



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

REGULAR MEETING

AGENDA

Wednesday, July 17, 2024

2:30 pm

Board of Supervisors Chambers

Hall of Justice and Records

400 County Center

Redwood City, CA 94063

This meeting of the San Mateo Local Agency Formation Commission (LAFCo) will be in person at the above-mentioned address. Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at 400 County Center Redwood City, CA 94063. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda.

Hybrid Public Participation

The July 17, 2024, LAFCo regular meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/96442908061>. The webinar ID is 964 4290 8061. The meeting may also be accessed by telephone by dialing +1 669 900 6833 (local) and entering webinar ID then #. Members of the public may also attend this meeting physically in the Board of Supervisors Chambers at 400 County Center, Redwood City, CA 94063.

*Written public comments may be emailed to lafco@smcgov.org, and should include the specific agenda item on which you are commenting.

* Spoken public comments will be accepted during the meeting in person or remotely through Zoom at the option of the speaker. Public comments via Zoom will be taken first, followed by speakers in person.

***Please see instructions for written and spoken public comments at the end of this agenda.**

ADA Requests

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact LAFCo staff as early as possible but no later than

(OVER)

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT
▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ ANN DRAPER, PUBLIC

ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ VACANT, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪
DIANE ESTIPONA, CLERK

10:00 a.m. the day before the meeting at lafco@smcgov.org. Notification in advance of the meeting will enable the Staff to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

*All items on the consent agenda may be approved by one roll call vote unless a request is made at the beginning of the meeting that an item be withdrawn. Any item on the consent agenda may be transferred to the regular agenda.

1. Roll Call
2. Public Comment for Items Not on the Agenda and on the Consent Agenda
3. Consent Agenda*
 - a. Approval of Action Minutes: May 15, 2024 *(Page 5)*
 - b. Consideration of LAFCo File No. 24-03 - Proposed Outside Service Agreement for water by the City of Redwood City to Parcel 2 of 177 Springdale Way (APN 057-023-130), Unincorporated Redwood City *(Page 12)*
 - c. Consideration of LAFCo File No. 24-06 - Proposed Annexation of 231 Georgia Lane (APN 079-054-040) and 241 Georgia Lane (APN 079-054-020), Portola Valley to West Bay Sanitary District *(Page 29)*
 - d. Consideration of LAFCo File No. 24-07 - Proposed Annexation of APN 080-082-040, Los Trancos Woods to West Bay Sanitary District *(Page 52)*

Public Hearings

4. Certification of Protest Hearing Results for LAFCo File 22-09 - Proposal to Establish the East Palo Alto Sanitary District as a Subsidiary District of the City of East Palo Alto *(Page 64)*
5. Consideration of LAFCo File No. 24-02 - Proposed Annexation of 244 Club Drive, Unincorporated San Mateo County (APN 049-050-070) to the City of San Carlos *(Page 79)*
6. Consideration of Municipal Service Review Circulation Draft for the City of Foster City and the Estero Municipal Improvement District *(Page 107)*

Regular Agenda

7. Broadmoor Police Protection District and LAFCo Initiated Dissolution Process *(Page 148)*
8. Legislative and Policy Committee
 - a. Legislative Report – Information Only *(Page 157)*
9. CALAFCO
 - a. CALAFCO 2024 Annual Conference – Information Only *(Page 166)*
 - b. CALAFCO Nominations for 2024-2025 Board Members *(Page 172)*

- c. Voting Delegates at 2024 California Association of LAFCOs (CALAFCO) Annual Conference (*Page 190*)
 - d. CALAFCO Newsletter for May 2024 – Information Only (*Page 193*)
10. Commissioner/Staff Reports – Information Only
- a. September 18, 2024 LAFCo meeting in new Board of Supervisors Chambers

Closed Session - The Commission will adjourn to closed session to consider the following item at the end of the agenda, or at any time during the meeting as time permits. At the conclusion of the closed session, the Commission will reconvene in an open session.

11. Conference with Legal Counsel – Existing Litigation (§ 54956.9):
- Name of Case: *East Palo Alto Sanitary Dist. v. San Mateo Local Agency Formation Comm'n* (San Mateo County Superior Court Case No. 24-CIV-01489)
12. Adjournment

***Instructions for Public Comment During Teleconference Meetings**

During the LAFCo hybrid meeting, members of the public may address the Commission as follows:

***Written Comments:**

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to lafco@smcgov.org.
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received by 5:00 p.m. on the day before the meeting, it will be provided to the Commission and made publicly available on the agenda website under the specific item to which your comment pertains. If emailed comments are received after 5:00 p.m. on the day before the meeting, the Clerk will make every effort to either (i) provide such emailed comments to the Commission and make such emails publicly available on the agenda website prior to the meeting, or (ii) read such emails during the meeting. Whether such emailed comments are forwarded and posted or are read during the meeting, they will still be included in the administrative record.

***Spoken Comments**

In-person Participation:

1. If you wish to speak to the Commission, please fill out a speaker's slip located at the entrance. If you have anything that you wish distributed to the Commission and included in the official record, please hand it to the Clerk who will distribute the information to the Commission members and staff.

Via Teleconference (Zoom):

1. The Commission meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/96442908061>. The webinar ID is 964 4290 8061. The Commission meeting may also be accessed via telephone by dialing +1 669 900 6833 (local). Enter the webinar ID, then press #. Members of the public can also attend this meeting physically in the Board of Supervisors' Chambers at 400 County Center, Redwood City, CA 94063.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. 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.
4. When the Commission Chair or Clerk calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.

***Additional Information:**

For any questions or concerns regarding Zoom, including troubleshooting, privacy, or security settings, please contact Zoom directly.

Public records that relate to any item on the open session agenda for a regular Commission meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members or a majority of the members of the Commission.

NOTICE: State law requires that a participant in a LAFCo proceeding who has a financial interest in the decision and who has made a campaign contribution of more than \$250 to any Commissioner in the past year must disclose the contribution. If you are affected, please notify the commission staff before the hearing.

Agendas and meeting materials are available at www.sanmateolafo.org

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Action Minutes

San Mateo Local Agency Formation Special Commission Meeting

May 15, 2024

Chair Martin called the Wednesday, May 15, 2024, Regular Meeting of the Local Agency Formation Commission (LAFCo) to order at 2:30 pm at the San Mateo County Board of Supervisors Chambers, 400 County Center, Redwood City, CA. Members of the public were also able to participate in the meeting remotely via Zoom.

1. Roll Call

Members Present: Kati Martin, Tygarjas Bigstycck, Virginia Chang-Kiraly, Harvey Rarback, Warren Slocum, Ann Draper, Ray Mueller

Members Absent: None

Staff Present: Rob Bartoli, Executive Officer

Timothy Fox, Legal Counsel

Diane Estipona, Clerk

2. Public Comment for Items Not on the Agenda

Chair Martin opened public comment.

Sergio Ramirez, General Manager of West Bay Sanitary District, spoke in favor of the District's solid waste franchise being reassigned to the County of San Mateo and stated the District will be submitting an application to LAFCo in the near future.

Greg Farris – Menlo Park resident, in favor of annexation of the Triangular region in West Menlo Park

Chair Martin closed public comment.

3. Consent Agenda

a) **Approval of Action Minutes: March 20, 2024**

b) **Consideration of LAFCo File No. 23-08 - Proposed Annexation of 10 Los Charros Lane, Portola Valley (APN: 079-060-120) to West Bay Sanitary District**

Commission Action: Commissioner Chang-Kiraly moved to approve the consent agenda and Commissioner Draper seconded the motion. Motion passed unanimously by roll call vote.

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STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ SOFIA RECALDE, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪

ANGELA MONTES, CLERK

LAFCo Meeting
Packet Page 5

(Ayes: Commissioners Martin, Bigstyck, Chang-Kiraly, Draper, Rarback, Slocum, Mueller; Noes: None)

4. Consideration of Final Municipal Service Review for the Broadmoor Police Protection District

Rob Bartoli, Executive Officer, presented the staff report for the item.

Mr. Bartoli spoke about the previous reports for the Broadmoor Police Protection District (BPPD). LAFCo staff has provided several updates to the Commission about the fiscal status of BPPD and the status of the implementation of the recommendations from the 2023 Special Study during the year. This MSR for BPPD encompasses these update, new data, and revised recommendations.

No action by LAFCo has been taken toward BPPD other than the publication to this and previous studies.

Mr. Bartoli noted that there were several updates between the draft and final versions of the MSR. These updates included information regarding BPPD entering into a contract with a firm to assist the District with developing a budget for this fiscal year, the creation of a long-term financial plan, and research and analysis for a potential property tax measure for the upcoming November 2024 election. LAFCo staff will continue to monitor these efforts and provide updates to the LAFCo Commission as needed. Clarification that currently, the cost per officer are similar to the other surrounding agencies.

There is also revised recommendation regarding exploring hiring or gaining additional staff, consultants, or volunteers to assist in performing human resource functions and administrative tasks, including budget support. Minor typographical corrections were included.

Mr. Bartoli noted that the staff report and MSR stated that the territory served by BPPD is not expected to experience significant population growth and therefore will not require a change in the agency's service needs, demands or service boundaries. Since the completion of this report, the County of San Mateo adopted their final Housing Element. This plan includes rezoning parcels in the unincorporated area of Colma; while there may be additional development in the area, the projected development is not anticipated to impact the demands or service boundaries of BPPD.

Commissioner Mueller asked about how much of the current budget relied on ERAF and if the effects by the state revised budget on ERAF has been reviewed. Commissioner Chang-Kiraly agreed that this is important to consider as the budget has decreased in FY 2023 and remained the same in FY 2023.

Commissioner Bigstycyk asked if there have been discussions with BPPD regarding the upgrade of their vehicles to EVs as there is a budget line item to replace vehicles as needed through annual budget process. Mr. Bartoli stated that the overall LAFCo recommendations included comments reviewing future capital costs of BPPD and how they will be accounted for.

Chair Martin closed public comment.

John Aguerre, resident of Broadmoor, spoke in favor of BPPD.

Andrea Hall spoke in favor of the LAFCo MSR and the recommendations in the report.

Chair Martin closed public comment.

Commissioner Draper stated that the key issue of transparency should be addressed by BPPD and keep public informed accurately. Commissioner Draper mentioned that a second letter by Paul Davis was not constructive towards addressing the issues of the District.

Commissioner Rarback mentioned that BPPD issues have been ongoing for years and no further solutions toward improving public safety for residents are made, therefore, he motioned for LAFCo staff to prepare a public hearing protest regarding the dissolution of BPPD.

Mr. Bartoli explained that the process for dissolution must include the initiation of a dissolution application, which will create a plan of service, and then a resolution for the Commission to vote on later.

Commissioner Mueller asked what the service delivery of BBPD is regarding what residents are currently receiving now and before the service cuts. Broadmoor Police Chief Connolly answered that BBPD has met with county consultant Mr. Corbett regarding a plan that leads toward fiscal solvency and reducing staff to nine which BPPD CPA will be working on. Mr. Bartoli commented that he will report on the availability of an audit report from Mr. Corbett to be provided for information purposes to the Commission.

Commissioner Slocum followed up on Commissioner Rarback's motion for a dissolution and asked Legal Counsel to outline the process.

Mr. Fox reminded the Commission that the recommendations will take form as a proposal for a reorganization which outlines the police services moving forward. However, the commission-initiated action will risk a protest lower threshold of ten percent.

Commissioner Slocum asked for a timeline regarding the procedural process. Mr. Bartoli answered that further discussions will be required with the County and it would take roughly six months from this meeting date to compile an application for Commission review.

Commissioner Draper asked what the consequences to proceeding with this process would be and how it affects other LAFCo projects.

The Commission discussed the process of dissolution and actions that could be taken by LAFCo. As part of this discussion, there was a consensus of Commission to request that LAFCo staff prepare a report discussing the dissolution process the Broadmoor Police Protection District. The Commission requested that this report be presented to the Commission at the July 17 LAFCo meeting.

James Kucharszky, BPPD Commissioner, spoke in favor of BPPD.

Commission Action: Commissioner Chang-Kiraly moved to approve the Final Municipal Service Review for the Broadmoor Police Protection District and to direct staff to prepare a report for the July 17, 2024, LAFCo meeting which would outline the process of an LAFCo-initiated dissolution if necessary for the Broadmoor Police Protection District. Commissioner Mueller seconded the motion. Motion passed unanimously by roll call vote. (Ayes: Commissioners Martin, Bigstyck, Chang-Kiraly, Draper, Rarback, Slocum, Mueller; Noes: None)

5. Consideration of Final Municipal Service Review for the City of San Bruno

Mr. Bartoli presented updates to the final staff report.

San Mateo LAFCo received one comment during the comment period for the draft MSR. The comment related to water and sewer services to Capuchino High School. The draft MSR misstated that the City of San Bruno provides these services. The City of Millbrae provides water and sewer to the High School property.

Other edits to the MSR included the clarification that while the City's budget process is transparent and has highlighted many financial issues, the City is still facing a structural deficit. Additional recommendation suggested that the City prepare LAFCo contingency plans should the City lose the litigation regarding the allocation of sales tax. Minor typographical corrections were also noted.

As of 2020, the City of San Bruno is home to 43,908 residents and contains 16,622 housing units. The City's adopted Housing Element proposes to increase its housing stock by 22% over the next eight years.

LAFCo staff is not aware of any deficiencies in agency capacity to meet existing service needs for which the City of San Bruno does not have a plan in place to resolve. The City is aware that the CityNet and Stormwater Enterprise funds are operating at a deficit and is exploring ways to create new revenue so that it can continue delivering services.

Chair Martin opened and closed public comment. No Comments were received.

Commissioner Chang-Kiraly thanked LAFCo staff for detailed report.

Commission Action: Commissioner Chang-Kiraly moved to approve the Final Municipal Service Review for the City of San Bruno. Commissioner Draper seconded the motion. Motion passed unanimously by roll call vote. (Ayes: Commissioners Martin, Bigstycck, Chang-Kiraly, Draper, Rarback, Slocum, Mueller; Noes: None)

6. Consideration of Adoption of Final Work Program and Final LAFCo Budget for Fiscal Year 2024-2025

Mr. Bartoli presented the Final proposed budget is \$891,018 which is a total increase of \$39,679 to the appropriation budget. The one-third apportionment to member agencies is \$237,698.

Changes from the Draft Proposed FY 24-25 Budget to the Final Budget included a decrease of \$25,000 in estimated fund balance for FY23-24 due to County Attorney and legal notice costs and increase for FY-24-25 of \$12,000 in salary and benefits due to update projections from the County, increase of \$2,000 related to IT charges, \$3,000 increase for replacement of LAFCo laptops, \$50 for fingerprinting for the new Management Analyst position and an increase of \$20,000 for County Attorney charges.

Mr. Bartoli noted that staff conservatively estimated County Attorney's Office actual charges based on the complexity of the several anticipated applications and the potential of litigation. Some costs savings will be achieved due to the currently vacant Management Analyst position and the previously vacant Administrative Secretary position. Revenues included fund balance carry over, application fees and the intergovernmental revenue from the County, cities and special districts.

LAFCo staff has prepared a draft five-year MSR work plan. The workplan prioritizes agencies based upon the date of their last MSRs.

The proposed MSRs are on a regional basis, south county, central, north, and coast. Several of these agencies have not had an MSR in 10 or more years.

Chair Martin opened and closed public comment. No Comments were received.

Commissioner Rarback asked to clarify if staff resources will be used to fund the research of BPPD dissolution as it is not listed on the work plan. Mr. Bartoli confirmed that it will be incorporated into the work plan as needed in order to comply with the Commission's directive.

Commissioner Mueller – left the meeting at 4 PM.

Commission Action: Commissioner Chang-Kiraly moved to approve the adoption of Final Work Program and Final LAFCo Budget for Fiscal Year 2024-2025. Commissioner Rarback seconded the motion. Motion passed unanimously by roll call vote. (Ayes: Commissioners Martin, Bigstyk, Chang-Kiraly, Draper, Rarback, Slocum, Mueller; Noes: None)

7. Consideration of a Resolution Authorizing an Agreement with the County of San Mateo for Staffing, Legal Counsel, Office Space, and Supplies for Fiscal Year 2024-2025

Mr. Bartoli stated that LAFCo annually adopts a contract with the County of San Mateo for staffing and supportive services, legal counsel, office space and supplies. This included coordination between the LAFCo and County budgets. Billing services for the LAFCo 1/3 apportionment to the County, cities and special districts, and HR support. The contracted amount does not include reserve and audit amounts which explained why the \$786,294 is different in comparison to \$891,018.

Chair Martin opened and closed public comment. No Comments were received.

Commission Action: Commissioner Chang-Kiraly moved to approve the consideration of a Resolution Authorizing an Agreement with the County of San Mateo for Staffing, Legal Counsel, Office Space, and Supplies for Fiscal Year 2024-2025. Commissioner Rarback seconded the motion. Motion passed unanimously by roll call vote. (Ayes: Commissioners Martin, Bigstyk, Chang-Kiraly, Draper, Rarback, Slocum; Noes: None; Absent: Mueller)

8. Legislative and Policy Committee

a) Legislative Report – Information Only

Mr. Bartoli reported that CALAFCO is still tracking 13 bills which are mostly legislative items that are information only. The annual Omnibus bill and bill regarding indemnification which LAFCo has submitted a letter of support to the state were highlighted.

9. Commissioner/Staff Reports – Information Only

Chair Martin asked for a status update on EPASD litigation. Mr. Fox briefly stated that there is an upcoming case management conference that will review the submitted motion for preliminary injunction and the final motion will be reported to the Commission once received.

10. Adjournment

The meeting ended at 4:06 PM.

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LOCAL AGENCY FORMATION COMMISSION

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July 10, 2024

To: LAFCo Commissioners

From: Rob Bartoli, Executive Officer

Subject: Consideration of LAFCo File No. 24-03 - Proposed Outside Service Agreement for water by the City of Redwood City to Parcel 2 of 177 Springdale Way (APN 057-023-130), Unincorporated Redwood City

Summary

Pursuant to Government Code Section 56133, Commission approval is required for the extension of service by local agencies to territory outside the agency's boundaries. This section requires that the public agency apply to LAFCo by resolution on behalf of the landowner. In this case, the property owner of 177 Springdale Way (APN 057-023-130) is subdividing the property building a new single-family home on the empty parcel (identified as Parcel 2 attachment C). The City of Redwood City has applied by resolution for extension of water service to the new home on Parcel 2 (177 Springdale Way). Parcel 1 is developed within an existing single-family house and has an existing water connection from the City of Redwood City.

The project area is within the Sphere of Influence of the City of Redwood City. However, the property is not contiguous to a City boundary, and annexation of the parcel at this time would not create a logical boundary or improve the delivery of services. LAFCo staff supports an Outside Service Agreement (OSA) in lieu of annexation.

Departmental Reports

County Assessor: The total net assessed land valuation for the parcel (APN 057-023-130) shown in the County Assessor records is \$1,881,900. The boundaries of the OSA will conform to the lines of assessment and ownership of the subdivided parcel.

County Clerk: The OSA would not change or conflict with any political subdivision boundaries. If the parcel is annexed by the City of Redwood City, it would need to be changed from an unincorporated area precinct to a precinct within the City of Redwood City.

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DIANE ESTIPONA, CLERK

County Environmental Health: The City of Redwood City and Emerald Lake Heights Sewer District provide the available water and sewer service in the area. The proposal appears appropriate and will not create any unusual health hazards or problems.

County Planning: The County's land use designation is medium to low density residential. The proposal is consistent with the County's General Plan and zoning. The subdivision was approved by County Planning and Building in 2023.

County Public Works: The property is in the Emerald Lake Heights Sewer District. The proposed new water line and associated appurtenances to be constructed shall not conflict with or impact the existing sanitary sewer facilities of the District.

City of Redwood City: The City's General Plan designation is residential – low density. The proposal is compatible with the City's general plan and would not create service problems. The outside service agreement for a water connection was approved by the Redwood City Council on June 10, 2024. The resolution and deferred annexation agreement exhibit are attached to this report.

Executive Officer's Report

This proposal submitted by the City of Redwood City is to connect a new single-family residence parcel to City water. The subject property is within the Sphere of Influence of the City but is not contiguous to a City boundary. Therefore, annexation of the parcel at this time would not create a logical boundary or improve the delivery of services. If annexed now, APN 057-023-130, the property would become an incorporated island. In these circumstances, LAFCo's adopted Outside Service Agreement policy permits the extension of services when annexation is infeasible. As a condition of approval for this project, the property owners will need to execute a deferred annexation agreement for the parcel, as required by the City and LAFCo. Approval of the Outside Service Agreement is recommended.

California Environmental Quality Act

The proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) exempt under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities)

Recommended Commission Action by Motion

By motion, approve No. 24-03 - Proposed Outside Service Agreement for water by the City of Redwood City to Parcel 2 of 177 Springdale Way (APN 057-023-130), Unincorporated Redwood City, pursuant to Government Code Section 56133 with the following condition of approval:

- 1) The applicant shall record the deferred annexation agreement with the San Mateo County Recorder's Office and provide a copy of the recorded document to LAFCo, prior to the issuance of the approval letter for the Outside Service Agreement for Parcel 2 of 177 Springdale Way (APN 057-023-130), Unincorporated Redwood City.

Attachments

- A. OSA application for Parcel 2 of 177 Springdale Way (APN 057-023-130)
- B. Vicinity Map

- C. Draft Tentative Map
- D. Resolution from the City of Redwood City

cc: Christian Craig, City of Redwood City
Gregory Smith, San Mateo County Environmental Health
Penny Boyd, San Mateo County Clerk
Andrew Smith, San Mateo County Assessor
Tiffany Gee, San Mateo County Planning & Building
Kirstie Mendoza, Project Manager

RECEIVED

MAR 26 2024

APPLICATION FOR A CHANGE OF ORGANIZATION, REORGANIZATION, OR OUTSIDE SERVICE AGREEMENT TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION

A. GENERAL INFORMATION

- 1. Briefly describe the nature of the proposed change of organization, reorganization, or outside service agreement.

Add new water service from the City of Redwood City for 179 Springdale Way, Emerald Hills, CA 94062 (Parcel 2)

- 2. An application for a change of organization or reorganization may be submitted by individuals in the form of a petition or by an affected public agency in the form of a certified resolution. This application is submitted by (check one):

X Landowners or registered voters, by petition
An affected public agency, by resolution

(If this application is submitted by petition of landowners or registered voters in the affected territory, complete the petition form.)

- 3. What are the reasons for the proposal?

To supply water to the newly subdivided parcel (single family residence)

- 4. Does this application have 100% consent of landowners in the affected area?

X Yes No

- 5. Estimated acreage: 6303 SF

B. SERVICES

- 1. List the name or names of all existing cities and special districts whose service area or service responsibility would be altered by the proposed change of organization or reorganization.

City of Redwood City

- 2. List all changes to the pattern of delivery of local services to the affected area. For each service affected by the proposed change(s) of organization, list the present source of service (state "none")

if service is not now provided), the proposed source of service and the source of funding for construction of necessary facilities (if any) and operation. Example is given on the first two lines of the space provided for your response.

SERVICE	PRESENT SOURCE	PROPOSED SOURCE	FUNDING SOURCE	
			CONSTRUCTION	OPERATING
<i>Police (example)</i>	<i>Co. Sheriff</i>	<i>City Police</i>	<i>N/A</i>	<i>Taxes</i>
<i>Sewer (example)</i>	<i>None</i>	<i>City of . . .</i>	<i>Proponent</i>	<i>Fees</i>
Water	None	City of Redwood City	Proponent	Fees

C. PROJECT PROPOSAL INFORMATION

1. Please describe the general location of the territory which is the subject of this proposal. Refer to major highways, roads and topographical features.

Property is located approx 1 mile south of Edgewood Road and directly west of Vista Point Edgewood Park in the Emerald Hill District.
Surrounding lands are all residential.

2. Describe the present land use(s) in the subject territory.

Residential

3. How are adjacent lands used?

North: Low density residential

South: Low density residential

East: Low density residential

West: Low density residential

4. Will the proposed change of organization result in additional development? If so, how is the subject territory to be developed?

No

5. What is the general plan designation of the subject territory?

Low density residential

6. What is the existing zoning designation of the subject territory?

RH/DR

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

Completed permit application/package will be submitted to the county by April 2024

8. What additional approvals will be required to proceed?

None

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

None

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

No

* * * * *

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

NAME: 177-179 Springdale LLC

EMAIL: springdale@rogers.company

ADDRESS: 177 Springdale Way Emerald Hills CA 94062

TELEPHONE: 617-697-3900

ATTN: Jameson Rogers, member 177-179 Springdale LLC

Signature of Proponent

**Applica_blk.doc
(10/6/2000)**



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THIS MAP IS NOT TO BE USED FOR NAVIGATION

TENTATIVE PARCEL MAP SB9 SUBDIVISION 177-179 SPRINGDALE WAY EMERALD HILLS, CALIFORNIA

FEMA FLOOD NOTE

PROPERTY COMPLETELY OUT OF SPECIAL FLOOD HAZARD AREA (SFHA)
FLOOD INSURANCE RATE MAP (FIRM) NO. 060610222E
EFFECTIVE DATE: OCTOBER 16, 2012

EASEMENT NOTE

THERE ARE NO EASEMENTS LISTED IN TITLE REPORT ISSUED BY CHICAGO TITLE COMPANY, FILE NO. FVTC-3472200160-HR, DATED JANUARY 23, 2022.

TREE NOTE

TREE SIZE, TYPE AND DIMENSIONS ARE BASED ON A VISUAL OBSERVATION. FINAL DETERMINATION SHOULD BE MADE BY THE PROJECT ARCHITECT.

NOTES

ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.
BUILDING FOOTPRINTS ARE SHOWN TO FINISHED MATERIAL (STUCCO/SIDING) AT GROUND LEVEL.
FINISH FLOOR ELEVATIONS ARE TAKEN AT DOOR THRESHOLD (EXTERIOR).

UTILITY NOTE

ALL UNDERGROUND PIPE TYPES, SIZES AND LOCATION SHOWN ON THIS SURVEY ARE BASED ON VISUAL OBSERVATION. ANY USE OF THIS INFORMATION SHOULD BE VERIFIED, BEFORE ITS USE, WITH THE CONTROLLING MUNICIPALITY OR UTILITY PROVIDER. THIS SURVEY MAKES NO GUARANTEE OF THE INSTALLED ACTUAL LOCATION, DEPTH OR SIZE.

