



COMMISSIONERS

Maureen Mulheren
Chair
County Member

Gerald Ward
Vice-Chair/Treasurer
Public Member

Madeline Cline
County Member

Gerardo Gonzalez
City Member

Candace Horsley
Special District Member

Susan Mahoney
Special District Member

Mari Rodin
City Member

Douglas Crane
Alternate City Member

Adam Gaska
Alternate Special District Member

John Haschak
Alternate County Member

Vacant
Alternate Public Member

STAFF

Executive Officer
Uma Hinman

Senior Analyst
Larkyn Feiler

Clerk/Analyst
Jennifer Crump

Counsel
Marsha Burch

REGULAR MEETINGS

First Monday of each month
at 9:30 AM in the
Mendocino County Board of
Supervisors Chambers
501 Low Gap Road, Ukiah

AGENDA

Policies & Procedures Committee Meeting

Wednesday, November 26, 2025 at 11:00 a.m.

Location

**Ukiah Valley Conference Center, Chardonnay Room
200 S School Street, Ukiah, California**

Hybrid Meeting

The Mendocino LAFCo will conduct this meeting in a hybrid format to accommodate both in-person and remote (video or telephone) participation by the public and staff pursuant to GOV Section 54953. Unless approved under the provisions of AB 2449, Commissioners will attend in-person at the meeting location identified above. The hybrid meeting can be accessed by the public in person, or remotely as described in the Instructions for Remote Participation Option, below.

Instructions for Remote Participation Option

Join Meeting Live: Please click the following Zoom link below to join the meeting or utilize the telephone option for audio only.

1. Zoom meeting link: <https://mendocinocounty.zoom.us/j/88980562872>
2. Telephone option (audio only):
Dial: **(669) 900-9128** (Please note that this is not a toll-free number)
Meeting ID: **889 8056 2872**

Public Participation is encouraged and public comments are accepted:

1. Live: via the Zoom meeting link or telephone option above
2. Email: eo@mendolafco.org by 8:30 a.m. the day of the meeting
3. Mail: Mendocino LAFCo, 200 S School Street, Ukiah, CA 95482

Meeting Participation

To provide comments, please use the raise hand function in Zoom.

- a) For those accessing from a computer, tablet, or smartphone, the raise hand function may be selected by clicking or tapping it from the reactions options. When joining the Zoom meeting, please enter your name so that you can be identified to speak.
- b) For those utilizing the telephone option (audio only), please use the raise hand feature by pressing ***9** on your keypad to raise your hand, and ***6** to unmute yourself. When it is your turn to speak, you will be called on by the last four digits of your phone number, if available, and asked to identify yourself for the record.

All comments received will be conveyed to the Committee for consideration during the meeting.

1. CALL TO ORDER & ROLL CALL

Commissioners Gerardo Gonzalez, Candace Horsley, and Mari Rodin.

2. PUBLIC EXPRESSION

3. MATTERS FOR DISCUSSION & POSSIBLE ACTION

3a) AB 2449 Notifications and Considerations

Commission will consider Commissioner Rodin’s request to participate via videoconference under the “just cause” per GOV Section 54953(f)(2)(A)(i) and Mendocino LAFCo Policy 3.8.1.1.

3b) Approval of the May 17, 2024 Policies & Procedures Committee Meeting Minutes

3c) Draft Amendments to Teleconferencing Policy

The Committee will consider revisions to LAFCo Policy 3.8.1.1 *Commissioner Teleconferencing* to maintain consistency with recently passed legislation (SB 707), and for recommendation to the Commission and/or recommendation.

3d) Draft Amendment to Budget Adjustments Policy

The Committee will consider revisions to LAFCo Policy 5.1.6 *Budget Adjustments*, possible recommendation to the Commission, and/ or direction to staff.

4. INFORMATION AND REPORT ITEMS

4a) Executive Officer Report

ADJOURNMENT

The next Regular Commission Meeting is scheduled for Monday, **December 1, 2025** at 9:30 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah.

