



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

Notice

BUDGET AND WORK PLAN COMMITTEE MEETING AND AGENDA

March 16, 2025, ▪ 10:00 AM

Marin LAFCo Office | Suite 220 | 1401 Los Gamos Drive, San Rafael, CA

Appointed Members

Steve Burdo | Craig Murray | Dennis Rodoni

PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS FOR HYBRID ATTENDEES

In addition to in-person attendance, as a courtesy, and technology permitting, members of the public may also attend by virtual teleconference. However, LAFCo cannot guarantee that the public's access to teleconferencing technology will be uninterrupted, and technical difficulties may occur from time to time. Unless required by the Brown Act, the meeting will continue despite technical difficulties for participants using the teleconferencing option. Members of the public may access and watch a live stream of the meeting on Zoom at <https://us02web.zoom.us/j/4350473750?omn=88660475534>. Alternatively, the public may listen in to the meeting by dialing +1 669 444 9171 and entering **Meeting ID 435 047 3750#** when prompted.

SPOKEN PUBLIC COMMENTS FOR HYBRID ATTENDEES:

Spoken comments will be accepted through the teleconference meeting. To address the Commission, click on the link <https://us02web.zoom.us/j/4350473750?omn=88660475534> to access the Zoom-based meeting.

1. You will be asked to enter an email address and name. We request that you identify yourself by name, as this will be visible online and will be used to notify you that it is your turn to speak.
2. When the Commission calls for the item on which you wish to speak, click on the "raise hand" icon. Speakers will be notified shortly before they are called to speak.
3. When called, please limit your remarks to the time limit allotted (3 minutes).

10:00 AM CALL TO ORDER - Chair Rodoni to call the meeting to order.

ROLL CALL – Clerk to call the roll.

SELECTION OF CHAIR

The Committee shall nominate and select a Chair of the Budget Committee for calendar year 2026.

PUBLIC COMMENT

This portion of the meeting is reserved for persons desiring to address the Committee on any relevant matter not listed on this agenda and those within the jurisdiction of the Committee. Speakers are limited to three minutes.

BUSINESS ITEMS

The Committee is scheduled to discuss and provide direction on the following items.

1. Approval of March 18, 2025, Meeting Minutes
2. Review and Recommendation Regarding Amendments to FY 25–26 Budget Line Item
3. Review and Approval of Proposed Budget for Fiscal Year 2026-27

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Eric Lucan, Regular
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Barbara Coler, Chair
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Almonte Sanitary District
Craig Murray, Regular
Las Gallinas Valley Sanitary District
Cathryn Hilliard, Alternate
Southern Marin Fire Protection District

Larry Chu, Regular
Public Member
Roger Smith, Alternate
Public Member

ADJOURNMENT

Attest: Claire Devereux
Clerk/Jr. Policy Analyst

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Pursuant to GC Section 84308, if you wish to participate in the above proceedings, you or your agent are prohibited from making a campaign contribution of \$500 or more to any Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCo and continues until 3 months after a final decision is rendered by LAFCo. If you or your agent have made a contribution of \$500 or more to any Commissioner during the 12 months preceding the decision, in the proceeding that Commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings. Separately, any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet for a meeting upon request. Any person with a disability covered under the ADA may also request disability-related modification or accommodation, including auxiliary aids or services, to participate in a public meeting. Please contact the LAFCo office at least three (3) working days prior to the meeting for any requested arraignments or accommodations.

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Marin Local Agency Formation Commission

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AGENDA REPORT

March 16th, 2026

Item No. 1 (Consent Item)

TO: Local Agency Formation Commission

FROM: Claire Devereux, Clerk/Junior Analyst

SUBJECT: Approval of Minutes for March 18th, 2025, Budget Committee Meeting

Background

The Ralph M. Brown Act was enacted by the State Legislature in 1953 and establishes standards and processes therein for the public to attend and participate in meetings of local government bodies and those local legislative bodies created by State law, the latter category applying to LAFCo's.

Discussion

The action minutes for the March 18th, 2025 regular meeting accurately reflect the Commission's actions as recorded by staff.

Staff Recommendation for Action

1. Staff recommendation – Approve the draft minutes prepared for the March 18th, 2025 meeting with any desired corrections or clarifications.
2. Alternative option – Continue consideration of the item at the next regular meeting and provide direction to staff, as needed.