SITE BENCHMARK

SURVEY CONTROL POINT
MAG AND BINDER SET IN ASPHALT
ELEVATION = 518.75'
(ASSUMED)

ABBREVIATIONS

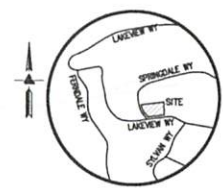
AB	AGGREGATE BASE	LF	LINEAR FEET
AC	ASPHALT CONCRETE	MAX	MAXIMUM
ACC	ACCESSIBLE	MH	MANHOLE
AD	AREA DRAIN	MIN	MINIMUM
BC	BEGINNING OF CURVE	MON	MONUMENT
B & D	BEARING & DISTANCE	MRO	METERED RELEASE OUTLET
BM	BENCHMARK	(N)	NEW
BUB	BUBBLER BOX	NO	NUMBER
BW/PO	BOTTOM OF WALL/FINISH GRADE	NOT TO SCALE	
CB	CATCH BASIN	O.C.C.	ON CENTER
C & G	CURS AND CUTTER	O/	OVER
CL	CENTER LINE	PLANTING AREA	
CP	CORRUGATED PLASTIC PIPE (SMOOTH INTERIOR)	PEDESTRIAN	
CO	CLEANOUT	PIV	POST INDICATOR VALVE
COTB	CLEANOUT TO GRADE	PSE	PUBLIC SERVICES EASEMENT
CONC	CONCRETE	P	PROPERTY LINE
CONST	CONSTRUCT OF - TION	PP	POWER POLE
CONC COR	CONCRETE CORNER	PUE	PUBLIC UTILITY EASEMENT
D	DIAMETER	PVC	POLYVINYL CHLORIDE
DI	DROP INLET	R	RADIUS
DIP	DUCTILE IRON PIPE	RCP	REINFORCED CONCRETE PIPE
EA	EACH	REI	RISER ELEVATION
EL	END OF CURVE	RW	RAINWATER
ED	EXISTING GRADE ELEVATIONS	R/W	RIGHT OF WAY
EL	ELEVATIONS	S	SEE ARCHITECTURAL DRAWINGS
EP	EDGE OF PAVEMENT	SAN	SANITARY
EQ	EQUIPMENT	SAN DRAIN	SANITARY DRAIN
EW	EACH WAY	SDMH	STORM DRAIN MANHOLE
EX	EXISTING	SHT	SHEET
FC	FACE OF CURB	S.L.D.	SEE LANDSCAPE DRAWINGS
FF	FRESH FLOOR	SPEC	SPECIFICATION
FG	FRESH GRADE	SSAN	SANITARY SEWER
PH	FIRE HYDRANT	SSAN CLEANOUT	SANITARY SEWER CLEANOUT
FL	FLOW LINE	SSAN MH	SANITARY SEWER MANHOLE
FS	FRESH SURFACE	ST	STATION
G	GAS	STANDARD	STANDARD
GA	GAGE OR GAUGE	STRUCTURAL	STRUCTURAL
GB	HIGH DENSITY CORRUGATED POLYETHYLENE PIPE	STR	STRUCTURE
HOPE	HORIZONTAL	TC	TOP OF CURB
HPT	HIGH POINT	TOW	TOP OF WALL
HAT	HUB & TACK	TEMP	TEMPORARY
ID	INSIDE DIAMETER	TP	TOP OF PAVEMENT
INV	INVERT ELEVATION	TP/FG	TOP OF WALL/FINISH GRADE
JB	JUNCTION BOX	TP	TYPICAL
JT	JOINT TRENCH	VC	VERTICAL CURVE
JP	JOINT UTILITY POLE	VC	VERTICAL CLAY PIPE
L	LENGTH	VERT	VERTICAL
LNDG	LANDING	W	WATER LINE
		W, WL	WATER LINE
		WM	WATER METER
		WVF	WELDED WIRE FABRIC

LEGEND

EXISTING	PROPOSED	DESCRIPTION
---	---	BOUNDARY
---	---	PROPERTY LINE
---	---	RETAINING WALL
---	---	LANDSCAPE RETAINING WALL
---	---	RAINWATER TIGHTLINE
---	---	SUBDRAIN LINE
---	---	TIGHTLINE
---	---	STORM DRAIN LINE
---	---	SANITARY SEWER LINE
---	---	WATER LINE
---	---	GAS LINE

LEGEND

EXISTING	PROPOSED	DESCRIPTION
---	---	JOINT TRENCH
---	---	SET BACK LINE
---	---	EARTHEN SWALE
---	---	SPOT ELEVATION
---	---	FLOW DIRECTION
---	---	BENCHMARK
---	---	CONTOURS
---	---	TREE TO BE REMOVED
---	---	TREE PROTECTION FENCING



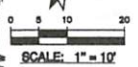
VICINITY MAP
NO SCALE

OWNER'S INFORMATION

OWNER:
177-179 SPRINGDALE WAY LLC
177 SPRINGDALE WAY
EMERALD HILLS, CA 94082
APH: 057-23-130

REFERENCES

- THIS TENTATIVE MAP PLAN IS SUPPLEMENTAL TO:
1. TOPOGRAPHIC SURVEY BY LEA & BRAZE ENGINEERING, INC. ENTITLED: "177-179 SPRINGDALE WAY" 177-179 SPRINGDALE WAY EMERALD HILLS, CA DATED: 10-25-22 JOB#: 2221293
 2. SITE PLAN BY FORA ARCHITECTS ENTITLED: "SPRINGDALE SB9 LOT SPLIT" 177-179 SPRINGDALE WAY REDWOOD CITY, CA 94082
- THE CONTRACTOR SHALL REFER TO THE ABOVE NOTED SURVEY AND PLAN, AND SHALL VERIFY BOTH EXISTING AND PROPOSED ITEMS ACCORDING TO THEM.



PROJECT DATA

TRACT NO.	177-179 SPRINGDALE LLC 177 SPRINGDALE WAY EMERALD HILLS, CA 94082
RECORD OWNER(S)	177-179 SPRINGDALE LLC 177 SPRINGDALE WAY EMERALD HILLS, CA 94082
SUBDIVIDER:	LEA & BRAZE ENGINEERING INC. 2485 INDUSTRIAL PARKWAY WEST HAYWARD, CA 94545 (510) 887-4089 CONTACT: PETE CARLINO
ENGINEER:	LEA & BRAZE ENGINEERING INC. 2485 INDUSTRIAL PARKWAY WEST HAYWARD, CA 94545 (510) 887-4089 CONTACT: PETE CARLINO
LOT AREA:	LOT 1 9,461 SF LOT 2 6,303 SF
ASSESSOR'S PARCEL NO.	087-23-130
EXISTING AND PROPOSED ZONING:	RH/DR
EXISTING USE:	SINGLE FAMILY RESIDENTIAL
PROPOSED USE:	SINGLE FAMILY RESIDENTIAL
FEMA FLOOD ZONE:	N/A
UTILITIES SERVICES:	WATER SUPPLY: CITY OF REDWOOD CITY SEWER DISPOSAL: CITY OF REDWOOD CITY GAS & ELECTRICAL: PACIFIC GAS & ELECTRIC TELEPHONE: AT&T CABLE: AT&T CABLE SERVICES FIRE DISTRICT: FIRE PROTECTION DISTRICT

SHEET INDEX

TM-1	TITLE SHEET
TM-2	PRELIMINARY LOT LAYOUT
TM-3	PRELIMINARY GRADING, DRAINAGE, AND UTILITY PLAN
TM-4	TOPOGRAPHIC SURVEY



LEA & BRAZE ENGINEERING, INC.
CIVIL ENGINEERS / LAND SURVEYORS
177-179 SPRINGDALE WAY
EMERALD HILLS, CALIFORNIA 94082
(510) 887-4089
WWW.LEABRAZE.COM

**2 LOT SUBDIVISION
177 SPRINGDALE WAY
EMERALD HILLS, CALIFORNIA**
SAN MATEO COUNTY
APH: 057-023-130

TITLE SHEET

PLAN CHECK	10-18-23	TB
REVISIONS	BY	
JOB NO.	2230437	
DATE:	05-12-23	
SCALE:	1" = 10'	
DESIGN BY:	TB	
CHECKED BY:	JH	
SHEET NO.		

C-10
01 OF 04 SHEETS

FEMA FLOOD NOTE

PROPERTY COMPLETELY OUT OF SPECIAL FLOOD HAZARD AREA (SFHA) FLOOD INSURANCE RATE MAP (FIRM) NO. 06081C0282E EFFECTIVE DATE: OCTOBER 16, 2012

EASEMENT NOTE

THERE ARE NO EASEMENTS LISTED IN TITLE REPORT ISSUED BY CHICAGO TITLE COMPANY, FILE NO. FWTD-347200180-RL, DATED JANUARY 23, 2022.

LOT 16
BLOCK 202
12 MAPS 69

TREE NOTE

TREE SIZE, TYPE AND DIMENSIONS ARE BASED ON A VISUAL OBSERVATION. FINAL DETERMINATION SHOULD BE MADE BY THE PROJECT ARCHITECT.

NOTES

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FINISH FLOOR ELEVATIONS ARE TAKEN AT DOOR THRESHOLD (EXTERIOR).

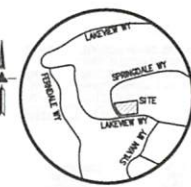
THE AREA OF THE SURVEYED LOT IS 14,784.6 SQUARE FEET / 0.336 ACRES

UTILITY NOTE

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SITE BENCHMARK

SURVEY CONTROL POINT
MAG AND BRIMER SET IN ASPHALT
ELEVATION = 518.75'
(ASSUMED)



VICINITY MAP
NO SCALE

LEGEND AND NOTES

- BOUNDARY LINE
 - BUILDING OVERHANG LINE
 - ETC - ELECTRICAL/TELEPHONE/CABLE TV OVERHEAD LINE
 - T/E - TELEPHONE/ELECTRICAL OVERHEAD LINE
 - CATV - CABLE TV OVERHEAD LINE
 - F - FENCE LINE
 - - - - FLOW LINE
 - SS - SANITARY SEWER LINE
 - SD - STORM DRAIN LINE
 - □ A/C - AIR CONDITIONING UNIT
 - □ AD - AREA DRAIN
 - □ BM - BENCHMARK
 - □ BW - BOTTOM RETAINING WALL
 - □ CB - CATCH BASIN
 - □ EM - ELECTRICAL METER
 - □ FF - FINISH FLOOR
 - □ FH - FIRE HYDRANT
 - □ FL - FLOW LINE
 - □ GM - GAS METER
 - □ GV - GAS VALVE
 - □ GA - GUY ANCHOR
 - □ INV - INVERT
 - □ ICV - IRRIGATION CONTROL VALVE
 - □ JP - JOINT POLE
 - □ M - MULTI-TRUNK TREE
 - □ RP - ROOF PEAK
 - □ SS - SANITARY SEWER BOX
 - □ SSCO - SANITARY SEWER CLEAN-OUT
 - □ SSLH - SANITARY SEWER LAMP HOLE
 - □ SSMH - SANITARY SEWER MAINTENANCE HOLE
 - □ TW - TOP OF RETAINING WALL
 - □ WM - WATER METER
 - □ WV - WATER VALVE
 - □ XX - SPOTGRADE
- ASPHALT
 - BRICK
 - CONCRETE
 - GRAVEL
 - LAWN
 - STONE
 - TILE
 - WOOD



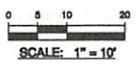
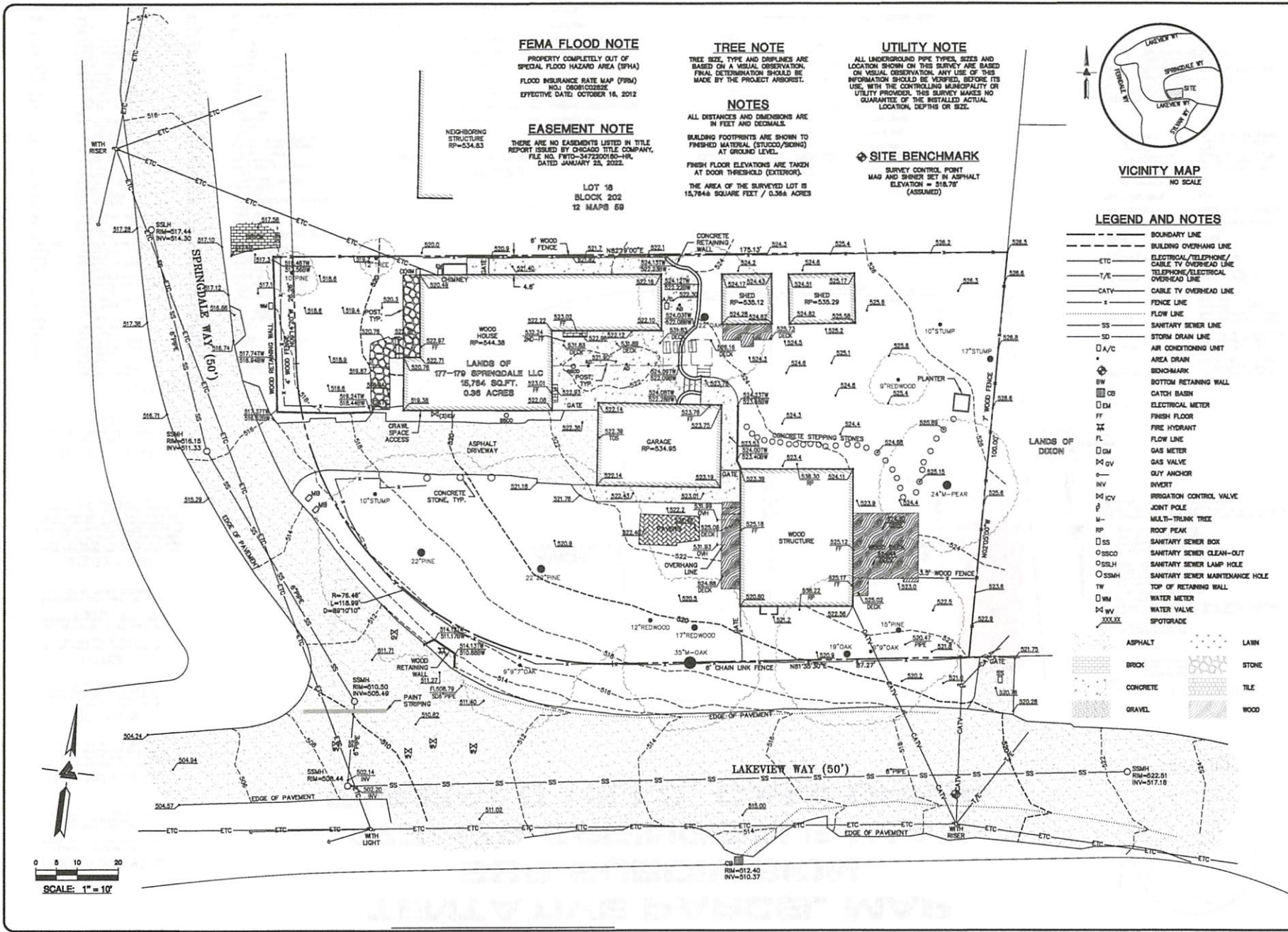
LEA & BRAZE ENGINEERING, INC.
CPE, ENGINEERS & LAND SURVEYORS
1500 CENTRAL EXPO WAY WEST
EMERALD HILLS, CALIFORNIA 94545
(916) 487-4000
WWW.LEA-BRAZE.COM

2 LOT SUBDIVISION
177 SPRINGDALE WAY
EMERALD HILLS, CALIFORNIA
SAN MATEO COUNTY APRN: 057-023-130

TOPOGRAPHIC
SURVEY

PLAN CHECK	10-16-23	TB
REVISIONS		BY
JOB NO.	2230437	
DATE:	05-12-23	
SCALE:	1" = 10'	
DESIGN BY:	TB	
CHECKED BY:	JH	
SHEET NO.		

TM-4
04 OF 04 SHEETS



SCALE: 1" = 10'

RESOLUTION NO. 16215

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AUTHORIZING APPLICATION TO THE LOCAL AGENCY FORMATION COMMISSION REQUESTING APPROVAL FOR EXTENSION OF WATER SERVICES TO 177 SPRINGDALE WAY (APN 057-023-130) OUTSIDE JURISDICTIONAL BOUNDARIES PURSUANT TO GOVERNMENT CODE SECTION 56133

WHEREAS, the property located at 177 Springdale Way, APN 057-023-130 (the "Property"), Unincorporated San Mateo County, California is outside the jurisdictional boundaries of the City of Redwood City (the "City"), but inside the City's sphere of influence and water service area; and

WHEREAS, the County of San Mateo is processing an application for the construction of a new single-family home on the Property; and

WHEREAS, the County of San Mateo's approval of the building permits is conditioned upon the property owner obtaining a new water connection and service for the proposed residence from the City; and

WHEREAS, the property owner has requested that the City provide water services to the proposed single-family home on the Property; and

WHEREAS, this activity is not a project under California Environmental Quality Act (CEQA) as defined in CEQA Guidelines, section 15378, because it has no potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REDWOOD CITY, AS FOLLOWS:

1. The City Manager or their designee is hereby authorized to submit an application to the Local Agency Formation Commission ("LAFCo") requesting approval of an extension of the water service outside the City's jurisdictional boundaries, and within the City's sphere of influence and water service area to 177 Springdale Way, Unincorporated San Mateo County, California (APN 057-023-130) pursuant to California Government Code Section 56133 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

2. The water service connection proposed for the single-family residence at the property is subject to the following conditions and fees:

a. Property owner shall obtain LAFCo approval of the application for the proposed water service connection;

- b. Property owner's payment of LAFCo fees;
- c. After approval of the construction drawings by the San Mateo County Building Department and upon application for new water service, property owner shall pay all applicable City fees, including connection fees associated with providing proposed water service;
- d. Property owner shall pay of the City's water service annexation fees;
- e. Property owner shall install a new water service lines;
- f. Property owner shall be responsible for the design, construction, and connection of any water main modifications or extensions necessary to provide adequate flow for domestic use and fire suppression, in accordance with City Code Section 38.26 and as determined by the City and the Fire Marshal within the local jurisdiction;
- g. Property owner shall pay the fees for any construction permit in connection with improvements for new water service and shall pay associated costs for plan review and inspections;
- h. Property owner shall obtain a City encroachment permit for work relating to the water line connection;
- i. Property owner shall adhere to all the review comments and conditions of service stated by the City; and
- j. Property owner shall execute a Declaration of Restriction and record it with the County of San Mateo.

3. The Local Agency Formation Commission (LAFCo) of San Mateo County is hereby requested to take proceedings in the manner provided by California Government Code Section 56133.

* * *

Passed and adopted by the Council of the City of Redwood City at a
Joint City Council/Successor Agency Board/Public Financing Authority Meeting
thereof held on the 10th day of June 2024 by the following votes:

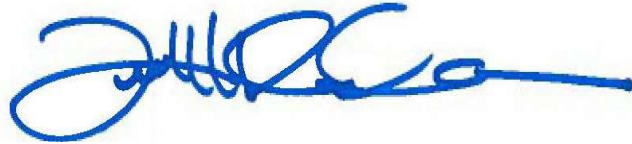
AYES: Eakin, Howard, Martinez Saballos, Sturken, Vice Mayor
Espinoza-Garnica and Mayor Gee

NOES: None

ABSENT: Aguirre

ABSTAINED: None

RECUSED: None



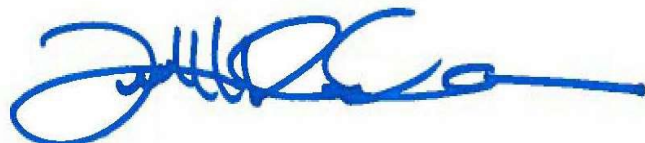
Jeff Gee
Mayor of the City of Redwood City

Attest:



Yessika Castro, CMC, CPMC
City Clerk of Redwood City

I hereby approve the foregoing resolution this
12th day of June 2024.



Jeff Gee
Mayor of the City of Redwood City

RESO. # 16215
MUFF #301

**RECORDING REQUESTED BY AND
AFTER RECORDING MAIL TO:**

**LOCAL AGENCY FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063**

**With a copy to:
CITY CLERK
CITY OF REDWOOD CITY
P.O. BOX 391
1017 MIDDLEFIELD ROAD
REDWOOD CITY, CA 94064**

APN: 057-023-130

**SPACE ABOVE RESERVED FOR RECORDER'S USE
Exempt from recording fee per Gov. Code § 27383.**

DECLARATION OF RESTRICTION

THIS DECLARATION OF RESTRICTION ("Declaration") is made and entered into this ____ day of _____, 2024, by the Property Owner(s), Young Kee Sohn and Jung H. Sohn, Trustees of The 2000 Sohn Family Trust ("Owner").

WITNESSETH:

WHEREAS, Owner owns all that certain real property situate in the County of San Mateo, State of California, commonly known as APN 057-023-130, 177 Springdale Way (the "Property"), as more particularly described in Exhibit "A," attached hereto and incorporated herein by this reference; and

WHEREAS, the Property is located outside the jurisdictional boundaries of the City of Redwood City, a charter city and municipal corporation of the State of California, ("City"), and not contiguous to the City's boundary, but within the City's Sphere of Influence as determined by the San Mateo County Local Agency Formation Commission (the "Commission"); and

WHEREAS, on June 10, 2024, the City Council of the City adopted Resolution No. _____, authorizing the application by the City to the Commission requesting approval for extension of water service to serve a new single-family residence on the Property pursuant to Government Code Section 56133 and in compliance with Redwood City Municipal Code Chapter 38 (Water System Regulations); and

WHEREAS, as a condition to said water service connection, the Commission required the Owner to evidence consent to annexation to City and waiver of protest to such annexation in the event the Property were to be proposed for annexation to City; and

WHEREAS, Owner desires to evidence such consent and waiver; and

WHEREAS, Owner understands that any future annexation to City is subject to any and all City rights and determinations, whether legislative, quasi-judicial, administrative, or however characterized, with respect to any proposed annexation of the Property to City.

A G R E E M E N T :

NOW, THEREFORE, Owner agrees as follows:

1. **CONSENT**. In the event that the Property shall be proposed for annexation to the City, Owner hereby consents to said annexation, and hereby waives Owner's rights to protest such annexation pursuant to the provisions of law governing such annexations.

2. **TAXES, OTHER CHARGES**. In the event annexation of the Property to City shall be duly approved by all agencies having jurisdiction thereof, Owner agrees that the Property shall be subject to any and all general, special, extraordinary, or additional taxes or assessments or any and all general, special extraordinary, or additional service charges, fees, or rates, levied against, imposed upon, or otherwise pertaining to the Property by any and all agencies, including the City, having jurisdiction thereof in the same fashion as other like property located within the territorial limits of City.

3. **SUCCESSORS**. This Declaration and all of the terms, conditions, covenants and declarations herein contained shall be binding upon, and shall inure to the benefit of, Owner, and Owner's administrators, heirs, assigns, and transferees.

4. **RUNS WITH THE LAND; RECORDATION**. This Declaration pertains to and shall run with the Property. Upon execution, this Declaration shall be recorded in the Official Records of San Mateo County.

5. **CAPTIONS**. Paragraph headings as used herein are for convenience only and shall not be deemed to affect the meaning or intent of the paragraph headed thereby.

(Signature Page Follows)

IN WITNESS WHEREOF, Owner has executed this Declaration the date and year first hereinabove written.

OWNER

Young Kee Sohn, Trustee of The 2000
Sohn Family Trust

Date: _____

[Signature must be notarized]

Jung H. Sohn, Trustee of The 2000
Sohn Family Trust

Date: _____

[Signature must be notarized]

EXHIBIT "A"
Legal Description

For [APN/Parcel ID\(s\): 057-023-130](#)

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE UNINCORPORATED AREA IN COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

LOTS 16 AND 17, BLOCK 202, AS DELINEATED UPON THAT CERTAIN MAP ENTITLED, "FAIRWAYS OF EMERALD LAKE SUBDIVISION TWO," FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA ON SEPTEMBER 24, 1925, IN [BOOK 12 OF MAPS, AT PAGES 59, 60 AND 61](#).

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

July 10, 2024

To: LAFCo Commissioners

From: Rob Bartoli, Executive Officer

Subject: Consideration of LAFCo File No. 24-06 - Proposed Annexation of 231 Georgia Lane (APN 079-054-040) and 241 Georgia Lane (APN 079-054-020), Portola Valley to West Bay Sanitary District

Summary

This proposal, submitted by landowner petition, requests annexation of Annexation of 231 Georgia Lane (APN 079-054-040) and 241 Georgia Lane (APN 079-054-020), Portola Valley to West Bay Sanitary District and connection to the District's sewer main. The property owners are planning a future project on the two properties and wishes to connect to a sewer system prior to the projects. The proposal has 100 percent landowner consent and waiver of conducting authority proceedings is also requested. Commission approval is recommended.

Departmental Reports

County Assessor: The total net assessed land valuation for the parcel shown in the records of the County Assessor is \$3,429,992. The boundaries of the annexation as proposed conform to lines of assessment and ownership.

County Clerk: The territory has zero registered voters. If the annexation is approved, the property will need to be assigned to a precinct that includes West Bay Sanitary District.

County Public Works: The draft map and legal description have been submitted for review.

Town of Portola Valley: The Town's General Plan designation is low intensity residential (1-2 acres per dwelling unit). It will be necessary for any work to be reviewed by Town Planning and Public Works, and an encroachment permit is required.

County Environmental Health: The California Water Service Company and West Bay Sanitary District provide the available water and sewer service in the area. Upon connection to WBSD, the existing onsite wastewater treatment system must be properly destroyed under permit from Environmental Health.

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT ▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ ANN DRAPER, PUBLIC

ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ VACANT, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪

DIANE ESTIPONA, CLERK

West Bay Sanitary District: Fees for annexation, permits, annual service charges and reimbursement fees associated with this connection will be required and paid for by the proponent. Per the WBSD, there currently is a gravity sewer main located in front of 231 Georgia Lane which the two properties are proposed to connect. Annexation to the on-site wastewater disposal zone (ZONE) will not be required.

Executive Officer's Report

This proposal has been submitted by landowner petition. The territory proposed for annexation is located at 231 Georgia Lane (APN 079-054-040) and 241 Georgia Lane (APN 079-054-020), Portola Valley, near Grove Drive. The property is proposed to connect to an existing sewer gravity main located in front of 231 Georgia Lane.

The annexation area is within the sphere of influence of West Bay Sanitary District adopted by the Commission in 1984 and is consistent with the District's plans for extending service. Approval of the annexation is recommended.

California Environmental Quality Act

The proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) exempt under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities)

Waiver of Conducting Authority Proceedings

Section 56662(a) of the Cortese-Knox-Hertzberg (CKH) Act specifies that the Commission may waive conducting authority proceedings for annexations of uninhabited territory with 100 percent landowner consent provided that no objection is submitted by subject property owners or voters. The purpose of the conducting authority proceedings is to measure landowner or voter protest within the affected territory. The landowners have requested, and staff recommends waiver of conducting authority proceedings.

Recommended Commission Action by Resolution

By resolution, approve 24-06 - Proposed Annexation of 231 Georgia Lane (APN 079-054-040) and 241 Georgia Lane (APN 079-054-020), Portola Valley to West Bay Sanitary District and Waiver of Conducting Authority Proceedings.

Attachments

- A. Annexation Application for 231 Georgia Lane and 241 Georgia Lane, Portola Valley and Map and legal description
- B. Vicinity Map
- D. Resolution No. 1323

cc: Sergio Ramirez and Jason Feudale, West Bay Sanitary District
Carol Borck, Town of Portola Valley
Gregory Smith, San Mateo County Environmental Health
Penny Boyd, San Mateo County Clerk
Andrew Smith, San Mateo County Assessor
Bruce Lovazzano and Bruce Lovazzano Jr., Property Owners

CLIFF BECHTEL AND ASSOCIATES, LLC
ENGINEERING AND PROJECT MANAGEMENT

April 22, 2024

Mr. Robert Bartoli
Management Analyst
San Mateo LAFCo
455 County Center, 2nd Floor
Redwood City, CA 94063

RECEIVED
MAY 01 2024
LAFCo

Subject: Sewer Annexation Application for 241 Georgia Lane and 231 Georgia Lane, Portola Valley

Dear Mr. Bartoli,

Per the Annexation Inquiry, dated July 9, 2019 (attached) and our recent conversation, we are submitting the below materials for processing the Annexation of 241 Georgia Lane and 231 Georgia Lane, Portola Valley, CA, to the West Bay Sanitary District (WBSD):

- San Mateo LAFCo Application
- San Mateo LAFCo Indemnification
- San Mateo LAFCo Notice to Circulate Petition.
- San Mateo LAFCo Petition for Proceedings with Property Legal Description – Exhibit A
- Sewer Connection Site Plan

It is my hope that the attached plans and information meets with your approval. Thank you for your time in this matter. Please feel free to give me a call if you have any questions.

Sincerely,

Cliff Bechtel

Clifford Bechtel, P.E.
Cliff Bechtel and Associates, LLC

CC:

APPLICATION FOR A CHANGE OF ORGANIZATION, REORGANIZATION, OR OUTSIDE SERVICE AGREEMENT TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION

A. GENERAL INFORMATION

1. Briefly describe the nature of the proposed change of organization, reorganization, or outside service agreement.

Annexation of residential parcel, 241 Georgia Lane (APN 079-054-020) and 231 Georgia Lane (APN 079-054-040) to the West Bay Sanitary District

2. An application for a change of organization or reorganization may be submitted by individuals in the form of a petition or by an affected public agency in the form of a certified resolution. This application is submitted by (check one):

- X Landowners or registered voters, by petition
An affected public agency, by resolution

(If this application is submitted by petition of landowners or registered voters in the affected territory, complete the petition form.)

3. What are the reasons for the proposal?

To connect our residential parcel to public sewer and abandon the existing septic system, in conjunction with developing the property with a new single family home and ADU.

