

RESOLUTION NO. 17-05

RESOLUTION OF THE MARIN LOCAL AGENCY FORMATION COMMISSION ADOPTING A FINAL WORK PLAN AND BUDGET FOR FISCAL YEAR 2017-2018

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 on a proposed workplan and budget that was adopted by the Commission at a noticed public hearing on April 13, 2017; and

WHEREAS, the adopted proposed workplan and budget was made available for public review as well as circulated to all local funding agencies for a period of no less than 45 days; and

WHEREAS, a final workplan and budget has been prepared by the Budget Committee and summarized in a written report prepared by the Executive Officer that has 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 final workplan and budget for 2017-2018 presented at a public hearing held on June 8, 2017;

WHEREAS, the adoption of a final 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 final workplan for 2017-2018 shown as Exhibit A is APPROVED.
2. The final budget for 2017-2018 shown as Exhibit B is APPROVED.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on June 8, 2017, by the following vote:

AYES: Murray, McEntee, Baker, Condon, Connolly, Rodoni, and Skelton


NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:



Keene Simonds
Executive Officer

Carla Condon
Vice Chair



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

2017-2018 Workplan

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 2017-2018 Workplan. The Workplan draws on the Commission's existing strategic plan and other germane and time-demanding projects identified by the Executive Officer and vetted with the Budget Committee (McEntee, Murray, and Rodoni) in the course of developing an operating budget for the fiscal year. The Workplan is divided into two distinct categories – statutory and administrative – with one of three priority rankings: high, moderate, or low. The underlying intent of the Workplan is to serve 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 Workplan 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 2017-2018 Workplan continues to guide the Commission to prioritize resources in addressing statutory duties and responsibilities. Most notably this includes p two comprehensive municipal service reviews involving the San Rafael/Lucas Valley and Novato regions. Commission initiated reorganizations involving Murray Park and San Quentin Village Sewer Maintenance Districts are also scheduled. Notable new administrative projects include filling staff positions, performing policy updates, and establishing long-term bookkeeping and payroll protocols instep with the Commission's recent transition to a stand-alone accounting system. A limited number of projects have also been identified as low priorities with the policy intention therein for the Commission to address – such as updating the application packet and establishing social media polices and protocols – as resources allow.

Priority	Urgency	Type	Status	Project	Key Issues
1	High	Statutory	New	Commission Counsel Appointment	Statutory Need for Commission to Appoint Counsel RFP Process
2	High	Statutory	Rollover	New Website Design and Implementation	Required to Maintain Website; Serves as Main Communicative Tool Focus on Branding
3	High	Administrative	New	Contract Bookkeeping Services	Need Long-Term Bookkeeping Solution in Step with New Finance System
4	High	Statutory	Rollover	General MSR on San Rafael/Lucas Valley Region	First MSR for Region since 2005 Community Outreach in Islands
5	High	Statutory	Rollover	General MSR on Novato Region	First MSR for Region since 2002 Community Outreach and UGB Compatibility
6	High	Statutory	New	Policy Review: Personnel Procedures	Existing Policies Tie LAFCO to County; Need to Scaledown
7	High	Administrative	New	MPSMD and SQVSM Reorganization	Discretionary; Consistent with Recommendation of Central Marin Wastewater Study
8	High	Administrative	New	Recruit and Hire New Staff Member	Fill and/or Supplement Commission Clerk Position
9	High	Statutory	New	Sphere Updates for Central Marin WW Agencies	First SOI Updates for Most Agencies Since 2005 RVSD; CMSD; SRSD; and LGVSD
10	High	Administrative	New	Evaluate Pension Contract with CalPERS	Explore Cost-Savings Opportunity; Potential Synch with OPEB Relationship
11	Moderate	Administrative	New	Prepare Informational Report on JPAs	Post Enactment of SB 1266; Enhance Repository on Local Governmental Services
12	Moderate	Administrative	New	Policy Review: Dual Annexation Policy	Follows San Rafael and Novato Region MSRs; Define Substantially Surrounded
13	Moderate	Administrative	New	Establish Contract Payroll Services	County Desiring Separation with Outside Users; Address Benefits and Holdings
14	Moderate	Administrative	New	2016-2017 Audit	Best Practice First Audit of QuickBooks System
15	Moderate	Administrative	New	E-Agenda Packets	Simplify Agenda Packet Production through E-Tablets Purchase and Training
16	Moderate	Administrative	New	Host 2018 CALAFCO Staff Workshop	April 2018 Expected 120 Plus Attendees
17	Moderate	Administrative	New	Memorialize Employer Benefit Contracts	Potential MOU with County or Other to Memorialize Benefit Services
18	Moderate	Administrative	New	Evaluate Contract Human Resource Services	Reconcile Government Agency with Scale
19	Low	Statutory	Rollover	Mutual Water Companies	AB 54 Implementation; Onus on Mutual to Cooperate
20	Low	Statutory	Rollover	Disadvantaged Unincorporated Communities	SB 244 Implementation; Coordinate with CALAFCO
21	Low	Administrative	Rollover	Update Application Packet	Current Application Dated; Need to Address New Requirements; Make User Friendly
22	Low	Administrative	Rollover	Social Media Polices and Protocols	Expand Outreach to Capture Alternate Media Forums
23	Low	Administrative	Rollover	Local Agency Directory	Current Directory Out of Date and Limited to Browser Opportunity to Show Value
24	Low	Administrative	New	Review GIS Needs and Options	Existing Benefit of MarinMap Relative to Cost Merits Review; Address Data Limitations
25	Low	Administrative	Rollover	Special District Selection Committee	Assist in Re-establishing Special Selection Committee in Marin County