Notice: This agenda has been posted at least 72 hours prior to the meeting and in accordance with the Brown Act Guidelines and GOV 54953, including rules for teleconferencing.

Participation on LAFCo Matters: All persons are invited to testify and submit written comments to the Commission on public hearing items. Any challenge to a LAFCo action in Court may be limited to issues raised at a public hearing or submitted as written comments prior to the close of the public hearing.

Americans with Disabilities Act (ADA) Compliance: Commission meetings are held via a hybrid model – the in-person option held in a wheelchair accessible facility and also by teleconference. Individuals requiring special accommodations to participate in this meeting are requested to contact the LAFCo office at (707) 463-4470 or by e-mail to eo@mendolafco.org. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting. If attending by teleconference, if you are hearing impaired or otherwise would have difficulty participating, please contact the LAFCo office as soon as possible so that special arrangements can be made for participation, if reasonably feasible.

Fair Political Practice Commission (FPPC) Notice - Campaign Contribution Disclosure: If you are an applicant or agent of an applicant on a matter to be heard by the Commission and if you have made campaign contributions totaling \$500 or more to any Commissioner in the past 12 months, Government Code Section 84308 requires that you disclose the fact, either orally or in writing, for the official record of the proceedings.

MENDOCINO

Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482
Telephone: (707) 463-4470 | E-mail: eo@mendola.co.org | Web: www.mendola.co.org

Agenda Item No. 3b

COMMISSIONERS

Maureen Mulheren, Chair
County Member

Gerald Ward,
Vice Chair/Treasurer
Public Member

Katharine Cole
Special District Member

Gerardo Gonzalez
City Member

Candace Horsley
Special District Member

Glenn McGourty
County Member

Mari Rodin
City Member

Francois Christen, Alternate
Special District Member

Douglas Crane, Alternate
City Member

John Haschak, Alternate
County Member

Vacant, Alternate
Public Member

STAFF

Executive Officer
Uma Hinman

Clerk/Analyst
Larkyn Feiler

Counsel
Marsha Burch

REGULAR MEETINGS

First Monday of each month
at 9:00 AM in the
Mendocino County
Board of Supervisors
Chambers
501 Low Gap Road, Ukiah

Policies and Procedures Committee

DRAFT Meeting Minutes

Hybrid Meeting of May 17, 2024, 1:00 p.m.
Ukiah Valley Conference Center, Chardonnay Room
200 S School Street, Ukiah, California

1. CALL TO ORDER & ROLL CALL

The meeting was called to order by Chair Gonzalez at 1:01 p.m.
Commissioners Present: Gerardo Gonzalez and Maureen Mulheren
Commissioners Absent: Mari Rodin
Staff Present: Executive Officer Uma Hinman, Clerk/Analyst Larkyn Feiler, and Legal Counsel Marsha Burch

2. PUBLIC EXPRESSION

None

3. MATTERS FOR DISCUSSION & POSSIBLE ACTION

3a) Approval of the March 11, 2024 Policies & Procedures Committee Meeting Minutes
Upon motion by Commissioner Mulheren and second by Chair Gonzalez, the minutes of the March 11, 2024 Policies & Procedures Committee Meeting were approved. Ayes: Mulheren and Gonzalez. Absent: Rodin.

3b) Draft Policy Amendment for Outside Agency Services

Analyst Feiler presented the item and noted that positive feedback was received at the May 1, 2024 Focus Group meeting. The Committee discussed that all agencies were notified of the proposed policy amendment for the March Committee Workshop, no correspondence has been received requesting additional policy revisions, and Commissioner Rodin reviewed the current draft policy and had no requested changes.

Upon motion by Commissioner Mulheren and second by Chair Gonzalez, the Committee approved a recommendation for the Commission to consider the Outside Agency Services Policy Amendment. Ayes: Mulheren and Gonzalez. Absent: Rodin.

4. INFORMATION AND REPORT ITEMS

4a) Executive Officer Report

EO Hinman noted that the next policy amendment will be for the Final Filing Policy.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:11 p.m. by Chair Gonzalez.



