



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

Notice

BUDGET AND WORK PLAN COMMITTEE MEETING AND AGENDA

March 8, 2021 ▪ 10:00 AM

Appointed Members

Judy Arnold | Barbara Coler | 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. 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).

10:00 AM CALL TO ORDER - Executive Officer to call the meeting to order

ROLL CALL – Executive Officer to call the roll

SELECTION OF CHAIR

The Committee shall nominate and select a Chair of the Budget Committee for calendar year 2021.

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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 May 26, 2020, Meeting Minutes
2. Review and Approval of Workplan for Fiscal Year 2021-2022
3. Review and Approval of Proposed Budget for Fiscal Year 2021-22
4. Review and Possible Update to LAFCo Fee Schedule

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 8, 2021

Item No. 1 (Business)

TO: Marin LAFCo Budget and Work Plan Committee

FROM: Olivia Gingold, Clerk/Jr. Analyst

SUBJECT: Approve the May 26, 2020, 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.

Discussion

The draft minutes for the May 26, 2020, 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 will be available online.

Staff Recommendation for Action

1. **Staff recommendation** – Approve the draft minutes prepared for the May 26, 2020 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 May 26, 2020



Marin Local Agency Formation Commission
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DRAFT

BUDGET AND WORK PLAN COMMITTEE MINUTES

Tuesday, May 26, 2020
Via Zoom Teleconference

Appointed Members

Lew Kious (Chair) | Barbara Coler | Dennis Rodoni

Chair Kious called the meeting to order at 3:31 pm.

ROLL CALL

All members were present and a quorum was met.

PUBLIC COMMENT

Chair Kious asked for any public comments. Hearing none, Chair Kious closed public comment.

BUSINESS ITEMS

1. Approval of April 13, 2020 Meeting Minutes

Approved; Unanimous vote to approve the April 13, 2020 meeting minutes.

Ayes: Commissioners Rodoni, Coler, and Kious Noes: None
Absent: None Abstaining: None

Motion approved unanimously.

2. Review of Proposed Operating Final Budget for Fiscal Year 2020-2021

Chair Kious introduced the budget as a continuation of the previous budget meeting's discussion. The 3 Committee members had voted in favor of reducing assessments by 10% and having Jason come up with a complimentary budget. When this budget went to the full commission, lots of questions and comments were made so the budget is being reapproached by the committee to address those comments.

EO Fried proposed 4 options considering the need for a new position hire. The first budget accommodates a full-time Clerk/Jr. Analyst with full funding. This was the budget that had initially been created. Then there was a budget for a full-time Jr. Analyst/Clerk but with a 10% cut to fees, a budget with a ½ time

clerk, and a budget that considers a $\frac{3}{4}$ time position upon Commissioner Coler's recommendation. 75% time hits the mark for benefits for an employee. The orange highlighted line items for the $\frac{3}{4}$ time position are estimates. EO Fried cautioned against a $\frac{3}{4}$ time position being any better than a half-time position because of the applicant pool it will attract.

A discussion about the potential position considering the pros and cons of a half or full-time position was had. Highlights were concern over the capacity for work of only a half-time position if a half-time position was approached, and concern over the message that hiring a full-time or $\frac{3}{4}$ -time position during a hard economy and strange hiring time due to COVID would send, and concern over the productiveness of the work plan if a full-time position is not hired.

EO Fried also noted that the difference between a .875 time position, which was the time for the previous employee, and a full-time position is simply having a salary versus an hourly position that works 9-5.

There was consideration of which position was more likely to be approved by the full Commission and Commissioner Rodoni, Commissioner Coler, and Commissioner Kious agreed that the half-time position would be more likely to be approved and is the position that should be brought to the Commission.

The discussion then shifted to the 10% reduction. Commissioner Kious stood in favor of the 10% reduction with the added note that the reduction was only for 1 year and one time due to the COVID emergency. Commissioner Coler and Commissioner Rodoni also supported that decision.

