



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## Notice

### BUDGET AND WORK PLAN COMMITTEE MEETING AND AGENDA

March 24, 2022 ▪ 11:00 AM

#### Appointed Members

Dennis Rodoni | Sashi McEntee | Lew Kious

**\*\*\* BY VIRTUAL TELECONFERENCE ONLY \*\*\***

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by teleconference only. No physical location will be available for this meeting. However, members of the public will be able to access and participate in the meeting.

#### PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS

##### PUBLIC ACCESS

Members of the public may access and watch a live stream of the meeting on Zoom at <https://zoom.us/j/4350473750>. Alternately, the public may listen in to the meeting by dialing (669) 900-6833 and entering Meeting ID 4350473750# when prompted.

**WRITTEN PUBLIC COMMENTS** may be submitted by email to [staff@marinlafco.org](mailto:staff@marinlafco.org). Written comments will be distributed to the Commission as quickly as possible. Please note that documents may take up to 24 hours to be posted to the agenda on the LAFCo website.

**SPOKEN PUBLIC COMMENTS** will be accepted through the teleconference meeting. To address the Commission, click on the link <https://zoom.us/j/4350473750> to access the Zoom-based meeting.

1. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
2. When the Commission calls for the item on which you wish to speak, click on "raise hand" icon. Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
3. When called, please limit your remarks to the time limit allotted (3 minutes).

**11:00 AM CALL TO ORDER** - Previous Year Chair Kious to call the meeting to order

**ROLL CALL** – Clerk to call the roll

#### SELECTION OF CHAIR

The Committee shall nominate and select a Chair of the Budget Committee for calendar year 2022.

##### Administrative Office

Jason Fried, Executive Officer  
1401 Los Gatos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: [staff@marinlafco.org](mailto:staff@marinlafco.org)  
[www.marinlafco.org](http://www.marinlafco.org)

Damon Connolly, Regular  
County of Marin

Judy Arnold Regular  
County of Marin

Dennis Rodoni, Alternate  
County of Marin

Sashi McEntee, Chair  
City of Mill Valley

Barbara Coler, Regular  
Town of Fairfax

James Campbell, Alternate  
City of Belvedere

Craig K. Murray, Vice Chair  
Las Gallinas Valley Sanitary

Lew Kious, Regular  
Almonte Sanitary District

Tod Moody, Alternate  
Sanitary District #5

Larry Loder, Public  
Public Member

Chris Skelton, Alternate  
Public Member

### **PUBLIC COMMENT**

This portion of the meeting is reserved for persons desiring to address the Committee on any relevant matter not listed on this agenda and that are within the jurisdiction of the Committee. Speakers are limited to three minutes.

### **BUSINESS ITEMS**

The Committee is scheduled to discuss and provide direction on the following items.

1. Approval of Resolution 22-09 Allowing for Video and Teleconference Meetings during COVID-19 State of Emergency Under AB 361
2. Approval of March 8, 2021, Meeting Minutes
3. Review and Approval of Proposed Budget for Fiscal Year 2022-23
4. Review and Approval of Workplan for Fiscal Year 2022-23

### **ADJOURNMENT**

---

Any writings or documents pertaining to an open session item provided to a majority of the Commission less than 72 hours prior to a regular meeting shall be made available for public inspection at Marin LAFCo Administrative Office, 1401 Los Gamos Drive, Suite 220, San Rafael, CA 94903, during normal business hours.

Pursuant to GC Section 84308, if you wish to participate in the above proceedings, you or your agent are prohibited from making a campaign contribution of \$250 or more to any Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCo and continues until 3 months after a final decision is rendered by LAFCo. If you or your agent have made a contribution of \$250 or more to any Commissioner during the 12 months preceding the decision, in the proceeding that Commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings. Separately, any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet for a meeting upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting. Please contact the LAFCo office at least three (3) working days prior to the meeting for any requested arraignments or accommodations.



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## AGENDA REPORT

March 24, 2022  
Item No. 1

**TO:** Budget and Workplan Committee

**FROM:** Jason Fried, Executive Officer

**SUBJECT:** Approval of Resolution 22-09 Allowing for Video and Teleconference Meetings during COVID-19 State of Emergency Under AB 361

### Background and Discussion

AB 361 was passed by the State Legislature and signed by Governor Newsom. It went into effect immediately. AB 361 continues many of the provisions related to the Brown Act that were in place under Executive Orders, which expired September 30, 2021, that allowed for video and teleconferencing during the state of emergency. Since AB 361 has been signed into law, the Commission can continue to meet virtually until such time as the Governor declares the State of Emergency due to COVID-19 over and measures to promote social distancing are no longer recommended or could return to in-person meetings sooner if desired.

