



**Marin Local Agency Formation Commission**  
Regional Service Planning | Subdivision of the State of California

**NOTICE**

**BUDGET AND WORK PLAN COMMITTEE MEETING AND AGENDA**

Thursday, January 31, 2019  
1401 Los Gamos Drive Suite 220  
San Rafael, California 94903

**Appointed Members**

Dennis Rodoni (Chair) | Sashi McEntee (Vice Chair) | Craig K. Murray

**9:00 AM CALL TO ORDER** - Chair Rodoni to call the meeting to order

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

**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 November 29, 2018 Meeting Minutes
2. Review and Approve Budget Line Item Classifications for Fiscal Year 2019-2020
3. Discussion of the Budget for Fiscal Year 2019-2020

**ADJOURNMENT**

ATTEST:

\_\_\_\_\_  
Jason Fried  
Executive Officer

**Administrative Office**

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County of Marin

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Judy Arnold, Alternate  
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Sashi McEntee, Chair  
City of Mill Valley

Sloan Bailey, Regular  
Town of Corte Madera

Matthew Brown, Alternate  
City of San Anselmo

Craig K. Murray, Vice Chair  
Las Gallinas Valley Sanitary

Jack Baker, Regular  
North Marin Water District

Lew Kiou, Alternate  
Almonte Sanitary District

Vacant, Public  
Public Member

Chris Skelton, Alternate  
Public Member

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## Marin LAFCo

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# Marin Local Agency Formation Commission

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

### AGENDA REPORT

January 31, 2019

Item No. 1 (Business)

**TO:** Marin LAFCo Budget and Work Plan Committee

**FROM:** Candice Bozzard, Commission Clerk

**SUBJECT:** Approve the November 20, 2018 Committee Meeting Minutes

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### 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 November 20, 2018 Budget and Work Plan Committee meeting accurately reflect the Committee’s actions as recorded by staff and are attached. A copy of the approved meeting minutes are available online.

### Staff Recommendation for Action

- 1. Staff recommendation** – Approve the draft minutes prepared for the November 20, 2018 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 November 20, 2018

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Almonte Sanitary District

**Vacant, Regular**  
Public Member

**Chris Skelton, Alternate**  
Public Member



**DRAFT**

## BUDGET AND WORK PLAN COMMITTEE MEETING AND AGENDA

Thursday, November 29, 2018  
1401 Los Gamos Drive Suite 220  
San Rafael, California 94903

### Appointed Members

Sashi McEntee | Craig K. Murray | Dennis Rodoni

Interim Executive Officer Fried called the meeting to order at 9:13 am.

### PUBLIC COMMENT

IEO Fried asked if there were any public comments. Hearing none, IEO Fried closed public comment.

### BUSINESS ITEMS

IEO Fried suggested moving Item 2 to the end of the agenda. Item 2 was moved by consensus.

#### 1. Appointment of Committee Chair and Co-Chair

Approved; M/S by Commissioners Murray and McEntee to nominate Commissioner Rodoni as committee Chair.

Ayes: Commissioners McEntee, Murray, Rodoni      Noes: None  
Absent: None      Abstaining: None

Motion was approved: 3-0

Approved; M/S by Commissioners Murray and Rodoni to nominate Commissioner McEntee as Vice Chair.

Ayes: Commissioners McEntee, Murray, Rodoni      Noes: None  
Absent: None      Abstaining: None

Motion was approved: 3-0

Commissioner Rodoni took over chairing the Committee.

### **3. Review and Adjust Fiscal Year 2018-2019 Line Items**

IEO Fried illustrated the state of the current budget with projections and updates. IEO Fried went on to explain the need for transferring of funds between different budget line items to cover unexpected fees for outside professional staffing, legal, and communications services.

Approved: M/S by Commissioners Murray and McEntee to approve staff's recommendation to adjust the Marin LAFCo FY 2018-19 budget.

Ayes: Commissioners McEntee, Murray, Rodoni

Noes: None

Absent: None

Abstaining: None

Motion was approved: 3-0

### **4. Discussion of the Budget and Budget Process for Fiscal Year 2019-2020**

IEO Fried discussed the need to update the application fee structure, however felt it should wait until the staffing issues are finalized in 2019.