EO Fried mentioned that LAFCo's bookkeeper's concern hadn't been over this fiscal year, but rather next fiscal year because of lags in property tax. Commissioner Rodoni clarified that the MMWD and the County were the ones who this fee reduction would help the most and that their funding wasn't as dependent on property tax.

Chair Kious asked for public comment. EO Fried noted that no emails had been received and no members of the public were on the call.

Motion to recommend to the full board approving Option 3; a 10% reduction in assessments for 1 year with a supporting communication sent out to the agencies and adding to the budget a half-time clerk position to be filled by Jason as soon as possible. M/S Rodoni and Coler.

Ayes: Commissioners Rodoni, Coler, and Kious
Absent: None

Noes: None
Abstaining: None

Motion approved unanimously.

3. Recommendation on Revision of Reserve Policy and New Contingency Funds

EO Fried introduced the current reserve policy, along with the changes that had been made to it in the previous Commission meeting.

Commissioner Kious noted that he preferred at least 20% because it leaves the option to grow above 20% but doesn't constrict the Commission. Commissioner Rodoni disagreed, he felt that the 3 months operating expense is an important reserve to maintain and noted that it's an unrestricted reserve account so it can be touched if needed. Commissioner Coler agreed with Commissioner Rodoni.

EO Fried noted that LAFCo gets money once a year, has no way to get money until the next year, and sees a delay sometimes in receiving contributions, so maintaining more money in reserves is strong for LAFCo.

Commissioner Kious clarified that because LAFCo doesn't support physical infrastructure, that although he supports the decision to maintain reserves at or above 25%, he doesn't see LAFCo needing to maintain as high of a reserve.

Commissioner Coler commented that she liked the language Jason added, Commissioner Kious agreed.

Chair Kious asked for public comment. EO Fried replied that no emails had been received and no hands were raised.

Commissioner Coler replied that she wasn't so tied to a chart for the Technology Replacement Fund, noting that she doesn't think it needs such precision, and recommended keeping the fund at \$20,000 and removing the part about leftover funds going to the unrestricted reserve.

EO Fried clarified that the cap and the delegation to the unrestricted reserve were to prevent any confusion once the fund is full.

Commissioner Coler agreed this made sense, and that if the level of detail makes EO Fried comfortable that he can leave the language. Commissioner Kious agreed with Commissioner Coler that there's no need to be so precise, and the language was removed.

Commissioner Rodoni asked if the intent was to build this fund over time with additional reserves. He didn't want the item to be a cost to agencies. EO Fried presented a spreadsheet denoting how the fund would be funded, which satisfied the commissioners.

The Commissioners all agreed to support \$50,000 in the Consultant reserve fund. Other language was removed because it didn't seem necessary. It was agreed that the Budget Chair and LAFCo chair could be given the authority to determine if unspent funds from previous fiscal years should be moved whenever the Consultant fund is under-funded.

Motion to approve the edited reserve fund policies, including the 25% reserve, the technology replacement fund at \$20,000, the consultant Reserve fund at \$50,000 and all other edits. M/S Coler and Rodoni.

Ayes: Commissioners Rodoni, Coler, and Kious Noes: None
Absent: None Abstaining: None

Motion approved unanimously.

Commissioner Coler moves to adjourn the meeting at 4:01 pm. Seconded by Chair Rodoni. Meeting adjourned.

ATTEST:



Olivia Gingold
Jr. Analyst/Clerk



Marin Local Agency Formation Commission

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AGENDA REPORT

March 8, 2021

Item No. 2 (Business)

TO: Local Agency Formation Commission

FROM: Jason Fried, Executive Officer

SUBJECT: Review and Approval of Work Plan for Fiscal Year 2020-2021

Background

Since current staff has started, the Commission has held workshops to look at the following year's work plan. Given the work done by the Commission in the last couple of years, it was decided by the Commission not to do that this year. 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 Flood Zone 1 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 20-21 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 the new working groups that have been added by recent MSRs along with some smaller projects LAFCo is looking to do.

