

SONOMA LAFCO
PROPOSED FY 2022-23 BUDGET
June 1, 2022

ITEM 4.1 ATTACHMENT 1

EXPENDITURES- SALARIES AND BENEFITS

Account	Description	2021-22 Adopted	2021-22 To Date	2021-22 Year End Projections	2022-23 Proposed*	Difference
50101	Regular Earnings	\$ 421,917	\$ 186,931	\$ 262,091	\$ 438,170	\$ 16,253
50110	Cash Allowance	\$ 26,653	\$ 10,099	\$ 14,129	\$ 26,653	\$ -
50114	Bds & Commissions	\$ 9,600	\$ 2,100	\$ 3,700	\$ 9,600	\$ -
50201/04	County Retirement	\$ 174,328	\$ 68,756	\$ 98,516	\$ 157,719	\$ (16,609)
50205	FICA/Medicare	\$ 32,458	\$ 13,841	\$ 19,971	\$ 33,846	\$ 1,387
50301	Health Insurance	\$ 55,387	\$ 17,458	\$ 25,136	\$ 60,951	\$ 5,564
50502	Deferred Compensation	\$ 15,813	\$ 6,930	\$ 9,765	\$ 16,443	\$ 630
50304	HRA	\$ 3,270	\$ 1,309	\$ 1,823	\$ 3,270	\$ 0
50306	Disability	\$ 2,600	\$ 1,114	\$ 1,569	\$ 2,695	\$ 96
50307	Dental Insurance	\$ 4,004	\$ 1,147	\$ 1,804	\$ 3,995	\$ (9)
50308	Life Insurance	\$ 607	\$ 261	\$ 368	\$ 632	\$ 25
50309	Vision Insurance	\$ 662	\$ 248	\$ 357	\$ 662	\$ -
50310	Unemploy. Insurance	\$ 104	\$ 43	\$ 61	\$ 155	\$ 51
50401	Workers Compensation	\$ 5,927	\$ 2,591	\$ 3,648	\$ 6,209	\$ 282
50501	Other Expenses	\$ 108	\$ 33	\$ 47	\$ 97	\$ (12)
Total Salaries and Benefits		\$ 753,438	\$ 312,862	\$ 442,984	\$ 761,096	\$ 7,658

*Based on total of 3.7 FTE positions (1.0 EO, 1.0 Analyst III 1.0 Clerk and 0.7 Analyst III)

SERVICES AND SUPPLIES

Account	Description	2021-22 Adopted	2021-22 To Date	2021-22 Year End Projections	2022-23 Proposed	Difference
51206	Auditing Services	\$ -	\$ -	\$ 7,000	\$ 15,000	\$ 15,000
51207	Auditor Accting Svces	\$ 5,000	\$ 1,700	\$ 5,000	\$ 5,000	\$ -
51211	Legal Services	\$ 25,000	\$ 11,350	\$ 20,000	\$ 25,000	\$ -
51249	Professional Services	\$ 35,000	\$ 19,700	\$ 30,000	\$ 35,000	\$ -
51301	Legal Notices	\$ 5,000	\$ 747	\$ 2,000	\$ 2,500	\$ (2,500)
51421	Rents & Leases	\$ 45,150	\$ 36,000	\$ 43,500	\$ 45,500	\$ 350
51602	Travel Expense	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -
51605	Private Car Expense	\$ 500	\$ -	\$ -	\$ 500	\$ -
51901/02	Communications	\$ 2,600	\$ 2,050	\$ 2,400	\$ 2,600	\$ -
51904	ISD-Data Processing	\$ 26,000	\$ 21,000	\$ 24,000	\$ 26,000	\$ -
51905	Info Systems -Develop.	\$ 500	\$ -	\$ -	\$ 500	\$ -
51906	ISD-Supp. Website	\$ 500	\$ 2,550	\$ 3,000	\$ 1,000	\$ 500
51911	Postage	\$ 2,000	\$ 734	\$ 800	\$ 1,000	\$ (1,000)
51915	Printing	\$ 1,000	\$ 971	\$ 1,200	\$ 500	\$ (500)
51916	County Services	\$ 12,500	\$ 690	\$ 12,000	\$ 11,000	\$ (1,500)
52091	Memberships	\$ 7,848	\$ 7,848	\$ 7,848	\$ 8,233	\$ 385
52111	Office Expense	\$ 5,000	\$ 2,798	\$ 3,500	\$ 4,000	\$ (1,000)
52181	Business Meals/Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
57015	Major Equip. Replace.	\$ 1,800	\$ 6,971	\$ 7,000	\$ 1,816	\$ 16
Total Services & Supplies		\$ 180,398	\$ 115,109	\$ 169,248	\$ 190,149	\$ 9,751
Total Expenditures		\$ 933,836	\$ 427,971	\$ 612,232	\$ 951,245	\$ 17,409