On September 22, 2021, the Marin County Director of Health & Human Services recommended social distancing to enhance safety at public meetings. On October 19, 2021, Marin County's Director of Health & Human Services reaffirmed this recommendation. See attachment 2.

The proposed resolution provides the Committee with the option to continue to hold video and teleconference meetings while the state of emergency is still in effect and social distancing is recommended.

In order to continue to hold video and teleconference meetings, the Budget and Workplan Committee will need to review and make findings every thirty days or thereafter that the state of emergency continues to directly impact the ability of the members to meet safely in person and that state or local officials continue to impose or recommend measures to promote social distancing.

### Recommendation

1. Approve Resolution 22-09 allowing for video and teleconference meetings during the COVID-19 state of emergency under AB 361.

### Attachment:

1. Resolution 22-09 Allowing for Video and Teleconference Meetings during the COVID-19 State of Emergency Under AB 361
2. Decisions by Marin County Director of Health & Human Services

#### Administrative Office

Jason Fried, Executive Officer  
1401 Los Gatos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: staff@marinlafco.org  
www.marinlafco.org

Dennis Rodoni, Regular  
County of Marin

Judy Arnold, Regular  
County of Marin

Damon Connolly, Alternate  
County of Marin

Sashi McEntee, Chair  
City of Mill Valley

Barbara Coler, Regular  
Town of Fairfax

James Campbell, Alternate  
City of Belvedere

Lew Kious, Vice Chair  
Almonte Sanitary District

Craig K. Murray, Regular  
Las Gallinas Valley Sanitary

Tod Moody, Alternate  
Sanitary District #5

Larry Loder, Regular  
Public Member

Richard Savel, Alternate  
Public Member

**MARIN LOCAL AGENCY FORMATION COMMISSION**

RESOLUTION 22-09

**RESOLUTION ALLOWING FOR VIDEO AND TELECONFERENCE MEETINGS DURING THE COVID-19 STATE OF EMERGENCY UNDER AB 361**

**WHEREAS**, on March 4, 2020, the Governor of the State of California proclaimed a State of Emergency for COVID-19; and

**WHEREAS**, AB 361, which was recently passed by the State Legislature and signed by Governor Newsom, effective immediately, allows the Budget Committee to continue to meet virtually until such time as the Governor declares the State of Emergency due to COVID-19 over and the measures to promote social distancing are no longer recommended; and

**WHEREAS**, the Marin County Director of Health & Human Services has recommended social distancing to enhance safety at public meetings; and

**WHEREAS**, in light of this recommendation, the Budget and Workplan Committee desires for itself to continue to meet via video and/or teleconference; and

**WHEREAS**, pursuant to AB 361 the Budget and Workplan Committee will review the findings required to be made every 30 days or thereafter and shall not meet without making those continued findings.

**NOW THEREFORE**, the Marin Local Agency Formation Commission’s Budget and Workplan Committee **DOES HEREBY RESOLVE** that on behalf of itself: (1) a state of emergency has been proclaimed by the Governor; (2) the state of emergency continues to directly impact the ability of the Commission’s legislative bodies to meet safely in person; and (3) local officials continue to recommend measures to promote social distancing.

**PASSED AND ADOPTED** by the Marin Local Agency Formation Commission Budget and Workplan Committee on March 24, 2022 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

---

[To be Determined], Chair

ATTEST:

APPROVED AS TO FORM:

---

Jason Fried, Executive Officer

---

Malathy Subramanian, LAFCo Counsel



DEPARTMENT OF  
**HEALTH AND HUMAN SERVICES**

Promoting and protecting health, well-being, self-sufficiency, and safety of all in Marin County.



Benita McLarin, FACHE  
DIRECTOR

20 North San Pedro Road  
Suite 2002  
San Rafael, CA 94903  
415 473 6924 T  
415 473 3344 TTY  
[www.marincounty.org/hhs](http://www.marincounty.org/hhs)

October 19, 2021

Dennis Rodoni  
President, Board of Supervisors  
3501 Civic Center Drive, 3<sup>rd</sup> Floor  
San Rafael, CA 94903

Re: Public Meetings/Social Distancing

Dear President Rodoni:

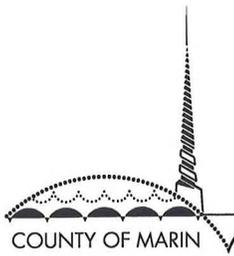
I am writing to confirm that my recommendations in the attached September 22, 2021 letter will remain in place.

Thank you for your consideration.

Respectfully,

Benita McLarin  
Director, Health & Human Services

cc: Matthew H. Hymel, CAO  
Brian E. Washington, County Counsel



DEPARTMENT OF  
**HEALTH AND HUMAN SERVICES**

Promoting and protecting health, well-being, self-sufficiency, and safety of all in Marin County.