Procedures for Consideration

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Commission.

Attachment:

- 1) Draft Minutes for March 18th, 2025 Budget Committee Meeting

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Roger Smith, Alternate
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DRAFT

NOTICE of BUDGET AND WORK PLAN COMMITTEE MEETING MINUTES Marin Local Agency Formation Commission

Tuesday, March 18, 2025

CALL TO ORDER

Chair Rodoni called the meeting to order at 9:30 A.M.

Commissioner Coler announced that she had a contagious illness therefore will be attending remotely

ROLL CALL BY COMMISSION CLERK

Roll was taken and quorum was met. The following were in attendance:

Commissioner's Present: Lew Kious
 Barbara Coler
 Dennis Rodoni

Marin LAFCo Staff Present: Jason Fried, Executive Officer
 Claire Devereux, Clerk/Jr. Policy Analyst

Marin LAFCo Counsel Present: None

SELECTION OF CHAIR

Commissioner Kious nominated Commissioner Rodoni to be the chair.

Approved: M/S by Commissioners Kious and Coler to appoint Commissioner Rodoni as Chair.

Ayes: Commissioners Kious, Coler and Rodoni

Nays:

Abstain:

Absent:

Motion approved unanimously.

AGENDA REVIEW

Chair Rodoni opened an agenda review for any comments or changes. No changes or comments were made.

EO Fried stated that since the Work Plan is presented at every meeting, discussing it here seemed redundant. He added that if the committee prefers, the item can be placed on a future agenda, but it cannot be addressed today.

There was a consensus that it did not need to be discussed at the committee meeting.

PUBLIC OPEN TIME

Chair Rodoni opened the public open time. Hearing no request to speak, the Chair closed the public open time.

BUSINESS ITEMS

1) Approval of February 26, 2024, Meeting Minutes

There were no comments or discussion from Committee members, no members of the public wished to comment.

Approved: M/S by Commissioners Kious and Coler to approve February 26, 2024.

Ayes: Commissioners Kious, Coler and Rodoni

Nays:

Abstain:

Absent:

Motion approved unanimously.

2) Review and Approval of Proposed Budget for Fiscal Year 2025-26

Commissioner Rodoni asked if the EO could talk about how we ended up with the increase in salary and benefits in the proposed budget.

Commissioner Coler asked Chair Rodoni what the County's COLA was, he stated around 2.5 or 3%

EO Fried stated he included a 3% COLA plus a small additional amount in the draft budget. For his own salary, he does not expect to receive the amount reflected but includes a higher figure to allow flexibility. He added that once his salary is finalized and Claire's and Jaren's reviews are completed, the actual numbers will be updated.

Chair Rodoni asked to send how the salaries are done.

Chair Rodoni inquired about the professional services and what they include. He also asked how much of that is spent every year

EO Fried stated they the auditor and GASB report and a few smaller ones. He continued on that there are some line items with extra room in the budget, but professional services stay pretty close to the actual amount spent.

Commissioner Rodoni asked if we were saving money by having legal counsel attend remotely.

EO Fried stated that we are because we do not have to pay for her two hours of travel time from Walnut Creek.

Commissioner Coler asked how did we produce the 7.79% increase for the member agencies and then also what we put into reserve for the legal reserve?

EO Fried noted that with today's update the increase is 7.57%. Agency contributions are calculated by taking total expenditures and subtracting the anticipated carry-forward balance. This year the carryforward is slightly lower and costs have increased. The current estimate is 5.81%, which is on the higher end, but it is expected to decrease slightly by June as salary and pension projections are refined. In regard to the legal reserve EO Fried stated that what is left over from this past fiscal year will be put into the reserve and that it should take 4 to 5 years to build up that reserve.

Commissioner Coler expressed concern over rate increases by BBK that the Town of Fair Fax has seen.

EO Fried state that we have not received anything from BBK that reflects severe changes but will talk to BBK.

Commissioner Rodoni suggested a 3% COLA and that the chair can work with Jason on changes.

Approved: M/S by Commissioners Kious and Coler to approve the base budget with amendments.

Ayes: Commissioners Kious, Coler and Rodoni

Nays:

Abstain:

Absent:

Motion passed unanimously.