Staff Recommendation for Action

1. Staff Recommendation – Recommend to the full Commission the Approval of the attached work plan for Fiscal Year 2021 - 2022.
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 2021-2022

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Project	Responsible for work	Basic Description	Status
Personnel Handbook	Policy and Personnel Committee	In FY 19-20 the Commission completed a total rewrite of the handbook. There may be some changes needed once the County has completed the handover of benefits administration.	Staff is monitoring this and will make suggested changes to the Committee for review.
Flood Zone 1 MSR	Staff	Supplemental MSR for Novato region.	Final draft to be presented at April 2021 meeting
Twin Cities Area MSR	Staff	MSR for region.	Public Draft to be presented at April 2021 meeting with Final draft to be presented at June 2021 meeting
Western Marin Area MSR	Staff	MSR for region.	Staff has started research into this MSR with draft expected in spring of 2022
Golden Gate Area MSR	Staff	MSR for region.	Will be started once Western Marin MSR draft is released in spring of 2022
Countywide Fire Study	Commissioner McEntee and Staff	To do a phased review of fire services in Marin County.	Phase 1 research is almost complete.
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.	Working group is working on deal with a few complex legal issues but getting closer to resolving. Once legal issues are addressed process will proceed.
County of Marin transfer of support services to LAFCo	Staff	County has been the provider of some back office services, such as HR and payroll, for LAFCo for many years. In 2016, the County started a process to stop providing those services and now LAFCo must have alternate ways to have those services provided.	Payroll has been completely transferred over and now the County is starting to transfer benefits administration one benefit at a time.

Project	Responsible for work	Basic Description	Status
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.	There had been a pause to this working group in 2020 but group has started meeting again.
Boundary Change for CSA 18	Staff	Based on San Rafael Area MSR, the boundaries of the CSA need to be adjusted.	County staff and the advisory board have generally agreed on new boundaries for CSA 18 and are now working on the creation of the legal description and map for the new boundaries. Once that is complete they will officially submit the application.
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.
Southern Marin Fire reorganization with neighboring departments	Staff	Staff has been invited by Southern Marin FPD to join a working group that is looking at ways to either consolidate services or merge departments.	Staff is attending meetings and will update the Commission as needed.

Project	Responsible for work	Basic Description	Status
Strawberry Recreation District Reorganization Working Group	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 or two away from its next dredge so this item will not officially be addressed until after that dredging occurs but will work towards determining what is the best change, if any, that should occur so it is ready to occur once dredging is completed.
Paradise Drive Working Group	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.	Working group has started
Angel Island Fire Service Working Group	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.	Working group has started
Tiburon Fire Protection District OSA with Belvedere Working Group	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.	Working group has started

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 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 issue. Likely this group will start meeting spring/summer of 2021.
Shared Services Workshop	Commissioner McEntee and Staff	A half day workshop is planned for April 29, 2021 to talk about how local agencies can share services throughout Marin County agencies	Currently planning for the workshop and depending on interest may plan for future workshops.
Digital Library	Staff	Staff has learned how to make current documents ADA compliant and is looking to add more information to the website for application and resolutions to make it easier for the public access documents from us.	While new items will be created and added to this new library as time permits we will slowly go back and add older items as well.
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.	Once 2020 census data is released staff will review and report to the Commission and then Commission can decide if further discussion is needed.



Marin Local Agency Formation Commission

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AGENDA REPORT

March 8, 2021

Item No. 3 (Business)

TO: Local Agency Formation Commission
FROM: Jason Fried, Executive Officer
SUBJECT: Review and Approval of Proposed Budget for Fiscal Year 2021-2022

Background

State Government Code section 56381 states that all LAFCos need to approve a proposed budget by May 1st and a final budget by June 15th 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 8th meeting to fulfill the May 1st deadline.