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REVENUES

Account	Revenue Source	2021-22 Adopted	2021-22 To Date	2021-22 Year End Projections	2022-23 Proposed	Difference
42601	County	\$ 296,753	\$ 296,753	\$ 296,753	\$ 305,656	\$ 8,903
42627	Special Districts	\$ 148,376	\$ 148,308	\$ 148,308	\$ 152,827	\$ 4,451
42628	Cities	\$ 296,753	\$ 296,753	\$ 296,753	\$ 305,656	\$ 8,903
Total Intergovernmental Revenue		\$ 741,882	\$ 741,814	\$ 741,814	\$ 764,138	\$ 22,256
44002	Interest Pooled Cash	\$ 10,000	\$ 3,829	\$ 5,000	\$ 5,000	\$ (5,000)
Total Use of Money/Property		\$ 10,000	\$ 3,829	\$ 5,000	\$ 5,000	\$ (5,000)
45061	Fees for Services	\$ -	\$ 46,661	\$ 54,000	\$ -	\$ -
Total Charges for Services		\$ -	\$ 46,661	\$ 54,000	\$ -	\$ -
Total Projected Revenues		\$ 751,882	\$ 792,304	\$ 800,814	\$ 769,138	\$ 17,256
Use of Fund Balance		\$ 181,954		\$ (188,582)	\$ 182,107	\$ 153
Total Revenue Sources		\$ 933,836	\$ 792,304	\$ 612,232	\$ 951,245	\$ 17,409

FUND BALANCE

Beginning 2020-21 Fund Balance	\$ 509,043
Added to 2020-21 Fund Balance	<u>\$ 27,526</u>
Beginning 2021-22 Fund Balance	\$ 536,569
Projected Addition to Fund Balance	<u>\$ 188,582</u>
Projected Beginning 2022-23 Fund Balance	\$ 725,151
Projected Use of Fund Balance	<u>\$ 182,107</u>
Projected Remaining Fund Balance	\$ 543,044

Resolution

111 Santa Rosa Avenue, Suite 240
Santa Rosa, California 95404

June 28, 2022

**Resolution of the Local Agency Formation Commission of the County of Sonoma,
State of California, Adopting the Local Agency Formation Commission's Fiscal
Year 2022-23 Final Budget and Fee Schedule**

WHEREAS, the Local Agency Formation Commission of the County of Sonoma (the Commission) is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed and final budget annually, after noticed public hearings; and

WHEREAS, the Commission is allowed by law to charge for the services provided in the processing of applications and identifies such fees in its 2022-23 Fee Schedule; and

WHEREAS, the Commission conducted a public hearing and adopted the Fiscal Year 2022-23 Proposed Budget, as recommended by the Budget Committee and prepared by staff, on April 6, 2022; and

WHEREAS, on June 28, 2022, the Commission conducted a public hearing and reviewed and adopted the Fiscal Year 2022-23 Final Budget and Fee Schedule prepared by staff; and

WHEREAS, the Fiscal Year 2022-23 Final Budget is not a project pursuant to the requirements of the California Environmental Quality Act; and

WHEREAS, the Commission determines that the Fiscal Year 2022-23 Final Budget and Fee Schedule will allow the Commission to fulfill its purposes and programs; and

WHEREAS, the Commission wishes to maintain an unreserved/undesignated fund balance to cover unforeseen needs and for other uses as the Commission directs;

NOW, THEREFORE, the Local Agency Formation Commission of the County of Sonoma DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. The Commission's Fiscal Year 2022-23 Final Budget and Fee Schedule is adopted.

Section 2. An “unreserved/undesignated fund balance,” in an amount determined by the Commission, shall be maintained.