MARIN LOCAL AGENCY FORMATION COMMISSION
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Expense Ledger

		FY2014-2015		FY2015-2016		FY2016-2017			FY2017-2018			FY2018-2019
		Adopted FY14-15	Actuals FY14-15	Adopted FY15-16	Actuals FY15-16	Adopted FY16-17	Amended FY16-17	Estimated FY16-17	Final FY17-18	Difference		Telegraph FY18-19
Salary and Benefit Costs												
<u>Account</u>	<u>Description</u>											
5110110	Staff Salaries	189,884	179,672	246,688	241,699	281,111	258,111	218,345	282,079	968	0.3%	290,541.51
5130510	Employee Retirement (MCERA)	51,793	45,258	61,990	59,730	63,852	57,852	45,560	37,561	(26,291)	-41.2%	38,687.90
5140125	Employee Benefits (County of Marin)	16,888	15,486	25,443	25,980	26,867	26,867	22,210	32,313	5,445	20.3%	32,797.34
5140141	Payroll Tax	2,518	2,704	3,693	4,270	4,020	4,020	5,153	3,887	(133)	-3.3%	4,358.12
5140115	Workers Compensation	736	792	742	1,064	960	960	1,731	1,744	784	81.7%	1,770
5140145	Unemployment Insurance	868	1,215	868	2,234	6,290	6,290	3,500	3,605	(2,685)	-42.7%	3,605
5130525	Post Employment Benefits (CalPERS)	16,798	24,898	14,880	13,481	15,615	15,615	15,615	15,615	-	0.0%	15,615
		279,486	270,024	354,304	348,459	398,716	369,716	312,113	376,805	(21,912)	-5.5%	387,375
General Administrative Costs												
<u>Account</u>	<u>Description</u>											
5210110	Professional Services	5,800	17,183	15,255	15,793	15,020	15,020	19,431	26,180	11,160	74.3%	27,180
5210131	Legal Services	14,196	2,477	10,075	10,045	10,579	39,579	51,214	35,880	25,301	239.2%	36,880
5210230	Accounting and Payroll	8,000	-	4,925	1,200	6,125	6,125	9,125	5,550	(575)	-9.4%	5,550
5211325	Work Conferences	4,000	2,614	2,975	3,495	2,450	2,450	1,912	2,965	515	21.0%	3,465
5211440	Mileage and Travel	3,000	3,523	3,037	3,851	4,118	4,118	5,000	4,539	421	10.2%	4,539
5211533	Commissioner Per Diems	7,100	4,600	7,100	5,500	10,875	10,875	10,375	11,000	125	1.1%	11,000
		42,096	30,397	43,367	39,884	49,166	78,166	97,057	86,114	36,947	75.1%	88,614
Service and Supply Costs												
<u>Account</u>	<u>Description</u>											
5211270	Office Space Leases/Rents	16,770	16,770	17,370	19,774	24,938	24,938	23,079	31,253	6,314	25.3%	32,190.33
5211330	Membership and Dues	13,340	13,896	14,092	14,017	14,369	14,369	14,369	14,556	187	1.3%	14,756
5210525	General Insurance	3,000	2,771	2,771	2,677	2,677	2,677	2,564	3,993	1,316	49.2%	3,993
5210715	Communication Services	5,875	5,416	6,054	7,497	6,568	6,568	8,795	8,236	1,668	25.4%	8,236
5211516	Reprographic/Map Services	-	-	-	-	-	-	180	-	-	0.0%	-
5220110	General Office Supplies	2,000	5,831	23,400	19,795	2,590	2,590	7,766	4,200	1,610	62.2%	4,200
5210935	Office Equipment and Replacement	6,000	8,672	2,907	4,706	5,137	5,137	6,931	11,400	6,263	121.9%	15,000
5211340	Ongoing Education and Training	1,500	327	1,095	820	1,800	1,800	1,000	1,250	(550)	-30.6%	1,000
5211520	Public Notices and Publications	2,000	1,121	2,095	3,804	5,000	5,000	5,432	5,000	-	0.0%	5,000
5210129	Website and Graphic Design	2,000	3,000	2,000	-	15,500	15,500	13,295	11,613	(3,887)	-25.1%	11,613
TBD	Miscellaneous / Petty Cash	-	-	-	-	-	-	-	1,961	1,961	100.0%	2,086
5211215	Records Storage	800	315	800	366	401	401	401	401	-	0.0%	401
		53,285	58,119	72,584	73,456	78,980	78,980	83,812	93,863	14,883	18.8%	98,476
Contingencies												
<u>Account</u>	<u>Description</u>											
	Operating Reserve	-	-	-	-	-	-	-	-	-	0.0%	-
EXPENSE TOTALS		374,866	358,540	470,254	461,799	526,862	526,862	492,982	556,781	29,919	5.7%	574,464
Prior Year Difference		3.2%		25.4%		12.0%			5.7%			3.2%
		11,566		95,388		56,608			29,919			17,683

