

## MEETING AGENDA

Del Norte Local Agency Formation Commission  
VIDEO/TELECONFERENCE MEETING  
May 24, 2021 4:00 pm

### LISTEN TO THE MEETING AND COMMENT REMOTELY:

#### Join Zoom Meeting:

<https://us02web.zoom.us/j/88431151892?pwd=Z044MjVyMlQzR1VqMVpJUGVwR0NUUT09>

[www.zoom.us/join](http://www.zoom.us/join)

**Meeting ID:** 884 3115 1892

**Passcode:** 524213

**Or call in to the following telephone number and use the Meeting ID and Password above:** 1 (669) 900-6833 (use \*6 to mute and unmute)

Due to the ongoing COVID-19 issues, the Governor of the State of California has issued Executive Order N-29-20 and Order N-25-20 establishing social distancing measures and suspending provisions of the Brown Act. For this reason we ask that you:

PLEASE SUBMIT ANY PUBLIC COMMENTS AHEAD OF TIME IF AT ALL POSSIBLE. Please send comments to [eo@delnortelafo.org](mailto:eo@delnortelafo.org). Your comment will be limited to 3000 characters. Your comment will be read aloud during the public comment period. Comments for general public comment and specific agenda items may be submitted until 2 p.m. on Monday May 24, 2021. Please submit only one comment per agenda item and only one general public comment. Comments for general public comment and specific agenda items may also be mailed to Del Norte LAFCo, 1125 16<sup>th</sup> Street Suite, 202 Arcata, CA 95521. Written comments must be received by 2 p.m. Monday May 24, 2021.

IF YOU REQUIRE AN ACCOMMODATION DUE TO DISABILITY under the Americans with Disability Act that does not allow you to participate remotely please notify LAFCo Executive Officer [eo@delnortelafo.org](mailto:eo@delnortelafo.org) or phone number (707) 825-9301. If you know you require an accommodation, please let LAFCO know as soon as possible no later than 24 HOURS before the meeting in order to make other arrangements for viewing the meeting and/ or comment.

1. Call to Order/Roll Call  
Pledge of Allegiance
2. Public Hearings
  - A. Approve FY 2021-2022 Final Budget - Adopt Resolution 21-03 (ATTACHMENT 2A)
3. Regular Business  
None

**Del Norte Local Agency Formation Commission**  
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4. Inquiries, Correspondence, Application Status and Referrals

A. Staff - The Executive Officer will provide a report of current projects, issues of interest, and pending legislation.

Del Norte LAFCO AB 1581 Letter of Support (ATTACHMENT 4A)

B. Commission - On their own initiative, Commission members may make brief announcements or reports on their own activities. They may ask questions for clarification, make a referral to staff or request a business matter for a future agenda per Government Code Section 54954.2 (a).

C. Public - Public comment on items of interest within LAFCo subject matter jurisdiction, and not otherwise appearing on the agenda. No action may be taken on any item not appearing on the agenda.

5. Adjournment

Next Regular Meeting Scheduled for June 28, 2021.

**DEL NORTE  
LOCAL AGENCY FORMATION COMMISSION**  
1125 16<sup>th</sup> Street, Suite 202  
Arcata, California 95521  
TEL (707) 825-9301 FAX (707)825-9181  
eo@delnortelafo.org

**AGENDA ITEM 2A**

**MEETING DATE:** May 24, 2021  
**TO:** Del Norte Local Agency Formation Commission  
**FROM:** George Williamson AICP, Executive Officer  
**SUBJECT:** FY 2021-2022 Final Budget Adoption

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**RECOMMENDATION**

The following procedures are recommended for Commission consideration of this item:

- Receive verbal report from staff;
- Open the public hearing and invite testimony; and
- Discuss item close the hearing and consider action on recommendation:
  - 1) Adopt Resolution 21-03 approving the final FY 2021-2022 budget, as shown in Exhibit A.

**BACKGROUND**

Local Agency Formation Commissions (LAFCos) are responsible under State law for annually adopting a proposed budget by May 1st and a final budget by June 15th. State law specifies the proposed and final budgets shall - at a minimum - be equal to the budget adopted for the previous fiscal year unless LAFCo finds the reduced costs will nevertheless allow the agency to fulfill its prescribed regulatory and planning duties. The proposed FY 2021-22 budget was reviewed and approved by the Commission on April 26, 2021.

**DISCUSSION**

The overall budget will increase slightly to account for higher interest amounts accrued on the reserve account. County and City contributions to remain the same, as shown in attached budget (Exhibit A to Resolution 21-03). The Executive Officer sent letters to both the City of Crescent City and the County of Del Norte informing them that the City and County funding obligations would remain at FY 2019-20 and FY 2020-21 levels of \$39,852.50. Both the City Manager and the County Administrative Officer acknowledged that this amount would be reflected in their respective FY 2021-22 budgets. Municipal Services Review (MSR) and Sphere of Influence Update (SOI) preparation costs for FY 2021-22 will increase to \$32,000 from \$24,500 to account for an increased number of MSR /SOI Updates, including the Fire Protection Districts. Executive Officer services will reduce to \$40,100 from \$47,520. This amounts to an increase of \$7,500.00, and a decrease of \$7,420.00 for total increase of \$80.00. The difference will be drawn from interest income.