4. Does this application have 100% consent of landowners in the affected area?

X Yes No

5. Estimated acreage: 1.008 AC

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B. SERVICES

1. List the name or names of all existing cities and special districts whose service area or service responsibility would be altered by the proposed change of organization or reorganization.

West Bay Sanitary District

2. List all changes to the pattern of delivery of local services to the affected area. For each service affected by the proposed change(s) of organization, list the present source of service (state "none")

if service is not now provided), the proposed source of service and the source of funding for construction of necessary facilities (if any) and operation. Example is given on the first two lines of the space provided for your response.

SERVICE	PRESENT SOURCE	PROPOSED SOURCE	FUNDING SOURCE	
			CONSTRUCTION	OPERATING
<i>Police (example)</i>	<i>Co. Sheriff</i>	<i>City Police</i>	<i>N/A</i>	<i>Taxes</i>
<i>Sewer (example)</i>	<i>None</i>	<i>City of . . .</i>	<i>Proponent</i>	<i>Fees</i>
Sewer	None	West Bay Sanitary District	Proponent	Fees

C. PROJECT PROPOSAL INFORMATION

1. Please describe the general location of the territory which is the subject of this proposal. Refer to major highways, roads and topographical features.

Property is located west of highway 280 and north of Alpine Road, with the residential area just south of Portola Road in Portola Valley.

2. Describe the present land use(s) in the subject territory.

Single Family Residence

3. How are adjacent lands used?

North: Single Family Residence

South: Single Family Residence

East: Single Family Residence

West: Single Family Residence (vacant land)

4. Will the proposed change of organization result in additional development? If so, how is the subject territory to be developed?

The proposed change will allow for the re-development of the existing home and an addition of an ADU (accessory dwelling unit).

5. What is the general plan designation of the subject territory?

Single Family Residential

6. What is the existing zoning designation of the subject territory?

R-E/1-A/SD-1a

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

Town of Portola Valley Planning Approvals for the re-development of the property have been approved

8. What additional approvals will be required to proceed?

Town of Portola Valley Building Permit

San Mateo County Health Department Permit for Septic System Abandonment

West Bay Sanitary District Sewer Connection Permit

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

No

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

No

* * * * *

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

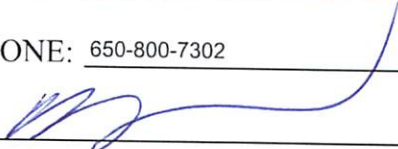
NAME: Bruce Lovazzano

EMAIL: bj@lovazzano.com

ADDRESS: 189 Constitution Drive, Menlo Park, CA 94025

TELEPHONE: 650-800-7302

ATTN:



Signature of Proponent

**Applica_blk.doc
(10/6/2000)**

**PETITION
FOR PROCEEDINGS PURSUANT TO
THE CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT
OF 2000**

The undersigned hereby petition(s) the Local Agency Formation Commission of San Mateo County for approval of a proposed change of organization or reorganization, and stipulate(s) as follows:

1. This proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc. is/are:

Annexation of 231 Georgia Lane and 241 Georgia Lane, Portola Valley to the West Bay Sanitary District
3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) attached hereto and by this reference incorporated herein.
4. The territory(ies) included in the proposal is/are:

inhabited (12 or more registered voters) Uninhabited
5. This proposal is is not consistent with the sphere of influence of the affected city and/or district(s).
6. The reason(s) for the proposed annexation (annexation, detachment, reorganization, etc.) is/are:

Connecting to public sewer, including construction and abandonment of septic system
7. The proposed annexation is requested to be made subject to the following terms and conditions:



None
8. The persons signing this petition have signed as:

registered voters or Owners of land (check one) within the subject territory.

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Wherefore, petitioner(s) request(s) that proceedings be taken in accordance with the provisions of Section 56000, et seq. Of the Government Code and herewith affix signatures as follows:

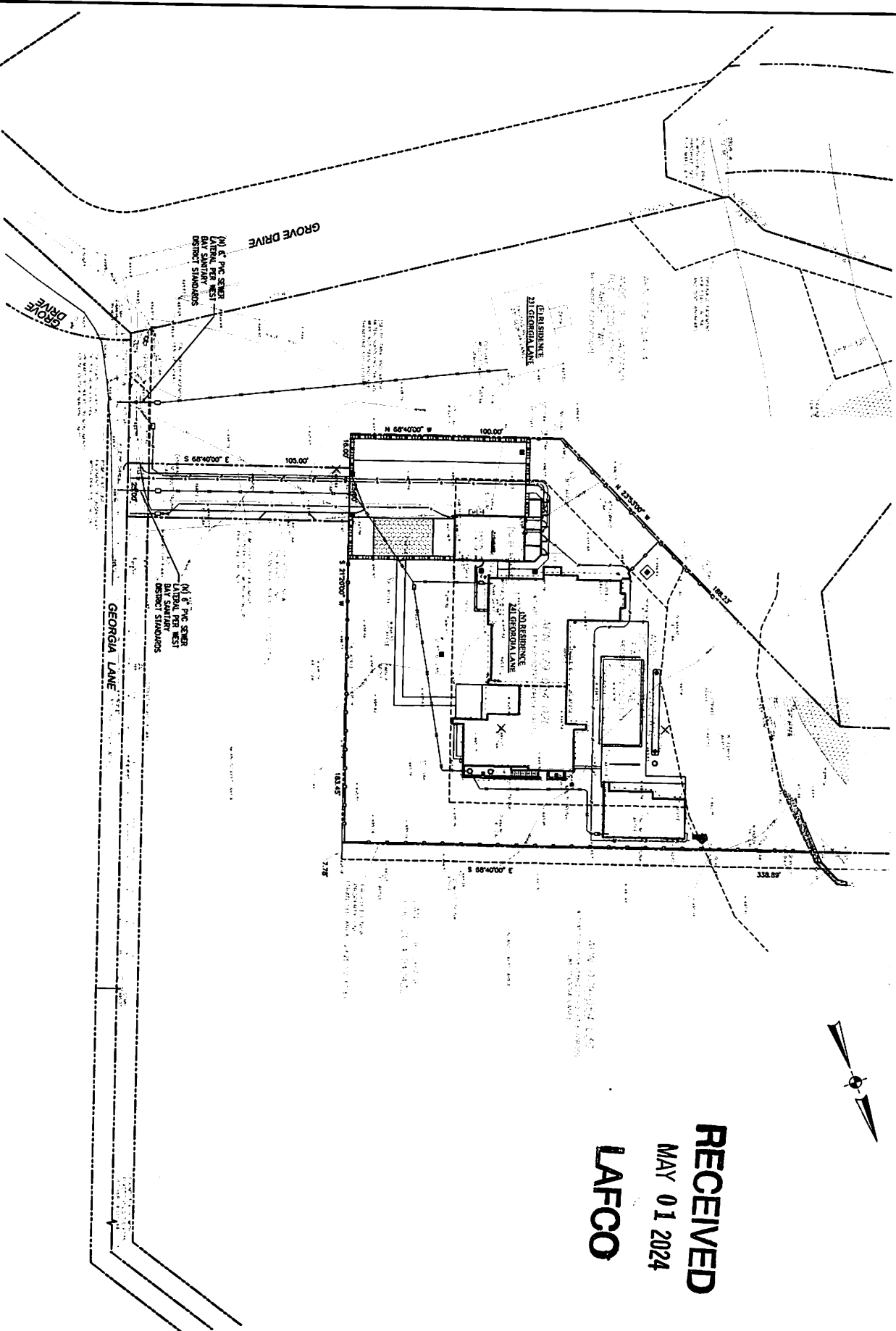
Chief Petitioners (not to exceed three):

Date:	Printed Name:	Signature/Residence Address:	APN*
04/22/24	Bruce Lovazzano		079-054-020 231 Georgia Lane
04/22/24	Bruce Lovazzano, Jr.		079-054-020 241 Georgia Lane

*Assessor's Parcel Number of parcel(s) proposed for annexation.

CONCEPT SEWER CONNECTION PLAN
1"=20'-0"

EXHIBIT B



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SEWER ANNEXATION
LAFCO Meeting Packet Page 88
271 & 274 GEORGIA LANE
PORTOLA VALLEY, CALIFORNIA 94028
SANTA CLARA COUNTY

California



DATE	04/22/24
SCALE	AS NOTED
PROJECT	
DESIGNER	
CHECKED	
DATE	
PROJECT NO.	2021767
SHEET NO.	1 OF 1

Addendum to Application titled LAFCo File No. --

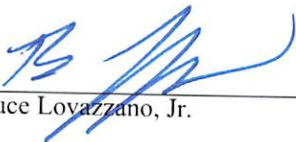
**Proposed Annexation 231 and 241 Georgia Lane,
Portola Valley (APN 079-054-020)**

to the West Bay Sanitary District

As part of above noted application submitted by petition, the Chief Applicants, Bruce Lovazzano & Bruce Lovazzano Jr. as Applicants and subject landowner(s), real parties in interest, agree to defend, indemnify, hold harmless, and release the San Mateo LAFCO, its agents, Commissioners, Executive Officer, attorneys, and employees from any claim, action, proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, and expenses, including attorney fees. The person signing this addendum to above noted application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications.



Bruce Lovazzano Date 04/22/2024



Bruce Lovazzano, Jr. Date 04/22/2024

Date _____

Date _____

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Serving Our Community Since 1902

500 Laurel Street, Menlo Park, California 94025-3486 (650) 321-0384 (650)321-4265 FAX

PHIL SCOTT
District Manager

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In reply, please refer to our
File No. 079-054-040

July 9, 2019

VIA EMAIL: Mary Dolan mary.dolan@cbnorcal.com

RE: ANNEXATION INQUIRY
231 GEORGIA LANE, PORTOLA VALLEY, CA 94028
APN: 079-054-040

Received & Read 1 - 2 pages	
Sign	DATE
Sign	DATE

Dear Ms. Dolan:

This letter is in response to the inquiry you made to the District regarding the process and costs of establishing sanitary sewer service for the referenced parcel. The following will need to occur before sanitary sewer service to the property can be established.

The parcel will need to be annexed into the West Bay Sanitary District (WBSD). As part of the application, the applicant will need to provide a detailed map and legal description of the parcel as prescribed by State Board of Equalization requirements. The applicant will need to hire a civil engineer to prepare the map and legal description and to design the sewer system.

For the annexation processes to begin, the applicant or the property owner would have to annex the property into the WBSD through the San Mateo County Local Agency Formation Commission (LAFCo). There is a requirement for an environmental review per the California Environmental Quality Act (CEQA) regulations and a processing fee for the annexation set by LAFCo. This is usually a two to three month process. Please contact Ms. Martha Poyatos of LAFCo at (650) 363-4224 for further information. The District cannot guarantee when LAFCo will approve the annexation request. A \$545 processing fee is to be paid to the West Bay Sanitary District (see attached fee schedule) and refer to Ms. Poyatos for fees to be collected by LAFCo.

Currently, there is a WBSD gravity main located on Georgia Lane in front of the property. The applicant or their agent will need to apply for a Class 1 Sewer Permit for the connection of the single-family residence (SFR) to the District's main facilities. The permit fee is currently \$270.00 and the connection fee for a SFR is currently \$8,501.00. There are no reimbursement fees associated with this connection. Connection fees may be more if there are Accessory Dwelling Units (ADUs) on the property. As these fees must be paid at the time of application for the Class 1 Sewer Permit, the property owners should call the District's offices immediately prior to obtain the exact amount due. In addition to the aforementioned costs, the applicant is responsible for the construction of the lateral and property line clean out (PLCO), and District staff will provide the connection to the District's facilities. If gravity flow cannot be established to the gravity sewer main, then a private ejector pump must be installed on the property so that sewage flows by gravity from the PLCO to the main with a minimum 2% slope. Please note that a grinder type pump shall not be used. Plans will need to be submitted to the District for review. It will also be the property owner's responsibility to pay annual sewer service charges.

The applicant will need to consult with San Mateo County Environmental Health as to the requirements for abandonment of the existing septic tank. The District will not sign off on the Class 1 Sewer Permit until the applicant provides the District with a copy of the finalized septic tank abandonment permit. The applicant will also need to obtain building and street opening permits from the Town.

Please call me at (650) 321-0384, if you have any questions.

Very truly yours,

SERVING AREAS IN MENLO PARK, ATHERTON, PORTOLA VALLEY, EAST PALO ALTO, REDWOOD CITY, WOODSIDE AND UNINCORPORATED SAN MATEO AND SANTA CLARA COUNTIES

Mary Dolan
July 9, 2019
Page | 2

WEST BAY SANITARY DISTRICT


Jonathan Werness
Engineering Technician

Attachments: Annexation Application Packet including a WBSD Fee Schedule

cc: BHK, GDS, SXR, TMR
Martha Poyatos, Rob Bartoli, SMCo LAFCo

W:\Public Data\Jonathan Werness\Annexation\231 Georgia Ln\231 Georgia Ln inq.docx



Serving Our Community Since 1902

500 Laurel Street, Menlo Park, California 94025-3486 (650) 321-0384 (650)321-4265 FAX

PHIL SCOTT
District Manager

In reply, please refer to our
File No. 079-054-020

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July 9, 2019

VIA EMAIL: Mary Dolan mary.dolan@cbtnorcal.com

Received & Read 1 - 2 pages	
_____ Sign	_____ DATE
_____ Sign	_____ DATE

RE: ANNEXATION INQUIRY
241 GEORGIA LANE, PORTOLA VALLEY, CA 94028
APN: 079-054-020

Dear Ms. Dolan:

This letter is in response to the inquiry you made to the District regarding the process and costs of establishing sanitary sewer service for the referenced parcel. The following will need to occur before sanitary sewer service to the property can be established.

The parcel will need to be annexed into the West Bay Sanitary District (WBSD). As part of the application, the applicant will need to provide a detailed map and legal description of the parcel as prescribed by State Board of Equalization requirements. The applicant will need to hire a civil engineer to prepare the map and legal description and to design the sewer system.

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The applicant will need to consult with San Mateo County Environmental Health as to the requirements for abandonment of the existing septic tank. The District will not sign off on the Class 1 Sewer Permit until the applicant provides the District with a copy of the finalized septic tank abandonment permit. The applicant will also need to obtain building and street opening permits from the Town.

Please call me at (650) 321-0384, if you have any questions.

Very truly yours,

SERVING AREAS IN MENLO PARK, ATHERTON, PORTOLA VALLEY, EAST PALO ALTO, REDWOOD CITY, WOODSIDE AND UNINCORPORATED SAN MATEO AND SANTA CLARA COUNTIES

Mary Dolan
July 9, 2019
Page | 2

WEST BAY SANITARY DISTRICT


Jonathan Werness
Engineering Technician

Attachments: Annexation Application Packet including a WBSD Fee Schedule

cc: BHK, GDS, SXR, TMR
Martha Poyatos, Rob Bartoli, SMCo LAFCo

W:\Public Data\Jonathan Werness\Annexation\241 Georgia Ln\241 Georgia Ln inq.docx

**ANNEXATION TO WEST BAY SANITARY DISTRICT
APNs 079-054-40 AND 079-054-020
231 AND 241 GEORGIA LANE, PORTOLA VALLEY**

Situate in the Town of Portola Valley, County of San Mateo, State of California, and being Parcels One and Two of the Lands of Lovazzano as described in the Grant Deed which was recorded February 12, 2020 as Document No. 2020-012135, in the Office of the Recorder of San Mateo County, being more particularly described as follows:

BEGINNING at the most southerly corner of the Lands of Chase as described in the Grant Deed which was recorded May 16, 2014 as Document No. 2014-042432, being a point on the centerline of Georgia Lane (19.8' wide), said point being also the most southerly corner of that certain parcel annexed December 08, 1997, per Resolution #1306(97);

1. Thence along said centerline, South 21°20'00" West, a distance of 60.99 feet, to the most southerly corner of said Parcel Two of Lovazzano, being an angle point in the general northerly line of that certain parcel annexed January 22, 1979, per Resolution #811;
2. thence along the southerly line of said Lands of Lovazzano, North 82°39'29" West (being North 82°04' West per said Resolution #811), a distance of 289.61 feet, to the most southwesterly corner of said Lands, being a point in the center of Corte Madera Creek;
3. thence following the center of said creek, and along the general westerly line of said Lovazzano, North 26°40'00" West, a distance of 23.32 feet;
4. thence North 52°30'00" West, a distance of 77.88 feet;
5. thence North 24°05'00" East, a distance of 94.71 feet;
6. thence North 58°40'00" East, a distance of 66.00 feet;
7. thence North 12°20'00" East, a distance of 64.02 feet, to the most northerly angle point of said Parcel Two, being an angle point in the general southwesterly line of Parcel One of said Lands of Lovazzano, being a point in the center of Corte Madera Creek;
8. thence following the center of said creek, and along the general westerly line of said Parcel One of Lovazzano, North 67°50'00" West, a distance of 81.18 feet;
9. thence North 01°10'00" East, a distance of 69.96 feet, to the most westerly corner of said Lands of Chase, being the most westerly corner of said Annexation per Resolution #1306(97);

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10. thence along the southwesterly line of Chase, South 68°40'00" East, a distance of 338.89 feet, to the most easterly corner of Parcel One of said Lovazzano;
11. thence along the southeasterly line of said Parcel One, South 21°20'00" West, a distance of 183.45 feet, to a point which bears North 68°40'00" West, from the Point of Beginning of this description;
12. thence along the southerly line of Chase, and said Annexation per Resolution #1306(97), South 68°40'00" East, a distance of 105.00 feet, to the **POINT OF BEGINNING**;

Containing an area of 85,985 sq ft/1.97394 acres, more or less

END OF DESCRIPTION

The herein described parcel is shown on the attached map, Exhibit B, of this legal description, and is made a part hereof.

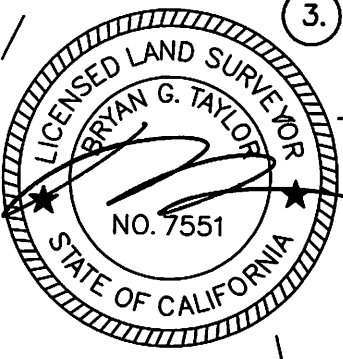
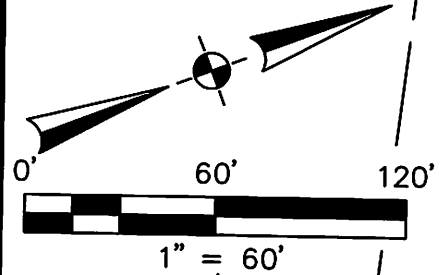
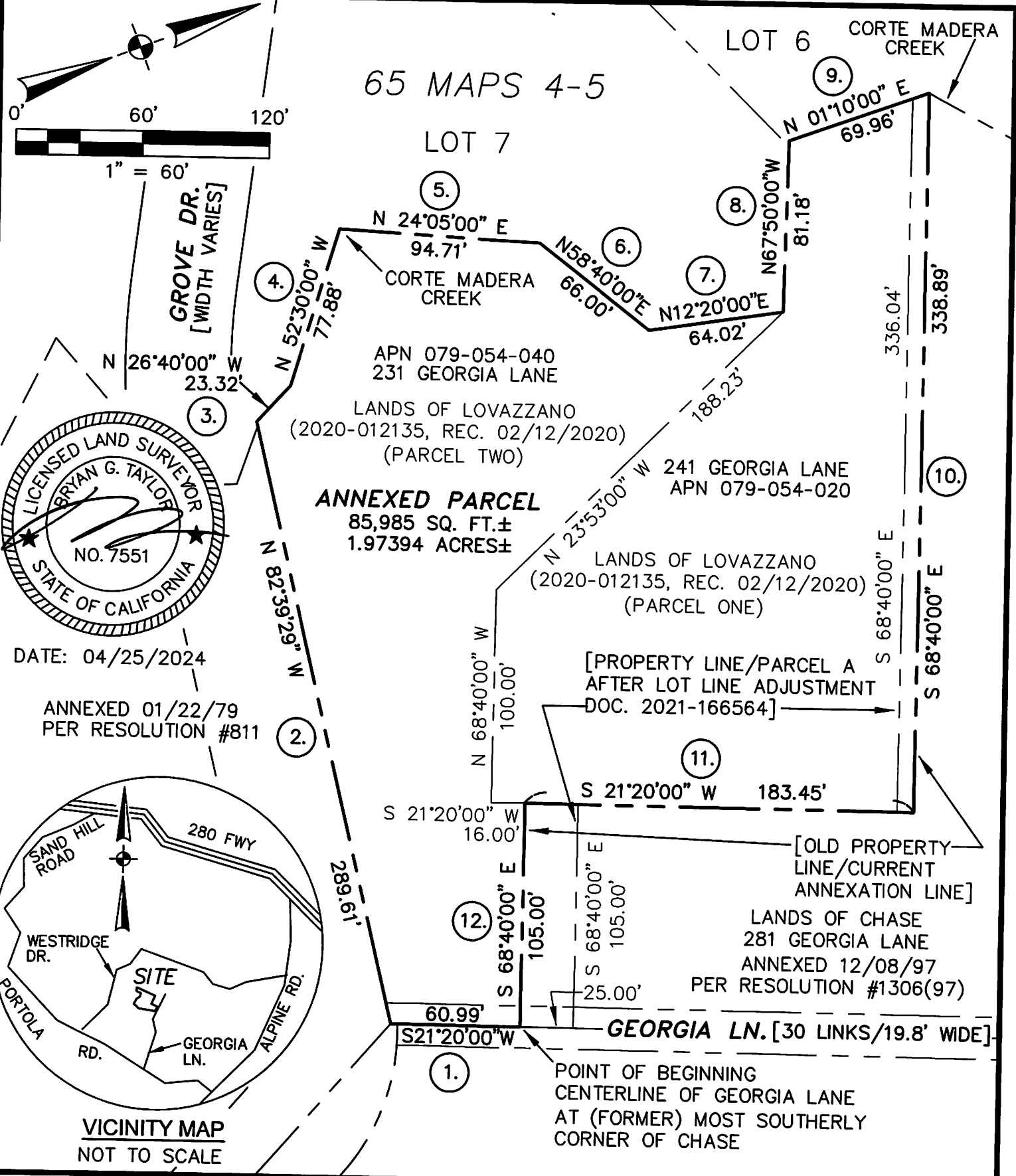


Bryan G. Taylor, PLS
License No. 7551, Expires 12/31/25

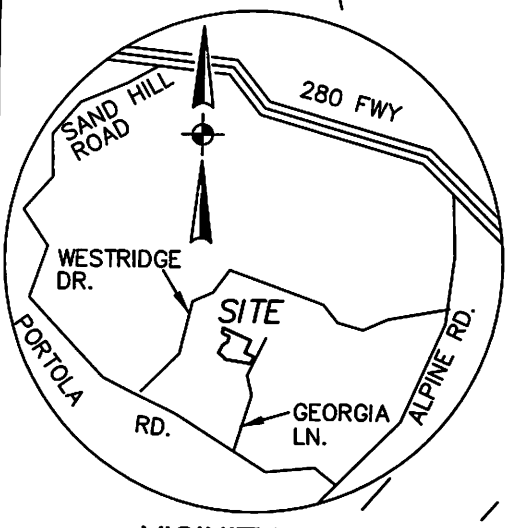


04/25/2024

Date



DATE: 04/25/2024
 ANNEXED 01/22/79
 PER RESOLUTION #811



VICINITY MAP
 NOT TO SCALE

EXHIBIT "B" - PLAT ACCOMPANYING LEGAL DESCRIPTION

ANNEXATION OF PARCEL
 INTO WEST BAY SANITARY DISTRICT
 231 AND 241 GEORGIA LANE
 PORTOLA VALLEY, CALIFORNIA

SCALE	PAGE
1"=60'	3 OF 3
DATE	JOB
04/24	20-048



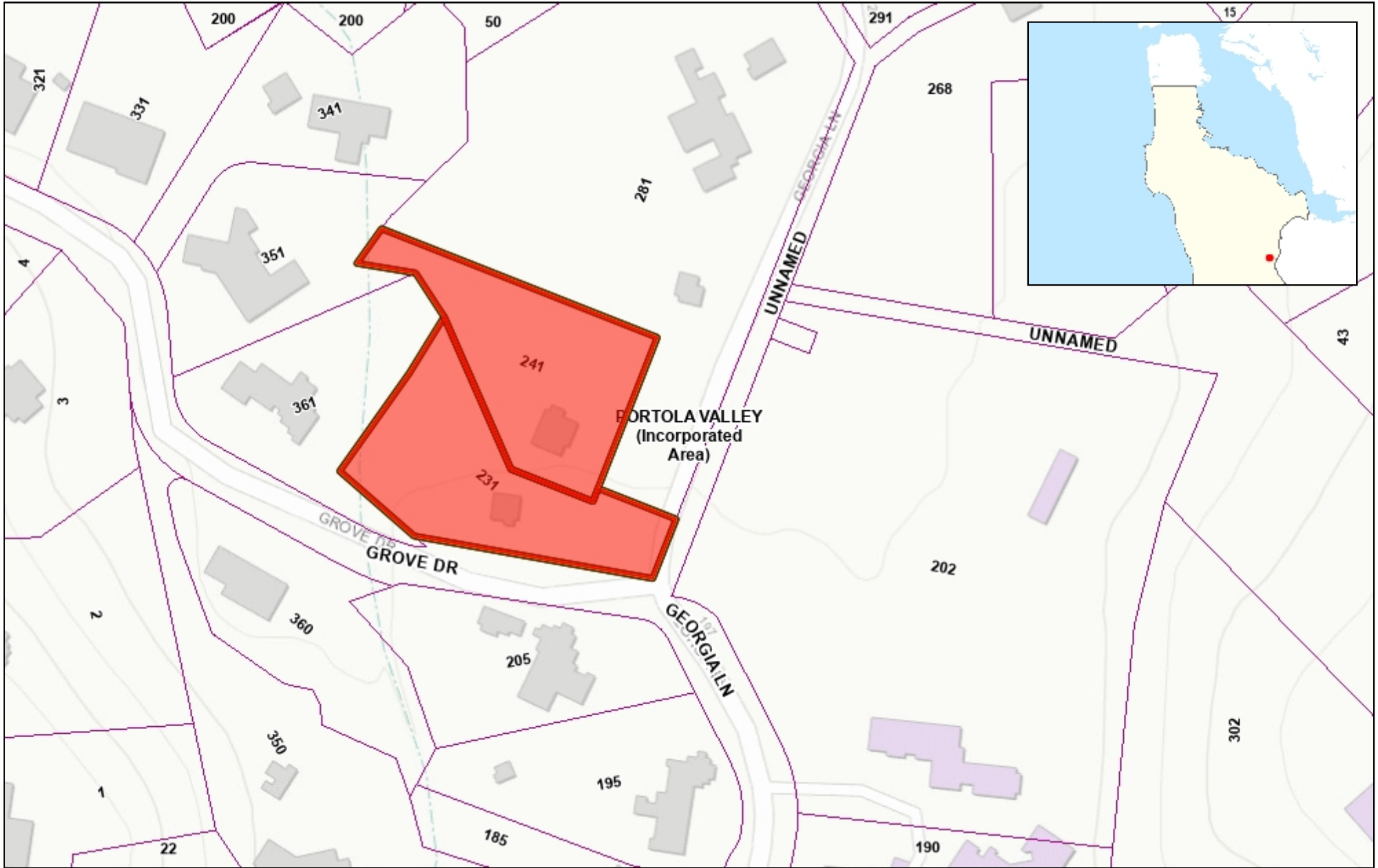
SEWER ANNEXATION

Sun Apr 21 15:35:01 2024

Northing	Easting	Bearing	Distance
5092.43	9982.63		
5035.62	9960.44	S 21°20'00" W	60.99
5072.63	9673.21	N 82°39'29" W	289.61
5093.47	9662.74	N 26°40'00" W	23.32
5140.89	9600.95	N 52°30'00" W	77.88
5227.36	9639.60	N 24°05'00" E	94.71
5261.68	9695.97	N 58°40'00" E	66.00
5324.22	9709.65	N 12°20'00" E	64.02
5354.85	9634.47	N 67°50'00" W	81.18
5424.80	9635.89	N 01°10'00" E	69.96
5301.51	9951.56	S 68°40'00" E	338.89
5130.63	9884.83	S 21°20'00" W	183.45
5092.43	9982.63	S 68°40'00" E	105.00

Closure Error Distance> 0.0000
Total Distance> 1455.03
Polyline Area: 85985 sq ft, 1.97394 acres

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0.07 0 0.04 0.07 Miles

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

1:2,257



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

RESOLUTION NO. 1323

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 24-04 -
ANNEXATION OF 231 GEORGIA LANE (APN 079-054-040)
AND 241 GEORGIA LANE (APN 079-054-020), PORTOLA VALLEY
TO THE WEST BAY SANITARY DISTRICT AND
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

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

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 1.9 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 231 and 241 Georgia Lane, Portola Valley to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56662(a) and this annexation is hereby ordered.