Bookkeeper Allyssa Schiffman spoke to the committee regarding the budget report and then invited suggestions as to what information would be useful to the Commission. The Committee debated whether there was a need to have extensive breakdowns or multiple tiers of expenses outlined in the budget, and if the Committee would be comfortable for staff to work with Ms. Schiffman to 'roll up' items.

IEO Fried will confer with LAFCo's auditor R.J. Ricciardi for input on best practices and bring the information back to the committee.

### **2. Set Schedule for Regular Committee Meetings**

Approved: M/S by Commissioners Murray and McEntee to hold the next two Budget and Work Plan Committee meetings on Thursday, January 31, 2019, from 9:00am–10:00 am, and Thursday, February 21, 2019, from 9:00am–10:00 am.

Ayes: Commissioners McEntee, Murray, Rodoni

Noes: None

Absent: None

Abstaining: None

Motion was approved: 3-0

Chair Rodoni adjourned the meeting at 11:09 am.

ATTEST:

\_\_\_\_\_  
Jason Fried  
Interim Executive Officer



# Marin Local Agency Formation Commission

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## AGENDA REPORT

January 31, 2019

Item No. 2 (Business Item)

**TO:** Budget and Work Plan Committee

**FROM:** Jason Fried, Executive Officer

**SUBJECT:** Review and Approve Budget Line Item Classifications for Fiscal Year 2019-2020

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### Background

At the December 2018 Budget Committee meeting, a discussion took place regarding the current budget having several line items that are not being used or are rarely used. This is due, in part, to our budget having been within the Marin County SAP system for years. Except for staff payroll, Marin LAFCo is no longer using the County system for paying invoices and tracking expenses, so there is no longer a need for such an extensive list. Under the County's SAP system, it appears that line items were broken down for each individual contract. It is staff's suggestion that since Marin LAFCo is no longer using the County system that we merge similar line items together.

Attached you will find a spreadsheet that has all the line items used over the past 3 years. The left column shows the line items currently being used. The same colored rows would be merged into one classification beginning in the FY 2019-2020 budget. The line items that are not highlighted would remain as is. Additionally, staff believes the line items no longer being utilized, may have been for old contracts or areas that are outdated, however they were still transferred when Marin LAFCo started using QuickBooks. All of the obsolete line items, which are not included on this spreadsheet, would be eliminated.

### Staff Recommendation for Action

1. Staff Recommendation – Merge line items as shown in the attachment with any needed amendments.
2. Alternate Option – Continue this item to a future meeting providing staff any necessary instructions.
3. Alternate Option – Keep the current system as is with no changes.

#### Attachment:

1. Spreadsheet with current and proposed line items

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Current Budget Line Items

New Budget Line items Starting with FY 19-20

Income

4410125 · Interest Earnings	Carry Forward Fund Balance
4640333 · Application Fees	
4710510 · Agency Contributions	

Expense

5110110 · Sal - Regular Staff	Salaries
5110210 · Salaries - Extra Hire	
5110313 · Holiday Pay	
5110323 · Sick Leave	
5110324 · Vacation Leave	
5110328 · Personal Leave	
5110335 · Vacation Payout	
5130120 · County of Marin - Group Health	Benefits
5130110 · Ben-Med-GrpLifeInsur	
5130210 · Dental Insurance	
5130310 · Vision Service Plan	
5130410 · Benefits - Disability Plan	
5130524 · Benefits - Fringe Retirement	
5130120 · County of Marin - Group Health - Other	
5130500 · MCERA / Pension	Pension
5130520 · Co Ret Cont Tier III	
5130521 · Co Ret Cont Tier IV	
5130500 · MCERA / Pension - Other	
5130525 · Retiree Health	
5140115 · Workers Compensation	(part of Benefits section above)
5140140 · Payroll Tax	
5140145 · Unemployment Insurance	
5210110 · Professional Services	Professional Services
5210129 · Graphic Design	
5210131 · Legal Services	
5210230 · Support Services	
5210525 · General Insurance	
5210710 · Communications Services	
5210935 · Office Equipment Purchases	
5211215 · Rent - Storage	
5211270 · Office Lease/Rent	
5211325 · Conferences	
5211330 · Memberships & Dues	
5211340 · Training	
5211440 · Travel - Mileage	
5211510 · Misc Services	
<del>5211516 · Mapping Services - County</del>	
5211520 · Publications/Notices	
5211533 · Commissioner Per Diems	
5220110 · Office Supplies	Postage and Office Supplies
5220146 · Postage	