A FY 2021-22 CALAFCO Board Meeting travel expense allocation of \$2,200.00, from Contingency (unrestricted) Funds is requested to allow for Commissioner Inscore to participate in (as travel restrictions allow) up to four CALAFCO Board Meetings and annual conference. The Commissioner may decide to attend the meetings in person or remotely.

**ATTACHMENT**

Resolution No. 21-03 Adopting a Final Budget for Fiscal Year 2021-2022

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**RESOLUTION 21-03  
ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2021-2022**

WHEREAS, the Del Norte Local Agency Formation Commission ("Commission") is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed budget for the next fiscal year no later than May 1 and a final budget no later than June 15th for the next fiscal year; and

WHEREAS, the Commission approved a proposed budget at a noticed public hearing on April 26, 2021; and

WHEREAS, at Commission direction, the Executive Officer circulated the proposed budget to local funding agencies that contribute to the Commission's budget; and

WHEREAS, the Executive Officer prepared a report with recommendations for a final budget; and

WHEREAS, the Executive Officer's report was presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard fully and considered all of the evidence presented at its public hearing on the final budget held on May 24, 2021; and

WHEREAS, the Commission determined the proposed budget projects the staffing and program costs of the agency as accurately and appropriately as is possible.

NOW, THEREFORE, BE IT RESOLVED by the Commission as follows:

1. The Final Fiscal Year 2021-2022 Budget as presented in Exhibit A is approved.
2. The overall operating costs provided in the final budget will allow the Commission to fulfill its regulatory and planning responsibilities as required under Government Code Section 56381 (a).

**PASSED AND ADOPTED** at a meeting of the Del Norte Local Agency Formation Commission on the 24th day of May, 2021, by the following vote:

AYES:                   Commissioners:  
NOES:                   Commissioners:  
ABSENT:                Commissioners:  
ABSTAIN:               Commissioners:

\_\_\_\_\_  
Jason Greenough, Chair

\_\_\_\_\_  
George Williamson, Executive Officer

ATTACHMENT: Exhibit A: FY 2021-22 Final Budget

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**EXHIBIT A**  
**FY 2021-2022 FINAL BUDGET**

Account	EXPENDITURES	FY 2021-22 Final
<b>Line #</b>	<b>SERVICES &amp; SUPPLIES</b>	
20150	Insurance	\$2,500.00
20200	CALAFCO Membership	\$1,385.00
20221	Printing	\$50.00
20223	Postage	\$50.00
20230	Professional Services	
	MSR/SOI Preparation	\$32,000.00
	Application Processing	\$10,000.00
20231	Prof. Serv. Executive Officer/ Admin.	\$40,100.00
20232	Prof. Serv. Legal Counsel	\$2,000.00
20240	Advertising/Publications	\$400.00
	Conferences (CALAFCO when funds available)	\$0.00
70530	Interfund-Cost Plan	\$1,692.00
20233	Public Member Stipend (up to 6 mtgs @ \$40/mtg)	\$240.00
	<b>TOTAL EXPENDITURES</b>	<b>\$90,417.00</b>
	<b>REVENUES</b>	
91125	Project Revenue (Application Deposit)*	\$10,000.00
90300	Interest	\$712.00
90780	Del Norte County	\$39,852.50
90781	City of Crescent City	\$39,852.50
07100	Funds from Account #42801007100	\$0.00
	<b>TOTAL REVENUES</b>	<b>\$90,417.00</b>
<b>Contingency (Unrestricted)</b>		
<b>Fund Allocations</b>		
	Authorized CALAFCO Board Travel Expenses	\$2,200.00
	<b>FUND BALANCE</b>	
07100	Account #42801 007 100	\$25,284.32

\*Deposit paid by applicants to cover application processing. Projected amount for auditor use in issuing payment for expense claims.

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FORMATION COMMISSION**  
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eo@delnortelafco.org

April 29, 2021

Honorable Cecilia Aguiar-Curry, Chair  
Assembly Local Government Committee  
California State Assembly  
State Capitol, Room 5144  
Sacramento, CA 95814

Subject: **Support of Assembly Bill 1581 (Omnibus Bill)**

Dear Chair Aguiar-Curry:

The Local Agency Formation Commission of Del Norte County is pleased to support the Assembly Local Government Committee Bill (**AB 1581**), sponsored by the California Association of Local Agency Formation Commissions (CALAFCO), which makes technical, non-substantive changes to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH Act").

This annual bill includes technical changes to the CKH Act which governs the work of LAFCOs. These changes are necessary as Commissions implement the CKH Act and small inconsistencies are found or clarifications are needed to make the law as unambiguous as possible. AB 1581 currently makes minor technical corrections to language used in the CKH Act. Del Norte LAFCO is grateful to your Committee, staff and CALAFCO, all of whom worked diligently on this language to ensure there are no substantive changes while creating a significant increase in the clarity of the CKH Act for all stakeholders.

This legislation helps insure the Cortese-Knox-Hertzberg Act remains a vital and practical law that is consistently applied around the State. We appreciate your Committee's authorship and support of this bill, and your support of the mission of LAFCOs.

Sincerely,

George Williamson  
Executive Officer

cc: Members, Assembly Local Government Committee  
Jimmy MacDonald, Consultant, Assembly Local Government Committee  
William Weber, Consultant, Assembly Republican Caucus  
Pamela Miller, Executive Director, CALAFCO