Regularly passed and adopted this _ day of _____.

Ayes and in favor of said resolution:

Commissioners:

Noes and against said resolution:

Commissioner(s):

Absent and/or Abstentions:

Commissioner(s):

Chair
 Local Agency Formation Commission
 County of San Mateo
 State of California

ATTEST:

Rob Bartoli
 Executive Officer
 Local Agency Formation Commission

Date: _____

I certify that this is a true and correct copy of the resolution above set forth.

Clerk to the Commission
 Local Agency Formation Commission

Date: _____

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

July 10, 2024

To: LAFCo Commissioners

From: Rob Bartoli, Executive Officer

Subject: Consideration of LAFCo File No. 24-07 - Proposed Annexation of APN 080-082-040, Los Trancos Woods to West Bay Sanitary District

Summary

This proposal, submitted by landowner petition, requests annexation of APN 080-082-040, Los Trancos Woods, Unincorporated San Mateo County to West Bay Sanitary District and connection to the District's sewer main. The property owners are in the process of developing the vacant parcel with a single-family home. The proposal has 100 percent landowner consent and waiver of conducting authority proceedings is also requested. Commission approval is recommended.

Departmental Reports

County Assessor: The total net assessed land valuation for the parcel shown in the records of the County Assessor is \$628,845. The boundaries of the annexation as proposed conform to lines of assessment and ownership.

County Clerk: The territory has zero registered voters. If the annexation is approved, the property will need to be assigned to a precinct that includes West Bay Sanitary District.

County Public Works: The draft map and legal description have not been submitted for review.

County Planning and Building: The proposal is in conformance with County land use designations and approval is recommended. San Mateo County Planning and Building is currently processing a building permit for a new house on the property (BLD2022-01707)

County Environmental Health: The California Water Service Company and West Bay Sanitary District provide the available water and sewer service in the area.

West Bay Sanitary District: Fees for annexation, permits, annual service charges and reimbursement fees associated with this connection will be required and paid for by the proponent. Per the WBSD, there currently is a gravity sewer main located in front of the subject

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT
▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ ANN DRAPER, PUBLIC

ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ VACANT, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪

DIANE ESTIPONA, CLERK

parcel on Los Trancos Road. Annexation to the on-site wastewater disposal zone (ZONE) will not be required. If gravity flow cannot be established to the sewer main, then a private ejector pump may be installed on the property. A grinder type pump shall not be used for this connection.

Executive Officer's Report

This proposal has been submitted by landowner petition. The territory proposed for annexation is located at APN 080-082-040 in Los Trancos Woods, near Foxwood Road. The property is proposed to connect to an existing sewer gravity main located in front of the subject property.

The annexation area is within the sphere of influence of West Bay Sanitary District adopted by the Commission in 1984 and is consistent with the District's plans for extending service. Approval of the annexation is recommended.

California Environmental Quality Act

The proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) exempt under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities)

Waiver of Conducting Authority Proceedings

Section 56662(a) of the Cortese-Knox-Hertzberg (CKH) Act specifies that the Commission may waive conducting authority proceedings for annexations of uninhabited territory with 100 percent landowner consent provided that no objection is submitted by subject property owners or voters. The purpose of the conducting authority proceedings is to measure landowner or voter protest within the affected territory. The landowners have requested, and staff recommends waiver of conducting authority proceedings.

Recommended Commission Action by Resolution

By resolution, approve 24-07 - Proposed Annexation of Proposed Annexation of APN 080-082-040, Los Trancos Woods to West Bay Sanitary District and Waiver of Conducting Authority Proceedings.

Attachments

- A. Annexation Application for APN 080-082-040, Los Trancos Woods
- B. Vicinity Map
- C. Resolution No. 1324

cc: Sergio Ramirez and Jason Feudale, West Bay Sanitary District
Tiffany Gee, San Mateo County Planning
Gregory Smith, San Mateo County Environmental Health
Penny Boyd, San Mateo County Clerk
Andrew Smith, San Mateo County Assessor
Myron Dang and Tannia Cisneros, Property Owners

APPLICATION FOR A CHANGE OF ORGANIZATION, REORGANIZATION, OR OUTSIDE SERVICE AGREEMENT TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION

A. GENERAL INFORMATION

1. Briefly describe the nature of the proposed change of organization, reorganization, or outside service agreement.

Annex parcel APN 080-082-040 to West Bay Sanitary District (WBSD). Currently, this is a vacant lot with a new building permit in process with the San Mateo County – BLD2022-01707

2. An application for a change of organization or reorganization may be submitted by individuals in the form of a petition or by an affected public agency in the form of a certified resolution. This application is submitted by (check one):

- X Landowners or registered voters, by petition
An affected public agency, by resolution

(If this application is submitted by petition of landowners or registered voters in the affected territory, complete the petition form.)

3. What are the reasons for the proposal?

New building permit requires that this property be annexed to WBSD for a new sewer connection.

4. Does this application have 100% consent of landowners in the affected area?

X Yes No

5. Estimated acreage: 0.158 acres

B. SERVICES

1. List the name or names of all existing cities and special districts whose service area or service responsibility would be altered by the proposed change of organization or reorganization.

West Bay Sanitary District

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LAFCO

- List all changes to the pattern of delivery of local services to the affected area. For each service affected by the proposed change(s) of organization, list the present source of service (state "none" if service is not now provided), the proposed source of service and the source of funding for construction of necessary facilities (if any) and operation. Example is given on the first two lines of the space provided for your response.

SERVICE	PRESENT SOURCE	PROPOSED SOURCE	FUNDING SOURCE	
			CONSTRUCTION	OPERATING
<i>Sewer</i>	<i>None</i>	<i>West Bay Sanitary District</i>	<i>Owner</i>	<i>Fees</i>

C. PROJECT PROPOSAL INFORMATION

- Please describe the general location of the territory which is the subject of this proposal. Refer to major highways, roads and topographical features.

1050 Los Trancos Rd. off Alpine Rd from US 280 _____

- Describe the present land use(s) in the subject territory.

Vacant lot _____

- How are adjacent lands used?

North: Single family home

South: Single family home

East: Vacant lot

West: Vacant lot

- Will the proposed change of organization result in additional development? If so, how is the subject territory to be developed?

New single family house and detached garage. Permit in process with the County of San Mateo. No additional development _____

5. What is the general plan designation of the subject territory?

Single family residential _____

6. What is the existing zoning designation of the subject territory?

R-1 / S-83 zoning _____

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

Permits in process with San Mateo County. Tree removal permit approved. The project does not require environmental review. _____

8. What additional approvals will be required to proceed?

None _____

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

No _____

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

As stated above _____

* * * * *

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

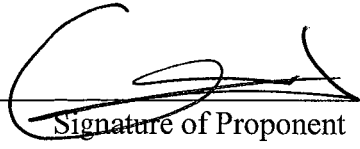
NAME: Tannia Cisneros

EMAIL: tgabydang@gmail.com

ADDRESS: 1605 Walnut Grove Ave, San Jose, CA 95126

TELEPHONE: 305 298 8205

ATTN: Rob Bartoli



Signature of Proponent

Applica_blk.doc
(10/6/2000)

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2024 MAY -6 A 11: 03
SAN MATEO COUNTY
PLANNING AND BUILDING
DEPARTMENT

**PETITION
FOR PROCEEDINGS PURSUANT TO
THE CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT
OF 2000**

The undersigned hereby petition(s) the Local Agency Formation Commission of San Mateo County for approval of a proposed change of organization or reorganization, and stipulate(s) as follows:

1. This proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000)
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc. is/are:

Annex APN 080-082-040 (1050 Los Trancos Rd, Portola Valley, CA 94117) to West Bay Sanitary District (WBSD).
3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) attached hereto and by this reference incorporated herein.
4. The territory(ies) included in the proposal is/are:

 inhabited (12 or more registered voters) Uninhabited
5. This proposal is is not consistent with the sphere of influence of the affected city and/or district(s).
6. The reason(s) for the proposed annexation (annexation, detachment, reorganization, etc.) is/are:

Proposed new single family needing sewer connection
7. The proposed annexation is requested to be made subject to the following terms and conditions:
8. The persons signing this petition have signed as:

 registered voters **or** Owners of land (check one) within the subject territory.


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Wherefore, petitioner(s) request(s) that proceedings be taken in accordance with the provisions of Section 56000, et seq. Of the Government Code and herewith affix signatures as follows:

Chief Petitioners (not to exceed three):

Date:	Printed Name:	Signature/Residence Address:	APN*
4/29/23	Myron Dang & Tannia Cisneros	 1605 Walnut Grove Ave San Jose CA 95126	080-082-040

*Assessor's Parcel Number of parcel(s) proposed for annexation.



0.04 0 0.02 0.04 Miles

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

1:1,128



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

RESOLUTION NO. 1324

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 24-04 -
ANNEXATION OF APN 080-082-040, LOS TRANCOS WOODS
TO THE WEST BAY SANITARY DISTRICT AND
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

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

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 0.16 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of APN 080-082-040, Los Trancos Woods to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56662(a) and this annexation is hereby ordered.

Regularly passed and adopted this _ day of _____.

Ayes and in favor of said resolution:

Commissioners:

Noes and against said resolution:

Commissioner(s):

Absent and/or Abstentions:

Commissioner(s):

Chair
 Local Agency Formation Commission
 County of San Mateo
 State of California

ATTEST:

Rob Bartoli
 Executive Officer
 Local Agency Formation Commission

Date: _____

I certify that this is a true and correct copy of the resolution above set forth.

Clerk to the Commission
 Local Agency Formation Commission

Date: _____

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

July 10, 2024

To: LAFCo Commissioners

From: Rob Bartoli, Executive Officer

Subject: Certification of Protest Hearing Results for LAFCo File 22-09 - Proposal to Establish the East Palo Alto Sanitary District as a Subsidiary District of the City of East Palo Alto

Background

On November 15, 2023 the LAFCo Commission voted unanimously, 6-0, to adopt Resolution No. 1312 approving the City of East Palo Alto's proposal to establish the East Palo Alto Sanitary District (EPASD) as a subsidiary district of the City subject to the terms and conditions included in the Resolution and the completion of the Conducting Authority Proceedings. The East Palo Alto Sanitary District objected to the proposal.

Protest Proceedings

As the proposal did not have 100% consent of the affected landowners and registered voters, the approval was subject to Protest Proceedings. The protest period stated on February 12, 2024 and was open for 100 days. A Protest Hearing was held on May 22, 2024 at the City of East Palo Alto Council Chambers and was publicly noticed pursuant to Government Code Section 57025, consisting of newspaper publication in the San Mateo County Times, Palo Alto Daily Post and The Almanac. Protest forms were collected by LAFCo staff via mail and in-person, until the close of the hearing at 2:59pm on May 22, 2024.

Pursuant to Government Code Sections 57077.5 and 57093, the proposal is subject to the following protest thresholds for proposals not initiated by the Commission and where a subject agency has objected by resolution to the proposal:

1. Terminate proceedings if 50% or more of the registered voters residing in the affected territory file a written protest; or
2. Order the change of organization subject to the confirmation of the registered voters residing in the affected territory if written protests have been filed by at least 25% but less

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT ▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ ANN DRAPER, PUBLIC

ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ VACANT, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪

DIANE ESTIPONA, CLERK

than 50% of the registered voters residing in the territory, OR 25% of the number of landowners who also own at least 25% of the assessed land value of land in the affected territory; or

3. Order the change of organization without an election if written protests have been filed by less than 25% of the registered voters in the affected territory and less than 25% of the landowners who own at least 25% of the assessed land value in the affected territory.

The Executive Officer has caused the protest forms to be compared to the current Equalized Assessment Roll maintained by the County Assessor and the current Registrar of Voters maintained by the County Elections Official. All protest forms are evaluated pursuant to Government Code Sections 56704, 57051, and 57052. Landowner protest forms are reviewed under Government Code Section 56708 and 56709, which includes a requirement for how publicly owned parcels are assessed and how parcels that joint tenancy or tenancy in common are valued. Registered voter protests forms are reviewed pursuant to Government Code Section 56707.

Below is a summary of the total number of protest forms collected from both registered voters and landowners in the affected territory:

Results of Protest Received for LAFCo File 22-09					
Total Registered Voters in Affected Area	9,672 ¹ (100%)	Number of Facially Valid Registered Voter Protests Received	1,012 (10.46%)	Number of Facially Deficient Registered Voter Protests Received	57
Total Number of Landowners in Affected Area	6,567 (100%)	Number of Facially Valid Landowner Protests Received	936 (14.25%)	Number of Facially Deficient Landowner Protests Received	105
Total Assessed Land Value in Affected Area	\$2,264,295,264 (100%)	Total Assessed Land Value of Facially Valid Landowner Protests Received	\$180,654,895 (7.98%)	Total Assessed Land Value of Facially Deficient Landowner Protests Received	\$18,113,670

Protest forms were only identified as faciality deficient if there was no date affixed on the forms of when the protest form was completed, the date affixed was outside of the protest period, no signature was affixed to the form, or the person signing the form was either not a registered voter or a landowner in the affected area, depending on the type of protest form submitted.

¹ As of May 22, 2024 per the San Mateo County Registrar of Voters
 LAFCo Meeting
 Packet Page 65

For the purposes of calculating registered voter protests, the total number of registered voters in the affected area is as of May 22, 2024, the date of the protest hearing.

Regarding calculations of the amount and value of landowner protest received, Government Code 57093, states that it is the number of landowners submitting protests, not the number of parcels/APNs, that will be reviewed against the applicable protest thresholds. While there are 4,287 parcels within the boundaries of EPASD, there are 6,567 total landowners within the affected area. If a parcel is owned in joint tenancy or tenancy in common (2nd or 3rd owners in the Assessor's data), each person or entity is counted as a separate owner. If a person or entity owns multiple parcels, for each parcel they would be considered a separate owner. The assessed value of parcels owned in joint tenancy or tenancy in common shall be determined in proportion to the proportionate interest of the petitioner in that land as required by Government Code 56710(b).

As the number and value of protests met neither the 50% threshold for terminating the proceedings nor the 25% thresholds for requiring an election, the Commission is under a mandatory statutory duty to approve the change of organization.

After the conclusion of the certification of the protest hearing results, there are no additional actions required to be taken by the LAFCo Commission to establish the East Palo Alto Sanitary District as a Subsidiary District of the City of East Palo Alto as approved by the LAFCo Commission on November 15, 2023 in Resolution 1312.

The City of East Palo Alto City Council will be voting on matters related to a contact with the West Bay Sanitary District and a framework for an advisory body to the EPASD governing body at their July 16 City Council. The tentative date of the governance change for EPASD is August 1, 2024 if all required conditions of approval are met.

Recommended Commission Action by Resolution

1. Open the public hearing and accept public comment.
2. Approve San Mateo LAFCo Resolution 1325 – Making Determinations and Ordering the Establishment of the East Palo Alto Sanitary District as a Subsidiary District of the City of East Palo Alto Without an Election Subject to the Terms and Conditions of LAFCo Resolution 1312

Attachments

- A. LAFCo Resolution 1325
- B. Meeting Summary of May 22, 2024 LAFCo Protest Hearing
- C. Public Comment from Lincoln Webster dated 6/25/2024 and response from LAFCo staff

RESOLUTION NO. 1325

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS AND ORDERING THE ESTABLISHMENT OF
THE EAST PALO ALTO SANITARY DISTRICT AS A SUBSIDIARY DISTRICT OF
THE CITY OF EAST PALO ALTO WITHOUT AN ELECTION
SUBJECT TO THE TERMS AND CONDITIONS OF LAFCO RESOLUTION NO. 1312**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, on November 10, 2022, the City of East Palo Alto submitted a proposal application to establish the East Palo Alto Sanitary District (EPASD) as a subsidiary district of the City of East Palo Alto (the Proposal); and

WHEREAS, on July 12, 2023, East Palo Alto Sanitary District adopted a resolution of intention to file an alternative proposal and accordingly no action on the original Proposal was taken for 70 days; and

WHEREAS, on September 19, 2023, East Palo Alto Sanitary District submitted an alternative application to retain East Palo Alto Sanitary District's current governance structure as an independent special district, to amend its Sphere of Influence (SOI) to be coterminous with existing East Palo Alto Sanitary District boundaries, and to remove East Palo Alto Sanitary District 's territory from the SOI of the West Bay Sanitary District; and

WHEREAS, the Proposal and Alternative Application were routed to all subject, affected, and interested agencies, and no comments, concerns or objections were received other than from the East Palo Alto Sanitary District, City of East Palo Alto, City of Menlo Park and West Bay Sanitary District; and

WHEREAS, San Mateo County determined that the Proposal and the Alternative Application are not subject to a negotiated exchange per Revenue and Taxation Code Section 99(b)(1) as the boundaries and the service of the EPASD will not change with the formation of the subsidiary district; and

WHEREAS, a Certificate of Filing was issued for the Proposal on June 15, 2023 and a letter of completion for the Alternative Application was issued on October 25, 2023; and

WHEREAS, a public notice was published at least 21 days prior to the hearing as a 1/8th page display advertisement in the San Mateo County Times, The Almanac, and The Palo Alto Weekly because the total number of notices required to be mailed exceeded 1,000; and

WHEREAS, the Executive Officer has reviewed the Proposal and Alternative Application and prepared a report, including the recommendations thereon, at least five (5) days before the November 15, 2023 hearing, and the Proposal, Alternative Application and report have been presented to and considered by this Commission; and

WHEREAS, a public hearing by this Commission was held on the Proposal and Alternative Application on November 15, 2023, and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the Proposal, Alternative Application and the Executive Officer's report and related matters; and

WHEREAS, on November 15, 2023, the San Mateo LAFCo Commission adopted Resolution No. 1312, which approved LAFCo File 22-09 to establish the East Palo Alto Sanitary District (EPASD), an independent special district, as a subsidiary district of the City of East Palo Alto and related actions, including adopting a resolution approving the dissolution with terms and conditions, adopting findings and determinations pursuant to the California Environmental Quality Act (CEQA), and not approving the alternative application submitted by EPASD; and

WHEREAS, the Proposal would provide for more efficient operation and coordinated planning of sewer service, infrastructure and capacity to accommodate planned growth and improve transparency, accountability, environmental health to meet the current and future needs of all East Palo Alto Sanitary District ratepayers and customers. An Alternative Application submitted by East Palo Alto Sanitary District was considered as part of this hearing in accordance with Government Code Section 56863 but was not selected. A merger of the East Palo Alto Sanitary District into the city was also considered as part of this hearing in accordance with Government Code Section 56118 but was not selected; and

WHEREAS, the terms and conditions as imposed by the Orange County Local Agency Formation Commission are as follows:

1. To the extent permitted by law, the City of East Palo Alto agrees to defend, indemnify, hold harmless, and release the San Mateo LAFCo, its agents, Commissioners, Executive Officer, attorneys, and employees from any claim, action, proceeding brought against any of them, the purpose of which is to attack, set

aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, and expenses, including attorney fees.

2. The establishment of East Palo Alto Sanitary District as a subsidiary district of the City of East Palo Alto is conditioned upon an executed agreement for the operation and maintenance of the sewer system with a private or public agency. Evidence of the executed agreement shall be provided to LAFCo staff.

3. Provided the thresholds for a landowner protest and registered voter protest are not met, the Executive Officer shall immediately, following the protest hearing and evidence of compliance with Condition #2, record a Certificate of Completion with the County Clerk-Recorder Office.

4. The effective date of the subsidiary district will be the first day of the next month after the conclusion of the protest hearing if the thresholds for a landowner protest and registered voter protest are not met. If the thresholds for a landowner protest and registered voter protest are met, an election will be held, and if the result of the vote confirms the establishment of a subsidiary district, the effective date of the subsidiary district will be the first day of the next month after certification of the election results.

5. On and after the effective date of an order establishing the East Palo Alto Sanitary District as a subsidiary district of the City of East Palo Alto, the East Palo Alto City Council shall be designated as, and empowered to act as, ex officio the Board of Directors of the East Palo Alto Sanitary District. The East Palo Alto Sanitary District shall continue in existence with all of the powers, rights, duties, obligations, and functions provided for by the principal act, except for any provisions relating to the selection or removal of the members of the board of directors of the district (Government Code Section 57534).

6. Within 90 days of the issuance of the Certificate of Completion, the City of East Palo Alto, acting as the future Board of Directors of the East Palo Alto Sanitary District, shall submit a plan to LAFCo for the establishment of an advisory committee to the subsidiary district. The committee shall advise the Board of Directors of the East Palo Alto Sanitary District concerning administration, legal, operational, maintenance, and financial matters. The plan for the establishment of the advisory committee shall include at least one reserved seat for a resident of the City of Menlo Park portion of the East Palo Alto Sanitary District service area. Prior to submittal of the plan to LAFCo, the City of East Palo Alto shall work with the City of Menlo Park regarding the potential composition of the advisory committee. Evidence of correspondence between the two cities shall be submitted to LAFCo staff.

7. From the date of approval of this Resolution through the effective date of its establishment as a subsidiary district, pursuant to Government Code Section 56885.5(v), East Palo Alto Sanitary District may not take any of the following actions:

a) Approving any increase in compensation or benefits for members of the governing board, its officers, or the executive officer of the agency.

b) Unless it declares that an emergency situation exists as defined in Government Code Section 54956.5, appropriating, encumbering, expending, or otherwise obligating, any revenue of the agency beyond that provided in the current budget.; and

WHEREAS, a request for reconsideration was filed on December 15, 2023 by the Burke, Williams & Sorensen, LLP on behalf of EPASD; and

WHEREAS, a public hearing by this Commission was held on the Request for Reconsideration February 7, 2024 and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the Request for Reconsideration and the Executive Officer's report and related matters; and

WHEREAS, on February 7, 2024 the San Mateo LAFCo Commission adopted Resolution No. 1315 disapproving the request for reconsideration relating to the establishment of the East Palo Alto Sanitary District as a subsidiary district of the City of East Palo Alto; and

WHEREAS, on February 6, 2024 a letter was filed by Burke, Williams & Sorensen, LLP on behalf of EPASD requesting LAFCo schedule the protest hearing 90-135 days from the date of notice pursuant to Government Code Section 57002(b); and

WHEREAS, Government Code Section 57000 et seq. designates the Commission as the Conducting Authority for protest proceedings and allows the Executive Officer to perform this function pursuant to a delegation of authority from the Commission; and

WHEREAS, a notice of the Protest Hearing was published in the San Mateo County Times, The Almanac, and The Palo Alto Daily Post as a 1/8th page display advertisement on because the total number of notices required to be mailed exceeded 1,000 on February 12, 2024; and

WHEREAS, WHEREAS, on May 22, 2024, the Executive Officer opened the Protest Hearing, staff summarized LAFCo Resolution 1312 and LAFCo File 22-09, and opened a Public Hearing to all interested persons, organizations, and agencies to present oral or written protests, objections, and any other information concerning the proposal and all related matters; and

WHEREAS, following the close of the Protest Hearing, staff determined the value of all valid written protests filed and not withdrawn pursuant to Government Code Sections 56704, 56707, 56708,

WHEREAS, as of May 22, 2024 there were 9,672 registered voters in the affected area per the San Mateo County Registrar of Voters (Attachment A); and

WHEREAS, 1,012 facially valid registered voter protests were received during the formal protest period; and

WHEREAS, the number of valid registered voter protests submitted represented less than 25 percent of the total number of registered voters within the affected territory; and

WHEREAS, there were 6,567 landowners and a total assessed land value of \$2,264,295,264 in the affected area per the current Equalized Assessment Roll maintained by the County Assessor (Attachment A); and

WHEREAS, 936 facially valid landowner protests were received during the formal protest period with a total assessed value of \$180,654,895; and

WHEREAS, the number of valid landowner protests submitted represented less than 25% of the number of landowners who also own at least 25% of the assessed land value of land in the affected territory within the affected territory; and

NOW, THEREFORE, the Local Agency Formation Commission of the County of San Mateo makes the following findings in support of the actions taken by this Resolution.

That the number of the written protests filed and not withdrawn is less than 25% of the registered voters in the affected territory and less than 25% of the landowners who own at least 25% of the assessed land value in the affected territory (Attachment A).

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

The East Palo Alto Sanitary District is established as a subsidiary district of the City of East Palo Alto (LAFCo File 22-09) without an election.

Regularly passed and adopted this _ day of _____.

Ayes and in favor of said resolution:

Commissioners:

Noes and against said resolution:

Commissioner(s):

Absent and/or Abstentions:

Commissioner(s):

Chair
 Local Agency Formation Commission
 County of San Mateo
 State of California

ATTEST:

Rob Bartoli
 Executive Officer
 Local Agency Formation Commission

Date: _____

I certify that this is a true and correct copy of the resolution above set forth.

Clerk to the Commission
 Local Agency Formation Commission

Date: _____

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

San Mateo LAFCo Commission Meeting Update

Wednesday, May 15, 2024

2:30 pm

San Mateo County Board of Supervisors Chambers

400 County Center

Redwood City, CA 94063

The San Mateo Local Agency Formation Commission met in person in the San Mateo County Board of Supervisors Chambers and via Zoom on May 15, 2024. Below are the results of the Commission's actions:

Item 3. Consent Agenda

- a) Approval of Action Minutes: March 20, 2024
- b) Consideration of LAFCo File No. 24-04 - Proposed Annexation of 10 Los Charros Lane, Portola Valley (APN: 079-060-120) to West Bay Sanitary District

The Commission voted 7-0 to approve the Consent Agenda items.

Item 4. Consideration of Final Municipal Service Review for the Broadmoor Police Protection District

The Commission voted 7-0 to accept and adopt the Final Municipal Service Review for the Broadmoor Police Protection District and to direct staff to prepare a report for the July 17, 2024, LAFCo meeting which would outline the process of an LAFCo-initiated dissolution if necessary for the Broadmoor Police Protection District.

Item 5. Consideration of Final Municipal Service Review for the City of San Bruno

The Commission voted 7-0 to accept the Final Municipal Service Review for the City of San Bruno.

Item 6: Consideration of Adoption of Final Work Program and Final LAFCo Budget for Fiscal Year 2024-2025

The Commission voted 7-0 to adopt the Final Work Program and Final budget for FY24-25.

Item 7: Consideration of a Resolution Authorizing an Agreement with the County of San Mateo for Staffing, Legal Counsel, Office Space, and Supplies for Fiscal Year 2024-2025

The Commission voted 6-0 to approve the authorization of the LAFCo Agreement with the County of San Mateo for Staffing, Legal Counsel, Office Space, and Supplies for Fiscal Year 2024-2025.

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT ▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ ANN DRAPER, PUBLIC

ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ SOFIA RECALDE, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪ ANGELA MONTES, CLERK

Rob Bartoli

From: Rob Bartoli
Sent: Wednesday, July 3, 2024 12:11 PM
To: Webster
Subject: RE: EPASD Protest Hearing Preliminary Results

Dear Mr. Lincoln,

LAFCo extended the protest period for LAFCo File 22-09 to 100 days, which is 40 days longer than a typical LAFCo protest period.

The calculations related to voter and landowner protests are statutorily defined and are not a matter of local policy. The calculation for joint tenancy for protest forms and petitions is addressed in Government Code Section 56710(b). The section states that "The value given land held in joint tenancy or tenancy in common shall be determined in proportion to the proportionate interest of the petitioner in that land." The protest calculation, as noted in Government Code 57093, states that it is the number of landowners submitting protests, not the number of parcels/APNs, that will be reviewed against the applicable protest thresholds. In several instances, multiple owners of one property submitted their own protest forms. In those properties, the entire land value was counted for the parcel because the landowners of the property all protested.