Benita McLarin, FACHE  
DIRECTOR

20 North San Pedro Road  
Suite 2002  
San Rafael, CA 94903  
415 473 6924 T  
415 473 3344 TTY  
[www.marincounty.org/hhs](http://www.marincounty.org/hhs)

September 22, 2021

Dennis Rodoni  
President, Board of Supervisors  
3501 Civic Center Drive, 3<sup>rd</sup> Floor  
San Rafael, CA 94903

Re: Public Meetings/Social Distancing

Dear President Rodoni:

On September 20, 2021, Governor Newsom signed AB 361. The legislation provides that local agencies may continue to hold certain public meetings via video/tele-conference as they have done during the Covid-19 emergency. The legislation allows such meetings to continue during a proclaimed state of emergency if state or local officials have recommended measures to promote social distancing.

Local government meetings are indoor meetings that are sometimes crowded, involve many different and unfamiliar households, and can last many hours. Given those circumstances, I recommend a continued emphasis on social distancing measures as much as possible to make public meetings as safe as possible. These measures can include using video/tele-conferencing when it meets community needs and spacing at in-person meetings so that individuals from different households are not sitting next to each other. I will notify you if this recommendation changes while the Governor's state of emergency for COVID-19 remains in place.

Respectfully,

Benita McLarin  
Director, Health & Human Services

cc: Matthew H. Hymel, CAO  
Brian E. Washington, County Counsel



# Marin Local Agency Formation Commission

## Regional Service Planning | Subdivision of the State of California

### AGENDA REPORT

March 24, 2022

Item No. 2 (Business)

**TO:** Budget and Workplan Committee

**FROM:** Olivia Gingold, Clerk/Jr. Analyst

**SUBJECT:** Approve the March 10, 2021 Budget and Workplan Committee Meeting Minutes

---

### Background

The Ralph M. Brown Act was enacted by the State Legislature in 1953 and establishes standards and processes therein for the public to attend and participate in meetings of local government bodies as well as those local legislative bodies created by State law; the latter category applying to LAFCOs. The “Brown Act” requires – and among other items – public agencies to maintain minutes for all meetings.

### Discussion

The draft minutes for the March 10, 2021 Budget and Workplan Committee meeting accurately reflect the Committee’s actions as recorded by staff and are attached. A copy of the approved meeting minutes will be made available online.

### Staff Recommendation for Action

- 1. Staff recommendation** – Approve the draft minutes prepared for the Budget and Workplan Committee meeting with any desired corrections or clarifications.
- 2. Alternative Option** - Continue consideration of the item to the next committee meeting and provide direction to staff, as needed.

### Attachment:

- 1) Draft Minutes for March 10, 2021

**Administrative Office**  
Jason Fried, Executive Officer  
1401 Los Gatos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: staff@marinlafco.org  
www.marinlafco.org

**Dennis Rodoni, Regular**  
County of Marin

**Judy Arnold, Regular**  
County of Marin

**Damon Connolly, Alternate**  
County of Marin

**Sashi McEntee, Chair**  
City of Mill Valley

**Barbara Coler, Regular**  
Town of Fairfax

**James Campbell, Alternate**  
City of Belvedere

**Lew Kiou, Vice Chair**  
Almonte Sanitary District

**Craig K. Murray, Regular**  
Las Gallinas Valley Sanitary

**Tod Moody, Alternate**  
Sanitary District 5

**Larry Loder, Regular**  
Public Member

**Richard Savel, Alternate**  
Public Member



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

---

**DRAFT**

## **BUDGET AND WORK PLAN COMMITTEE MINUTES**

Monday, March 10, 2021  
Via Zoom Teleconference

### **Appointed Members**

Lew Kious | Barbara Coler | Judy Arnold

EO Fried called the meeting to order at 10:02 A.M.

### **ROLL CALL BY COMMISSION CLERK**

Roll was taken and quorum was met. The following were in attendance:

Commissioners Present:           Lew Kious  
  Barbara Coler  
  Judy Arnold

Marin LAFCo Staff Present:        Jason Fried, Executive Officer  
  Olivia Gingold, Clerk/Junior Analyst

### **SELECTION OF CHAIR**

Previous Chair, Commissioner Kious, asked if there were any nominations for Chair. Commission Coler nominated Commissioner Kious as chair.

Approved: M/S by Commissioners Coler and Kious to make Commissioner Kious Chair

Ayes: Commissioners Coler and Kious

Nays: None

Abstain: None

Absent: Arnold

Motion approved unanimously.

### **PUBLIC OPEN TIME**

Chair Kious opened the public comment period. Hearing no request for comment, Chair closed the public open time.

### **BUSINESS ITEMS**

#### **1. Approval of May 26, 2020 Meeting Minutes**

Chair Kious opened public comment. Hearing none, he closed public comment.