Section 3. Staff is directed to request the Sonoma County Auditor-Controller-Treasurer-Tax Collector to calculate, prior to the end of Fiscal Year 2021-22, final apportionments of the Commission’s operating costs for Fiscal Year 2022-23 for the county, cities, and independent special districts, based on the Fiscal Year 2022-23 Final Budget, and prepare and send apportionment statements to the Commission’s funding agencies for payment.

The foregoing resolution was introduced at a regular meeting of this Local Agency Formation Commission on the 28th day of June 2022 and ordered adopted by the following vote:

COMMISSIONERS:

AYES:

NOES:

ABSTAIN:

WHEREUPON, the Chairman declared the foregoing resolution adopted, and

SO ORDERED

ATTEST:

BY:

Mark Bramfitt, Executive Officer

The within instrument is a correct copy of the original on file in this office.

ATTEST:

BY:

Clerk

SONOMA LOCAL AGENCY FORMATION COMMISSION 2022-23 PROPOSED FEE SCHEDULE

(TO BE EFFECTIVE: JULY 1, 2022)

Deposits: Where indicated in the Fee Schedule, deposits toward the actual cost of processing applications must be paid at the time an application is submitted. Applicants must sign an At-Cost Fee Agreement, consenting to pay LAFCO for all costs incurred in processing. Staff work time on applications, which includes overhead costs, is tracked on an hourly basis. Periodic invoicing of costs may be provided.

If actual costs exceed the deposit amount, LAFCO will invoice an applicant for the additional costs. Processing of an application may be suspended until payment is received. LAFCO must receive payment for any outstanding fee amount due, prior to the closing of an application file. Any portion of a deposit not used for processing will be refunded.

Outside Agency Fees: If the Executive Officer determines that the processing of an application requires LAFCO to contract with another agency, private firm or individual for services that are beyond the normal scope of LAFCO staff work (e.g., preparation of an Environmental Impact Report or Comprehensive Fiscal Analysis), the applicant shall be responsible for all costs associated with that contract or service. The applicant shall provide LAFCO with a deposit sufficient to cover the cost of the contract or an amount determined by the Executive Officer to be a reasonable estimate of the costs.

Legal Counsel Fees: Applicants will be charged the actual cost for legal consultation or review, if the Executive Officer determines that significant legal issues with the application require legal counsel involvement. In such cases, the applicant will be assessed the standard LAFCO fee and an additional fee for legal counsel work, with the minimum amount equivalent to two (2) hours of legal counsel time at the rate in place at that time. All legal counsel fees must be paid in full prior to the closing of an application file.

Pre-Application Review Fee: Prior to the receipt of an application, LAFCO staff will allocate up to two (2) hours of time, via telephone or email, at no additional cost, to discuss the application and/or work with an applicant, an applicant's agent, and/or affected agencies. If the applicant requests a meeting with LAFCO staff, LAFCO staff time will be assessed at actual cost, including overhead, for any time beyond a 30-minute meeting. For flat-fee applications, this fee will be added to the standard cost, with payment required at the time of application. When a deposit toward the actual cost of an application is paid, pre-application review fees will be added to the charges assessed.

Payment of Fees; Refunds: Payment of fees is not a guarantee of approval of a submitted application. Except for unused portions of deposits, all fees paid to Sonoma LAFCO are non-refundable. All outstanding fee amounts due to Sonoma LAFCO must be paid prior to the closing of the application file.

Waiver of Fees: The Commission may waive or reduce a fee in special circumstances or if it finds that payment would be detrimental to the public interest. Fees may also be

waived or reduced for applications filed in response to a condition imposed by, or a recommendation made by, the Commission. A request for waiver, including an explanation for the request, must be submitted in writing to the Commission. Staff will present the request to the Commission, along with analysis and recommendation, for its determination.