3) Review and Approval of Fee Schedule

Commissioner Coler stated the explanation in the staff report was excellent and asked if the fee schedule also an additional check before it goes to the commission.

Commissioner Kious asked how our rates compare to other LAFCo's and if we get pushback on the charge

EO Fried stated that it is not something that has been studied and that every LAFCo does it differently. Any pushback we get is because of the overall connection process, not necessarily our fee.

Jr. Policy Analyst Devereux stated she has not received a ton of pushback

Commissioner Rodoni suggested a survey of applicants' satisfaction with the process.

Approved: M/S by Commissioners Coler and Kious to approve the Fee Schedules

Ayes: Commissioners Kious, Coler and Rodoni

Nays:

Abstain:

Absent:

Motion passed unanimously.

Chair Rodoni Adjourned the meeting at 10:30 A.M.

ADJOURNMENT TO THE NEXT MEETING

Date TBD | Location TBD

Attest: Claire Devereux
Clerk/Junior Analyst

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AGENDA REPORT

March 16th, 2026
Item No. 2 (Business)

TO: Budget and Workplan Committee

FROM: Jason Fried, Executive Officer

SUBJECT: Review and Recommendation Regarding Amendments to FY 25-26 Budget Line Item

Background

Due to an increase in costs, line item 10 (Conferences) may go over budget by \$750 - \$1,000. This is due to both an increase in conference registration fees and hotel room costs. This is slightly lower than what staff originally thought was going to be the case, but still may go over budget. The main question for the Committee is whether we want to make a change in the current budget line items or simply acknowledge that a line item will be over budget and do nothing.

If the Committee wants to recommend a change to line items, staff would suggest lowering line item 75 (Travel – mileage) by \$1000 and increasing line item 10 by \$1,000 to make sure all costs are covered in both line items.

Staff Recommendation for Action

Staff views this as a policy decision for the Committee to decide. If the Committee wants to make a recommendation, it should do so, and it will be presented to the full Commission for approval at its April meeting.



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AGENDA REPORT
 March 16, 2026
 Item No. 3 (Business)

TO: Budget and Workplan Committee
FROM: Jason Fried, Executive Officer
SUBJECT: Review and Approval of Proposed Budget for Fiscal Year 2026-2027

Background

State Government Code section 56381 states that all LAFCos need to approve a proposed budget by May 1st and a final budget by June 15th of each year. The attached budget being presented today is the proposed budget, which, if approved by this committee today, will be presented to the Commission at its April 9th meeting to fulfill the May 1st deadline.

From a high level, the Commission reviews the expenditures based on estimated needs for the upcoming fiscal year. Then, to cover costs, we look at two different funding sources: agency contributions and carryforward funds. The agency contributions are what we ask all our member agencies to pay. The carryforward balance is a combination of unspent money from the prior year, interest earned in money kept with the County, and fees from applications or other services we charged in the current FY.

For the proposed budget in the expenditures section, I present to the committee what I think is the highest amount needed for each line item. Then, to fund that, we look to both agency contributions and carry forward amounts. Finally, when we get closer to the June Commission meeting, staff will revisit all the figures in the proposed budget to make sure they are the best numbers available as part of the final approval. Historically, the overall expected expenditures and the agency contributions go down from the proposed budget to the final budget presented in June.

Staff’s goal with this budget started with using the current budget and then determining which line items need to be adjusted due to changes in costs and upcoming needs. Some high-level items to keep in mind for this upcoming budget.

For the base budget on the expenditure side, some line-item changes are needed from last year to this year based on forecasting the needs of LAFCo in FY 26-27. Some key line-item changes include:

- Salary –Our budget increase is to allow for a COLA as well as step increases for staff who have earned it. This will be helpful in the retention of the staff and would benefit LAFCo in

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the long run. The number given during the proposed budget process has normally been higher than what is in the final budget. When the June meeting comes, this number will likely be lower, given that all staff reviews will have been completed, and the Commission has negotiated a change in the salary for the Executive Officer position so a more accurate number will be presented with final approvals.