Approved: M/S by Commissioners Kious and Arnold to accept meeting minutes

Ayes: Commissioners Kious, Coler, Arnold

Nays: None

Abstain: None

Motion approved unanimously.

## 2. Review and Approval of Workplan for Fiscal Year 2021-2022

EO Fried noted this was a carryforward of previous workplans. LAFco usually does a workshop for the budget but this year that workshop was forgone so Jason carried over the previous year's workplan, adding our new MSRs and removing completed items but keeping it generally the same.

Commissioner Coler made some comments about the workplan, highlighting the additions of the Southern Marin Fire working group and the Ross Valley working group. She also asked some questions about Commission participation in the Consolidated Fire Study.

EO Fried noted that the Consolidated Fire Study working group would be called upon at some point but wasn't necessarily needed right now.

Chair Kious wanted to know if the proposed budget supported all of the tasks, EO Fried confirmed this.

Chair Kious also wanted to know, for things such as the Paradise Drive Working Group or Angel Island Fire, who Staff involved in those items included. EO Fried replied it would predominantly be him, but that Jeren or Olivia may be brought in depending on the nature of the project as it evolves.

Chair Kious opened public comment. Hearing none, he closed public comment.

Approved: M/S by Commissioners Coler and Arnold to accept the proposed budget

Ayes: Commissioners Kious, Coler, Arnold

Nays: None

Abstain: None

Motion approved unanimously.

## 3. Review and Approval of Proposed Budget for Fiscal Year 2021-22

EO Fried highlighted the addition of a % change from FY 20-21 budget to Fy 21-22 budget which was a new addition requested by Chair Kious.

EO Fried called this a "status quo" budget. No radical changes were proposed, most changes were adjusted based on physical needs from present Fiscal Year to the next Fiscal Year . He also noted that the proposed numbers were high water marks, and that the numbers may fall under but were unlikely to go over, and highlighted some of the biggest changes from the current FY to the

next FY including a rise in Salary and Pension, and a drop in Legal Services, Memberships and Services, and Benefits.

EO Fried also included a discussion of the Carry Forward Balance and its relation to Agency Contributions, noting that Carry Forward Balance will impact the Agency Contributions. Commissioner Coler asked that an explanation be included when bills are sent to agencies that explains that due to prudence, their dues had been reduced.

Commissioner Coler also asked whether or not rent could be reduced if LAFCo moved to a different office space. Chair Kious informed the Committee that analysis had been done a number of years ago before moving into the current office space that had identified it as an ideal space for LAFCo. EO Fried noted that LAFCo was in a 5-year lease so that couldn't be changed but when the lease was close to up, he would definitely be considering more affordable office spaces.

Commissioner Arnold wanted to know if reserves could be tapped into maintain the same level of agency contributions as last year. EO Fried noted yes temporarily, if it were for COVID reasons for example, but that it wasn't a solution that could be used year after year as reserves would run out. Chair Kious reminded Commissioner Arnold that reserve policies had been considered by the previous year's Committee when doing the reserve policy.

Commissioner Coler asked that when budget is presented, he refresh peoples' memory on how much money is in reserves, and what the various reserves are. Reserves aren't typically on budget but Chair Kious recommended added 3 lines at the bottom of what the reserves are to refresh everyone's memory.

Commissioner Coler also asked a question about COLA adjustment versus a one time \$1,200 bonus. She recommended the \$1,200 bonus because it stays consistent with County, while Chair Kious was more partial to a COLA adjustment because of concerns about a large payout in such a transitory year.

Approved: M/S by Commissioners Coler and Arnold to approve the schedule except for the April meeting and finalize the April date at the February meeting.

#### 4. Fee Schedule

EO Fried noted that LAFCo is supposed to review its fee schedule every 2 years. EO Fried wanted to know if the Committee wanted to make changes or not. He felt the average hours was correct but recommended modifying the initial consult with application line items. He recommended raising the pre-application time. He also recommended an amendment to hourly rates. He simply asked that the Committee give EO Fried the liberty to make those changes once next Fiscal Year's salaries were determined.

Chair Kious asked for public comment. Hearing none, he closed public comment.

Approved: M/S by Commissioners Coler and Arnold to make shifts in amount of time spent on various tasks as desired and authorize EO to update the hourly rate for staff and consultants prior to presenting this to the June Commission meeting.

Ayes: Commissioners Arnold, Coler, Kious

Nays: None

Abstain: None

Motion approved unanimously.

EO Fried also asked the Committee if they wanted to meet for a final review or let this year's budget meeting be a single meeting this year, or, as long as there was only minor edits, if those could be reviewed with the Chair alone. The Committee allowed the edits to be shared with the Chair, and to forgo a second meeting barring any large changes.

