

MARIN LOCAL AGENCY FORMATION COMMISSION

RESOLUTION NO 14-02

**ADOPTING A PROPOSED WORK PLAN AND BUDGET
FOR FISCAL YEAR 2014-2015**

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires the Marin Local Agency Formation Commission ("Commission") to perform certain regulatory and planning duties for purposes of facilitating efficient and accountable local government; and

WHEREAS, the Commission is required to adopt proposed and final budgets each year by May 1st and June 15th, respectively; and

WHEREAS, the Commission's Executive Officer prepared a written report outlining the recommendations of the Budget Committee with respect to anticipated work activities and budgetary needs in 2014-2015; and

WHEREAS, the Executive Officer's written report on a proposed work plan and budget for 2014-2015 have been presented to the Commission in the manner provided by law; and

WHEREAS, the Commission has heard and fully considered all the evidence on a proposed work plan and budget for 2014-2015 presented at a public hearing held on April 10, 2014;

WHEREAS, the adoption of a work plan and budget are not projects under the California Environmental Quality Act.

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

1. The proposed work plan for 2014-2015 shown as Exhibit A is APPROVED.
2. The proposed operating budget for 2014-2015 shown as Exhibit B is APPROVED.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on April 10, 2014, by the following vote:

AYES: Commissioners Blanchfield, Condon, Murray, Phillips,
Rodoni, Sears

NOES: None

ABSTAIN: None

ABSENT: Commissioner Adams, Arnold



JEFFRY BLANCHFIELD, Chairperson

ATTEST:



KEENE SIMONDS, Executive Officer

EXHIBIT A

Marin Local Agency Formation Commission *Political Subdivision of the State of California*

2014-2015 Fiscal Year
Work Plan

Introduction:

Local Agency Formation Commissions' (LAFCOs) operate under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2001 ("CKH") and are delegated broad regulatory and planning responsibilities by the Legislature to oversee the formation and subsequent development of local government agencies and their municipal service areas. Common regulatory functions include approving boundary change and outside service requests. Common planning functions include preparing studies to independently evaluate the availability, performance, and need for urban services and establishing spheres of influence – which are the Legislature's version of urban growth boundaries and gatekeepers to future boundary changes – for all cities and special districts. All regulatory and planning activities undertaken by LAFCOs may be conditioned and must be consistent with administrative policies and procedures.

Objective:

This document represents Marin LAFCO's ("Commission") formal 2014-2015 Work Plan. The Work Plan draws on the Commission's adopted strategic plan and other germane activities identified by the Executive Officer and vetted with the Budget Committee in the course of developing an operating budget for the fiscal year. The Work Plan is divided into three distinct categories – administrative, planning, and regulatory – and serves as a management tool to allocate Commission resources in an accountable and transparent manner over the 12 month period. Further, while it is a stand-alone document, the Work Plan should be reviewed in relationship to the adopted operating budget given the planned goals and activities are facilitated and or limited accordingly.

Executive Summary:

The 2014-2015 Work Plan guides the Commission to focus considerable resources on administrative and planning activities and anchored by municipal service reviews and policy updates. The genesis for this focus is two-fold. First, while proposal activity may be increasing given recent inquiries it remains unlikely to produce a significant number of actual submittals as the local economy continues to slowly recover from the recent recession. Second, additional attention is needed to help the Commission address its cyclical five-year study requirements under CKH as well as ensure the agency's policies and procedures adequately reflect current statutes and membership preferences given a comprehensive update was last performed in 2000. These anticipated efforts are highlighted by completing a countywide water study, developing an internship program, and performing a fee schedule update.