STAFF REPORT

Agenda Item No. 3c	
MEETING DATE	November 26, 2025
MEETING BODY	Mendocino Local Agency Formation Commission Policies & Procedures Committee
FROM	Uma Hinman, Executive Officer
SUBJECT	Draft Amendment to Commissioner Teleconferencing Policy

RECOMMENDED ACTION

The Committee will consider revisions to Policy 3.8.1.1 *Commissioner Teleconferencing* to maintain consistency with recently passed legislation (SB 707), policy recommendation to the Commission, and/or direction to staff.

BACKGROUND

Mendocino LAFCo Policy 3.8.1.1 was adopted on March 6, 2024, to include Commissioner teleconferencing policies that were enacted under AB 2449. Recently, [SB 707](#) was signed into law on October 3, 2025 and is intended to diversify and increase public engagement in local government, and also modernize the Ralph M. Brown Act in the face of technological advancements. The legislation both restores and restructures various provisions set to expire in 2026, makes permanent certain transparency-related reforms, and establishes new requirements to expand public access and participation in local government proceedings.

At its November 3, 2025 meeting, the Commission received an informational overview of the changes enacted by SB 707 and directed the Policies & Procedures Committee to review and recommend updates as appropriate.

Counsel Burch has reviewed the policy and provided updates for the Committee's review and discussion (Attachment 1).

The Committee is tasked with developing a recommendation to the Commission for formal adoption.

ATTACHMENTS

- (1) Draft Revised Policy 3.8.1.1 Commissioner Teleconferencing

Attachment 1

Draft Revised Policy 3.8.1.1 Commissioner Teleconferencing

Policy 3.8.1.1 Commissioner Teleconferencing

Regular meetings of the Commission shall adhere to the provisions of the Ralph M. Brown Act (GOV §54950 et seq) and the provisions of [GOV §54953 and/or §54953.8.3](#), which allow for teleconferencing under specific conditions.

To promote transparency and public participation, regular meetings of the Commission will be held in a hybrid format provided the technology to do so is readily available. Commissioners shall participate in-person for all Commission meetings, unless circumstances exist to justify the use of “Expanded Teleconferencing Procedures.” Should a Commissioner request attendance by teleconference for “just cause” or “emergency circumstances,” as defined in GOV [§54953.8.3\(c\)54953\(j\)](#), the requirements set forth in the statute shall apply.

Commissioners may attend regular Commission meetings by teleconference [not to exceed two times per year under the “just cause” provisions of GOV §54953.8.3\(c\)-not to exceed two times per year](#). Commissioners must make such requests of the Commission prior to or at the start of a regular meeting, stating the reason (“just cause” or “emergency circumstances”) and a brief description of the circumstances relating to the need to appear remotely. The Commission shall take action on the request at the beginning of the meeting.

3.8.1.1.1 Global Teleconferencing Procedures

At the discretion of the Commission and/or the Executive Officer, any employee, consultant or individual presenting or attending a meeting of the Commission, other than a member of the Commission, shall be permitted to attend via teleconference without compliance or conditions set forth herein.

To the extent a commissioner wishes to attend a meeting via teleconference, the commissioner shall generally be required to comply with the “Standard Teleconferencing Procedures” below, unless the circumstances exist to justify the use of “Expanded Teleconferencing Procedures.”

3.8.1.1.2 Standard Teleconferencing Procedures

Members of the Commission, inclusive of all bodies and committees required to comply with the Brown Act, may attend a meeting via teleconference if the following conditions are satisfied:

1. At least a quorum of commissioners participates in the meeting from locations within the County;
2. The agenda posted for the meeting is posted at all teleconference locations, each of which are identified in the notice and the agenda for the meeting; and
3. Each teleconference location is accessible to the public, and the public is permitted to comment at each teleconference location.