LAFCo the last couple of years has gone through a major budget overhaul merging and readjusting line items. In addition, we made changes to how the budget process itself will work, with this year being the first year where we will fully be able to implement this new budget process.

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 is what we ask all our member agencies to pay. The carryforward balance is a combination of unspent money from the prior year as well as interest earned on money keep with the County and fee applications.

For the proposed budget on the expenditures section, I present to the committee what I think is the highest amount needed for each line item. 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.

For the current fiscal year (20-21) the Commission wanted to use some unspent funds from prior years to gives agencies a 10% reduction in that income line item as a one-time action to help agencies deal with unknown budgets issue from COVID. The goal is to resume the regular amount in future years. With that in mind staff's goal with this budget was a status quo from what LAFCo is requesting from our contributing agencies to the 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 20-21. Some key line item changes include:

- Salary – LAFCo generally follows the County on COLA and step increases for its staff. The County labor contracts are set to expire at the end of the current fiscal year. At the time of the writing of this staff report, the County had come to basic agreements with some of the labor unions that are going through the approval process. However, it had not come to basic terms with the labor union that

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LAFCo staff ties its pay and benefits with. County staff has said for those contracts that have basic agreements already that, instead of a COLA, the county will be offering a one-time payment of \$1,200 per employee for the year. Our budget increase is to allow for a COLA/one-time-payment as well as step increases for staff that has earned it. In addition, the Executive Officer is looking at the possibility of promoting a staff person who has the ability to take on more responsibility than the current position is they are currently doing. This will be helpful in the retention of the staff and would benefit LAFCo in the long run. When the June meeting comes this number will likely be lower given all staff review will have been completed and the Commission has negated the salary for the Executive Officer position.

- Benefits – The County is estimating a 5% increase in benefit costs but a decrease is being included due to current staff use of benefits. One staff person is currently on another person's general health plan so does not use our plan. This will likely occur for the next two years so we will see a savings to this line item due to this during this window.
- Pension - Going to be higher due to MCERA increasing its rates that agencies need to pay from the current fiscal year to the next fiscal year. In addition, similar to the salary line item, this will likely be lowered prior to the final budget once actual staff salaries are known.
- Legal Services – This line has been lowered due to the fact that we have now completed the complete redo of our personnel handbook. There may a limited amount of work left on the personnel handbook once all benefits administration is handed over to LAFCo to run.
- Membership and Dues – In the current fiscal year, Marin Map had given a reduction in dues to help agencies out due to COVID. Between the writing of this report and our Committee meeting, MGSA will be meeting to discuss this matter. The budget currently assumes full dues but it is possible they will reduce fees again for next year. Staff will report any news at the Committee meeting.
- All other line items are basic adjustments due to either inflationary increases or small adjustments in projected future spending in that category.

For the two income line items, the agency contribution is currently set to be equal to the FY 19-20 budget per the commission desires from last year's budget. The carryforward fund balance right now is 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. Given we already have over \$6,500 from interest earned and application fees from this year there easily should be a good amount over the \$10,000 currently listed.

Staff Recommendation for Action

1. Staff Recommendation – Approve the proposed budget to be presented at the April 8, 2020, 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 21-22