- Benefits – Next year’s benefit costs are not known, so we always have an increase to allow benefit costs to go up.
- Pension – Similar to the salary line item, this will likely be lowered prior to the final budget once actual staff salaries are known. This line item will also see a small increase due to the MCERA increase in LAFCo employer contribution rate of 12.54% for FY 25-26 to 12.72% for FY 26-27.
- Conferences (Line Item 10) – CALAFCO had several of its hotel contracts agreed to years in advance, which were pre-COVID pricing. Due to COVID, those agreements got pushed out, which helped keep costs down, but all those agreements have ended, so now CALAFCO is having to deal with higher prices, which get passed on in the cost to attend the conference, plus hotels have also increased room costs. This year, we will go over the line item amount, so staff are suggesting an increase to this line item to cover future costs.
- General Insurance (Line Item 15) – We have not yet gotten estimates for our insurance for next FY. Staff are assuming an increase, so \$500 is added to this line item. This will get adjusted once we have estimates from SDRMA who provides our insurance.
- IT & Communications Services (Line Item 20) – Our website provider recently launched a new system to deal with document remediation. Over the course of the year their monthly subscription was only a few hundred more than the current annual subscription of the company we have been using. The new system also saves hours of staff time to get documents ADA-compliant. In addition, staff have seen monthly subscriptions for software we use increase year to year, so in anticipation of this occurring again next year left a little buffer for that.
- Legal Services (Line Item 25) – We now have a reserve for legal services with a policy to use unused funds from this line item to help build the reserve. Last year, the committee took a position to slowly lower the line item over the next few years as a way to help build the reserve. Staff have continued this practice this year by lowering the amount by \$1000. This will allow us to build the reserve to a healthy level.
- Office Lease/Rent (Line Item 45) – Our office lease is under contract, so this is the increase in that line item for the increase in costs for next year based on our contract.
- Professional Services (Line Item 55) – We have a new contract for our GASB reports, and our Audit will see a year-to-year increase. This increase will help cover those costs.

On the income side, we have two main line items: the agency contribution and the carryforward fund balance. The carryforward fund right now is made up of three parts: \$25,000 from previous years' unspent funds, \$10,296 from interest and application fees collected so far this year, and an

estimated \$25,000 in unspent funds from our current year. The second two numbers are simply a placeholder until we get closer to the end of the year and can put in an updated number for what is expected to be left over from this year's unspent fund, and how much we have collected in application fees and interest. The total carry-forward amount is about 45% less than we had for the current FY. Three factors are contributing to such a large decrease in the carryforward line item. First, as mentioned in previous Commission meetings, we have experienced a very low number of applications this year. So far this year, we have only gotten 2 applications, where we normally average between 4-6 in a year. This equals \$7,000-\$12,000 less for the carry-forward line item. Second factor is now that we have a legal reserve that comes from unspent funds from the previous year, the \$15,476 that we placed in the legal reserve this year in the past would have been used in the carry-forward line item. The third factor is that while we will come in under budget for the year, given the increase in cost, the amount we will be under budget is less than in previous years, which means less carry forward amount. It should also be noted that, should any new application come to LAFCo prior to the end of the year, and as we get closer to the end of the year, we can better estimate how much is left over, so it is likely the carry forward will go up.

Overall, for the base proposed budget, the total estimated expenditure for FY 26-27 is a 5.44% increase. The 5.44% increase is with the understanding that once salary and other items are known that number should decrease a little in the final budget. With the high estimate for the budget line items, we see the agency contribution being \$685,193, which is a 9.89% increase. In comparison, the FY 25-26 increase in the draft was a 7.79% increase. Staff would anticipate that the increase to member agencies will decrease by a little bit, as has occurred in the last several years, from the proposed budget being presented today to the final budget which is presented at the June Commission meeting.

Staff do understand that the current 9.89% increase to the member agency does seem high, but that is partly due to the much lower carry-forward fund described above. Staff will present three possible options for addressing this issue:

1. Keep as is with no changes – We explain to our member agencies that we simply have had a historically low number of paid applications, so we need to have a higher-than-normal increase this year in agency contributions. We can add to this explanation that LAFCo, since the current staff has been here, has been historically very thrifty, for example, our expenditures in FY 19-20 LAFCo approved budget was \$647,927, where what is being proposed today is \$704,953. That is 7 budget years with only just over 8% in that time frame. Even if we don't get any new applications, it is likely that when we reach the final budget, that percentage will be under 8%. This does show we have been very prudent with our costs, so hopefully our member agencies will understand the request this year based on a historically low number of applications.
2. Cut what we can from expenditures – It is possible to cut some from various expenditure line items. We could, for example, cut \$15,000 from multiple line items

to help bridge the gap. Staff do not view this as a good option because all we are doing is taking that money from next year's carry-forward, since unspent money from one year gets carried over from year to year. While it may help with this year's budget, it sets up issues that will need to be dealt with in future years.