APPLICATIONS INVOLVING ANNEXATION, DETACHMENT, OR COMBINATION

With 100% landowner consent - all owners within the affected territory have provided written consent to the proposed action	\$ 5,500 + Environmental document review fee + California Board of Equalization fees + Legal Counsel's Time and Materials
Without 100% landowner consent and with fewer than 50 registered voters – not all owners within the affected territory provided written consent to the proposed action	\$9,900 + Environmental document review fee + California Board of Equalization fees + Legal Counsel's Time and Materials
Without 100% landowner consent and with more than 50 registered voters	\$5,000 deposit towards actual costs + California Board of Equalization fees + Legal Counsel's Time and Materials
Complex application, as determined by EO, including but not limited to, an EIR, the potential for substantial development with 50 or more units, significant effect on the community and/or amendment to the sphere of influence	\$5,000 deposit towards actual costs + California Board of Equalization fees + Legal Counsel's Time and Materials

SPHERE OF INFLUENCE UPDATES OR AMENDMENTS

Standard Update or Amendment (with or without a Municipal Service Review)	\$5,000 deposit towards actual costs
Sphere Amendment concurrent with annexation, detachment, or reorganization	\$775

APPLICATIONS INVOLVING

District Formation, Dissolution, Consolidation	\$10,000 deposit towards actual costs
City Incorporation	\$10,000 deposit towards actual costs
Fire Protection Contract	\$5,000 deposit towards actual costs

OUTSIDE SERVICE AREA AUTHORIZATIONS (OSAA)

Application Fee - Administrative Determination	\$2,200 + Environmental document review + Legal Counsel's Time and Materials
Application Fee - Commission Determination	\$ 4,300 + Environmental document review

	+ Legal Counsel's Time and Materials
Appeal Fee of Administrative Determination	\$2,300

REVIEW OF ENVIRONMENTAL DOCUMENTS RELATED TO APPLICATION

Categorical Exemption	\$ 335
Initial Study and Negative Declaration/ Mitigated Negative Declaration	\$1,175
Initial Study and Environmental Impact Report	\$ 2,400
Preparation of environmental documents when LAFCO is the Lead Agency	\$4,000 deposit towards actual costs

OTHER FEES

Pre-Application Review Fee	No fee for up to a total of two (2) hours of staff time via telephone and/or email; beyond that, staff time is charged at actual cost, including overhead, and added to application fee
Pre-Application Meeting	No fee for up to 30 minutes; beyond that, staff time is charged at actual cost, including overhead, and added to application fee
Request for Reconsideration	\$2,300
Special or Supplemental Studies	Actual cost of staff and consultant services
Request for Activation or Expansion of District Latent Powers	\$1,000 deposit towards actual costs
Special Meeting or Hearing	\$1,000 deposit towards actual cost
Municipal Service Review (not initiated by Commission)	\$ 5,000 deposit towards actual cost of staff and consultant
Application Referral to Legal Counsel	Equivalent of two hours of legal counsel time at the current rate plus actual costs above the minimum

MISCELLANEOUS

Petition Signature Verification	Costs assessed by Registrar of Voters
Copies of documents	\$.10 per page (after 10 pages)

Copy of audio recording of meeting	\$20
Annual Agenda Mailing Fee	\$25
Archive Retrieval Fee	Actual cost of staff time
County Clerk Environmental Document Processing Fee (<i>All Applications</i>)	\$ 50.00
Note: Check should be made payable to the County Clerk. If the application is denied, the check will be returned to the applicant	

CALIFORNIA FISH AND WILDLIFE DEPARTMENT FEES

A California Department of Fish and Wildlife fee may be charged when LAFCO is the lead agency for environmental review or when LAFCO determines that such a fee has not been paid previously during consideration of the application. The CA Department of Fish and Wildlife fees are subject to change. 2020 fees are as follows:

Negative Declaration/ Mitigated Negative Declaration	\$ 2,548.00
Environmental Impact Report	\$ 3,539.25

CALIFORNIA BOARD OF EQUALIZATION FEES

If an application for a change of organization or reorganization contains more than one area, applicant will be charged a fee for each area based on the total number of acres within that area. Fees are subject to change.

Less than 1 acre	\$300
At least 1 acre up to including 5 acres	\$350
At least 6 acres up to including 10 acres	\$500
At least 11 acres up to including 20 acres	\$800
At least 21 acres up to including 50 acres	\$1,200
At least 51 acres up to including 100 acres	\$1,500
At least 101 acres up to including 500 acres	\$2,000
At least 501 acres up to including 1000 acres	\$2,500
At least 1001 acres up to including 2000 acres	\$3,000
At least 2001 acres and above	\$3,500