Administrative Activities

ID	Activity	Lead Assigned	Key Issues / Notes	Target Start	Target End
A-1	Complete Independent Financial Audits for 12-13 and 13-14	Commission	First Audit for LAFCO; Issues Are Expected	Started	6/15
A-2	Perform Comprehensive Update of Policies and Procedures	Policy Committee	Last Substantive Update in 2000 and Pre CKH	7/14	12/14
A-3	Internship Program for Research/Planning Work	Executive Officer	Policy and Budget Considerations	7/14	10/14
A-4	Perform Fee Schedule and Structure Update	Budget Committee	Setting Appropriate Cost-Recovery	7/14	12/14
A-5	Review and Update Conflict of Interest Code	Counsel	Existing Code Outdated; Needs Work	7/14	10/14
A-6	Review/Update Agency Mission Statement	Policy Committee	Reflect Current Goals and Responsibilities	8/14	10/14
A-7	Create Official Agency Logo	Tech Committee	Branding; Potential Design Contest	9/14	12/15
A-8	Public Outreach to North/North Central Sewer Agencies	Executive Officer	Anticipatory Discussions Before MSR Work	10/14	2/15
A-9	Review and Update Website to Improve Content Management	Tech Committee	Focus on End User Needs; Utilize Survey	12/14	5/15
A-10	Cost-Benefit Analysis for an Electronic Document Mgt. System	LAFCO Staff	Need Long-Term Records Management Plan	1/15	3/15
A-11	Cost-Benefit Analysis to Purchase Electronic Tablets	LAFCO Staff	Policy Issues With Outside Tablets	1/15	3/15
A-12	Participate in CALAFCO Legislative Committee Meetings	Executive Officer	Advocate Issues Pertinent to Marin; JPAs	Ongoing	Ongoing

Planning Activities

ID	Activity	Lead Assignment	Key Issues / Notes	Target Start	Target End
P-1	Prepare Countywide MSR on Water Services	Executive Officer	Ambitious Scope of Analysis; Moving Parts	Started	12/14
P-2	Perform SOI Update for Marin Municipal Water District	Commission	Hamilton Field	12/14	4/15
P-3	Perform SOI Update for North Marin Water District	Commission	Hamilton Field / Marshall	12/14	4/15
P-4	Prepare North/North Central Region MSR on Sewer Services	Executive Officer	Request by SRSD / San Geronimo Issues	1/15	9/15
P-5	Develop Island Annexation Program with San Rafael	Executive Officer	Effectuating Dual Annexation Policy	7/14	12/15
P-6	Implement AB 54 / Mutual Water Companies	Executive Officer	Cooperation from Mutuals	Started	12/14
P-7	Implement SB 244 / Disadvantaged Unincorporated Communities.	Executive Officer	Develop Mapping Tool Using Census Data	7/14	6/15
P-8	Informational Report on Local School Districts and Boards	LAFCO Staff	Relationship Between Schools and SOI Items	1/15	6/15
P-9	Informational Report on Existing Shared Service Activities	LAFCO Staff	Follow Up on Earlier Grand Jury Report	1/15	6/15
P-10	Prepare and Circulate Local Agency Directory	LAFCO Staff	Community Resource	1/15	3/15

Regulatory Activities

ID	Activity	Lead Assignment	Key Issues	Target Start	Target End
R-1	Change of Organization / Reorganization Proposals	LAFCO Staff	Variable	Ongoing	Ongoing
R-2	Special District Service Power Activation / Divesture	LAFCO Staff	Variable	Ongoing	Ongoing
R-3	Outside Service Extension Requests	LAFCO Staff	Variable	Ongoing	Ongoing

EXHIBIT B

Marin Local Agency Formation Commission Political Subdivision of the State of California