3.8.1.1.3 Expanded Teleconferencing Procedures

A commissioner may attend a regular meeting via videoconference only without the need to comply with the Standard Teleconferencing Procedure requirements to notice and post agenda locations or make such locations accessible to the public, if the following conditions are satisfied:

1. At least a quorum of the commissioners participate in-person from a single physical location accessible to the public and as clearly identified in the posted agenda;
2. The public is permitted to attend the meeting either by teleconference or videoconference in a manner such that the public may participate in real-time during the meeting;

3. Notice of the means by which the public may remotely participate and offer comment during the meeting is included within the posted agenda;
4. Commissioners attending remotely have either “just cause” or “emergency circumstance,” as defined in [GOV §54953.8.3 54953](#), that justifies their attendance via videoconference;
5. A commissioner who has not attended a regular meeting remotely on the basis of “just cause” more than two times in a calendar year ~~or on the basis of “emergency circumstance” for longer than three consecutive months.~~

In order to utilize the Expanded Teleconferencing Procedures, a commissioner shall:

1. For “just cause” circumstance, notify the Commission at the earliest opportunity, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstance relating to their need to appear remotely at the given meeting;
2. For “emergency circumstance,” request to participate at a meeting due to an “emergency circumstance” as soon as possible, preferably before the posting of the agenda but up to the start of the meeting, with such request including a general description of the circumstances relating to their need to appear remotely at the given meeting, though any description need not exceed 20 words and need not include any medical information exempt from disclosure by law;
3. The commissioner shall disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the Member’s relationship to such individuals;
4. Participate through videoconferencing, with both visual and audio technology.

Upon request of a commissioner to utilize the Expanded Teleconference Procedures, the Commission shall:

1. Take action by majority vote on a request to participate remotely due to an “emergency circumstance” at its earliest opportunity, which may be taken as a noticed agenda item or as an added item if sufficient time was not provided to place the proposed action on the agenda;
2. In the event of disruption within the power of the Commission that prevents the broadcasting of the meeting to members of the public, or in the event of disruption within LAFCo’s control that prevents members of the public from offering public comment using the teleconferencing or videoconferencing options, take no further action during a meeting until such access is restored.

3.8.1.1.4 Miscellaneous Provisions

With respect to Standard Teleconferencing Procedures and Expanded Teleconferencing Procedures set forth herein, such are intended to comply with [GOV §54953](#)(b) and (f), [and GOV §54953.8.3](#), respectively, and, as such, in the event of conflict between this Policy and such statutory provisions, the statutory provisions shall control and be implemented as if set forth in this Policy.



STAFF REPORT

Agenda Item No. 3d	
MEETING DATE	November 26, 2025
MEETING BODY	Mendocino Local Agency Formation Commission Policies & Procedures Committee
FROM	Uma Hinman, Executive Officer
SUBJECT	Draft Amendment to Budget Adjustments Policy

RECOMMENDED ACTION

The Committee will consider proposed revisions to the Policy 5.1.6 *Budget Adjustments* for recommendation to the Commission, and/or direction to staff.

BACKGROUND

Government Code Section 56381 and Mendocino LAFCo Policy 5.1.6 *Budget Adjustments* provides the Commission's direction for budget modifications subsequent to the adoption of the annual budget.

The Commission may make adjustments to its budget at any time during the fiscal year as it deems necessary. Further, if needed, in the processing of claims, the Executive Officer may approve expenditures exceeding individual account budgets up to 5 percent of a budget line, not to exceed \$3,000. Any budget exceedances are to be reported to the Commission at the following regular meeting.

In the current policy, the 5 percent of budget accounts is very limiting since many of our accounts have budgets below \$5,000.

The intent of the proposed policy modification is to provide the Executive Officer limited flexibility to authorize transfers between budget accounts provided there is no change to the total adopted budget. The proposal will streamline workload for staff and the Commission related to minor budget amendments under specific circumstances.

Research of other LAFCos' policies was conducted and a selection summarized in Attachment 1.