Line Items	Draft FY 21-22	Approved FY 20-21	Approved FY 19-20
Expense			
5110110 · Salary	\$319,000.00	\$307,000.00	\$305,553.00
5130120 · Benefits	\$34,000.00	\$45,000.00	\$61,110.60
5130500 · Pension	\$45,000.00	\$39,000.00	\$56,911.23
5130525 · Retiree Health	\$6,000.00	\$6,000.00	\$16,000.00
55 · Professional Services	\$20,000.00	\$20,000.00	\$70,000.00
25 · Legal Services	\$37,500.00	\$45,000.00	\$35,000.00
15 · General Insurance	\$8,500.00	\$8,000.00	\$4,000.00
05 · Communications Services	\$17,000.00	\$16,000.00	\$14,000.00
40 · Office Equipment Purchases	\$4,139.00	\$4,139.00	\$4,500.00
65 · Rent - Storage	\$650.00	\$650.00	\$500.00
45 · Office Lease/Rent	\$34,559.17	\$33,588.88	\$32,652.95
10 · Conferences	\$5,000.00	\$5,000.00	\$4,000.00
30 · Memberships & Dues	\$16,000.00	\$13,000.00	\$15,000.00
70 · Training	\$1,700.00	\$1,700.00	\$1,700.00
75 · Travel - Mileage	\$3,500.00	\$3,500.00	\$4,000.00
35 · Misc Services	\$2,000.00	\$2,000.00	\$2,000.00
60 · Publications/Notices	\$2,000.00	\$3,000.00	\$3,500.00
05 · Commissioner Per Diems	\$10,000.00	\$10,000.00	\$13,500.00
50 · Office Supplies and Postage	\$4,000.00	\$4,000.00	\$4,000.00
Total Expense	\$570,548.17	\$566,577.88	\$647,927.78
Income			
Carry Forward Balance	\$11,025.66	\$63,007.60	\$66,830.44
4710510 · Agency Contributions	\$559,522.51	\$503,570.28	\$559,522.51
Total Income	\$570,548.17	\$566,577.88	\$626,352.95



Marin Local Agency Formation Commission

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AGENDA REPORT

March 8, 2021

Item No. 4 (Business)

TO: Local Agency Formation Commission

FROM: Jason Fried, Executive Officer

SUBJECT: Review and Possible Update to LAFCo Fee Schedule

Background

According to Marin LAFCo Policy 3.11 (Fee Schedule) “Marin LAFCo will maintain a schedule of fees to reasonably recover the agency’s costs in fulfilling its regulatory and planning responsibilities. Marin LAFCo shall periodically review the fee schedule and consider amendments therein no less than every two years.”

The Commission last reviewed this fee schedule as part of the 2019 budget process so a two-year review is required at this point. The committee in its review can recommend to make changes to the current fee schedule or maintain it as it currently is. The current fee schedule is attached.

Our fee schedule is based on the average time spent on each item for each application. In staff review of the current schedule, the basic formula for time spent seems to still be correct with perhaps the “Initial Consultation with Applicants” line item being a little less than time spent by an average of 1-2 hours. Should the Committee recommend an update occur the only other part that would need to be updated would be the hourly rate for staff and consultants. These are both easy to update in the system but would recommend holding off on the staff hourly rate until there is a better understanding of the final budget for next year as that will impact the staff hourly rate. Should the committee want to update the fee schedule it would be staff recommendation to authorize the Executive Officer to take the current fee schedule, with any amendments desired, and then just prior to the June meeting have staff update the staff hourly rate as it would be presented for approval during the meeting. This would save the Committee from having to call another meeting just to deal with updating the hourly rate which is based purely on a basic formula.

Staff Recommendation for Action

1. Staff Recommendation – Make shifts in the amount of time spent on various tasks as desired and then authorize the Executive Officer to update the hourly rate for staff and consultants prior to presenting it to the June Commission meeting.
2. Alternate Option 1 – Recommend to the Commission no changes are made to the fee schedule this year.
3. Alternate Option 2 – Take no action today and have a follow-up meeting on this item giving staff any needed instruction for the next meeting.