In recent years it seems items covered here have been in Misc. Services just above as well, not sure this item is needed.



# Marin Local Agency Formation Commission

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## AGENDA REPORT

January 31, 2019

Item No. 3 (Business Item)

**TO:** Budget and Work Plan Committee

**FROM:** Jason Fried, Executive Officer

**SUBJECT:** Discussion of the Budget for Fiscal Year 2019-2020

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### Background

Attached is an early draft of the Fiscal Year 2019-2020 budget. This draft shows all the current budget line items. In addition, this draft for FY 2019-2020 budget illustrates the new proposed merger of line items as is proposed in Item 2 of this agenda. Given the transitions and changes that have occurred over the most recent fiscal years, staff is showing what was actually spent and what was originally budgeted.

The numbers presented in the expense section of this draft FY 2019-2020 budget, are the current estimates for each item. Staff needs more time to fine tune these figures, however they are high side best estimates so far. These high estimates were done in combination of what has been spent in the past years and what was originally budgeted. Where “xxx” appear, those are the line items that have been consolidated with another line item.

At the Committee meeting staff will do a brief run through of how the revenue section will be calculated over the budget process, and how the final budget revenues will be transmitted under the process staff is proposing to be used.

### Attachment:

1. Draft budget Spreadsheet with current and proposed line items

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Line Items	Draft FY 19-20	Actual 18-19	Budget 18-19	Actual 17-18	Budget 17-18	Actual FY 16-17	Budget FY 16-17
<b>Expense</b>							
5110110 · Sal - Regular Staff	\$305,000.00	0.00	328,449.00	101,831.97	265,913.14	193,178.35	234,111.02
5110210 · Salaries - Extra Hire	xxx	0.00	0.00	13,050.07	0.00	13,694.25	0.00
5110313 · Holiday Pay	xxx	0.00	0.00	3,975.68	0.00	6,371.20	0.00
5110323 · Sick Leave	xxx	0.00	0.00	3,050.37	0.00	2,672.97	0.00
5110324 · Vacation Leave	xxx	0.00	0.00	6,302.28	0.00	4,720.57	0.00
5110328 · Personal Leave	xxx	0.00	0.00	2,376.56	0.00	3,252.17	0.00
5110335 · Vacation Payout	xxx	0.00	0.00	26,123.14	0.00	1,287.60	0.00
5130120 · County of Marin - Group Health	\$43,000.00	0.00	32,313.00	0.00	0.00	0.00	0.00
5130110 · Ben-Med-GrpLifeInsur	xxx	0.00	0.00	23.60	0.00	29.20	0.00
5130210 · Dental Insurance	xxx	0.00	0.00	548.77	0.00	573.31	0.00
5130310 · Vision Service Plan	xxx	0.00	0.00	61.38	0.00	67.65	0.00
5130410 · Benefits - Disability Plan	xxx	0.00	0.00	217.53	0.00	338.14	0.00
5130524 · Benefits - Fringe Retirement	xxx	0.00	0.00	1,238.36	0.00	849.38	0.00
5130120 · County of Marin - Group Health - Other	xxx	0.00	0.00	10,761.61	32,312.65	21,187.35	26,867.40