Options for amending the Budget Adjustments Policy are provided below. Proposed revisions to the policy are indicated as [additions](#) or ~~deletions~~:

Option 1

5.1.6 BUDGET ADJUSTMENTS

[a.](#) The Commission may make adjustments to its budget at any time during the fiscal year as it deems necessary.

[b.](#) The Executive Officer may approve expenditures exceeding individual account budgets up to 5 percent of a budget line, not to exceed \$3,000. Any budget exceedances will be reported to the Commission at the following regular meeting. *(Resolution No. 2017-18-03)*

[c. Transfers between budget expenditure accounts may be approved by the Executive Officer, provided that the total budget is not increased.](#)

Option 2

5.1.6 BUDGET ADJUSTMENTS

[a.](#) The Commission may make adjustments to its budget at any time during the fiscal year as it deems necessary.

[b.](#) The Executive Officer may approve expenditures exceeding individual account budgets up to ~~5 percent of a budget line, not to exceed \$3,000~~ [provided there are compensating savings available and the transfer between accounts does not increase the overall budget](#). Any budget exceedances will be reported to the Commission at the following regular meeting.

Option 3

5.1.6 BUDGET ADJUSTMENTS

[a.](#) The Commission may make adjustments to its budget at any time during the fiscal year as it deems necessary.

~~[b.](#) The Executive Officer may approve expenditures exceeding individual account budgets up to 5 percent of a budget line, not to exceed \$3,000. Any budget exceedances will be reported to the Commission at the following regular meeting. *(Resolution No. 2017-18-03)*~~

[b. The Executive Officer may approve expenditures exceeding individual account budgets up to \\$3,000 provided there are compensating savings available and the transfer does not increase the overall budget. Any budget exceedances will be reported to the Commission at the following regular meeting. *\(Resolution No. 2017-18-03\)*](#)

Option 4

5.1.6 BUDGET ADJUSTMENTS

[a.](#) The Commission may make adjustments to its budget at any time during the fiscal year as it deems necessary.

[b.](#) The Executive Officer may approve expenditures exceeding individual account budgets up to 5 percent of a budget line, not to exceed \$3,000. Any budget exceedances will be reported to the Commission at the following regular meeting. *(Resolution No. 2017-18-03)*

[c. Following review and approval by the Chair, the Executive Officer is authorized to make transfers between budget expenditure accounts within a category without Commission action provided the adjustments are within the total budget allocations adopted by the Commission.](#)

The Committee is invited to discuss the options and may either select one or develop a modified proposed policy for recommendation to the Commission.

ATTACHMENTS

- (1) Summary of Select LAFCo Budget Adjustment Policies
- (2) Mendocino LAFCo Final Budget FY 2025-26

ATTACHMENT 1

Summary of Select LAFCo Budget Adjustment Policies

LAFCo	Budget Adjustment Policy	Source
Napa	<p>V. Executive officer purchasing and budget adjustment authority</p> <p>...</p> <p>E. Following review and approval by the Chair, the Executive Officer is authorized to make adjustments and administrative corrections to the budget without Commission action provided the adjustments and corrections are within the total budget allocations adopted by the Commission.</p>	Link
Ventura	<p>2.3.1.5 Budget Adjustments:</p> <p>a. The Commission may make adjustments to its budget at any time during the fiscal year, as it deems necessary.</p> <p>b. Adjustments between accounts within the same object may be approved by the Executive Officer.</p> <p>c. Transfers between expenditure objects may be approved by the Executive Officer.</p>	Link
Yolo	<p>5.6 BUDGET ADJUSTMENTS</p> <p>The Commission may make adjustments to its budget at any time during the fiscal year, as it deems appropriate. Subsequent to the adoption of the budget, the Executive Officer may transfer appropriations between accounts (i.e. sub-objects) with major categories (i.e. objects) such as salaries and benefits, services and supplies, etc., without approval from the Commission. Transfers of appropriations between major categories/objects and appropriation of unanticipated revenue or from any fund balance category requires approval of the Commission.</p>	Link
Monterey	<p>2.1.6 – Executive Officer’s Authority to Approve Transfers Between Budget Line Items</p> <p>The Executive Officer shall have the authority to transfer up to \$2,000 from a budget line item within the Services and Supplies category to another line item within that category for urgent and unanticipated needs, provided that there are compensating savings available and the transfer does not increase the overall budget. The Executive Officer shall report any transfers between line-item budgets to the Budget and Finance Committee immediately, and to the Commission at its next meeting in the form of a budget amendment.</p>	Link