For LLCs or similar entities, if there was only one LLC or entity listed as the owner of a property, the whole value of the property was counted as having protested if an agent acting on behalf of that LLC or entity submitted a valid protest form. If multiple LLC or entities were listed as the owners of a property, then the value was counted proportional to the protestor's ownership based on Government Code Section 56710(b).

As for the balance of your stated concerns, we believe that the process outlined in the Cortese-Knox-Hertzberg Act for providing notice and setting forth the methodology was adequately accessible, and that the LAFCo promptly responded to all inquiries about the process.

Sincerely,

Rob

Rob Bartoli
Executive Officer
San Mateo LAFCo
455 County Center, 2nd Floor
Redwood City, CA 94063
Direct Tel: (650) 363-4224
Email: rbartoli@smcgov.org

From: Webster <web2linc@gmail.com>
Sent: Tuesday, June 25, 2024 4:30 PM
To: Rob Bartoli <RBartoli@smcgov.org>
Subject: Re: EPASD Protest Hearing Preliminary Results

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

Dear Mr. Bartoli,

Thank you for your detailed explanation regarding the ownership and protest calculations for the EPASD proposal. However, there are significant concerns about the process and methodology used, which seem to have considerable implications for the fairness and representation of East Palo Alto and Menlo Park residents.

1. **Public Notice and Timing:** The notice for the protest hearing was insufficiently publicized, published in a newspaper not widely circulated in East Palo Alto, which likely resulted in inadequate public awareness and participation. The minimal time given for collecting written protests could be seen as limiting community engagement in a decision of considerable consequence. Moreover, many, if not most, of the residents were not aware of this proposed change, suggesting a need for more proactive engagement strategies to ensure that affected parties are informed.
2. **Calculation of Ownership Interests:** Your method of counting each owner in cases of joint tenancy or multiple parcel ownership inflates the number of landowners, thereby diluting the proportion of property owners who have submitted written protests. While I understand that 14% of owners by your calculations have protested, our data suggests that we have protests from 25% of APNs, a significant difference.
3. **Representation of Ownership Interests:** Many properties within the district are owned by trusts or LLCs (e.g. Woodland Park) with multiple and varying degrees of ownership interests. The current forms and processes do not adequately reflect this complexity, potentially misrepresenting or underrepresenting certain owners' stakes.
4. **Methodology Transparency:** It has also come to my attention that the methodology for determining these proportions and the resulting calculations was not provided to the public at any time prior to the conclusion of the protest hearing. This omission raises serious concerns about the transparency and accountability of the decision-making process.
5. **Voter Disenfranchisement:** There is a significant issue regarding the disenfranchisement of hundreds of voters due to LAFCo's current approval of this proposal. The methodology employed appears to have significantly limited public input and neglected substantial opposition, especially from residents of Menlo Park.

It is disheartening to note that many of the commissioners did not even attend the protest hearing in East Palo Alto, a fact that underscores the need for greater accountability and engagement from our decision-makers in such critical community matters.

I would also like to submit this as a public comment for the next hearing.

On Mon, Jun 24, 2024 at 9:53 PM Rob Bartoli <RBartoli@smcgov.org> wrote:

Hi Lincoln,

While there are 4,287 parcels within the boundaries of EPASD, there are 6,567 total landowners within the affected area. If a parcel is owned in joint tenancy or tenancy in common (2nd or 3rd owners in the Assessor's data), each person or entity is counted as a separate owner. If a person or entity owns multiple parcels, for each parcel they would be considered a separate owner. The assessed value of parcels owned in joint tenancy or tenancy in common shall be determined in proportion to the proportionate interest of the petitioner in that land. Attached to this email is this data set.

An example of this would if Mrs. Smith (First owner) and Mr. Smith (Second owner) owned one parcel that had an assessed land value of \$100,000. There would be two landowners for this parcel. If only Mrs. or Mr. Smith submitted a

valid protest, the value of the protest would be \$50,000 (proportion based on the two property owners of the parcel). If Mrs. and Mr. Smith both filed valid protest, the value of the combined protest would be the full assessed value of \$100,000.

Another example would be if Mr. Smith solely owns 10 parcels within the affected area and submits a valid protest form with all 10 parcels on it. In this case Mr. Smith would be considered a separate owner for each parcel and the protest would be the full assessed value for each of the 10 properties.

Thank you,

Rob

Rob Bartoli

Executive Officer

San Mateo LAFCo

455 County Center, 2nd Floor

Redwood City, CA 94063

Direct Tel: (650) 363-4224

Email: rbartoli@smcgov.org

From: Webster <web2linc@gmail.com>
Sent: Monday, June 24, 2024 5:39 PM
To: Rob Bartoli <RBartoli@smcgov.org>
Subject: Re: EPASD Protest Hearing Preliminary Results

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

Hi Rob,

Can you provide your data source on the 6,567 property owners?

The overall summary of the land values from the dataset is as follows:

- **Total Land Value:** \$2,264,295,264.00
- **Count of Properties:** 4,287

This indicates that the dataset contains 4,287 properties with a combined land value totaling \$2,264,295,264.00.

On Mon, Jun 24, 2024 at 4:15 PM Rob Bartoli <RBartoli@smcgov.org> wrote:

Dear Interested Party/Affected Agency,

Attached is a preliminary report from San Mateo LAFCo on the outcome of the EPASD protest hearing held on May 22. The results for protest received for LAFCo for File 22-09 (Proposal to establish the East Palo Alto Sanitary District (EPASD), an independent special district, as a subsidiary district of the City of East Palo Alto) is as follows:

Preliminary Results of Protest Received for LAFCo File 22-09				
Total Registered Voters in Affected Area	9,672 (100%)	Number of Facially Valid Registered Voter Protests Received	1,012 (10.46%)	Number of Facially Deficient Registered Voter Protests Received
Total Number of Landowners in Affected Area	6,567 (100%)	Number of Facially Valid Landowner Protests Received	936 (14.25%)	Number of Facially Deficient Landowner Protests Received
Total Assessed Land Value in Affected Area	\$2,264,295,264 (100%)	Total Assessed Land Value of Facially Valid Landowner Protests Received	\$180,654,895 (7.98%)	Total Assessed Land Value of Facially Deficient Landowner Protests Received

Based on these preliminary numbers, where the number and value of protests met neither the 50% threshold for terminating the proceedings nor the 25% thresholds for requiring an election, the LAFCo Commission is under a mandatory statutory duty to approve the change of organization. There will be a staff report at the July 17, 2024, LAFCo Commission meeting, asking the Commission to confirm the results of the protest proceedings by resolution.

This memo will be posted on the LAFCo website by tomorrow, June 25, 2024.

Thank you,

Rob

Rob Bartoli

Executive Officer

San Mateo LAFCo

455 County Center, 2nd Floor

Redwood City, CA 94063

Direct Tel: (650) 363-4224

Email: rbartoli@smcgov.org

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

July 10, 2024

To: LAFCo Commissioners

From: Rob Bartoli, Executive Officer

Subject: Consideration of LAFCo File No. 24-02 - Proposed Annexation of 244 Club Drive, Unincorporated San Mateo County (APN 049-050-070) to the City of San Carlos (0.25 acres)

Summary

This proposal, submitted by landowner petition, requests annexation of 244 Club Drive, (APN 049-050-070) to the City of San Carlos. The property is currently developed with a single-family residence and is served by an on-site septic system for sewer. The property has stated that the septic on the property is concerned regarding a future failure of that system and is requesting annexation to San Carlos to allow for sewer service from the City. The City of San Carlos has approved the pre-zoning of the parcel and both the City and the County have approved the required property tax exchange.

The proposal has 100 percent landowner consent and waiver of conducting authority proceedings is also requested. Commission approval is recommended.

Current Land Use and Surrounding Area

244 Club Drive is developed with one single-family home that was constructed in 1936. The property is located in unincorporated San Mateo County, and it is within the Sphere of Influence of the City of San Carlos. The parcel is located in an established single-family neighborhood and abuts the City boundary line on three sides. As shown on Attachment B, 244 Club Drive is one of five parcels on this side of Club Drive that are unincorporated. On the south side of Club there are three unincorporated developed parcels and many unincorporated parcels that are not developed due to topography, lot size and lack of access.

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT
▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ ANN DRAPER, PUBLIC

ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ VACANT, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪
DIANE ESTIPONA, CLERK

Sphere of Influence

The sphere of influence of the City of San Carlos was most recently revised adopted by LAFCo in 2011, which included the Devonshire, Palomar Parks and Pulgas Ridge areas.

Departmental Reports

County Assessor: The total net assessed land valuation for the parcels shown in the records of the County Assessor is \$210,020. The boundaries of the annexation as proposed conform to lines of assessment and ownership.

County Clerk: The territory has three registered voters. If the annexation is approved, the property will need to be assigned to a precinct within the City of San Carlos.

County Public Works: No comments. Club Drive is already within the City of San Carlos boundary.

County Planning: The San Mateo County General Plan encourages the annexation of the urban unincorporated parcels needing municipal service. The property is located within the existing sphere of influence for the City of San Carlos and currently served by water.

City of San Carlos: The project site is currently zoned One-Family Residential District (R-1) under the County of San Mateo Zoning Regulations and following annexation will be zoned Single-Family, Low Density (RS-3), with a General Plan designation of Single Family, Low Density (3 DUs/Acre) under the City of San Carlos Zoning Code and General Plan (respectively). Both zoning districts are intended for low-density, single-family residential development. The change in zoning and general plan land use designation proposed with the annexation is compatible with the surrounding character of the community.

The project parcel must be annexed into the City in order to permanently connect to the sanitary sewer system available along Club Drive. The project proposal includes abandoning the existing septic system on the parcel, installing a new City-required pump station and sewer force main within the parcel, and installing, connecting a new sewer service lateral to an existing 6" sewer main in Club Drive, and requesting to be detached from the County and be annexed into the City service boundary. Following annexation, water and sanitary sewer services will continue to be provided by the City. Stormwater infrastructure is located on Club Drive and existing improvements to the project parcel already connect to the City of San Carlos storm drain system.

County Environmental Health: CalWater and the City of San Carlos provide the available water and sewer service in the area. This proposal is appropriate and will not create any unusual health hazards or problems.

Current and Proposed Services

Changes in service that would occur as a result of the reorganization are summarized below:

Service	Current Service Provider	Proposed Service Provider
Police	San Mateo County Sheriff	City of San Carlos (Contract with San Mateo County Sheriff)
Fire	San Mateo County Fire (CAL Fire)	City of San Carlos (Contract with Redwood City Fire Department)
Streets/Storm Water	County of San Mateo	City of San Carlos
Water	California Water Services Company	California Water Services Company
Sewer	On-site septic system	City of San Carlos
Street Lighting	City of San Carlos	City of San Carlos
Parks	County of San Mateo	City of San Carlos
Library	Library Joint Power Authority	Library Joint Power Authority
School Districts	Belmont-Redwood Shores School District and Sequoia Union High School District	Belmont-Redwood Shores School District and Sequoia Union High School District
Solid Waste	Recology San Mateo County	Recology San Mateo County

No change in service delivery patterns will occur for water as the property already receives service from the California Water Services Company. Annexation to the City will result in transfer of service responsibility for sewer, police, fire, parks and recreation, and street lights and transfer of associated property tax revenue to the City of San Carlos.

Property Tax Exchange

As noted, annexation to the City will result in transfer of service responsibility and associated property tax revenue to the City of San Carlos. Both the City of San Carlos and the County of San Mateo have adopted resolutions of property tax exchange pursuant to Revenue and Tax Code Section 99, which stipulates that the County shall negotiate on behalf of special districts.

The County and the City agreed to a tax exchange that approximates the County and City shares elsewhere in the city. Because the parcel is being removed from the County Fire, 100% of the

tax share from County Fire will be transferred to the City of San Carlos. The recommended tax share transfers are summarized in the following chart.

From	To	Incremental Factor
County Fire	City of San Carlos	0.0780377667
County of San Mateo	City of San Carlos	0.0516461546

The total incremental factor transferred to the City of San Carlos is 0.1296839213. This property tax exchange was approved by both the San Mateo County Board of Supervisor and the City of San Carlos City Council in 2024.

Applicable Factors to be Considered for Annexation (Government Code Section 56668)

- a. Population and the likelihood of significant growth in the area, during the next 10 years.

The population of unincorporated Devonshire is estimated at 2,500. The parcel is currently developed with a single-family house and would not have an impact on the overall population of the area. The annexation is occurring in an already developed single-family neighborhood. Due to the location, size, and lack of development activity, it is not anticipated that additional growth will occur relating to this annexation.

- b. The effect of the proposed action and of alternative actions, on adjacent areas, on mutual social and economic interests, and on the local governmental structure of the County.

The proposal to annex the property will allow the City of San Carlos to more efficiently provide the residents of the property with public services. The City now provides sewer service to the property and the annexation would allow the City to provide municipal service, such as fire, police, and park and recreation services. Due to the existing development on the property, the annexation of the parcel to the City would have minimal impact on municipal service demand.

The proposal is consistent with existing residential uses in the surrounding neighborhood and would have negligible, if any, impact on adjacent areas, social and economic interests, and the local government structure of the county.

- c. The conformity of both the proposal and its anticipated effects with both the adopted commission policies on providing planned, orderly, efficient patterns of urban development and definiteness and certainty of the boundaries of the territory, the creation of islands or corridors of unincorporated territory.

The proposal conforms with LAFCo and County General Plan policies that encourage the annexation of areas within city spheres of influence. The property is adjacent to the City

boundary on three sides. The Club Drive road right-of-way is already located in the City of San Carlos.

- d. Consistency with city or county general and specific plan and the sphere of influence of any local agency which may be applicable to the proposal being reviewed.

As noted above, the proposal is consistent with both City and County General Plan policies encouraging the annexation of areas in city spheres of influence. No development is proposed on the property with the exception of the removal and destruction of the septic system and the connection to the City sewer system.

- e. The ability of the newly formed or receiving entity to provide the services which are the subject of the application to the area, including the sufficiency of revenues for those services following the proposed boundary change.

The proposal area is already receiving water consistent with other areas in the City of San Carlos and will be receiving sewer service that is consistent with properties in San Carlos. The City has indicated in a fiscal analysis of the proposal that the City would receive a minor net fiscal benefit and that no additional recurring service costs would be directly associated with the annexed parcel.

- f. The extent to which the proposal will assist the receiving entity in achieving its fair share of the regional housing needs as determined by the appropriate council of governments.

While there will be minimal impact to the City's regional housing need, the provision of sewer service by the City allows the residential use on the property to remain. This sewer connection allows for an increased opportunity for the development of an Accessory Dwelling Unit (ADU) on the property that would not otherwise be allowed with a septic system. However, no additional development is proposed at this time.

- g. The extent to which the proposal will promote environmental justice.

The project area does not include a disadvantaged unincorporated community (DUC), as defined in Section 56033.5. (i.e., residents making less than 80% of the statewide annual median household income). At the census tract level, there are no DUCs identified in San Mateo County.

- h. Information contained in a safety element of general plan, local hazard mitigation plan, and any maps that identify land as a very high fire hazard zone or state responsibility area.

Based on a review of all relevant plans and maps, the area proposed to be annexed is located in a local very high fire area. The property is developed with an existing single-family home which was constructed in 1936. The very high fire area designation is applied to all properties, both incorporated and unincorporated, in the Devonshire area. If development

is proposed in the future, the City of San Carlos will apply the applicable regulations and standards for construction within the very high fire hazard zone.

California Environmental Quality Act

The proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) exempt under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities).

Waiver of Conducting Authority Proceedings

Sections 56662-56663 of the Cortese-Knox-Hertzberg (CKH) Act specifies that the Commission may waive conducting authority proceedings for annexations of uninhabited territory with 100 percent landowner consent provided that no objection is submitted by subject property owners or voters. The purpose of the conducting authority proceedings is to measure landowner or voter protest within the affected territory. The landowners have requested, and staff recommends waiver of conducting authority proceedings.

Recommended Commission Action by Resolution

The proposal is consistent with the spheres of influence of the City and special districts, General Plans of the County and the City and the service delivery patterns in the area. Staff recommends that the Commission approve the proposal by taking the following actions:

By resolution, approve 24-02 - Proposed Annexation of 244 Club Drive, Unincorporated San Mateo County (APN 049-050-070) to the City of San Carlos (0.25 acres) and direct the Executive Officer to waive the conducting of the conducting authority proceedings.

Attachments

- A. Annexation Application for 244 Club Drive
- B. LAFCo Resolution 1326
- C. Vicinity Map
- D. Annexation Maps
- E. San Mateo County Board of Supervisors Resolution No. 080470 regarding property tax exchange between the County and the City of San Carlos
- F. City of San Carlos Resolution regarding property tax exchange between the County and the City of San Carlos
- G. City of San Carlos Resolution for Pre-Zoning

cc: Jeff Maltbie, City of San Carlos
Grace Lee, City of San Carlos
Ralph Robinson, City of San Carlos
Tiffany Gee, San Mateo County Planning & Building
Gregory Smith, San Mateo County Environmental Health
Penny Boyd, San Mateo County Clerk
Andrew Smith, San Mateo County Assessor
Judy Farnsworth, Property Owner

**PETITION
FOR PROCEEDINGS PURSUANT TO
THE CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT
OF 2000**

The undersigned hereby petition(s) the Local Agency Formation Commission of San Mateo County for approval of a proposed change of organization or reorganization, and stipulate(s) as follows:

1. This proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc. is/are:

annexation of 1+ septic failure

3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) attached hereto and by this reference incorporated herein.

4. The territory(ies) included in the proposal is/are:

inhabited (12 or more registered voters) uninhabited

5. This proposal is is not consistent with the sphere of influence of the affected city and/or district(s).

6. The reason(s) for the proposed (annexation, detachment, reorganization, etc.) is/are:

Septic failure

7. The proposed annexation is requested to be made subject to the following terms and conditions:

NONE

8. The persons signing this petition have signed as:

registered voters or Owners of land (check one) within the subject territory.


RECEIVED

MAR 11 2024

LAFCO

Wherefore, petitioner(s) request(s) that proceedings be taken in accordance with the provisions of Section 56000, et seq. Of the Government Code and herewith affix signatures as follows:

Chief Petitioners (not to exceed three):

Date:	Printed Name:	Signature/Residence Address:	APN*
1/10/23	Judy FARNSWORTH		049-050-070

*Assessor's Parcel Number of parcel(s) proposed for annexation.

Addendum to Application titled LAFCo File No. _____


Proposed ~~annulment~~ of/for (Address) 244 Club Dr., S.C.

049-050-070

APN's (List)

to City of San Carlos

As part of above noted application submitted by petition, the Chief Applicants, (Name of Applicants) as Applicants and subject landowner(s), real parties in interest, agree to defend, indemnify, hold harmless, and release the San Mateo LAFCO, its agents, Commissioners, Executive Officer, attorneys, and employees from any claim, action, proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, and expenses, including attorney fees. The person signing this addendum to above noted application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications.

 Date 1/10/23

_____ Date _____

_____ Date _____

_____ Date _____

APPLICATION FOR A CHANGE OF ORGANIZATION, REORGANIZATION, OR OUTSIDE SERVICE AGREEMENT TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION

A. GENERAL INFORMATION

1. Briefly describe the nature of the proposed change of organization, reorganization, or outside service agreement.

Annexation of 244 Club drive into City of San Carlos due to water failure

2. An application for a change of organization or reorganization may be submitted by individuals in the form of a petition or by an affected public agency in the form of a certified resolution. This application is submitted by (check one):

- Landowners or registered voters, by petition
An affected public agency, by resolution

(If this application is submitted by petition of landowners or registered voters in the affected territory, complete the petition form.)

3. What are the reasons for the proposal?

Water failure

4. Does this application have 100% consent of landowners in the affected area?

Yes No

5. Estimated acreage:

B. SERVICES

1. List the name or names of all existing cities and special districts whose service area or service responsibility would be altered by the proposed change of organization or reorganization.

City of San Carlos Services

2. List all changes to the pattern of delivery of local services to the affected area. For each service affected by the proposed change(s) of organization, list the present source of service (state "none")

if service is not now provided), the proposed source of service and the source of funding for construction of necessary facilities (if any) and operation. Example is given on the first two lines of the space provided for your response.

SERVICE	PRESENT SOURCE	PROPOSED SOURCE	FUNDING SOURCE	
			CONSTRUCTION	OPERATING
Police (example)	Co. Sheriff	City Police County Sheriff VIA S.C. contract	N/A	Taxes (property)
Sewer (example)	None Septic	City of ... San Carlos	Proponent	Fees
FIRE	County fire	San Carlos	N/A	prop. taxes
Solid Waste	Recology via County	Recology S.M. via contract	N/A	fees
	S.M. contract	with S.C.		

C. PROJECT PROPOSAL INFORMATION

1. Please describe the general location of the territory which is the subject of this proposal. Refer to major highways, roads and topographical features.

244 Club drive, San Carlos

2. Describe the present land use(s) in the subject territory.

Residential single family home

3. How are adjacent lands used?

North: Residential

South: " "

East: " "

West: " "

4. Will the proposed change of organization result in additional development? If so, how is the subject territory to be developed?

no

5. What is the general plan designation of the subject territory?

Medium density Residential

6. What is the existing zoning designation of the subject territory?

R1/S-71/DR

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

8. What additional approvals will be required to proceed?

City ^{CARRIS} Council ... rezoning in process

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

No

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

No

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

NAME: Judy FARNSWORTH

EMAIL: JFARN12@a9mail.com

ADDRESS: 244 Clud Dr., S.C.

TELEPHONE: 607-438-2115

ATTN:

RESOLUTION NO. 1326

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 24-02
PROPOSED ANNEXATION OF 244 CLUB DRIVE (APN 049-050-070), UNINCORPORATED SAN MATEO
COUNTY TO THE CITY OF SAN CARLOS**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory in the County of San Mateo to the City of San Carlos was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, a Certificate of Filing was issued for the Proposal on July 9, 2024; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

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

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 0.22 acres, is found to be uninhabited, and is assigned the

following distinctive short form designation: Annexation of 244 Club Drive to the City of San Carlos.

Section 4. The regular County Assessor's roll will be utilized.

Section 5. The territory will be taxed for existing bonded indebtedness of the City of San Carlos.

Section 6. Conducting authority proceedings are hereby waived in accordance with Government Code Sections 56662 and 56663 and this annexation is hereby ordered.

Regularly passed and adopted this ___ day of _____.

Ayes and in favor of said resolution:

Commissioners:

Noes and against said resolution:

Commissioner(s):

Absent and/or Abstentions:

Commissioner(s):

Chair
 Local Agency Formation Commission
 County of San Mateo
 State of California

ATTEST:

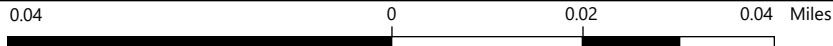
Rob Bartoli
 Executive Officer
 Local Agency Formation Commission

Date: _____

I certify that this is a true and correct copy of the resolution above set forth.

Clerk to the Commission
 Local Agency Formation Commission

Date: _____



WGS_1984_Web_Mercator_Auxiliary_Sphere
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1:1,128

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THIS MAP IS NOT TO BE USED FOR NAVIGATION



EXHIBIT "A"
Geographic Description

ANNEXATION TO THE CITY OF SAN CARLOS
244 Club Drive, San Carlos, CA

Real property in the unincorporated area of the County of San Mateo, State of California, described as follows:

Being Lot 11 of Block 53, as designated on the map entitled "Devonshire Properties of Municipal Properties Company Subdivision Number Eight, San Mateo County, California", said map was filed in the office of the Recorder of the County of San Mateo, State of California on May 11, 1926 in Book 13 of Maps at Pages 64, 65 and 66, and more particularly described as follows:

BEGINNING at the southwesterly corner of said Lot 11 of Block 53 of said Map (13 M 64-66), said corner being also a point on the northerly line of Club Drive, as shown on said Map;

Thence, leaving said corner and along the westerly line of said Lot 11 of Block 53, (1) North 02°08'00" West, 111.22 feet to the northwesterly corner of said Lot 11 of Block 53;

Thence, leaving said corner and along the northerly line of said Lot 11 of Block 53, (2) South 80°49'00" East, 96.37 feet to the northeasterly corner of said Lot 11 of Block 53;

Thence, leaving said corner and along the easterly line of said Lot 11 of Block 53, (3) South 05°37'00" East, 90.00 feet to the southeasterly corner of said Lot 11 of Block 53, said corner being also a point on said northerly line of Club Drive;

Thence, leaving said corner and along said northerly line of Club Drive, (4) South 86°27'00" West, 100.00 feet to the point of **BEGINNING**.

Containing an area of 9,752 square feet, more or less.

Being also San Mateo County Assessor's Parcel No. 049-050-070 per Roll Year 2023-2024.

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis of an offer for sale of the land described.

A plat showing the above described property is attached hereto and by this reference made a part hereof.

This geographic description was prepared by me or under my direct supervision.

By: John Koroyan
John Koroyan
P.L.S. No. 8883

Date: MAY 9, 2024



LOT 42
BLOCK 53
13 M 64-66

LOT 43
BLOCK 53
13 M 64-66

LOT 44
BLOCK 53
13 M 64-66

APN 049-050-410

COUNTY OF SAN MATEO
CITY OF SAN CARLOS

COUNTY OF SAN MATEO
CITY OF SAN CARLOS

COURSES

- ① N02°08'00"W 111.22' (111.19')
- ② S80°49'00"E 96.37' (96.40')
- ③ S05°37'00"E 90.00'
- ④ S86°27'00"W 100.00'

() DENOTES RECORD DATA PER 13 M 64-66

LOT 12
BLOCK 53
13 M 64-66

APN
049-050-060

LOT 11
BLOCK 53
13 M 64-66

APN 049-050-070
AREA = 9,752 SQ.FT.±

LOT 10
BLOCK 53
13 M 64-66

APN
049-050-080

POINT OF BEGINNING

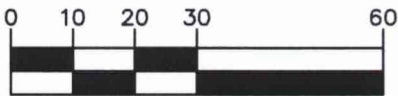


1" = 30'

TO WITHERIDGE ROAD

CLUB DRIVE

TO SHRATTON AVENUE



(SCALE IN FEET)

LEGEND

- BOUNDARY LINE OF PROPOSED ANNEXATION
- - - EXISTING CITY OF SAN CARLOS BOUNDARY LINE
- APN ASSESSOR'S PARCEL NUMBER PER ROLL YEAR 2023-2024



John Koroyan
MAY 9, 2024

K:\2023\230938_244_CLUBDR_SANCARLOS\SUR\MAPPING\PARCEL PROPERTY\244 CLUB DRIVE_PARCEL PROPERTY.DWG

**PLAT TO ACCOMPANY
LEGAL DESCRIPTION**



1730 N. FIRST STREET
SUITE 600
SAN JOSE, CA 95112
408-467-9100
www.bkf.com

Subject **244 CLUB DRIVE, SAN CARLOS, CA**
ANNEXATION TO THE CITY OF SAN CARLOS
Job No. 20230938 (APN 049-050-070)
By DIS Date 05-09-2024 Chkd. JVK
SHEET 1 OF 1

RESOLUTION NO. 080470

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * *

RESOLUTION AUTHORIZING AND AGREEING TO AN EXCHANGE OF PROPERTY TAX BETWEEN THE COUNTY OF SAN MATEO AND THE CITY OF SAN CARLOS FOR THE PROPOSED ANNEXATION OF 244 CLUB DRIVE BY THE CITY OF SAN CARLOS

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, pursuant to state law the County of San Mateo and the City of San Carlos are required to agree to a property tax exchange as a result of the proposed annexation of the residential parcel known as 244 Club Drive (APN 049-050-070) (“Parcel”) to the City of San Carlos, which will thereafter provide municipal services including fire and sewer service; and

WHEREAS, agreement on a property tax exchange is a condition precedent to the Executive Officer of the Local Agency Formation Commission issuing the Certificate of Filing on said proposal; and

WHEREAS, the County of San Mateo and the City of San Carlos have proposed that a property tax incremental factor of 0.0780377667 for the Parcel be transferred from the County Fire Protection to the City of San Carlos; and

WHEREAS, the County of San Mateo and the City of San Carlos have proposed that a property tax incremental factor of 0.0516461546 for the Parcel will be transferred from the County of San Mateo to the City of San Carlos.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED by the Board of Supervisors that an exchange of property tax between the County of San Mateo

and the City of San Carlos for the proposed annexation of 244 Club drive by the City of San Carlos is hereby authorized and agreed as follows:

1. The property tax incremental factor to be transferred from County Fire Protection to the City of San Carlos is 0.0780377667.
2. The property tax incremental factor to be transferred from the County of San Mateo to the City of San Carlos is 0.0516461546.