Commissioner Coler moves to adjourn the meeting at 10:53 a.m. . Seconded by Chair Kious. Meeting was adjourned.

Attest:     Olivia Gingold  
              Clerk/Junior Analyst

Any writings or documents pertaining to an open session item provided to a majority of the Commission less than 72 hours prior to a regular meeting shall be made available for public inspection at Marin LAFCo Administrative Office, 1401 Los Gamos Drive, Suite 220, San Rafael, CA 94903, during normal business hours.

Pursuant to GC Section 84308, if you wish to participate in the above proceedings, you or your agent are prohibited from making a campaign contribution of \$250 or more to any Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCo and continues until 3 months after a final decision is rendered by LAFCo. If you or your agent have made a contribution of \$250 or more to any Commissioner during the 12 months preceding the decision, in the proceeding that Commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings. Separately, any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet for a meeting upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting. Please contact the LAFCo office at least three (3) working days prior to the meeting for any requested arraignments or accommodations.

Marin LAFCo  
Administrative Office  
1401 Los Gamos Drive, Suite 220  
San Rafael California 94903

T: 415-448-5877  
E: [staff@marinlafco.org](mailto:staff@marinlafco.org)  
W: [marinlafco.org](http://marinlafco.org)



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

**AGENDA REPORT**  
March 24, 2022  
Item No. 3 (Business)

**TO:** Budget and Workplan Committee  
**FROM:** Jason Fried, Executive Officer  
**SUBJECT:** Review and Approval of Proposed Budget for Fiscal Year 2022-2023

---

## Background

State Government Code section 56381 states that all LAFCos need to approve a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup> of each year. The attached budget being presented today is the proposed budget which, if approved by this committee today, will be presented to the Commission at its April 14<sup>th</sup> meeting to fulfill the May 1<sup>st</sup> deadline.

From a high level, the Commission reviews the expenditures based on estimated needs for the upcoming fiscal year. Then to cover costs we look to two different funding sources: agency contributions and carryforward funds. The agency contributions are what we ask all our member agencies to pay. The carryforward balance is a combination of unspent money from the prior year, interest earned on money kept with the County, and fees from applications or other services received in the current FY.

For the proposed budget in the expenditures section, I present to the committee what I think is the highest amount needed for each line item. It should be noted that in December 2020 the Commission approved the increase in two line items (Professional Services and Rent-Storage) to facilitate a large digitization project. In the attached chart the amount shown is the original amount approved by LAFCo since both those items at the time of approval were considered a one-time increase to pay for this project. Then to fund that we look to both agency contribution and carry forward amount. Finally, when we get closer to the June Commission meeting, staff will revisit all numbers in the proposed budget to make sure they are the best numbers available as part of the final approval.

Staff's goal with this budget was a status quo from what LAFCo is requesting from our contributing agencies and to keep the agency request at or below the agency contribution for FY 19-20 budget of \$559,522.51. The budget being presented does that.

On the expenditure side, there are some line item changes from last year to this year based on better understanding and looking to the needs of LAFCo in FY 21-22. Some key line item changes include:

- Salary – LAFCo generally follows the County on COLA and step increases for its staff. Marin County will be giving a 2.5% increase plus possible step increases. Our budget increase is to allow for a COLA as well as step increases for staff that has earned it. This will be helpful in the retention of the staff and would benefit LAFCo in the long run. The number given during the proposed budget process has always been higher than what is in the final budget. When the June meeting comes this number will likely be lower given all staff reviews will have been completed and the Commission has negotiated the salary for the Executive Officer position so a more accurate number gets presented with final

---

### Administrative Office

Jason Fried, Executive Officer  
1401 Los Gatos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: staff@marinlafco.org  
www.marinlafco.org

Dennis Rodoni, Regular  
County of Marin

Judy Arnold, Regular  
County of Marin

Damon Connolly, Alternate  
County of Marin

Sashi McEntee, Chair  
City of Mill Valley

Barbara Coler, Regular  
Town of Fairfax

James Campbell, Alternate  
City of Belvedere

Lew Kiou, Vice Chair  
Almonte Sanitary District

Craig K. Murray, Regular  
Las Gallinas Valley Sanitary

Tod Moody, Alternate  
Sanitary District #5

Larry Loder, Regular  
Public Member

Richard Savel, Alternate  
Public Member

approvals. One question staff would like to add to this discussion is, as mentioned below, the CPI-U in January for the previous 12 months was 7.5% (nationally) and 6.5% (California). While the County may have agreements with its unions for a 2.5% COLA increase for the year this does not come close to the CPI-U so to the desire is to see a higher percent than 2.5% used to keep up with the CPI-U.