ATTACHMENT 2

Resolution No. 2024-25-16 of the Mendocino Local Agency Formation Commission

Adopting a Final Budget and Work Program for Fiscal Year 2025-26

WHEREAS, in accordance with the Cortese Knox Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.), the Mendocino Local Agency Formation Commission, hereinafter referred to as the “Commission”, is required to annually adopt a budget to fulfill its purposes and functions set forth by State law; and

WHEREAS, at a minimum, the proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the Commission finds that reduced staffing or program costs will nevertheless allow the Commission to fulfill the purposes and programs of Government Code Section 56381(a); and

WHEREAS, the Commission approved a Proposed Budget and Work Program for Fiscal Year 2025-26 at its April 7, 2025 meeting, notice of which was given at the time and in the manner provided by law; and

WHEREAS, the Proposed Budget and Work Program for Fiscal Year 2025-26 were circulated to the County, cities and special districts as required in Government Code Section 56381(a); and

WHEREAS, at the time and in the manner provided by law, the Executive Officer has given notice of the date, time, and place of a meeting by the Commission to consider adoption of a final budget; and

WHEREAS, the Commission has heard all interested parties desiring to be heard and has considered all relevant evidence and information presented at said meeting.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Mendocino Local Agency Formation Commission, as follows:

1. Adopt the Final Budget for Fiscal Year 2025-26 as set forth in Exhibit A, attached hereto, finding that the budget will not result in reductions in staffing or program costs to such an extent that the Commission would be impeded from fulfilling the purpose and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and
2. Establish the Work Program priorities for Fiscal Year 2025-26 as shown in Exhibit B, attached hereto; and
3. Direct staff to transmit the Final Budget and Work Program for Fiscal Year 2025-26 to the County Auditor and all parties specified in Government Code Section 56381(a).

PASSED and ADOPTED by the Mendocino Local Agency Formation Commission this 5th day of May 2025 by the following roll call vote:

AYES: Ward, Horsley, Cline, Mulheren, Gonzalez, Rodin, Mahoney

NOES:

ABSTAIN:

ABSENT:



MAUREEN MULHEREN, Commission Chair

ATTEST:



UMA HINMAN, Executive Officer

**Mendocino Local Agency Formation Commission
Final Budget Fiscal Year 2025-26**

		FY 2024-25 Adopted	FY 2025-26 Final
REVENUE & APPLIED CASH BALANCE			
	<i>Cash Balance</i>	23,000	35,500
4000	LAFCo Apportionment	275,000	275,000
4800	Miscellaneous Revenue	9,000	15,000
4910	Interest Income	1,000	3,000
Net Revenue & Use / (Addition) of Unreserved Cash		\$ 308,000	\$ 328,500
EXPENSES			
Staffing			
5300	Basic Services (EO, Analyst, Clerk)	155,000	155,000
Subtotal: Staffing		\$ 155,000	\$ 155,000
Services & Supplies			
5500	Rent	8,000	8,500
5600	Office Expenses	4,000	4,000
5700	Internet & Website Costs	3,000	3,000
5900	Publication and Legal Notices	3,000	2,000
6000	Televising Meetings	2,400	2,000
6100	Audit Services	4,500	4,500
6200	Bookkeeping	5,500	5,500
6300	Legal Counsel	19,000	15,000
6400	A-87 Costs County Services	3,500	6,000
6500	Insurance-General Liability	3,000	3,200
6600	Memberships (CALAFCO/CSDA)	4,000	4,000
6670	GIS Contract with County	3,000	2,500
6740	In-County Travel & Stipends	3,000	2,300
6750	Travel & Lodging Expense	7,000	6,000
6800	Conferences (Registrations)	5,000	5,000
9000	Misc Expenses (bank charges, etc.)	100	-
Subtotal: Services & Supplies		\$ 78,000	\$ 73,500
Work Plan			
7000	Work Plan (MSRs and SOIs)	75,000	100,000
Subtotal: Work Plan		\$ 75,000	\$ 100,000
Total Expenses		\$ 308,000	\$ 328,500
NET BUDGET		\$ -	\$ -
RESERVES			
Reserves			
	Legal Reserves	50,000	50,000
	Operating Reserves (25% Expenses)	81,500	86,500
Total Reserves		\$ 131,500	\$ 136,500