The transfer of said property tax incremental factors is approved conditioned upon completion of the proposed annexation of the Parcel by the City of San Carlos.

* * * * *

Regularly passed and adopted this 25th day of June, 2024

AYES and in favor of said resolution:

Supervisors: _____ *DAVE PINE*

_____ *NOELIA CORZO*

_____ *RAY MUELLER*

_____ *WARREN SLOCUM*

_____ *DAVID J. CANEPA*

NOES and against said resolution:

Supervisors: _____ *NONE*

*President, Board of Supervisors
 County of San Mateo
 State of California*

Certificate of Delivery

I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.

Assistant Clerk of the Board of Supervisors

RESOLUTION NO. 2024 - 087

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CARLOS
MAKING A DETERMINATION OF PROPERTY TAX EXCHANGE PURSUANT TO
PROVISIONS OF CHAPTER 282, SECTION 59, PART .05, IMPLEMENTATION OF ARTICLE
XIIIA OF THE CALIFORNIA CONSTITUTION COMMENCING WITH SECTION 95,
DIVISION 1, OF THE REVENUE AND TAXATION CODE FOR THE PROPERTY LOCATED
AT 244 CLUB DRIVE (APN: 049-050-070).**

WHEREAS, State Law requires that the County of San Mateo ("County") and City of San Carlos ("City") negotiate a property tax exchange relating to the proposed reorganization of 244 Club Drive (Assessor's Parcel Number: 049-050-070) annexing said territory to the City of San Carlos; and

WHEREAS, it has been agreed that the property tax revenue produced by an incremental factor of (.0780377667) for the affected property will be transferred from the County Fire Protection District to the City of San Carlos on an annual basis; and

WHEREAS, it has been agreed that the property tax revenue produced by an incremental factor of (0.0516461546) for the affected properties will be transferred from the County of San Mateo to the City of San Carlos on an annual basis; and

WHEREAS, the subject determination has been made prior to and as a condition precedent to the Executive Officer of the Local Agency Formation Commission issuing the Certificate of Filing on said proposal; and

WHEREAS, it has been agreed that the property tax revenue will be transferred from the County of San Mateo to the City of San Carlos; and

WHEREAS, the County property of 244 Club Drive (Assessor's Parcel Number: 049-050-070) is a developed property comprised of 0.22 acres pre-zoned as RS-3: Single Family, Low Density and the property owners have requested annexation; and

WHEREAS, the property is eligible for annexation and the necessary actions for annexation have been initiated; and

NOW, THEREFORE, THE CITY OF SAN CARLOS DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

The total amount of property taxes available for exchange between the two agencies (net of the State ERAF tax shift) is approximately \$433.64 per year.

The County share of the property taxes for the property of 244 Club Drive (Assessor's Parcel Number: 049-050-070), before the State ERAF tax shift, shall be transferred at approximately \$172.70 per year from the County of San Mateo and \$260.94 from the County Fire Protection District to the City of San Carlos in accordance with Section 3a of Article XIIIB of the State Constitution. The appropriation limit of the City of San Carlos shall be increased based on this agreement.

BE IT FURTHER RESOLVED, Section 56663 specifies that the Local Agency Formation Commission waive conducting authority proceedings for annexations with 100% landowner consent and written consent from all granting agencies; the City of San Carlos hereby consents to waive conducting authority proceedings.

BE IT FURTHER RESOLVED, the territory will be taxed for bonded indebtedness and the regular County assessment roll will be used.

I, City Clerk Crystal Mui, hereby certify that the foregoing Resolution was duly and regularly passed and adopted as a Resolution of the City Council of the City of San Carlos at a regular meeting thereof held on the 24th day of June, 2024 by the following vote:

AYES, COUNCILMEMBERS: MCDOWELL, COLLINS, VENKATESH, RAK, DUGAN

NOES, COUNCILMEMBERS: NONE

ABSENT, COUNCILMEMBERS: NONE


CLERK of the City of San Carlos

APPROVED:


MAYOR of the City of San Carlos

RESOLUTION NO. 2024 - 086

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CARLOS
ADOPTING A GENERAL PLAN MAP AMENDMENT TO A LAND USE DESIGNATION OF
SINGLE FAMILY, LOW DENSITY (3DUS/ACRE) FOR THE PROPERTY LOCATED AT
244 CLUB DRIVE (APN: 049-050-070).**

WHEREAS, the San Carlos City Council has received an application from the property owners of 244 Club Drive (APN: 049-050-070) for a General Plan Map Amendment to a land use designation of Single Family, Low Density (3DUs/Acre) with the associated request for a Zoning District Boundary Map Amendment as initial steps to rezoning and annexation of the subject properties from the County of San Mateo into the City of San Carlos; and

WHEREAS, it is determined that the aforementioned property is located within the Local Agency Formation Commission (“LAFCo”) adopted sphere of influence (SOI) of San Carlos; and

WHEREAS, in accordance with the California Environmental Quality Act (CEQA), the City Council has determined that the application for a General Plan Map Amendment and associated Zoning District Boundary (Map) Amendment for the aforementioned property is exempt from the provisions of CEQA pursuant to Section 15319 Annexation of Existing Facilities and Lots for Exempt Facilities and Section 15303 New Construction or Conversion of Small Structures; and

WHEREAS, on April 1, 2024, the San Carlos Planning and Transportation Commission (PTC) conducted a public hearing to consider a recommendation to the City Council regarding a General Plan Map amendment for the aforementioned property to a land use designation of Single Family, Low Density 3 (DU/acre) and adopted PTC Resolution No. PTC 2024-10 recommending City Council approval of such which includes the reasons for the recommendation, findings for a General Plan Amendment in Chapter 18.34 and the relationship of the proposed amendment to applicable general and specific plans; and

WHEREAS, on June 24, 2024, the City Council conducted a public hearing to receive PTC Resolution 2024-10 recommending approval and to consider the application from the property owners of the aforementioned property regarding a General Plan Map amendment to a land use designation of Single Family, Low Density (3 DUs/acre) in conformance with Chapters 18.27 Common Procedures and 18.34 Amendments to the General Plan of the San Carlos Municipal Code; and

WHEREAS, the City Council finds that an amendment to the General Plan Map to a land use designation of Single Family, Low Density (3DUs/acre) for the aforementioned property is consistent the San Carlos General Plan and Municipal Code.

NOW, THEREFORE, THE CITY OF SAN CARLOS DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

A. Findings

The City Council determines that the General Plan Map Amendment meets, and is consistent with, the following required General Plan policies:

1. *POLICY LU-4.2 Annexation of all or portions of unincorporated residential areas shall only be permitted when public services and facilities meeting City standards are available to the lands proposed for inclusion in the city. All streets, sewage and drainage systems and police and fire protection must meet City standards. In no case shall the city taxpayer be burdened with paying for additional services for newly annexed lands. Funds for these services shall be generated through, property tax revenue, the establishment of special assessment districts or they shall be paid for by the developer/property owner.*

Basis for Finding: A review by the Public Works Department has determined that connection of this parcel to the City's sanitary sewer system is feasible and all costs for connection will be incurred by the property owner. San Mateo County Sheriff's Office and Redwood City Fire Department services are available to serve these parcels without the need for additional resources. The fiscal impact analysis concludes the net fiscal impact of the annexation is roughly neutral.

2. *POLICY LU-4.5 Annexation of developed parcels shall be in substantial compliance with the following criteria:*
 - (a) *The parcels are contiguous to parcels located in the City of San Carlos and contiguous to city streets.*
 - (b) *The parcels are connected to the city's sanitary sewer system or can be connected to the city's sewer to the satisfaction of the City Engineer.*
 - (c) *The structures on the parcels shall comply with the Building Codes in effect at the time the structures were constructed. A Code Compliance evaluation prepared by a licensed Civil Engineering or Architect shall be submitted to the San Carlos Building Department for review and approval prior to annexation.*

Basis for Finding: The site is contiguous to the City's boundary and City-maintained Club Drive. Public Works staff has determined that connection of this parcel to the sanitary sewer system is feasible. The buildings and structures on the parcel are found to have been legally permitted based on a review of available City and County building records. Given the age of the structures, in lieu of a Code Compliance evaluation, the City Building Division has reviewed the available building records and is able to support a finding that the structures comply with the Building Codes in effect at the time of construction.

3. *POLICY LU-4.6 Parcels proposed for annexation to the City shall be rezoned:*
 - (b) *Other parcels proposed for annexation shall be rezoned R-1-LD Low- Density, Single-Family Residential District.*

Basis for Finding: This policy was adopted prior to the comprehensive Zoning Ordinance update which renamed these zoning districts. What previously was referred to as "R1-LD Low Density Single Family" has been re-designated as RS-3 Single Family Low Density. The parcel is proposed to be rezoned RS-3 Single Family, Low Density to allow for General Plan consistency as required.

4. *POLICY LU-4.7 Prior to annexation of parcels, public services and facilities meeting City standards shall be installed or provisions for their installation shall have been made to the satisfaction of the City Engineer. Public services and utilities include:*
 - (a) *Construction and acceptance of improvements shall be completed prior to issuance of Building Permits or sewer connections.*

Basis for Finding: Public Works staff determined through review of the application that connection of this parcel to the sanitary sewer system is feasible. Detailed parameters of the actual sewer connectivity, street, sidewalk, and other public improvements as required by the Public Works Department shall be met prior to annexation as conditioned.

5. *POLICY LU-4.8 Annexation of parcels shall be in compliance with City General Plan policies.*

Basis for Finding: The annexation is found to be compliant with applicable General Plan policies as detailed herein.

6. *POLICY LU-4.9 An environmental analysis under the provisions of the California Environmental Quality Act and a fiscal impact analysis shall be conducted.*

Basis for Finding: Staff has determined the project to be exempt from the provisions of CEQA per Section 15319 Annexation of Existing Facilities and Lots for Exempt Facilities and Section 15303 New Construction or Conversion of Small Structures. A detailed evaluation of the applicability of these exemptions has been prepared. Following final decision, a Notice of Exemption will be filed with the San Mateo County Recorder’s Office stating such exemption as required by CEQA. A fiscal impact analysis has been prepared and concludes the net fiscal impact of the annexation is roughly neutral.

7. *POLICY LU-4.10 Allow single existing developed properties which meet all annexation policies, with the exception of minimum lot size requirements, to be considered for annexation and in no circumstances shall such properties be allowed to further subdivide*

Basis for Finding: The property, as outlined above, meets all requirements for the annexation, with the exception of the minimum lot size, and is not eligible for further subdivision under the City’s subdivision standards within Title 17 of the San Carlos Municipal Code (SCMC).

B. Adoption


1. The City Council adopts an amendment to the General Plan Map with a land use designation of Single Family, Low Density (3 DUs/Acre) for 244 Club Drive (APN: 049-050-070) as set forth in Exhibit “A”.

I, City Clerk Crystal Mui, hereby certify that the foregoing Resolution was duly and regularly passed and adopted as a Resolution of the City Council of the City of San Carlos at a regular meeting thereof held on the 24th day of June, 2024 by the following vote:

AYES, COUNCILMEMBERS: VENKATESH, RAK, MCDOWELL, COLLINS, DUGAN

NOES, COUNCILMEMBERS: NONE

ABSENT, COUNCILMEMBERS: NONE


CITY CLERK of the City of San Carlos

APPROVED:


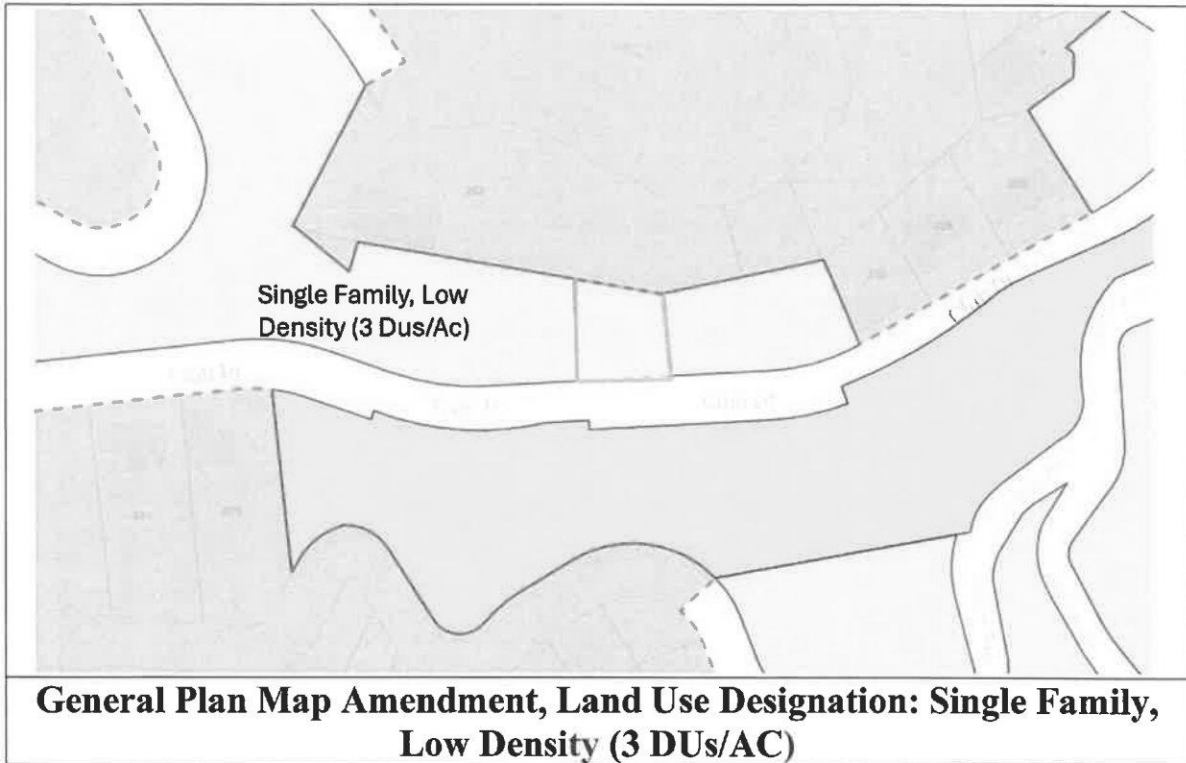

MAYOR of the City of San Carlos

Exhibit A. General Plan Map Amendment

Exhibit A General Plan Map Amendment



SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

July 10, 2024

To: LAFCo Commissioners
From: Rob Bartoli, Executive Officer
Subject: Consideration of Municipal Service Review Circulation Draft for the City of Foster City and the Estero Municipal Improvement District

Summary and Background

LAFCo prepared comprehensive Sphere of Influence (SOI) studies and adopted SOIs for cities and special districts in 1985 and has subsequently reviewed and updated spheres on a three-year cycle. Updates focused on changes in service demand within the boundaries of cities and special districts. After enactment of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) and the new requirement to prepare MSRs in conjunction with or prior to SOI updates, LAFCo began the process of preparing Municipal Service Review (MSR) and SOI updates in late 2003. This Circulation Draft Municipal Service Review is the first MSR for the City of Foster City and the Estero Municipal Improvement District.

The City of Foster City incorporated as San Mateo County's 19th city in 1971. The City's incorporation process was unique in that it was preceded by special legislation enacted in 1960 to create Estero Municipal Improvement District (EMID) to form a public agency to develop what was then known as Brewer's Island. EMID was given broad powers to provide all municipal services except planning which remained with the County of San Mateo.

Upon incorporation, the City of Foster City began receiving revenues available to cities in California, but it was EMID that levied taxes for services EMID provided within corporate boundaries. With the passage of Proposition 13, this resulted in EMID receiving property tax revenues and the City of Foster City receiving other revenues such as motor vehicle and sales tax. While they are two distinct governmental entities with EMID receiving property tax and utility revenues and employing personnel and the City receiving other revenues, the City of Foster City and EMID are combined for purposes of service delivery and budget presentation.

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT
 ▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ ANN DRAPER, PUBLIC

ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ VACANT, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪
 DIANE ESTIPONA, CLERK

The City provides the following municipal services: law enforcement, parks and recreation, library, streets, lighting, water, wastewater and storm drain and flood control.

Like many agencies in San Mateo County, the City's revenue was impacted by the COVID-19 pandemic but is now recovering.

Current Key Issues

Key issues identified in compiling information on the City of Foster City and Estero Municipal Improvement District include the following:

- While LAFCo staff has not identified any issues with the City's budgeting practices, and the City continues to adopted a balanced budget, the City is anticipating having to utilize reserve funds in future years to balance the budget due to a structural deficit. The City is currently working on a possible revenue measure for Business License Tax to help address the City's current structural deficit; however, as of now, the Council has not voted on this yet.
- The City's adopted Housing Element proposes to increase its housing stock by 13% over the next eight years. The City's has evaluated potential impacts to City and EMID infrastructure. While water demand for proposed development under the 2023-2031 Housing Element will be able to be met, during single and multiple dry years, EMID's total annual water demand is expected to exceed EMID's available water supplies from 2025 to 2045 with or without the additional demand from the 2023-2031 Housing Element. The City and EMID is aware of this issue and is working on implementing policies and programs to address this.

Proposed MSR Recommendations

As required by State law, there are seven areas of determination, including local policies as set forth in Section 56430.

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities¹ within or contiguous to the SOI.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the SOI.
4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared facilities.
6. Accountability for community service needs, including governmental structure and operational efficiencies.

¹ "Disadvantaged community" means a community with an annual median household income that is less than 80 percent of the statewide annual median household income. This area of determination does not apply to the study area.

7. Any other matter related to effective or efficient service delivery, as required by LAFCo policy.
 - a. Water Resiliency and Climate Change
 - b. Impact of Natural Hazards and Mitigation Planning

For the Circulation Draft, LAFCo has the following determinations and recommendations:

1. Growth and Population Determination and Recommendation

Currently, there are an estimated 13,174 housing units in the City of Foster City. The City's housing element proposes to add 1,896 housing units to the City's housing stock, which represents a 13% increase in housing production over the next decade. However, the City General Plan largely evaluated this potential future growth. While water demand for proposed development under the 2023-2031 Housing Element will be able to be met, during single and multiple dry years, EMID's total annual water demand is expected to exceed EMID's available water supplies from 2025 to 2045 with or without the additional demand from the 2023-2031 Housing Element.

The City/EMID is aware of this issue and the Housing Element includes polices to work with EMID to develop water conservation requirements and/or increased water supply that will ensure sufficient water capacity to accommodate the RHNA, such as the potential use of water demand offset policies, require new and renovated developments to have "net neutral" water demand, or the use of recycled water for irrigation.

Recommendation-

1. LAFCo encourages the City/EMID to continue work related to water conservation to allow the City to meet needs for future development of the City.

2. Disadvantaged Unincorporated Communities Determination

The City's and EMID's spheres of influence and municipal boundaries are contiguous.

3. Capacity and Adequacy of Public Facilities and Services Determination and Recommendations

LAFCo is not aware of any deficiencies in agency capacity to meet existing service needs for which the agency does not have a plan in place to resolve. The City and EMID is anticipated to be able to meet most service demands of foreseeable growth with project infrastructure improvements and other mitigation measures..

Recommendation-

1. EMID's UMWP was last updated in 2021. EMID and the City should align the growth projections in the UMWP with the RHNA growth projections and the 2023-2031 Housing Element in its next UMWP update.

4. Financial Ability Determination

Like many public agencies, the City continues to address maintaining current levels of services as costs continue to rise. For FY23-27, the City is currently projected to achieve this reserve percentage, however starting in FY27-28, the General Fund Reserve would drop to 36% of total

expenditures. This is due to the use of the reserves to balance the City's budget in FY24-27 due to a structural deficit.

To address pension costs, the City Council Subcommittee for Pension Liability, which meets on an as-needed basis and considers/evaluates the liability and any need to make a discretionary payment.

The City is currently working on a possible revenue measure for Business License Tax to help address the City's current structural deficit; however, as of now, the Council has not voted on this yet.

The City Council and staff are dedicated to prudent fiscal management to ensure the continued financial health of the City.

The City is well aware of these financial liabilities and a comprehensive MSR is unlikely to contribute additional valuable information.

5. Shared Service and Facilities Determination and Recommendations

The City of Foster City/EMID partners with several agencies to share resources and reduce costs. LAFCo staff has not identified other opportunities that the City could engage in to share costs and/or reduce duplication of resources, facilities or infrastructure.

6. Accountability, Structure, and Efficiencies Determination

The City of Foster City/EMID complies with disclosure laws and the Brown Act and ensures that public meetings are accessible and well publicized. Adopted budgets and annual budgets are available on the City's website. While highly detailed, the budget documents could be enhanced by including a simplified summary table of revenue and expenditures for the City and EMID, particularly for the general fund.

There are no recommended changes to the organization's governmental structure or operations that will increase accountability and efficiency.

Recommendations:

1. The City/EMID could explore a future a study of potential efficiencies and savings could be undertaken to determine the feasibility of a merger of EMID with the City.
2. Consider the inclusion of simplified summary table of revenue and expenditures for the City and EMID, particularly for the general fund, in future budget documents.

7. Other Issues Determinations and Recommendations

The City of Foster City/EMID is engaged in activities to address hazard mitigation, wildfire prevention and sea level rise for City residents and businesses.

Recommendation -

1. LAFCo encourages the City of Foster City and EMID to continue its work in the areas of natural hazard mitigation and sea level rise and continue to coordinate with partner agencies.

Sphere of Influence Determination

LAFCo is required to make five written determinations when establishing, amending, or updating an SOI for any local agency that addresses the following (§56425(e)):

1. The present and planned land uses in the area, including agricultural and open-space lands.

The boundaries of City of Foster City and EMID do not include agricultural land.

2. The present and probable need for public facilities and services in the area.

The City of Foster City and EMID facilities and services meet the needs of its residents and businesses, and the City of Foster City and EMID anticipates that will be able to provide adequate facilities and services for the anticipated growth within its service area.

3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The City and EMID currently provides adequate public services to its residents, including police protection, water, sanitary sewer and storm water services. In addition, the City routinely adopts a Capital Improvement Program to fund critical repairs, replacements and improvements to the City's infrastructure and facilities.

4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.

There are no disadvantaged unincorporated communities within the City of Foster City's or EMID's SOIs.

5. For an update of a SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to Section 56425(g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

No change to the City of Foster City's or EMID's SOIs is proposed at this time

Public/Agency Involvement

The primary source of information used in this MSR has been information collected from agency staff and adopted plans, budgets, reports, policies, etc. On June 26, a Notice of Public Hearing for the Draft MSR was released by LAFCo and published in the San Mateo County Times. In addition, notices were sent to every "affected agency", meaning all other agencies and school districts with overlapping service areas.

Environmental Review/CEQA

The MSR is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under Section 15303, Class 6, which allows for the basic data collection, research, experimental management, and resource evaluation activities that do not result in a serious or major disturbance to an environmental resource. The MSR collects data

for the purpose of evaluating municipal services provided by an agency. There are no land use changes or environmental impacts created by this study.

The MSR is also exempt from CEQA under section 15061(b)(3), the common sense provision, which states that CEQA applies only to projects which have the potential to cause a significant effect on the environment and where it is certain that the activity will have no possible significant effect on the environment, the activity is exempt from CEQA.

The MSR and SOI update will not have a significant effect on the environment as there are no land use changes associated with the documents.

Recommendation

1. Open the public hearing and accept public comment.
2. Provide Commissioner comment.
3. Direct the Executive Officer to schedule the Final Municipal Service Review for the City of Foster City and Estero Municipal Improvement District for a public hearing at the next Commission meeting, and circulate it with any necessary amendments to the County, cities, and independent special districts.

Attachment

A. Municipal Service Review Circulation Draft for the City of Foster City and Estero Municipal Improvement District



**Municipal Service Review and Sphere of Influence
Review for the City of Foster City and Estero
Municipal Improvement District**

Circulation Draft

Released July 10, 2024

Municipal Service Review and Sphere of Influence Review for the Foster City and Estero Municipal Improvement District

SUBJECT AGENCY:

Foster City and Estero Municipal Improvement District

610 Foster City Boulevard

Foster City, CA 94404

Contact: Stefan Chatwin, City Manager/General Manager

CONDUCTED BY:

San Mateo Local Agency Formation Commission

455 County Center, 2nd Floor

Redwood City, CA 94063

(650) 363-4224

Commissioners:

Kati Martin, Chair, Special District Member

Ray Muller, Vice Chair, County Member

Tygarjas Bigstyk, City Member

Virginia Chang-Kiraly, Special District Member

Harvey Rarback, City Member

Warren Slocum, County Member

Ann Draper, Public Member

Commission Alternates:

Chris Mickelsen, Special District Member

James O'Neill, Public Member

Noelia Corzo, County Member

Ann Schneider, City Member

Staff:

Rob Bartoli, Executive Officer

Diane Estipona, Commission Clerk

Tim Fox, Legal Counsel

**LAFCo Municipal Service Review
and Sphere of Influence Update
City of Foster City and Estero Municipal Improvement District**

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EXECUTIVE SUMMARY

Section 1: MSR Overview

This report is a Municipal Service Review (MSR) and Sphere of Influence (SOI) update for the City of Foster City (City) and Estero Municipal Improvement District (EMID). California Government Code Section 56430 requires that the Local Agency Formation Commissions (LAFCo) complete MSRs and SOI reviews on all cities and special districts. LAFCo is an independent entity with jurisdiction over the boundaries of cities and special districts. An SOI is a plan for the boundaries of a city or special district. The MSR and SOI update do not represent a proposal¹ for reorganization of agencies, but rather a State-mandated study of service provisions of an agency.

Once adopted, the service review determinations are considered in reviewing and updating the SOI pursuant to Section 56425. The SOI, which serves as the plan for boundaries of a special district, is discussed in the second part of this report. This State-mandated study is intended to identify municipal service delivery challenges and opportunities and provides an opportunity for the public and affected agencies to comment on city, county, or special district services and finance; and opportunities to share resources prior to LAFCo adoption of required determinations.

San Mateo Local Agency Formation Commission

San Mateo Local Agency Formation Commission (LAFCo or “the Commission”) is a State-mandated, independent commission with county-wide jurisdiction over the boundaries and organization of cities and special districts including annexations, detachments, incorporations, formations, and dissolutions. LAFCo also has authority over extension of service outside city or district boundaries and activation or divestiture of special district powers. Among the purposes of the Commission are discouraging urban sprawl, preserving open space and prime agricultural lands, planning for the efficient provision of government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances. LAFCo operates pursuant The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) contained in Government Code Sections 56000 and 57000. The Commission includes two members of the County Board of Supervisors, two members of city councils from the 20 cities, two board members of 21 of the 22 independent special districts, a public member, and four alternate members (county, city, special district, and public).

LAFCo prepared comprehensive SOI studies and adopted SOIs for cities and special districts in 1985 and has subsequently reviewed and updated spheres on a three-year cycle. Updates focused on changes in service demand within the boundaries of cities and special districts. After enactment of the CKH Act and the new requirement to prepare MSRs in conjunction with or prior to SOI updates, LAFCo began the process of preparing MSR and SOI updates in late 2003.

¹ An application for annexation may be submitted by 5 percent of the voters or landowners of territory proposed for annexation or by resolution of the District.

Studies were first prepared on sub-regional and County-wide independent special districts, followed by South County cities and special districts.

Local Government in San Mateo County

Municipal service providers in San Mateo County include the County, 20 cities, 22 independent special districts, five subsidiary districts governed by city councils, and 33 County-governed special districts. It merits emphasis that the County plays a dual role that differs from cities or districts. Districts provide a limited set of services based on enabling legislation, while cities generally provide basic services such as police and fire protection, sanitation, recreation programs, planning, street repair, and building inspection. The County, as a subdivision of the State, provides a vast array of services for all residents, including social services, public health protection, housing programs, property tax assessments, tax collection, elections, and public safety. Along with independent water, sewer, and fire districts, the County also provides basic municipal services for residents who live in unincorporated areas. According to Census 2020 data, 63,205 of the County's total 765,417 residents live in unincorporated areas.