Revenue Ledger

		FY2014-2015		FY2015-2016		FY2016-2017			FY2017-2018			FY2018-2019
		Adopted FY14-15	Actual FY14-15	Adopted FY15-16	Actual FY15-16	Adopted FY16-17	Amended FY16-17	Estimated FY16-17	Final FY17-18	Difference		Telegraph FY18-19
Intergovernmental												
Account	Description											
4710510	Agency Contributions	348,366	348,367	387,528	387,528	470,362	470,362	469,161	514,781	44,419	9.4%	542,464
	County of Marin	116,122	116,122	129,176	129,176	156,787	156,787	156,387	171,594	14,806	9.4%	180,821
	Cities and Towns (11)	116,122	116,122	129,176	129,176	156,787	156,787	156,387	171,594	14,806	9.4%	180,821
	Independent Special Districts (30)	116,122	116,122	129,176	129,176	156,787	156,787	156,387	171,594	14,806	9.4%	180,821
		348,366	348,367	387,528	387,528	470,362	470,362	469,161	514,781	44,419	9.4%	542,464
Service Charges												
4640333	Application Fees	25,000	15,536	25,000	17,424	30,000	30,000	23,778	30,000	-	0.0%	30,000
4710631	Miscellaneous	-	-	226	365	-	-	-	-	-	0.0%	-
		25,000	15,536	25,226	17,789	30,000	30,000	23,778	30,000	-	0.0%	30,000
Investments												
	Interest	1,500	700	1,500	769	1,500	1,500	1,951	2,000	500	33.3%	2,000
		1,500	700	1,500	769	1,500	1,500	1,951	2,000	500	33.3%	2,000
	REVENUE TOTALS	374,866	364,603	414,254	406,086	501,862	501,862	494,890	546,781	44,919	9.0%	574,464
OPERATING NET		-	6,064	(56,000)	(55,713)	(25,000)	(25,000)	1,908	(10,000)			-
(negative amounts reflect draw down on reserves)												
UNRESERVED/UNRESTRICTED FUND BALANCE												
As of June 30th		\$ 196,618.00		140,905		142,813		132,813				132,813