**Final Work Program (Basic Services + Work Plan)
FY 2025-26**

May 5, 2025

Tasks	Description & Assumptions	Estimated Budget
Basic Services		
Office Hours & Administrative Duties	Clerk duties not related to projects; office hours; public assistance; PRA requests; budget development, tracking, amendments; accounts payable, QuickBooks; annual audit; EO correspondence; response to requests for Agency Comments for projects and/or environmental documents routed to LAFCo for review, etc.; carrying out Commission direction.	\$ 85,000
Commission & Committee Meetings	Commission & Committee meeting attendance (12 Regular and 8 Committee); agenda packet development, staff reports, presentations, minutes.	\$ 40,000
Work Plan Support	Prepare and distribute Public Notices, development of staff reports specifically related to MSR/SOI studies, presentation at Commission meetings for Public Workshops and Public Hearings.	\$ 6,000
Consult Legal Counsel	Contract is on an hourly basis.	Per Contract
Application Forms	Update application forms; map research and process clarification	\$ 2,000
Application Processing	Process change of organization or reorganization applications initiated by landowner petition or resolution of application from Cities and Special Districts to modify existing powers, annex and/or detach territory from agency boundaries, and create, dissolve, or consolidate/merge local agencies.	Paid by applicant
Work Plan Follow	Refine annual reporting and conduct follow-up on Commission direction, items identified in MSR/SOI studies and application approvals.	\$ 10,000
Policy Development	Policy development and amendments as needed	\$ 10,000
Transparency Improvements to Website	Assess/implement website improvements (JPAs, maps, etc.)	\$ 2,000
Total		\$ 155,000
Work Plan		
MSR/SOI Update	Prepare and adopt combined Municipal Service Review and Sphere of Influence (MSR/SOI) Update studies pursuant to GOV §56425 and §56430, either in-house or by contract.	\$ 100,000
<p>The agencies listed below have priority for preparation of a LAFCo-initiated MSR/SOI Update in Fiscal Year 2025-26. The actual completion of a specific study may span multiple fiscal years. The budget allocation for each agency is based on estimated costs. Actual costs for study completion may be higher or lower than estimated below.</p> <p>Work Plan implementation is subject to change due to various factors, such as: (a) agency responsiveness and timely provision of requested information, (b) complexity of issues involved, (c) level of public and affected agency controversy, (d) changing needs and priorities, (e) overall staff workload, and (f) higher than anticipated costs.</p> <p>The Work Plan budget assumes minimal costs for CEQA compliance related to filing a Notice of Exemption (NOE). Agencies requesting a non-coterminous SOI may expedite a potential multi-fiscal year process by contributing to the cost of preparing an Initial Study and associated environmental document (ND/MND, EIR, etc.).</p>		
The total Work Plan Budget is not limited to the following designations. These budget allocations may shift to other agencies as needed during the year.	County-wide Fire and EMS Service Providers (18 special districts)	\$ 60,000
	Mendocino Coast Health Care District (outsourced/consultant contract)	\$ 23,000
	Finish Cities of Willits and Point Arena started in FY 2024-25	\$ 15,000
	Finish Mendocino Coast Recreation and Park District SOI Update	\$ 2,000
	Total	\$ 100,000