Purpose of a Municipal Service Review/Sphere of Influence Update

This MSR/SOI Update examines the City of Foster City and the Estero Municipal Improvement District.

LAFCo prepares the MSR and SOI update based on source documents that include Adopted Budgets, Basic Financial Reports and Audits, Capital Plans, Urban Water Management Plans, and Planning Documents, including the General Plan. Draft MSRs and SOI updates are then circulated to the agencies under study, interested individuals and groups. The Final MSR and SOI update will include comments on the circulation draft and recommended determinations for Commission consideration. MSR determinations must be adopted before the Commission updates or amends an SOI.

Per Section 56430, the areas of MSR determination include:

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities² within or contiguous to the SOI.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the SOI.
4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared facilities.
6. Accountability for community service needs, including governmental structure and operational efficiencies.

² "Disadvantaged community" means a community with an annual median household income that is less than 80 percent of the statewide annual median household income. This area of determination does not apply to the study area.

7. Any other matter related to effective or efficient service delivery, as required by LAFCo policy.
 - a. Water Resiliency and Climate Change
 - b. Impact of Natural Hazards and Mitigation Planning

Sphere of Influence Determinations:

LAFCo is required to make five written determinations when establishing, amending, or updating an SOI for any local agency that address the following (§56425):

1. The present and planned land uses in the area, including agricultural and open-space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.
5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to Section 56425(g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

Disadvantaged Unincorporated Communities

SB 244 (Chapter 513, Statutes of 2011) made changes to the CKH Act related to “disadvantaged unincorporated communities,” including the addition of MSR determination #2 and SOI determination #5 listed above. Disadvantaged unincorporated communities, or “DUCs,” are inhabited, unincorporated territories (containing 12 or more registered voters) where the annual median household income is less than 80 percent of the statewide annual median household income. City of Foster City does not have any disadvantaged unincorporated communities within its SOI.

Section 2. Summary of Key Issues

Section 3: Affected Agencies

County and Cities: City of Foster City and San Mateo County

School Districts: San Mateo-Foster City School District Boundaries, San Mateo Union High School District, and San Mateo County Community College District

Independent Special Districts: Peninsula Health Care District, San Mateo County Harbor District, San Mateo County Mosquito & Vector Control District

Dependent Special Districts: Estero Municipal Improvement District

Section 4: City of Foster City and Estero Municipal Improvement District

Background & Overview

The City of Foster City incorporated as San Mateo County’s 19th city in 1971. The City’s incorporation process was unique in that it was preceded by special legislation enacted in 1960³ to create Estero Municipal Improvement District (EMID) to form a public agency to develop what was then known as Brewer’s Island.⁴ EMID was given broad powers to provide all municipal services except planning which remained with the County of San Mateo. The need for special legislation was justified by the lack of existing laws that would enable the use of a public agency for financing public infrastructure, land reclamation, and infrastructure construction for a new community built from the ground up. The enabling legislation created a three-member board to represent land ownership since there were no residents. EMID sold general obligation bonds for extensive planning and engineering studies followed by further land reclamation and initial capital improvements. Improved residential lots were sold and the first families moved in during 1964.

The Foster City Community Association (FCCA) was formed in 1966. Initially FCCA focused on school issues and eventually focused on incorporation. A primary issue was the fact that EMID was using general obligation bonds partly to finance each increment of infrastructure improvements and partly to pay interest on previous bonds, and that Foster City residents were obligated to pay the growing debt but had no representation on the EMID board. Community interest in incorporation picked up momentum after special legislation in 1967 allowed for expansion of the EMID board to five members, which resulted in controversy over how board members were selected and subsequent concern over the ability of the District to continue to sell bonds to implement the Foster City plan of development. In addition, incorporation would provide for local land use control and was a means to receive revenues such as sales tax and State subventions that were not available to EMID. Community interest in self-determination resulted in several studies and eventually incorporation in 1971, at which time EMID was made a subsidiary district of the City with the City Council serving as the governing body of the District.

Upon incorporation, the City of Foster City began receiving revenues available to cities in California, but it was EMID that levied taxes for services EMID provided within corporate boundaries. With the passage of Proposition 13, this resulted in EMID receiving property tax revenues and the City of Foster City receiving other revenues such as motor vehicle and sales tax. While they are two distinct governmental entities with EMID receiving property tax and

³ Statutes of 1960, First Extra Session, Chapter 82, Page 459

⁴ The area that is now Foster City was once marshland in San Francisco Bay. The marsh was diked and drained in 1901 by Frank Brewer and became known as Brewer’s Island. Brewer and later owners used the reclaimed land for agricultural purposes and salt evaporation. In the late 1950s, developers T. Jack Foster and Richard Grant acquired an option to purchase the land and sought special legislation to allow formation of a public agency for development of Brewer’s Island. According to the 2005-2010 Urban Water Management Plan, a massive construction operation was necessary to convert the land to the Foster City that exists today. Approximately 18 million cubic yards of fill were necessary to provide gradient for the storm water runoff and cover for the utility lines as well as support for the buildings. Two hundred twelve acres of lagoons were created for collecting storm water, which is pumped into San Francisco Bay.

utility revenues and employing personnel and the City receiving other revenues, the City of Foster City and EMID are combined for purposes of service delivery and budget presentation.

The City is a general-law city with five council members elected at large. The Council selects the Mayor and appoints the City Manager/District Manager, City Attorney, and City Clerk. The City Council meets on the first and third Mondays of the month at 6:30 pm at the City Council Chambers located at 620 Foster City Boulevard, Foster City. Agendas, staff reports and minutes are available on the City’s website and through e-mail subscription. Agendas are also posted in locations throughout the City.

Existing Sphere of Influence

The City’s Sphere of Influence (SOI) and EMID’s SOI is coterminous with the City’s boundaries and EMID’s boundaries respectively.

Municipal Services

SERVICE	RESPONSIBLE AGENCY
Public Safety	
Police protection	Foster City
Fire protection	San Mateo Consolidated Fire
Emergency Medical Service	San Mateo Consolidated Fire
Animal Control	San Mateo County Animal Control
Utilities	
Water distribution	Foster City/EMID
Wastewater collection	Foster City/ EMID
Wastewater treatment	Foster City/EMID/San Mateo/ San Mateo Regional Water Quality Control Plant
Electricity	Pacific Gas & Electric
Natural Gas	Pacific Gas & Electric
Solid Waste Collection & Disposal	Recology San Mateo County (franchise agreement)
Stormwater	Foster City
Street Maintenance	Foster City
Street Lighting	Foster City
Community Services	
Parks and recreation	Foster City
Library	San Mateo County Libraries
Mosquito abatement and vector control	San Mateo Mosquito and Vector Control
Planning, Building, Code Enforcement	Foster City
Public transportation	SamTrans

The MSR determinations checked below are potentially significant, as indicated by “yes” or “maybe” answers to the key policy questions in the checklist and corresponding discussion on the following pages. If most or all of the determinations are not significant, as indicated by “no” answers, the Commission may find that an MSR update is not warranted.

	Growth and Population		Disadvantaged Unincorporated Communities
	Capacity, Adequacy & Infrastructure to Provide Services		Financial Ability
	Shared Services		Accountability, Structure, and Efficiencies
	Other		

1) Growth and Population

Growth and population projections for the affected area.	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Is the agency’s territory or surrounding area expected to experience any significant population change or development over the next 5-10 years?	X		
b) Will population changes have an impact on the subject agency’s service needs and demands?		X	
c) Will projected growth require a change in the agency’s service boundary?			X

Discussion^{5,6}

As of 2020 the City of Foster City is home to approximately 33,806, representing 6% of the population in San Mateo County. Between 2000 and 2020, population increased by approximately 3,000 residents. The population of Foster City increased by 17.2% from 1990 to 2020, slightly below the growth rate of 19% for San Mateo County and well below the growth rate of 29% for the Bay Area. The number of homes in Foster City increased 5.7% from 2010 to 2020, which is above the growth rate for San Mateo County (3.6%) and the Bay Area Region (5.0%). In 2020, 35.4% of homes in Foster City were single family detached, 20.0% were single family attached, 7.0% were in small multi-family buildings (2-4 units), and 37.5% were medium or large multifamily buildings (5+ units).

The Association of Bay Area Governments (ABAG), the agency responsible for forecasting population, housing and economic trends in the nine Bay Area counties, in coordination with the California Department of Housing and Community Development (HCD) estimates the housing need for the region and allocates a portion of projected need to every jurisdiction. In collaboration with Bay Area partner agencies, non-profit organizations and residents, ABAG developed Plan Bay Area 2050, a long-range regional plan that, among other activities, projects the population growth of each region throughout the Bay Area.

⁵ U.S. Census Bureau, City of Foster City 2020 U.S. Census Bureau Profile

⁶ City of Foster City Housing Element adopted May 2023

To accommodate the projected growth, cities and counties throughout the State are updating their housing elements every eight years to accommodate the regional housing need assessment (RHNA) allocation for the upcoming cycle. The County and the cities in San Mateo County are currently in the process of updating their Housing Elements to be consistent with the RHNA allocations. The Housing Element is a required component of a city’s or county’s General Plan, and the RHNA allocations for each cycle may require an update to zoning ordinances to demonstrate how it plans to meet the housing needs in its community.

For the sixth RHNA cycle, ABAG tasked the City of Foster City with identifying appropriately zoned or re-developable land to accommodate 1,896 housing units by 2031. The City’s submission to HCD includes buffer to ensure that the City is prepared to meet its RHNAs obligations through projects that are currently in the pipeline (74), proposed accessory dwelling units (24), and developable property included in the sites inventory (1,763).

The City of Foster City adopted its sixth cycle Housing Element on May 22 2023 and revisions were adopted in March 2024. The Housing Element was certified by the state on April 18, 2024.

Distribution of RHNA allocation for the City of Foster City Housing Element

Income Level	RHNA 2015-2023	Units Completed 2015-2023	RHNA 2023-2031
Very Low Income (50% Average Median Income [AMI])	148	89	520
Low Income (60% AMI)	87	50	299
Moderate Income (80% AMI)	76	14	300
Above Moderate Income (120% AMI)	119	679	777
Total:	430	823	1,896

a) Is the agency’s territory or surrounding area expected to experience any significant population change or development over the next 5-10 years?

In the last ten years, Foster City has seen the development of several large apartment buildings and commercial development, including Foster Square, a mixed-use commercial project including 155 assisted living units (including 24 memory care units), 66 below market rate apartments and 200 for-sale units along with up to 35,000 square feet of commercial, and the Pilgrim-Triton developments that included The Plaza, The Triton, 100 Grand, Laguna Vista, and 501 Pilgrim Drive, the 22-unit workforce housing development purchased by the City in 2022. In all, when the remaining units under construction at Laguna Vista are completed, these Pilgrim Triton developments have provided 805 new housing units, of which 163 are below market rate units. The City’s new workforce housing development includes eight rent-restricted units, and 14 income and rent restricted units. The workforce housing units have a preference priority for first responders and city employees.

- b) Will the population changes have an impact on the subject agency’s service needs and demands?

As noted in the recently adopted housing element, the City conducted a Water Capacity Study to assess total projected water supplies available during normal, single-dry, and multiple-dry water years during a 20-year projection compared to the projected water demand associated with the 2023-2031 Housing Element. While water demand for proposed development under the 2023-2031 Housing Element will be able to be met, during single and multiple dry years, EMID’s total annual water demand is expected to exceed EMID’s available water supplies from 2025 to 2045 with or without the additional demand from the 2023-2031 Housing Element.

The Housing Element includes polices to work with EMID to develop water conservation requirements and/or increased water supply that will ensure sufficient water capacity to accommodate the RHNA, such as the potential use of water demand offset policies, require new and renovated developments to have “net neutral” water demand, or the use of recycled water for irrigation.

- c) Will projected growth require a change in the agency’s service boundary?

The projected growth will occur within the City’s boundaries and will not require a change in the agency’s service boundary.

Growth and Population MSR Determination

Currently, there are an estimated 13,174 housing units in the City of Foster City. The City’s housing element proposes to add 1,896 housing units to the City’s housing stock, which represents a 13% increase in housing production over the next decade. However, the City General Plan largely evaluated this potential future growth. While water demand for proposed development under the 2023-2031 Housing Element will be able to be met, during single and multiple dry years, EMID’s total annual water demand is expected to exceed EMID’s available water supplies from 2025 to 2045 with or without the additional demand from the 2023-2031 Housing Element.

The City/EMID is aware of this issue and the Housing Element includes polices to work with EMID to develop water conservation requirements and/or increased water supply that will ensure sufficient water capacity to accommodate the RHNA, such as the potential use of water demand offset policies, require new and renovated developments to have “net neutral” water demand, or the use of recycled water for irrigation.

Recommendations:

LAFCo encourages the City/EMID to continue work related to water conservation to allow the City to meet needs for future development of the City.

2) Disadvantaged Unincorporated Communities

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.	Yes	Maybe	No
a) Does the subject agency provide public services related to sewers, municipal and industrial water, or structural fire protection?			X
b) Are there any “inhabited unincorporated communities” within or adjacent to the subject agency’s sphere of influence that are considered “disadvantaged” (80% or less of the statewide median household income)?			X
c) If “yes” to both a) and b), it is feasible for the agency to be reorganized such that it can extend service to the disadvantaged unincorporated community (if “no” to either a) or b), this question may be skipped)?			X

Discussion:

a) Does the subject agency provide public services related to sewers and municipal and industrial water, and structural fire protection?

Yes. The City of Foster City/EMID provides public services related to sewers, municipal and industrial water, and structural fire protection to City residences and businesses.

b) Are there any inhabited unincorporated communities within or adjacent to the subject agency’s sphere of influence that are considered disadvantaged (80% or less of the statewide median household income)?

Not applicable as the City’s and EMID’s SOIs are coterminous with its boundaries.

c) If yes to both, is it feasible for the agency to be reorganized such that it can extend service to the disadvantaged unincorporated community?

Not applicable.

Disadvantaged Unincorporated Communities MSR Determination

The City’s and EMID’s spheres of influence and municipal boundaries are contiguous.

3) Capacity and Adequacy of Public Facilities and Services

Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Are there any deficiencies in agency capacity to meet service needs of existing development within its existing territory?			X
b) Are there any issues regarding the agency’s capacity to meet the service demand of reasonably foreseeable future growth?		X	
c) Are there any concerns regarding public services provided by the agency being considered adequate?			X
d) Are there any significant infrastructure needs or deficiencies to be addressed?			X
e) Are there changes in state regulations on the horizon that will require significant facility and/or infrastructure upgrades?			X
f) Are there any service needs or deficiencies for disadvantaged unincorporated communities related to sewers, municipal and industrial water, and structural fire protection within or contiguous to the agency’s sphere of influence?			X

Discussion:

Water: Estero Municipal Improvement District (EMID) operates and maintains the water supply, distribution and system in the City of Foster City and as well as a portion of the City of San Mateo called Mariners Island which is adjacent to Foster City. The system , including approximately 116 miles of pipeline, eight pumping stations, four production wells and eight storage tanks. Foster City. EMID delivers water to residential, commercial, and a small number of industrial businesses. As of 2020, the total population served was approximately 36,516 through a total of 8,170 service connections. EMID purchases all of its potable water supplies from the San Francisco Public Utilities Commission (SFPUC) ⁷.

⁷ 2020 Urban Water Management Plan, Estero Municipal Improvement District

Water maintenance, operations and capital improvements are entirely paid for through revenue received through water service fees that fund the Water Enterprise Fund. Water Enterprise Fund revenue is entirely dedicated to the water system and cannot be used for other purposes. Since the Water Enterprise Fund is intended to fully support Water activities, the City evaluates water rates and fees on a routine basis to determine if the forecasted revenue is sufficient for ongoing water operations, maintenance and capital improvements.

The District has a two-tiered model for its residential customers where higher levels of water consumption are subject to higher water rates based on a proportionate share of conservation program costs. Commercial customers are charged a uniform rate, which includes commercial customer’s proportionate share of conservation program costs. The latest update to the water rates was adopted by the City Council/EMID Board in June 2024.

City of Foster City/EMID Adopted Water Rate Schedule

City of Foster City / Estero Municipal Improvement District Proposed Water Rates - Two Tier Hybrid Model		TWO TIER HYBRID MODEL									
Recommended Rates	Current Rates	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
Monthly Meter Charge											
3/4"	\$27.60	\$28.85	\$30.15	\$31.50	\$32.90	\$34.40	\$35.80	\$37.25	\$38.75	\$40.30	\$41.90
1"	46.00	48.08	50.25	52.50	54.83	57.33	59.67	62.08	64.58	67.17	69.83
1-1/2"	110.40	115.40	120.60	126.00	131.60	137.60	143.20	149.00	155.00	161.20	167.60
2"	147.20	153.87	160.80	168.00	175.47	183.47	190.93	198.67	206.67	214.93	223.47
3"	322.00	336.58	351.75	367.50	383.83	401.33	417.67	434.58	452.08	470.17	488.83
4"	579.60	605.85	633.15	661.50	690.90	722.40	751.80	782.25	813.75	846.30	879.90
6"	1,288.00	1,346.33	1,407.00	1,470.00	1,535.33	1,605.33	1,670.67	1,738.33	1,808.33	1,880.67	1,955.33
8" or greater	2,208.00	2,308.00	2,412.00	2,520.00	2,632.00	2,752.00	2,864.00	2,980.00	3,100.00	3,224.00	3,352.00
Conservation-Based Water Rate Model (based on bi-monthly allotments)											
<i>Single Family Residential</i>											
Tier 1 0-20 per ccf	6.36	6.60	6.85	7.11	7.38	7.66	7.96	8.18	8.41	8.66	8.90
Tier 2 Over 20 ccf	7.01	7.33	7.60	7.84	8.09	8.36	8.67	8.89	9.12	9.36	9.60
<i>Multi-Family Residential (per living unit)</i>											
Tier 1 0-10 ccf per living unit	6.36	6.60	6.85	7.11	7.38	7.66	7.96	8.18	8.41	8.66	8.90
Tier 2 Over 10 ccf per living unit	7.09	7.36	7.64	7.88	8.13	8.40	8.71	8.93	9.16	9.40	9.64
<i>Irrigation Customers</i>											
Tier 1 <=100% of annual budget	6.36	6.60	6.85	7.11	7.38	7.66	7.96	8.18	8.41	8.66	8.90
Tier 2 >100% of annual budget	7.22	7.80	8.08	8.31	8.55	8.82	9.13	9.35	9.58	9.81	10.05
<i>Commercial and Fire Line Customers</i>											
Base Consumption Rate	6.47	6.72	6.98	7.23	7.50	7.77	8.08	8.30	8.53	8.77	9.02
Monthly Fire Meter Charge											
3/4"	38.64	40.39	42.21	44.10	46.06	48.16	50.12	52.15	54.25	56.42	58.66
1"	38.64	40.39	42.21	44.10	46.06	48.16	50.12	52.15	54.25	56.42	58.66
1-1/2"	38.64	40.39	42.21	44.10	46.06	48.16	50.12	52.15	54.25	56.42	58.66
2"	51.61	53.95	56.38	58.91	61.52	64.33	66.95	69.66	72.46	75.36	78.35
3"	112.61	117.71	123.01	128.52	134.23	140.35	146.06	151.98	158.10	164.42	170.95
4"	202.86	212.05	221.60	231.53	241.82	252.84	263.13	273.79	284.81	296.21	307.97
6"	450.71	471.12	492.35	514.40	537.26	561.75	584.61	608.29	632.79	658.10	684.23
8" or greater	772.80	807.80	844.20	882.00	921.20	963.20	1,002.40	1,043.00	1,085.00	1,128.40	1,173.20
(Minimum charge is equivalent to 1-1/2" meter charge)											

Wastewater: The Wastewater Division of the Foster City/EMID Public Works Department provides sanitary sewer services and is responsible for the operations and maintenance of the

wastewater collection system, including all sewer mains, manholes. The Public Works Department Wastewater Division operates and maintains more than 43 miles of sanitary sewer lines, more than 8.5 miles of sewer force mains, 49 pumping stations, 15 permanent standby generators, and four (4) portable generators to ensure that the nearly three (3) million gallons of wastewater generated by Foster City each day is transmitted to the joint-owned San Mateo Treatment facility.

City of Foster City/EMID Wastewater Rates

City of Foster City / Estero Municipal Improvement District
 Projected Wastewater Rate Impacts

Projected Rates	Current	Projected - Fiscal Year Ending June 30				
	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
% Rate Increase		2.00%	2.00%	2.00%	2.00%	2.00%
Residential (flat monthly rate)						
Single Family	\$130.87	\$133.49	\$136.16	\$138.88	\$141.66	\$144.49
<i>Increase (Decrease)</i>		2.62	2.67	2.72	2.78	2.83
Townhouse/Duplex	\$109.93	\$112.13	\$114.37	\$116.66	\$118.99	\$121.37
<i>Increase (Decrease)</i>		2.20	2.24	2.29	2.33	2.38
Apartment/Condominium (Pools w/ Restrooms)	\$109.93	\$112.13	\$114.37	\$116.66	\$118.99	\$121.37
<i>Increase (Decrease)</i>		2.20	2.24	2.29	2.33	2.38
Commercial (rate per ccf of water use)						
High Strength	\$23.78	\$24.26	\$24.75	\$25.25	\$25.76	\$26.28
<i>Increase (Decrease) per ccf</i>		0.48	0.49	0.50	0.51	0.52
Medium/Domestic Strength	\$8.36	\$8.53	\$8.70	\$8.87	\$9.05	\$9.23
<i>Increase (Decrease) per ccf</i>		0.17	0.17	0.17	0.18	0.18
Low Strength	\$5.50	\$5.61	\$5.72	\$5.83	\$5.95	\$6.07
<i>Increase (Decrease) per ccf</i>		0.11	0.11	0.11	0.12	0.12

The City of San Mateo and Foster City/Estero Municipal Improvement District (EMID) jointly own the San Mateo Wastewater Treatment Plant (WWTP) through a Joint Powers Agreement (JPA). San Mateo operates the plant as the Lead Agency of the JPA. The facility treats wastewater for the citizens of the City of San Mateo and Foster City/EMID, in addition to surrounding communities. Foster City/EMID owns 25% of the WWTP.

Stormwater: The stormwater component of the Streets & Stormwater Division, funded via the Stormwater Enterprise Fund, is part of the Public Works Departments and is responsible for the maintenance of and capital improvements to the stormwater conveyance system. The City funds Stormwater Projects using the City’s General Fund and minimally with Measure M Funding (a countywide vehicle registration fee).

Streets & Sidewalks: The City’s Public Works Department maintains and repairs the City’s streets and sidewalks, including pothole repairs, removal of trash in public rights-of-way and maintaining city streetlights for the safety of motorists, bicyclists and pedestrians. As of 2022, Foster City’s pavement condition index (PCI) score is 78, or Good, and is the second highest

rated city in the County⁸. The five-year CIP for FY 24-25 is \$99M, 19% is dedicated to street and traffic improvements.

Police: The City of Foster City is a full-service policing agency that provides public safety services twenty-four hours a day, seven days a week. The Police Department is staffed by a team of approximately 55 FTE employees including 39 Police Officers, three Senior Community Service Officers, seven Dispatchers, four records staff, one Management Analyst and one Administrative Assistant II. Police expenditures accounted for a little less than a third of the general fund budget for FY 24-25.⁹

Public safety services provided by the Foster City Police Department include patrol, traffic and parking enforcement, investigations, and dispatch. According to the Police Department's 2023 Annual Report, the Department responded to 25,966 police incidents in 2023. Of those incidents, 16,428 (63%) were initiated by calls from service from the community, and approximately 323 arrests were made.

City Police Station was remodeled in 2001.

Parks and Recreation¹⁰: Recreation services and activities are provided by the Administration and Recreation Division of the Parks and Recreation Department. The City maintains 100 acres of park and open space land including bike paths, dog exercise areas, a lighted softball field, soccer and youth baseball fields, tennis courts, pickleball courts, basketball courts, volleyball courts, picnic facilities, and a wildlife refuge. In 2015, the City constructed two new parks - Bridgeview Park and Shorebird Park. The City's lagoon system is over 200 acres in size. The City's Parks and Recreation Department offers a wide variety of classes year-round including creative arts, sports, and fitness programs for children, teens, adults and seniors. Staffed by 30 FTEs the budget for Recreation represents 18% of the City's general fund. For 2023, the City had 5,674 participants in our programs, and the City had adequate staffing and facilities to meet that need.

Contract Services/JPA Agencies

Animal Control: Twenty cities in San Mateo County, including the City of Foster City, contract with the County to operate a countywide animal control program. The County contracts with the Peninsula Humane Society & SPCA to enforce all animal control laws, shelter homeless animals and to provide a variety of other related services.

Fire Protection: The San Mateo Consolidated Fire Department (SMC Fire Department) provides fire protection to the City of Foster City. SMC Fire is a Joint Powers Authority comprised of the Belmont Fire Protection District/City of Belmont, the City of Foster City, and the City of San Mateo. SMC Fire started operations on January 13, 2019. In 2023, SMC Fire response to 15,641 incidents¹¹. The service area of the San Mateo Consolidated Fire Department consists of just

⁸ ABAG/MTC PCI index 2022

⁹ FY 24-25 Budget

¹⁰ FY 23-24 Budget

¹¹ San Mateo Consolidated Fire Department 2023 Annual Report

over 40 square miles. Foster City represents nearly 20 square miles, San Mateo nearly 16 square miles, and Belmont nearly five square miles. Of those, about 19 square miles is water within the San Francisco Bay¹².

The department provides emergency operations, hazardous materials response program, training, community risk reduction and fire prevention, office of emergency services, and administrative support. SMC Fire has 164.31 FTEs as of 2023 and budget of \$49.6 million for FY23-24. 84% of the budget is allocated to operations. The vast majority, (94%) of the revenue for SMC Fire comes from funding from the three member agencies. In accordance with the governance section of the JPA, the contribution breakdown is 20% from Belmont, 20% from Foster City, and 60% from San Mateo.

The San Mateo Consolidated Fire Department is currently an ISO Class 2 Department, with Class 1 being the highest ranking.

The San Mateo Consolidated Fire Department prepared a Community Risk Assessment in 2023. The Community Risk Assessment evaluated the department's performance, facilities and organizational structure and operations and deployment. The Assessment made several recommendations to the Department, including:

- The department should consider conducting performance and outcome measurements to share with the community and the elected officials.
- Consider hiring enough additional firefighters to ensure a minimum of 4-person staffing daily on Fire Engines.
- Consider constructing or relocating the San Mateo Consolidated Fire Department Administrative Facility and replacing two fire stations due to the age and poor conditions of the stations.
- Consider developing a long-term Capital Facilities Replacement Plan
- Consider moving the Finance and Human Resources (HR) administrative positions within San Mateo Consolidated Fire Department's Administration. These services are currently provided by the City of San Mateo.
- Developing and updating standard operating guidelines and all policies and procedures.

Solid Waste: Garbage/ /recycling/composting: The City of Foster City contracts with Recology San Mateo County to provide for the collection of solid waste and recycling from residences and business.

Library: The Foster City Library (a branch of the San Mateo County Library) is located in the Civic Center complex at 1000 East Hillsdale Boulevard. This library building includes 18,500 sq. ft. of library space and the 9,000 sq. ft. Community Center.

a) Are there any deficiencies in agency capacity to meet service needs of existing development within its existing territory?

¹² Community Risk Assessment for San Mateo Consolidated Fire Department, January 2023

LAFCo staff has not identified any deficiencies to meet the needs of existing development within the City of Foster City/EMID.

- b) Are there any issues regarding the agency’s capacity to meet the service demand of reasonably foreseeable future growth?

The City of Foster City is planning for significant growth over the next eight years and expects to have sufficient water supply during non-drought years and resources to fund sewer, police, fire and emergency response services, as well as administrative services to support administrative and some public works functions. The City and EMID are implementing steps to address projected water shortages in drought years.

The City’s/EMID’s enterprise funds for water and sewer have sufficient fundings for proposed capital improvement projects.

- c) Are there any concerns regarding the public services provided by the agency being considered adequate?

LAFCo staff does not have any concerns regarding the adequacy of the public services being delivered by the City of Foster City to its residents and businesses.