5130500 · MCERA / Pension	\$24,000.00	0.00	23,901.00	0.00	0.00	0.00	0.00
5130520 · Co Ret Cont Tier III	xxx	0.00	0.00	5,186.38	0.00	32,316.03	0.00
5130521 · Co Ret Cont Tier IV	xxx	0.00	0.00	7,679.48	0.00	14,840.90	0.00
5130500 · MCERA / Pension - Other	xxx	0.00	0.00	0.00	37,561.07	0.00	57,852.41
5130525 · Retiree Health	\$16,000.00	2,306.45	15,615.00	19,703.33	15,615.00	15,320.14	15,615.00
5140115 · Workers Compenstion	xxx	-501.36	1,965.00	7,780.98	1,744.21	1,730.51	960.00
5140140 · Payroll Tax	xxx	-99.12	3,131.00	3,306.06	3,887.46	5,399.94	4,020.10
5140145 · Unemployment Insurance	xxx	0.00	3,713.00	676.77	3,605.00	106.20	6,290.40
5210110 · Professional Services	\$50,000.00	175,663.06	30,680.00	54,161.39	30,680.00	20,770.86	15,020.00
5210129 · Graphic Design	xxx	0.00	11,613.00	22,701.51	11,613.00	12,795.48	15,500.00
5210131 · Legal Services	\$50,000.00	43,946.13	40,500.00	9,229.40	35,880.00	51,085.78	58,578.75
5210230 · Support Services	xxx	0.00	6,438.00	0.00	0.00	0.00	0.00
5210525 · General Insurance	\$4,000.00	0.00	3,993.00	3,993.39	3,993.39	2,564.33	2,677.02
5210710 · Communications Services	\$14,000.00	7,563.64	8,608.00	12,115.13	8,236.00	8,782.51	6,567.60
5210935 · Office Equipment Purchases	\$4,500.00	1,289.74	4,620.00	20,215.83	23,066.00	3,782.53	5,137.16
5211215 · Rent - Storage	\$500.00	246.33	401.00	387.09	400.94	457.83	400.94
5211270 · Office Lease/Rent	\$32,652.95	15,832.92	34,652.00	31,794.58	31,252.75	25,527.35	24,938.30
5211325 · Conferences	\$4,000.00	2,445.66	2,965.00	3,775.12	2,965.00	1,952.73	2,450.00
5211330 · Memberships & Dues	\$15,000.00	1,377.00	14,734.00	26,830.00	14,556.00	14,269.00	14,368.68
5211340 · Training	\$1,700.00	1,698.30	1,500.00	1,350.00	1,250.00	807.51	1,800.00
5211440 · Travel - Mileage	\$4,000.00	2.75	7,239.00	773.39	4,538.50	4,486.26	4,117.50
5211510 · Misc Services	\$2,000.00	0.00	2,045.00	972.75	1,961.00	0.00	0.00
5211516 · Mapping Services - County	xxx	0.00	0.00	0.00	0.00	180.00	0.00
5211520 · Publications/Notices	\$3,500.00	736.77	5,000.00	3,025.10	5,000.00	3,645.65	5,000.00
5211533 · Commissioner Per Diems	\$13,500.00	5,625.00	13,500.00	11,125.00	11,000.00	10,625.00	10,875.00
5220110 · Office Supplies	\$4,000.00	1,808.96	4,300.00	2,690.92	4,200.00	6,823.23	7,590.00
5220146 · Postage	xxx	0.00	0.00	0.00	0.00	360.49	0.00
<b>Total Expense</b>	<b>\$591,352.95</b>	<b>259,942.23</b>	<b>601,875.00</b>	<b>419,034.92</b>	<b>551,231.11</b>	<b>486,852.40</b>	<b>520,737.28</b>
<b>Income</b>							
4410125 · Interest Earnings		1,727.62	2,000.00	2,852.80	2,000.00	1,734.08	1,500.00
4640333 · Application Fees		16,048.00	30,000.00	16,417.50	30,000.00	23,778.00	30,000.00
4710510 · Agency Contributions		559,522.51	559,875.00	514,780.60	514,781.10	469,161.48	470,362.28
<b>Total Income</b>		<b>577,298.13</b>	<b>591,875.00</b>	<b>534,050.90</b>	<b>546,781.10</b>	<b>494,673.56</b>	<b>501,862.28</b>