Attachment:

1. Fee Schedule for FY 2021-2022

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Chris Skelton, Alternate
Public Member

Single Boundary or Outside Service Extension (non-emergency)	Notice of Exemption		Addendum / Initial Study		Environmental Impact Rpt.	
	With	Without	With	Without	With	Without
Staff Process (In hours)	100% Consent	100% Consent	100% Consent	100% Consent	100% Consent	100% Consent
Initial Consultation with Applicants	1.50	2.00	2.50	3.00	3.00	3.50
Receive and Set Up Applicant Proposal	0.50	0.50	0.50	0.50	0.50	0.50
Preliminary Proposal Review / Initial GIS Work	1.50	2.00	1.50	2.00	1.50	2.00
CEQA Review and Document Preparation	1.00	1.00	15.00	15.00	20.00	20.00
Prepare and Circulate Agency Review	1.50	1.50	1.50	1.50	1.50	1.50
Prepare and Circulate Property Tax Exchange Notice	0.50	0.50	0.50	0.50	0.50	0.50
Prepare and Circulate Petition Verification	0.15	0.15	0.15	0.15	0.15	0.15
Prepare Certificate of Petition Sufficiency	0.00	0.15	0.00	0.15	0.00	0.15
Prepare and Circulate Status Letter	2.00	2.00	2.00	2.00	2.00	2.00
Prepare and Post Hearing Notice / 300 ft	0.00	1.50	0.00	1.50	0.00	1.50
Prepare Staff Report and Resolution	13.00	14.00	14.00	16.00	15.00	17.00
Prepare and Circulate Certificate of Filing	0.50	0.50	0.50	0.50	0.50	0.50
Commission Meeting	0.50	1.00	0.50	1.00	0.50	1.00
Prepare and Issue Notice to Applicants	1.00	1.00	1.00	1.00	1.00	1.00
Prepare and Record Environmental Determination	1.00	1.00	1.00	1.00	1.00	1.00
Conducting Authority Proceedings	0.00	5.00	0.00	5.00	0.00	5.00
Work with Applicant on Completing Terms	1.20	2.20	1.20	2.20	1.20	2.20
Prepare and Record Certificate of Completion	1.00	1.00	1.00	1.00	1.00	1.00
Prepare and File Boundary Change with SBE	0.50	0.50	0.50	0.50	0.50	0.50
Close Proposal File and File Contents	0.50	0.50	0.50	0.50	0.50	0.50
Administrative Processing	1.00	1.00	1.50	1.50	1.50	1.50
Total Hours	28.85	39.00	45.35	56.50	51.85	63.00
Percent of Staff Time Needed						
Executive Officer	60.00%	65.00%	65.00%	67.50%	67.50%	70.00%
Clerk	30.00%	25.00%	25.00%	25.00%	25.00%	22.50%
Analyst	10.00%	10.00%	10.00%	7.50%	7.50%	7.50%
Cost for staff time						
Executive Officer (\$99.06/hr)	\$1,714.73	\$2,511.17	\$2,920.04	\$3,777.90	\$3,466.98	\$4,368.55
Clerk (\$56.68/hr)	\$490.57	\$552.63	\$642.61	\$800.61	\$734.71	\$803.44
Analyst (\$51.02/hr)	\$147.19	\$198.98	\$231.38	\$216.20	\$198.40	\$241.07
Total Staff Costs	\$2,352.49	\$3,262.78	\$3,794.03	\$4,794.70	\$4,400.09	\$5,413.05
Non-Staff Costs						
Legal Services	2.00	3.00	at hours used	at hours used	at hours used	at hours used
Bookkeeping	1.00	1.00	1.50	1.50	1.50	1.50
Cost for non-staff						
Legal (\$250/hr)	\$500.00	\$750.00	Billed for needed hours			
Bookkeeping (\$130/hr)	\$130.00	\$130.00	\$195.00	\$195.00	\$195.00	\$195.00
Total	\$630.00	\$880.00	\$65 plus cost of legal services billable hours			
Total Fee	\$2,982.49	\$4,142.78	\$3,989.03	\$4,989.70	\$4,595.09	\$5,608.05
	Plus material costs		Plus any costs for consultant, legal services and material costs			