- Benefits – The County is estimating a 5% increase in benefit costs. As a reminder one staff person is currently on another person's general health plan so does not use our plan. This will occur for one more year so we will see a savings to this line item but should expect to have to pay for this employee in FY 23-24.
- Pension – Line item is being lowered given MCERA is decreasing the rates that agencies need to pay from the current fiscal year (14.02%) to the next fiscal year (11.63%). In addition, similar to the salary line item, this will likely be lowered prior to the final budget once actual staff salaries are known.
- Membership and Dues (Line Item 30) – This is the line item with the highest percentage increase. This is mostly due to Marin Map not charging dues for the past two years to help agencies out during COVID. Marin Map Executive Committee (MMEC) has indicated that they will be reinstating pre-COVID fees next year which for us is \$10,000 for the year. This has yet to be formally approved by MGSA. I also added an additional \$500 to this line while I wait to see if any other memberships for next year are increased.
- IT & Communications Services (Line Item 20) – Our multi-year agreement with Fort Point is up so with this line item we see an increase to cover the cost of a new agreement. In addition with cyber security becoming more of an issue for government agencies, Fort Point is suggesting we add additional security features to help make sure we maintain a secure system. All of these new security features will come to a little less than \$1,000 for the year. Overall this line item will increase by just over 5%.
- Office Lease/Rent (Line Item 45) – Our office lease is under contract until May 2023 so covers all but one month of FY 22-23 so used the cost for the 11 months and then had a small estimated increase for June 2023 which lead to a 3.11% increase.
- All other expense line items being presented remain the same.

On the income side, we have two mainline items, the agency contribution is currently set to be about equal to the FY 21-22 budget per the commission desires from last year's budget. The carryforward fund balance right now is made up of three items, \$16,500 from unspent FY 20-21 funds, \$16,317.22 from interest and application fees collected so far this year, and an estimated \$50,000 in unspent funds from our current year. The second two numbers are simply a placeholder until we get closer to the end of the year and can put in a real number for what is expected to be leftover from this year's unspent fund and how much we have collected in application fees and interest.

Overall currently the total estimated expenditure for FY 22-23 is a 5.17% increase with the understanding that once salary is better known, that number should decrease a little in the final budget. However, with the carryforward amount we see an increase for agency contributions being 0.55%. With just one

application, interest earned, or final salary known it is likely we will see the agency request being lower than what was the request for this year.

In addition to reviewing the budget staff would like to have the Committee address the following questions:

1. There has been a lot of discussion recently about higher inflation than normal with the CPI-U going up 7.5% (nationally) and 6.5% (California) from Jan. 2021 to Jan. 2022. In addition, an area of concern is since staff and commissioners have not been attending conference for the past two years should we return to do that those costs may now be higher than current line items estimate. Staff currently thinks that the proposed budget can absorb this but does the Committee want to increase some line items to ensure that? Also, as mentioned in the salary discussion above, does the Committee want to recommend a higher COLA increase to assist staff with the larger than normal CPI-U increase that has been seen over the last year?
2. We have just started a large scanning project to get all applications digitized but we still have lots of other documents that we could do this with. Do we want to increase our professional services to ensure we continue this project or should we do as we did this year and only do it if we have additional leftover funds not used to help balance next year's budget?
3. Does the Committee want to recommend a floor for agency contributions? It is possible that after final salaries are considered and the possibility of new application fees or interest that the amount we ask agencies for will go below the current year (FY 21-22) request of \$506,548.17. The Committee could recommend to the Commission when presenting the final budget in June that if the Carryforward amounts allow for agency contributions to go below FY 21-22 request level that we hold onto a portion of the Carryforward to assist future year needs or other one time projects.
4. Over the past couple of meetings, we have had closed session about a possible lawsuit. Do we want to hold any extra money to the side in case this lawsuit moves forward?
5. In the past, the Committee has yielded to the Chair to work with staff on any final minor modifications to the final budget presented at the June meeting and not to call another committee meeting for next year's budget unless major changes are needed. Does the Committee wish to give the Chair and staff this power?

#### **Staff Recommendation for Action**

1. Staff Recommendation – Approve the proposed budget to be presented at the April 10, 2022, LAFCo Commission meeting with any needed amendments.
2. Alternate Option - Continue consideration of the item to the next committee meeting and provide direction to staff, as needed.