2014-2015 Proposed Budget

Expense Ledger

		FY2010-2011		FY2011-2012		FY2012-2013		FY2013-2014		FY2014-2015	
		Adopted FY10-11	Actual FY10-11	Adopted FY11-12	Actual FY11-12	Adopted FY12-13	Actual FY12-13	Adopted FY13-14	Projected FY13-14	Proposed FY14-15	Difference
Salary and Benefit Costs											
<u>Account</u>	<u>Description</u>										
5111000	Staff Salaries	174,560.00	169,995.99	171,137.00	168,786.42	173,497.00	171,131.29	173,497.00	155,071.83	173,345.98	(151.02) -0.1%
5130500	MCERA / Retirement Pension	28,471.00	36,487.88	35,887.00	41,684.35	22,000.00	49,573.06	49,901.00	46,646.29	51,691.77	1,790.77 3.6%
5140125	Employee Benefits	23,888.00	16,736.02	21,490.00	16,559.05	19,000.00	16,882.34	19,000.00	14,586.22	16,888.33	(2,111.67) -11.1%
5140125	Medicare	2,618.00	2,523.25	2,567.00	2,488.68	2,567.00	2,523.25	2,567.00	2,177.85	2,513.52	(53.48) -2.1%
5140115	Workers Compensation	1,800.00	1,756.02	1,800.00	1,116.01	1,800.00	890.51	1,400.00	804.96	736.00	(664.00) -47.4%
5140145	Unemployment Insurance	750.00	868.00	868.00	868.00	868.00	868.00	868.00	434.00	868.00	- 0.0%
5130325	MCERA / Retiree Medical							14,100.00	17,438.22	16,798.34	2,698.34 19.1%
		232,087.00	228,367.16	233,749.00	231,502.51	219,732.00	241,868.45	261,333.00	237,159.37	262,841.94	1,508.94 0.6%
Administrative Costs											
<u>Account</u>	<u>Description</u>										
5210120	Professional Services	20,000.00	8,122.01	20,000.00	19,439.15	20,000.00	18,942.43	31,350.00	19,185.46	25,000.00	(6,350.00) -20.3%
5210131	Legal Services	5,000.00	4,896.49	5,000.00	18,054.60	15,000.00	9,254.82	5,000.00	5,000.00	14,196.25	9,196.25 183.9%
5210230	Accounting/Payroll	8,000.00	-	8,000.00	-	8,000.00	-	8,000.00	8,000.00	8,000.00	- 0.0%
5210230	Conferences	4,000.00	5,167.81	4,000.00	2,387.78	4,000.00	2,844.85	3,100.00	3,080.90	4,000.00	900.00 29.0%
5211440	Mileage/Travel	1,500.00	1,760.94	2,000.00	1,302.27	1,500.00	876.38	1,500.00	2,700.00	3,000.00	1,500.00 100.0%
5211533	Commissioner Per Diems	6,100.00	4,250.00	6,100.00	7,600.00	6,800.00	6,400.00	6,800.00	6,300.00	7,100.00	300.00 4.4%
		44,600.00	24,197.25	45,100.00	48,783.80	55,300.00	38,318.48	55,750.00	44,264.36	61,296.25	5,546.25 9.9%
Service and Supply Costs											
<u>Account</u>	<u>Description</u>										
5211270	Office Lease/Rent	13,000.00	13,275.96	13,000.00	11,896.60	14,300.00	14,917.50	14,300.00	13,770.00	13,770.00	(530.00) -3.7%
5211330	Membership and Dues	13,100.00	13,046.10	3,100.00	3,258.15	13,200.00	13,183.00	13,300.00	13,305.00	13,340.00	40.00 0.3%
5210515	General Insurance	4,400.00	2,948.15	4,000.00	2,656.24	4,000.00	2,541.90	3,000.00	2,537.86	3,000.00	- 0.0%
5210715	Communication Services	3,500.00	2,652.58	4,500.00	1,841.33	3,500.00	1,495.53	1,600.00	2,223.96	5,874.60	4,274.60 267.2%
5211516	Reprographic/Map Services	3,500.00	1,512.00	3,500.00	288.00	3,500.00	486.00	2,500.00	1,522.50	-	(2,500.00) -100.0%
5220110	Office Supplies	2,000.00	2,197.91	2,000.00	1,864.69	2,000.00	1,415.88	2,000.00	3,117.47	2,000.00	- 0.0%
5210935	Equipment Maintenance/Repair	2,000.00	2,537.63	2,000.00	1,007.60	5,000.00	1,481.32	6,000.00	1,317.50	6,000.00	- 0.0%
5211340	Training	1,500.00	-	1,500.00	-	1,000.00	-	1,000.00	733.50	1,500.00	500.00 50.0%
5211520	Publications/Notices	1,600.00	676.40	1,000.00	1,729.97	1,500.00	866.02	1,600.00	510.12	2,000.00	400.00 25.0%
5210129	Graphic Design/Website Design/Edits	1,500.00	1,200.00	3,000.00	828.00	4,500.00	6,000.00	1,000.00	1,000.00	2,000.00	1,000.00 100.0%
5211215	Storage	800.00	269.64	800.00	659.39	800.00	248.30	650.00	498.95	800.00	150.00 23.1%
		46,900.00	40,316.37	38,400.00	26,029.97	53,300.00	42,635.45	46,950.00	40,536.86	50,284.60	3,334.60 7.1%
Contingencies											
<u>Account</u>	<u>Description</u>										
*****	Operating Reserve	-	-	-	-	-	-	-	-	-	-
EXPENSE TOTALS		323,587.00	292,880.78	317,249.00	306,316.28	328,332.00	322,822.38	364,033.00	321,960.59	374,422.79	10,389.79 2.9%

