30,815
	Work Plan Contingency			\$ 30,815

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

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. 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	