#### Attachment:

1. Proposed Budget FY 22-23

Line Items	Final FY 22-23	Draft FY 22-23	Approved FY 21-22	Change FY 21-22 to FY 22-23
Expense				
5110110 · Salary		\$338,000	\$317,000	6.21%
5130120 · Benefits		\$35,500	\$34,000	4.23%
5130500 · Pension		\$40,500	\$45,000	-11.11%
5130525 · Retiree Health		\$6,000	\$6,000	0.00%
05 · Commissioner Per Diems		\$10,000	\$10,000	0.00%
10 · Conferences		\$5,000	\$5,000	0.00%
15 · General Insurance		\$6,500	\$6,500	0.00%
20 · IT & Communications Services		\$18,000	\$17,000	5.56%
25 · Legal Services		\$37,500	\$37,500	0.00%
30 · Memberships & Dues		\$17,500	\$7,000	60.00%
35 · Misc Services		\$2,000	\$2,000	0.00%
40 · Office Equipment Purchases		\$4,139	\$4,139	0.00%
45 · Office Lease/Rent		\$35,670	\$34,559	3.11%
50 · Office Supplies and Postage		\$4,000	\$4,000	0.00%
55 · Professional Services		\$24,000	\$24,000	0.00%
60 · Publications/Notices		\$2,000	\$2,000	0.00%
65 · Rent - Storage		\$650	\$650	0.00%
70 · Training		\$1,700	\$1,700	0.00%
75 · Travel - Mileage		\$3,500	\$3,500	0.00%
Total Expense		\$592,159	\$561,548	5.17%
Income				
Carry Forward Balance		\$82,817	\$55,000	
4710510 · Agency Contributions		\$509,342	\$506,548	0.55%
Total Income		\$592,159	\$561,548	
	Amount	Notes		
General Reserve Fund	\$148,039.77	25% of total expenses - fully funded		
Consultant Reserve Fund	\$50,000.00	Per Marin LAFCo policy 3.10(B)(ix) - fully funded		
Technology Replacement Fund	\$3,758.31	Pror FY unspent funds line item 40, not to exceed \$20,000		



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## AGENDA REPORT

March 24, 2022

Item No. 4 (Business)

**TO:** Budget and Work-plan Committee

**FROM:** Jason Fried, Executive Officer

**SUBJECT:** Review and Approval of Work Plan for Fiscal Year 2022-2023

---

### Background

The Commission this year decided not to do its workshop until July and to have that workshop focus on the next round of MSRs. This means the responsibility falls to the Committee to create a work plan for the Commission to approve. Past practice is to have our work plan be a living document that changes as needed so items can be added or changed as needed. In some cases, LAFCo may complete an item on this list prior to the end of the current fiscal year, such as approval of the West Marin MSR, but think it best to keep all items listed in one spot. As such, staff is presenting a work plan for review that covers the bigger items being worked on.

In drafting the current work plan, staff started with items that remain from the FY 21-22 work plan, then added new items so we have a complete list of items to be working on. The main additions to the work plan are: upcoming MSRs that are scheduled to at least be started during FY 22-23; look at 2020 census data and its relationship to DUCs in Marin County; MSR workshop; along with smaller projects LAFCo is looking to do.

In addition, staff is looking to discuss the status of items that came out of MSRs. While we have had success with some items, like the merger of Murray Park SMD into RVSD, other items may have come to a conclusion. As noted in the attached chart items 7 (San Rafael Fire) and 14 (Tiburon Fire PD OSA with Belvedere) are the main two items that seem to come to a point where changes to the system are not likely to occur any time soon. Staff would suggest removing these items from the work plan.

Items completed and removed from the work plan since reviewed last year: Personal Handbook Updates; Flood Zone 1 MSR; Twin Cities MSR; County Transfer of HR, Payroll and Benefits Systems; Shared Services Workshop.

### Staff Recommendation for Action

1. Staff Recommendation – Recommend to the full Commission the Approval of the attached work plan for Fiscal Year 2022–2023 with any changes as needed.
2. Alternate Option - Do not approve the work plan and give staff instruction on what the Commission would like to do.

#### Attachment:

1. Work plan for FY 2022-2023

---

#### Administrative Office

Jason Fried, Executive Officer  
1401 Los Gatos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: [staff@marinlafco.org](mailto:staff@marinlafco.org)  
[www.marinlafco.org](http://www.marinlafco.org)

Dennis Rodoni, Regular  
County of Marin

Judy Arnold, Regular  
County of Marin

Damon Connolly, Alternate  
County of Marin

Sashi McEntee, Chair  
City of Mill Valley

Barbara Coler, Regular  
Town of Fairfax

James Campbell, Alternate  
City of Belvedere

Lew Kious, Vice Chair  
Almonte Sanitary District  
Craig K. Murray, Regular  
Las Gallinas Valley Sanitary