Revenue Ledger

		FY2010-2011		FY2011-2012		FY2012-2013		FY2013-2014		FY2014-2015	
		Adopted FY10-11	Actual FY10-11	Adopted FY11-12	Actual FY11-12	Adopted FY12-13	Actual FY12-13	Adopted FY13-14	Projected FY13-14	Proposed FY14-15	Difference
Intergovernmental											
<u>Account</u>	<u>Description</u>										
4710510	Agency Contributions	271,589.00	271,589.00	271,589.00	271,589.00	298,748.00	298,748.00	339,033.00	339,033.00	347,922.79	8,889.79 2.6%
	County of Marin			90,529.67		99,582.67		113,011.00	113,011.00	115,974.26	2,963.26 2.6%
	Marin Cities			90,529.67		99,582.67		113,011.00	113,011.00	115,974.26	2,963.26 2.6%
	Marin Special Districts			90,529.67		99,582.67		113,011.00	113,011.00	115,974.26	2,963.26 2.6%
		271,589.00	271,589.00	271,589.00	271,589.00	298,748.00	298,748.00	339,033.00	339,033.00	347,922.79	8,889.79 2.6%
Service Charges											
4640333	Application Fees	25,000.00	2,200.00	25,000.00	27,200.00	25,000.00	12,500.00	25,000.00	4,400.00	25,000.00	0.0%
4710631	Miscellaneous	-	-	-	640.00	-	-	-	-	-	0.0%
		25,000.00	2,200.00	25,000.00	27,840.00	25,000.00	12,500.00	25,000.00	4,400.00	25,000.00	0.0%
Investments											
*****	Earned Income/Interest			-	-	-	-	-	-	1,500.00	1,500.00 100.0%
				-	-	-	-	-	-	1,500.00	1,500.00 100.0%
REVENUE TOTALS		296,589.00	273,789.00	296,589.00	299,429.00	323,748.00	311,248.00	364,033.00	343,433.00	374,422.79	10,389.79 2.9%
OPERATING DIFFERENCE		(26,998.00)	(19,091.78)	(20,660.00)	(6,887.28)	(4,584.00)	(11,574.38)	-	21,472.41	-	

UNRESERVED/UNRESTRICTED FUND BALANCE

Beginning:	116,229.44	97,137.66	90,250.38	78,676.00	100,148.41
Ending:	97,137.66	90,250.38	78,676.00	100,148.41	100,148.41