Additional Boundary Change to be added to above charge (per boundary change)						
Staff time to review and coordinate with extra jurisdiction	3	3.5	5	5.5	7	7.5
Executive Officer (\$99.06/hr)	\$178.31	\$225.36	\$321.95	\$367.76	\$468.06	\$520.07
Clerk (\$56.68/hr)	\$51.01	\$49.60	\$70.85	\$77.94	\$99.19	\$95.65
Analyst (\$51.02/hr)	\$15.31	\$17.86	\$25.51	\$21.05	\$26.79	\$28.70
Total Additional Costs	\$244.63	\$292.81	\$418.31	\$466.74	\$594.03	\$644.41

Single Boundary or Outside Service Extension (non-emergency)						
	Notice of Exemption		Addendum / Initial Study		Environmental Impact Rpt.	
	With	Without	With	Without	With	Without
	100% Consent	100% Consent	100% Consent	100% Consent	100% Consent	100% Consent
Fee	\$2,982.49	\$4,142.78	\$3,989.03	\$4,989.70	\$4,595.09	\$5,608.05
	Plus material costs		Plus any costs for consultant, legal services and material costs			

Additional Boundary Change to be added to above charge (per boundary change)						
Total Additional Costs	\$244.63	\$292.81	\$418.31	\$466.74	\$594.03	\$644.41

Emergency Outside Service Extension	
Staff Process	in hours
Initial Consultation with Applicant	1.00
Receive and Set Up Applicant Proposal	0.50
Preliminary Proposal Review	1.00
Confirm with EHS and District	1.00
Prepare and Circulate Status Letter	1.00
Work with Chair to authorize agreement	1.00
Work with District and Applicant to get everthing needed completed	3.00
Send Approval Notice	1.00
Close Proposal File and File Contents	1.00
Administrative Processing	1.00
Total Hours	11.50
Non-Staff Process	
Legal Servies	0.50
Bookkeeping	1.00
Percent of Staff Time Needed	
Executive Officer	75.00%
Clerk	20.00%
Analyst	5.00%
Staff Costs	
Executive Officer (\$99.06/hr)	\$854.39
Clerk (\$56.68/hr)	\$130.36
Analyst (\$51.02/hr)	\$29.34
Total Staff Costs	\$1,014.09

Non-Staff Costs	
Legal (\$250/hr)	\$125.00
Bookkeeping (\$130/hr)	\$130.00
Total Non-Staff Costs	\$255.00

Total Fee **\$1,269.09**

Request for Time Extension to Complete Approved Terms	
Staff Process	In hours
Staff Review	0.5
Coordination with Impacted Agency and Applicant	1.5
Prepare Staff Report	4
Post Hearing Communication	1
Administrative Processing	1
Total Hours	8

Non-Staff Process	
Bookkeeping (\$130/hr)	0.5

Percent of Staff Time Needed	
Executive Officer	80.00%
Clerk	15.00%
Analyst	5.00%

Non-Staff Process	
Legal Services	0.50
Bookkeeping	1.00

Staff Costs	
Executive Officer (\$99.06/hr)	\$633.98
Clerk (\$56.68/hr)	\$68.02
Analyst (\$51.02/hr)	\$20.41
Total Staff Costs	\$722.41

Non-Staff Costs	
Legal (\$250/hr)	\$125.00
Bookkeeping (\$130/hr)	\$130.00
Total Non-Staff Costs	\$255.00

Total Fee **\$977.41**

General Staff Research Base Fee

Staff and non-staff process	In hours
Administrative Processing	1.5
Bookkeeping	1

Percent of Staff Time Needed

Executive Officer	50.00%
Clerk	50.00%

Staff and non-staff costs**Staff Costs**

Executive Officer (\$99.06/hr)	\$74.30
Clerk (\$56.68/hr)	\$42.51
Total	\$116.81

Bookkeeping (\$130/hr)	\$130.00
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Base Total Fee (does not include staff time researching item) \$246.81