Tod Moody, Alternate  
Sanitary District #5

Larry Loder, Regular  
Public Member

Richard Savel, Alternate  
Public Member

Project	Responsible for work	Basic Description	Status
Western Marin Area MSR	Staff	MSR for region.	Draft report presented at April Meeting with Final approvals at June meeting.
Golden Gate Area MSR	Staff	MSR for region.	Once the draft of West Marin is released staff will start research for this MSR.
Countywide Fire Study	Commissioner McEntee and Staff	To do a phased review of fire services in Marin County.	Staff has completed most of the research and starting to draft sections.
Countywide Police Study	TBD	TBD	Once fire study is complete this will be revisited
SQVSMD consolidation with RVSD	Staff	Based on the Central Marin Wastewater MSR, work with district staff on the possibility of consolidating services with RVSD.	Staff is working with RVSD and County staff to resolve a few outstanding issues.
San Rafael Area Fire Working group	Staff	Based on San Rafael Area MSR the concept of merging fire services was mentioned. This working group will determine if it is possible and in the best interest of the public and all agencies providing services.	While staff has conducted meetings between all parties it does not appear at this time like an agreement will be reached that needs LAFCo involvement.
Boundary Change for CSA 18	Staff	Based on San Rafael Area MSR, the boundaries of the CSA need to be adjusted.	The Commission has given its formal approvals and now staff is working through all the post approval process.
Property Tax Review For Special Districts	Staff	This is a low level item for staff to work on. Currently when parcels are annexed into a district they get zero of the current ad valorem so staff will research if there are options, without changing the Master Tax Exchange Agreement, for district to get additional revenue to cover the cost of service that they get from current parcels from the 1% ad valorem.	Will be worked on as time permits.

Project	Responsible for work	Basic Description	Status
Southern Marin Fire reorganization with Mill Valley	Staff	Staff has been invited by Southern Marin FPD to join its working group that is looking at ways to either consolidate services or merge departments.	SMFPD and Mill Valley have both come to a basic agreement on formal consolidation of fire services and now working on the technical details.
Strawberry Recreation District Reorganization of Dredging Services	Staff	Staff identified in Tiburon Peninsula MSR that SRD has dredging services that are an activity that State Government Code does not explicitly give to a recreation district. SRD and the County, with LAFCo help, are working to see if a CSA can be created to cover those services	The area SRD dredges is a year away from its next dredge so this item will not be addressed until after that dredging occurs.
Paradise Drive	Staff	As identified in the Tiburon Peninsula MSR, Paradise Drive goes through areas that are both incorporated and unincorporated as multiple unincorporated islands exist along it. The road itself does not reflect the parcels around it as far as which jurisdiction it is in.	Discussion between the County and Tiburon are ongoing
Angel Island Fire Service	Staff	There are two different, but similar, issues around fire services. One is, while Angel Island falls into CSA 31 service area, Tiburon FPD actually provides those services but does not get reimbursed for those services. Second is the Town of Tiburon pays to the State Parks an annual fee to cover fire protection cost but the Town offers no fire protection services.	Tiburon has not expressed interest in changing this item on their side and Fire District is working through some issues with the County and State.
Tiburon Fire Protection District OSA with Belvedere	Staff	As identified in the Tiburon Peninsula MSR, the City of Belvedere currently has an OSA with the TFPD to cover services. In the MSR staff suggests that TFPD boundaries should be extended to cover Belvedere.	After disucssion with Belevedere it was decided at this time this issue should not be persued.

Project	Responsible for work	Basic Description	Status
Ross Valley Fire Working Group	Staff	As identified in the Upper Ross Valley MSR currently fire services are provided by a JPA in the region. There is a desire to see if there is a different model that would work for the area.	Ross Valley Fire JPA members have asked that this working group start after they deal with some immediate issues. Those issues are wrapping up so discussion should start soon.
Digital Library	Staff	Staff has learned how to make current documents ADA compliant and is looking to add more information to the website for applications and resolutions to make it easier for the public to access documents from us.	Some very basic frameworks have been created on the LAFCo website. Currently all LAFCo applications are being scanned and hopefully in the summer of 2022 we will be bringing on our first intern to help with the ADA remediation to start expanding the online library
Disadvantaged Unincorporated Communities	Staff	In 2019 the Commission established an Ad-Hoc committee to review DUC's in Marin County. It was determined based on CKH that Marin City was the only place that qualified as a DUC. Other government bodies have different definitions. Since it was so close to the 2020 census the Commission decided not to take any further action but wait for the 2020 census to re-review this issue.	At the April 2022 meeting the Commission will be deciding if it wants to create an ad hoc committee to review the information from the 2020 census.
Southern Marin Wastewater Study	Staff	MSR for four independent wastewater agencies and SASM	To be started once Golden Gate MSR is released
Multi-Regional Services Study	Staff	MSR for five agencies that cover multiple areas of Marin County	To be started once Southern Marin Wastewater MSR is released
MSR Workshop	Commission and Staff	With the completion of the current round of MSRs occurring the Commission will be holding a workshop to discuss what the next round of MSR should look like.	To be held on July 27th