3. Use General Reserve Funds - Currently, as proposed, we will have a fully funded general reserve fund. Given the historically low number of applications, we could tap into the reserve to help balance the budget. This is not something we should do annually, but it could be done one time, given the low number of applications. If we did this, let's say it was decided to match last year's carry forward amount of \$87,360, we would need to take just over \$27,000 from the reserve fund. In the current proposed budget, which would mean our agency contribution would decrease by a similar amount to \$658,128 and thereby lower the increase from almost 10% to just over 6%. As always keeping in mind these increases will likely be lower when we approve a final budget.

In addition to reviewing the budget staff would like to have the Committee address the following questions:

1. Most agencies have union contracts that help dictate what COLA increase will be for the next FY. Marin LAFCo is an unrepresented employer, so it has no union contract to refer to for COLA. Staff would recommend 3% COLA. The question is, what percentage should the Committee recommend to the full Commission?
2. In the past, the Committee has yielded to the Chair to work with staff on any final minor modifications to the final budget presented at the June meeting and not to call another committee meeting for next year's budget unless major changes are needed. Does the Committee wish to give the Chair and staff this ability again?

Staff Recommendation for Action

1. Staff Recommendation – Approve the proposed budget with any desired changes to be presented at the April 9, 2026, LAFCo Commission meeting, with any needed amendments, and authorize the chair to work with staff on any minor changes to the budget before presenting a final budget for the June meeting.
2. Alternate Option - Continue consideration of the item at the next committee meeting and provide direction to staff, as needed.

Attachment:

1. Proposed Budget FY 26-27

Line Items	Final FY 26-27	Draft FY 26-27	Final FY 25-26	% Change FY 25-26 to FY Draft 26-27
Expense				
5110110 · Salary		\$445,000.00	\$419,000.00	5.84%
5130120 · Benefits		\$42,000.00	\$39,250.00	6.55%
5130500 · Pension		\$55,500.00	\$52,000.00	6.31%
5130525 · Retiree Health		\$6,000.00	\$6,000.00	0.00%
05 · Commissioner Per Diems		\$9,000.00	\$9,000.00	0.00%
10 · Conferences		\$12,000.00	\$10,000.00	16.67%
15 · General Insurance		\$8,000.00	\$7,500.00	6.25%
20 · IT & Communications Services		\$27,000.00	\$26,000.00	3.70%
25 · Legal Services		\$34,000.00	\$35,000.00	-2.94%
30 · Memberships & Dues		\$8,500.00	\$8,500.00	0.00%
35 · Misc Services		\$4,250.00	\$3,500.00	17.65%
40 · Office Equipment Purchases		\$4,139.00	\$4,139.00	0.00%
45 · Office Lease/Rent		\$39,900.00	\$38,364.00	3.85%
50 · Office Supplies and Postage		\$3,500.00	\$3,500.00	0.00%
55 · Professional Services		\$40,000.00	\$36,500.00	8.75%
60 · Publications/Notices		\$1,500.00	\$1,500.00	0.00%
70 · Training		\$1,700.00	\$1,700.00	0.00%
75 · Travel		\$3,500.00	\$3,500.00	0.00%
Total Expense	\$0.00	\$745,489.00	\$704,953.00	5.44%
Income				
Carry Forward Balance		\$60,296.00	\$87,360.91	-44.89%
4710510 · Agency Contributions	\$0.00	\$685,193.00	\$617,592.09	9.87%
Total Income	\$0.00	\$745,489.00	\$704,953.00	
	Amount	Notes		
General Reserve Fund	\$186,372.25	25% of total expenses - fully funded		
Consultant Reserve Fund	\$50,000	Per Marin LAFCo policy 3.10(B)(ix) - fully funded		
Office Equipment Replacement Fund	\$11,063	Prior FY unspent funds from line item 40, not to exceed \$20,000 (through FYE 25)		
Legal Reserve Fund	\$15,476	Prior FY unspent funds from line item 25, not to exceed \$50,000 (through FYE 25)		