- d) Are there any significant infrastructure needs or deficiencies to be addressed?

The City/EMID continues to implement capital improvements to road, sewer and water system, and building and park improvements with allocations to capital improvement funds for projects.

- e) Are there changes in state regulations on the horizon that will require significant facility and/or infrastructure upgrades?

The City is not aware of any new state regulations and legislation that will require significant facility and/or infrastructure upgrades.

- f) Are there any service needs or deficiencies for disadvantaged unincorporated communities related to sewers, municipal and industrial water, and structural within or contiguous to the agency’s sphere of influence?

Not applicable.

Capacity and Adequacy of Public Facilities and Services MSR Determination

LAFCo is not aware of any deficiencies in agency capacity to meet existing service needs for which the agency does not have a plan in place to resolve. The City and EMID is anticipated to be able to meet most service demands of foreseeable growth with project infrastructure improvements and other mitigation measures.

Recommendations:

1. EMID’s UMWP was last updated in 2021. EMID and the City should align the growth projections in the UMWP with the RHNA growth projections and the 2023-2031 Housing Element in its next UMWP update.

4) Financial Ability

Financial ability of agencies to provide service	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Does the organization routinely engage in budgeting practices that may indicate poor financial management, such as overspending its revenues, failing to commission independent audits, or adopting its budget late?			X
b) Is the organization lacking adequate reserve to protect against unexpected events or upcoming significant costs?			X
c) Is the organization’s rate/fee schedule insufficient to fund an adequate level of service, and/or is the fee inconsistent with the schedules of similar service organizations?			X
d) Is the organization unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion?			X
e) Is the organization lacking financial policies that ensure its continued financial accountability and stability?			X
f) Is the organization’s debt at an unmanageable level?			X

Discussion:

a) Does the City routinely engage in budgeting practices that may indicate poor financial management such as overspending its revenue, failing to commission independent audits, or adopted its budget late?

LAFCo staff has not identified any issues with the City’s budgeting practices. The City of Foster City/EMID prepares an annual operating and capital improvement program (CIP) budget for the upcoming fiscal year that gets adopted by the City Council at a noticed public hearing before June 30th. Prior to adoption, the Foster City City Council participates in one or more study sessions to review the City’s priorities, agency and department achievements, any financial or service challenges and an overview of the CIP and planned expenditures. Throughout the year, the City Council receives quarterly financial reports to assess and evaluate budget variances during the year. The City also adopts a 5-year financial plan¹³

The City also produces an Annual Comprehensive Financial Report (ACFR) that is reviewed by City Council.

¹³ City of Foster City FY 24-25 Budget

Per City FY24-25 budget document, the City is facing a structural deficit over the next few years. The preliminary five-year financial plan for FY 2024-25 through FY 2028-29 indicates General Fund annual structural deficit of \$5.58 million, \$6.62 million, \$8.53 million, \$8.87 million, and \$9.82 million respectively. These deficits largely steam from increased pension and labor costs, and the potential loss or reduction of Vehicle License Funds in future years.

The City’s estimated revenue for FY 24-25 is \$143 million, \$62 million of which is dedicated the City’s General Fund. Water and Sewer Enterprise funds total \$45 million. \$5.58 million dollars is proposed to be transferred from reserves to balance the general fund budget for FY24-25. The City is working on additional or updated revenue opportunities, cost recovery measures, and operational efficiencies. The City is currently working on a possible revenue measure for Business License Tax; however, as of now, the Council has not voted on this yet.

City of Foster City/EDIM General Fund Budget FY 2020 - FY 2025

	FY 20-21 Actuals	FY 21-22 Actuals	FY 22-23 Actuals	FY 23-24 Approved Budget	FY 24-25 Draft Budget
Revenue					
Property Tax	\$30,803,263	\$31,525,503	\$33,873,554	\$34,384,300	\$35,476,460
Sales Tax	\$3,131,071	\$ 3,899,280	\$4,447,372	\$3,927,700	\$4,099,600
Transient Occ. Tax (TOT)	\$992,616	\$ 1,982,779	\$3,435,359	\$3,559,800	\$4,698,500
Vehicle License Fee	\$2,709,686	\$4,345,596	\$5,681,466	\$4,387,980	\$4,288,848
Business Tax	\$1,506,696	\$ 1,583,789	\$1,735,472	\$1,266,200	\$1,377,700
Departmental Revenue	\$912,542	\$ 1,607,283	\$2,091,294	\$1,738,209	\$1,604,506
Excess ERAF	\$3,547,949	\$3,100,633	\$3,295,053	\$1,619,850	\$2,800,000
Other Revenue	\$5,544,769	\$9,343,762	\$11,538,199	\$7,164,748	\$7,701,424
Total Revenue	\$49,148,592	\$ 57,388,625	\$ 66,097,769	\$58,671,232	\$62,009,190
Expenditures					
Parks & Rec	\$10,524,051	\$9,653,922	\$10,046,735	\$11,012,244	\$11,354,928
Police	\$15,969,516	\$14,969,118	\$15,134,593	\$17,843,826	\$18,726,067
Fire	\$11,931,423	\$10,861,609	\$11,352,653	\$11,686,922	\$12,531,604
Community Development	\$3,434,512	\$2,947,704	\$2,844,722	\$4,589,661	\$4,453,562
Public Works	\$2,321,554	\$2,407,202	\$2,844,722	\$4,579,965	\$5,234,983
General Government	\$5,921,517	\$5,184,094	\$5,920,544	\$7,646,482	\$8,515,776
Total Expenditures	\$50,167,802	\$ 46,023,649	\$ 48,561,334	\$60,162,636	\$62,009,190

Foster City’s general fund primary revenue sources are property tax, sales tax, Vehicle License Fee, and TOT. Property within the City of Foster City has an average assessed value of

approximately \$1.5 Million per property, higher than the average assessed value of the County of \$1.4 Million and)¹⁴.

The City acknowledges that Excess Educational Revenue Augmentation Fund (ERAF) is an unreliable revenue source and budgets it as one-revenue that gets allocated to City reserves. Currently the City is projected \$2,800,000 in Excess ERAF.

As of June 30, 2023, The City/District’s total net position increased by \$41.26 million, or 11.38%, to \$403.77 million from the previous year¹⁵.

The City/EMID has several internal service funds as well. These funds, which include vehicle and equipment replacement, building maintenance, employee benefits, and compensated absences are financial health and can be used to help balance the general fund in times of deficits.

The City/EMID also adopts annual Gann Appropriation Limits at a public meeting.

Enterprise Funds

The City of Foster City/EMID has two Enterprise Funds – Water and Wastewater. The Enterprise Funds deliver services that are supported by the rates and fees levied by each respective fund. The City/EMID has not experienced any challenges to raising Water or Wastewater rates or fees. Wastewater rates are evaluated annually and currently adopted for five years. Water rates are evaluated annually and have been adopted annually, although the City/EMID is anticipating a five-year adoption next year. Both of these funds are adequately funded and have sufficient reserves. The Water Enterprise fund totals \$21,955,045 and is projected to have an increase of \$817,099 in fund balance. The Wastewater Enterprise fund totals \$42,480,508 and is projected to have an increase of \$6,367,653 in fund balance.

Capital Improvement Program (CIP)

The City of Foster City/EMID prepares and adopts a Capital Improvement Program (CIP) on an annual basis that identifies projects and funding over a five-year period. The FY 2024-29 CIP identified 47 projects and programs and \$99 million in funding to be programmed over that time. 14 of projects to funded related to park capital improvement projects.

Pensions & Pension Liability

Pensions account 16%, or \$10.80M, of budgeted General Fund Revenues in FY 24-25. It is anticipated that these costs will continue to rise to \$10.96 million for FY 2025-26; \$11.54 million for FY 2026-27; \$11.37 million for FY 2027-28; and \$12.33 million for FY 2028-29. The only revenue sources to fund employee pensions come from investment earnings, employee contributions and employers’ contributions. Although the City has implemented the reduced

¹⁴ San Mateo County Assessor’s Office

¹⁵ City of Foster City FY 22-23 ACFR

pension benefits formula (PEPRA), the City will not see the impact of those changes for several more years.

The City Council has a City Council Subcommittee for Pension Liability, which meets on an as-needed basis and considers/evaluates the liability and any need to make a discretionary payment. The most recent discretionary payments the City has made were in FY 2021 for \$7.5 million and in FY 2019 for \$3.5 million.

Other Post Employment Benefits (OPEB)

The City contributes towards the OPEB liability cost and is trying to build a reserve balance based on every year's need. As of 6/30/23, the City is approximately 71.6% funded towards a total actuarial liability of \$8.78 million.

b) Is the organization lacking adequate reserves to protect against unexpected events or upcoming significant costs.

In FY 2020-21, Sustainable Foster City was added to the General Fund Group. The fund balance includes a minimum reserve equal to 50% (6 months) of annual budgeted operating expenditures as dictated by City Council / Estero Municipal Improvement District Board policy Technology Reserve with a goal with a goal of 25% of fund expenditures.

The City's General Fund has a reserve balance of \$54.3 million as for FY23-24. The City has general reserve policy of 50% of the general fund. For FY23-27, the City is currently projected to achieve this reserve percentage, however starting in FY27-28, the General Fund Reserve would drop to 36% of total expenditures. This is due to the use of the reserves to balance the City's budget in FY24-27 due to a structural deficit.

The City also has the following funds that include a reserve component:

- Capital Investment - City Fund
- Water Capital Investment Fund
- Wastewater Capital Investment Fund
- Self-Insurance Fund

Several other City/EMID funds have reserve/fund balances as well.

c) Is the City's rate/fee schedule insufficient to fund an adequate level of service, and/or is the fee inconsistent with the schedules of similar service organizations?

Per City staff, the City/EMID has not experienced any challenges to raising Solid Waste/Water/Wastewater rates or fees; Wastewater and Solid Waste rates are evaluated annually and currently adopted for five years. Water rates are evaluated annually and have been adopted annually, although the City/EMID is anticipating a five-year adoption next year.

The San Mateo Consolidated Fire Department last did a fee study in and is undertaking a new fee study in 2024. SMC Fire Department has not faced any challenges raising fees for service, which is only for services offered beyond normal response. These fees are predominantly fees for services provided for Fire Prevention services.

The City also amended its franchise agreement with Recology San Mateo County in 2017. The City approved rate increases for a five-year period starting on January 1, 2024.

d) Is the agency unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion?

The City/EMID routinely adopts an Operating Budget and Capital Improvement Plan to fund necessary infrastructure maintenance, replacement and any needed expansion for City facilities. As part of the Operating Budget, the City Council approves an equipment and vehicle replacement fund, which is used to accumulate funds for replacement of equipment and vehicles. Departments are charged an annual replacement charge to cover future equipment replacement costs. The City/EMID also charges impact fees on development to off-set impacts to city services, such as roads, water, and sewer.

e) Is the agency lacking financial policies that ensure its continued financial accountability and stability?

The City of Foster City/EMID has adopted several policies to ensure its continued financial accountability and stability, including policies purchasing policy, investment, credit card use, reimbursement¹⁶.

f) Is the agency's debt at an unmanageable level?

For the fiscal year ending June 30, 2022, the City/EMID had total long-term debt outstanding of \$85 million, \$7.7 million in OPEP liability, and \$87 million in net pension liabilities for a total \$177 million in long-term liabilities.

In anticipation of the issuance of revenue bonds and the associated debt service payments, in 2017, the EMID Board approved the adoption of a 5-year rolling wastewater rate increase of 14.25% per year starting in FY 2017-18. In 2018, the EMID Board approved an additional 14.25% rate increase for FY 2022-23. In 2019, the District Board further approved a 10% rate increase to the rolling five-year model for FY 2023-24, and a 2% increase for FY 2024-25.

The City has a Levee Protection Planning and Improvements General Obligation Bond Fund which accounts for the payment of debt service (principal and interest) on the City's general obligation bond debt used for financing up to \$90 million levee improvements costs.

Financial Ability MSR Determination

Like many public agencies, the City continues to address maintaining current levels of services as costs continue to rise. For FY23-27, the City is currently projecting to utilize reserve funds to maintain a balanced budget due to a structural deficit.

To address pension costs, the City Council Subcommittee for Pension Liability, which meets on an as-needed basis and considers/evaluates the liability and any need to make a discretionary payment.

¹⁶ City of Foster City FY 23-24 Budget

The City is currently working on a possible revenue measure for Business License Tax to help address the City’s current structural deficit; however, as of now, the Council has not voted on this yet.

The City Council and staff are dedicated to prudent fiscal management to ensure the continued financial health of the City.

The City is well aware of these financial liabilities and a comprehensive MSR is unlikely to contribute additional valuable information.

5) Shared Service and Facilities

Status of, and opportunities for, shared facilities	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Is the agency currently sharing services or facilities with other organizations? If so, describe the status of such efforts.	X		
b) Are there any opportunities for the organization to share services or facilities with neighboring or overlapping organizations that are not currently being utilized?			X
c) Are there governance options to allow appropriate facilities and/or resources to be shared, or making excess capacity available to others, and avoid construction of extra or unnecessary infrastructure or eliminate duplicative resources?			X

a) Is the agency currently sharing services or facilities with other organizations?

Fire Department: Since 2010, the City of Foster City and the City of San Mateo have shared a fire chief position. This partnership expanded over the next few years to include the sharing of several other command staff position. In 2013, the City of Belmont/Belmont Fire Protection District joined the partnership. At that time, the three cities agreed to share, jointly staff, and relocate the Foster City Ladder Truck to a centralized location that better served the three communities. In 2015, the three cities conducted a study regarding the viability of completing the merger of all fire protection services. Staff from the cities and fire departments explored available options and determined a JPA was the most viable option. The JPA was officially established on November 22, 2017, and on January 13, 2019, San Mateo Consolidated (SMC) Fire commenced operations as an independent fire department.¹⁷

The Board of Directors, also known as the Fire Board, is comprised of a City Council member from each of the three cities within the San Mateo Consolidated Fire Department’s jurisdiction. Each Board member has a designated alternate from their City Council who serves as a backup in the event of their absence.

¹⁷ <https://www.smcfire.org/about-us/history/>

Animal Control: Along with 20 other San Mateo County Cities, Foster City contracts with the County to operate a countywide animal control program. The County contracts with the Peninsula Humane Society & SPCA to enforce all animal control laws, shelter homeless animals and to provide a variety of other related services.

Solid Waste: Foster City is a member of the 11-agency South Bayside Waste Management Authority (SBMWA, or RethinkWaste) which is responsible for assisting the City to provide solid waste collection services and related outreach and regulatory compliance measures.

Wastewater Treatment: The City of San Mateo and Foster City/Estero Municipal Improvement District (EMID) jointly own the San Mateo Wastewater Treatment Plant (WWTP) through a Joint Powers Agreement (JPA). San Mateo operates the plant as the Lead Agency of the JPA. The facility treats wastewater for the citizens of the City of San Mateo and Foster City/EMID, in addition to surrounding communities. Foster City/EMID owns 25% of the WWTP¹⁸.

Water Distribution: Estero Municipal Improvement District (EMID) operates and maintains the water supply, distribution and system in the City of Foster City and as well as a portion of the City of San Mateo called Mariners Island which is adjacent to Foster City. Foster City is a member of the Bay Area Water Supply and Conservation Agency (BAWSCA), a special district that provides regional water supply planning, resource development, and conservation program services to enhance the reliability of the 16 cities, 8 water districts, and 2 private water providers that provide water to over 1.8 million people and over 40,000 commercial, industrial and institutional accounts in Alameda, San Mateo and Santa Clara Counties.

City of Foster City Minimum Wage Ordinance Enforcement: The City contracts with the City of San Jose for enforcement for the City's minimum wage ordinance.

b) Are there any opportunities for the organization to share services or facilities with neighboring or overlapping organizations that are not currently being utilized?

Staff has not identified any additional opportunities for the City/EMID to share services or facilities with neighboring or overlapping organizations that are not currently being utilized.

c) Are there governance options to allow appropriate facilities and/or resources to be shared, or making excess capacity available to others, and avoid construction of extra or unnecessary infrastructure or eliminate duplicative resources?

Staff has not identified any governance options that would reduce duplication of resources, facilities or infrastructure.

Shared Services MSR Determination

¹⁸ <https://www.fostercity.org/publicworks/page/wastewater>

The City of Foster City/EMID partners with several agencies to share resources and reduce costs. LAFCo staff has not identified other opportunities that the City could engage in to share costs and/or reduce duplication of resources, facilities or infrastructure.

6) Accountability, Structure, and Efficiencies

Accountability for community service needs, including governmental structure and operational efficiencies	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Are there any issues with meetings being accessible and well publicized? Any failures to comply with disclosure laws and the Brown Act?			X
b) Are there any issues with staff turnover or operational efficiencies?		X	
c) Is there a lack of regular audits, adopted budgets and public access to these documents?			X
d) Are there any recommended changes to the organization’s governance structure that will increase accountability and efficiency?			X
e) Are there any governance restructure options to enhance services and/or eliminate deficiencies or redundancies?			X
f) Are there any opportunities to eliminate overlapping boundaries that confuse the public, cause service inefficiencies, unnecessarily increase the cost of infrastructure, exacerbate rate issues and/or undermine good planning practices?			X

Discussion:

Foster City is general law city and utilize a Council-Manager form of government. The five city council members are elected at large. The five city council members also serve as the board of directors of EMID.

a) Are there any issues with meetings being accessible and well publicized? Any failures to comply with disclosure laws and the Brown Act?

The City Council meets in person at the City Council Chambers located 610 Foster City Boulevard, Foster City, CA 94404 on the First and third Mondays of every month at 6:30pm. Regular meetings are also accessible for viewing to the public by Zoom, meetings are streamed live online at www.fostercity.org/fctv or on FCTV on Comcast Channel 27 and AT&T Channel 99.

Agendas, agenda packets and meeting presentations are posted to the City website at least 72 hours prior to meeting dates.

Neither the City of Foster City nor LAFCo staff were able to identify any failures by the City to comply with disclosure laws and the Brown Act.

The City's website contains a public request portal which enables members of the public to search through available records directly through the City website. The website also contains a public record request page to make requests of records that not available through the portal.

b) Are there issues with staff turnover or operational efficiencies?

In FY 23-24, the City reported a total of 177 FTE. The City acknowledges that upcoming retirements pose a risk to institutional knowledge. City staff state that recruiting for firefighter positions is somewhat challenging industry wide in the Fire Service, though the City has not had any issues with turnover on a large scale outside of normal retirements.

c) Is there a lack of regular audits, adopted budgets and public access to these documents?

The City of Foster City regularly prepares an annual budget and contracts with an accounting firm to conduct an annual ACFR, both of which are presented to the City Council at a public hearing and are published on the City's website.

d-f) Changes in governance structure:

LAFCo staff does not recommend any changes to or restructuring options of the City's governance structure that would increase accountability and efficiencies, enhance services and/or eliminate deficiencies.

EMID was created by special legislation to provide municipal services except planning and land use function to an unincorporated area which later became the City of Foster City. EMID currently is the entity that provided water and sewer to customers in Foster City and portions of the City of San Mateo. EMID also is the agency that currently receives the property tax allocation for City. Two potential governance alternatives have been identified for EMID:

Status Quo

EMID is a subsidiary district of the City of Foster City and is governed by the City Council. No significant issues have been identified by LAFCo as part of this MSR.

Dissolution of EMID and merger with the City of Foster City

The original purpose for EMID was to provide several municipal functions to an unincorporated area in anticipation of urban development and the potential future incorporated on the area. Now that the City of Foster City has been incorporated, the specific purpose of EMID has been fulfilled. EMID sold bonds to finance the major improvements needed for development of the City, of which the last bond payment was made in 2007.

EMID provides water and sewer service to the City of Foster City and to Mariner's Island in San Mateo. EMID is also the entity that receives the City's allocation of property tax and Excess ERAF. The City began receiving revenues available to cities in California, but it was EMID that levied taxes for services EMID provided within corporate boundaries. With the passage of

Proposition 13, this resulted in EMID receiving property tax revenues and the City of Foster City receiving other revenues such as motor vehicle and sales tax. In the past few years, there has been discussions at the State level about reducing Excess ERAF for cities and eliminating it for special districts. As EMID is considered a special district, EMID was at risk of having its ERAF funds eliminated even though it is a subsidiary district of the City. If EMID was dissolved and merged with the City, the City could then become entity that receives property tax revenue and Excess ERAF Funds, as well as becoming the successor agency of any agreements that EMID has in place regarding water and sewer services.

A full merger of EMID with the City could result in long-term operational and administrative cost savings. A study of potential efficiencies and savings could be undertaken to determine the feasibility of this government structure alternative. Currently, the City/EMID have not explored the potential of a merger/dissolution of EMID.

Accountability, Structure, and Efficiencies MSR Determination

The City of Foster City/EMID complies with disclosure laws and the Brown Act and ensures that public meetings are accessible and well publicized. Adopted budgets and annual budgets are available on the City’s website. While highly detailed, the budget documents could be enhanced by including a simplified summary table of revenue and expenditures for the City and EMID, particularly for the general fund.

There are no recommended changes to the organization’s governmental structure or operations that will increase accountability and efficiency.

Recommendation:

- 1) The City/EMID could explore a future a study of potential efficiencies and savings could be undertaken to determine the feasibility of a merger of EMID with the City.
- 2) Consider the inclusion of simplified summary table of revenue and expenditures for the City and EMID, particularly for the general fund, in future budget documents.

7) Other

Any other matter related to effective or efficient service delivery, as required by commission policy.	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Are there any other service delivery issues that can be resolved by the MSR/SOI process?		X	
b) Water Resiliency and Climate Change			
i) Does the organization support a governance model that enhances and provides a more robust water supply capacity?	X		
ii) Does the organization support multi-agency collaboration and a governance model that provide risk	X		

reduction solutions that address sea level rise and other measures to adapt to climate change?			
c) Natural Hazards and Mitigation Planning			
i) Has the agency planned for how natural hazards may impact service delivery?	X		
ii) Does the organization support multi-agency collaboration and a governance model that provides risk reduction for all natural hazards?	X		

a) Other service delivery issues that can be resolved by the MSR/SOI process.

LAFCo staff has not identified other service delivery issues that could be resolved through the MSR/SOI process.

b) Water Resiliency and Climate Change

Foster City has an adopted Urban Water Management for EMID and a Climate Action Plan for the City. The Plan was last updated in 2022. The City/EMID has completed several projects related to water resiliency and climate change that discussed in the next section of the MSR.

c) Natural Hazards and Mitigation Planning

Along with the County and other San Mateo County cities, Foster City participated in the 2021 Local Hazard Mitigation Plan (LHMP) that assessed hazard vulnerabilities and identified opportunities for mitigation to reduce the level of injury, property damage and community disruption that could occur in manmade and natural disasters.

In addition to participation in the LHMP, the City has taken the completed the following projects:

- **Water Tanks and Water Booster Pump Station** – A current CIP is under construction to provide some seismic retrofitting to components of the City’s 3 steel water tanks, the Water Booster Pump Station, and the City’s Lagoon Pump Station.
- **Lagoon Pump Station** – A current CIP is under preliminary design to investigate increasing City’s pumping capacity of the lagoon pump station, to combat increasingly intense storm events that have been experienced in recent years. Additionally, an assessment and recommendation for rehabilitation is planned for the City’s oldest building, the Lagoon Pump House.
- **24-Inch Water Transmission Main** – The City’s sole supply of water is a 24-inch cement mortar lined and coated steel transmission main. A recently completed CIP project (2023), provided for the installation of bypass connections on either side of a pedestrian bridge along East Third Avenue upon which the transmission main is attached. In the event of an earthquake and/or catastrophic failure of the pedestrian bridge along East Third Avenue, staff will be able to engage the bypass (temporarily connecting aluminum pipe to the bypass connections) to

continue to supply the City with water. A project in the City CIP is planned to install a permanent bypass on the vehicular bridge crossing East Third Avenue in the event the pedestrian bridge collapses in a seismic event.

- **Levee Project** – City completed 6.5 miles of levee improvements, to raise the levee elevation to meet sea level rise resilience to 2100 including 2 feet of wave run-up and storm surge.
- **Waste Water Treatment Plant** – City embarked on a 10-year CIP project to construct a new liquid processing facility to manage wet-weather events. The project is anticipated to go on-line at the end of 2024 and be completed in 2025. The new plant will better manage wet weather flows from the City, meet more stringent regulatory guidelines for effluent discharge to the bay, and provide a higher quality effluent that is Title 22 compliant. The plant was constructed to be resilient to sea level rise to 2100. Master Plans for both the Water and Wastewater Collection Systems were completed in 2021 outlining prioritized improvements over the next 20-years.
- **Emergency Preparedness** – Staff actively participates in emergency preparedness exercises and tabletop exercises through the Fire and Police Departments. (i.e.: Emergency Response Plan; COOP; Annex; Emergency Ops Plan, LHMP). The Fire Department has participated heavily in the LHMP process and helps to develop and maintain a variety of emergency plans for all 3 cities.

Other Issues MSR Determination

The City of Foster City/EMID is engaged in activities to address hazard mitigation, wildfire prevention and sea level rise for City residents and businesses.

Recommendation -

- 1) LAFCo encourages the City of Foster City and EMID to continue its work in the areas of natural hazard mitigation and sea level rise and continue to coordinate with partner agencies.

Determinations

Section 56425 requires the Commission to make determinations concerning land use, present and probable need for public facilities and services in the area, capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide, and existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency. These include the following determinations:

- 1) **The present and planned land uses in the area, including agricultural and open space lands.**

The boundaries of City of Foster City and EMID do not include agricultural land.

- 2) **The present and probable need for public facilities and services in the area.**

The City of Foster City and EMID facilities and services meet the needs of its residents and businesses, and the City of Foster City and EMID anticipates that will be able to

provide adequate facilities and services for the anticipated growth within its service area.

3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The City and EMID currently provides adequate public services to its residents, including police protection, water, sanitary sewer and storm water services. In addition, the City routinely adopts a Capital Improvement Program to fund critical repairs, replacements and improvements to the City's infrastructure and facilities.

4) The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.

There are no disadvantaged unincorporated communities within the City of Foster City's or EMID's SOIs.

5) For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to Section 56425(g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

No change to the City of Foster City's or EMID's SOIs is proposed at this time.

On the basis of the Municipal Service Review:

Staff has reviewed the agency's Sphere of Influence and recommends that a SOI Update is NOT NECESSARY in accordance with Government Code Section 56425(g). Therefore, NO CHANGE to the agency's SOI is recommended and SOI determinations HAVE NOT been made.

Staff has reviewed the agency's Sphere of Influence and recommends that a SOI Update IS NECESSARY in accordance with Government Code Section 56425(g). Therefore, A CHANGE to the agency's SOI is recommended and SOI determinations HAVE been made and are included in this MSR/SOI study.

Appendix A. City of Foster City/EMID Fact Sheet

City Manager/General Manager: Stefan Chatwin

Address: 610 Foster City Boulevard, Foster City, CA 94404

Phone Number & Email Address: (650) 286-3200

Date of Incorporation: April 27, 1971

City Councilmembers:

Mayor & Councilmembers	Term Expiration Date
Patrick Sullivan, Mayor	December 2024
Stacy Jimenez, Vice Mayor	December 2026
Jon Froomin, Councilmember	December 2024
Sam Hindi, Councilmember	December 2024
Art Kiesel, Councilmember	December 2026

Compensation: City Councilmembers receive \$496 per month. Councilmembers shall be reimbursed for reasonable expenses incurred in the performance of duties imposed upon them by law or in the course of business on behalf of the City as authorized by the City Council. In addition, each Councilmember receives \$25.00 for each Estero Municipal Improvement District meeting attended, not to exceed three meetings per month. Councilmembers are also eligible for certain other City benefits such as medical and dental insurance.

Public Meetings: First and third Mondays of every month at 6:30pm.

Services Provided: Police, Water, Sanitary Sewer, Stormwater Control, Streets & Sidewalks, Lighting, Parks & Recreation

Agency staff: 179 Full time equivalent employees

Area Served: City of Foster City and City of San Mateo portion of Mariners Island for water

Population: 33,806

Sphere of Influence: Coterminous with City and EMID boundaries

FY 2023-24 Budget: \$142M, including \$62M for Operating Expenditures

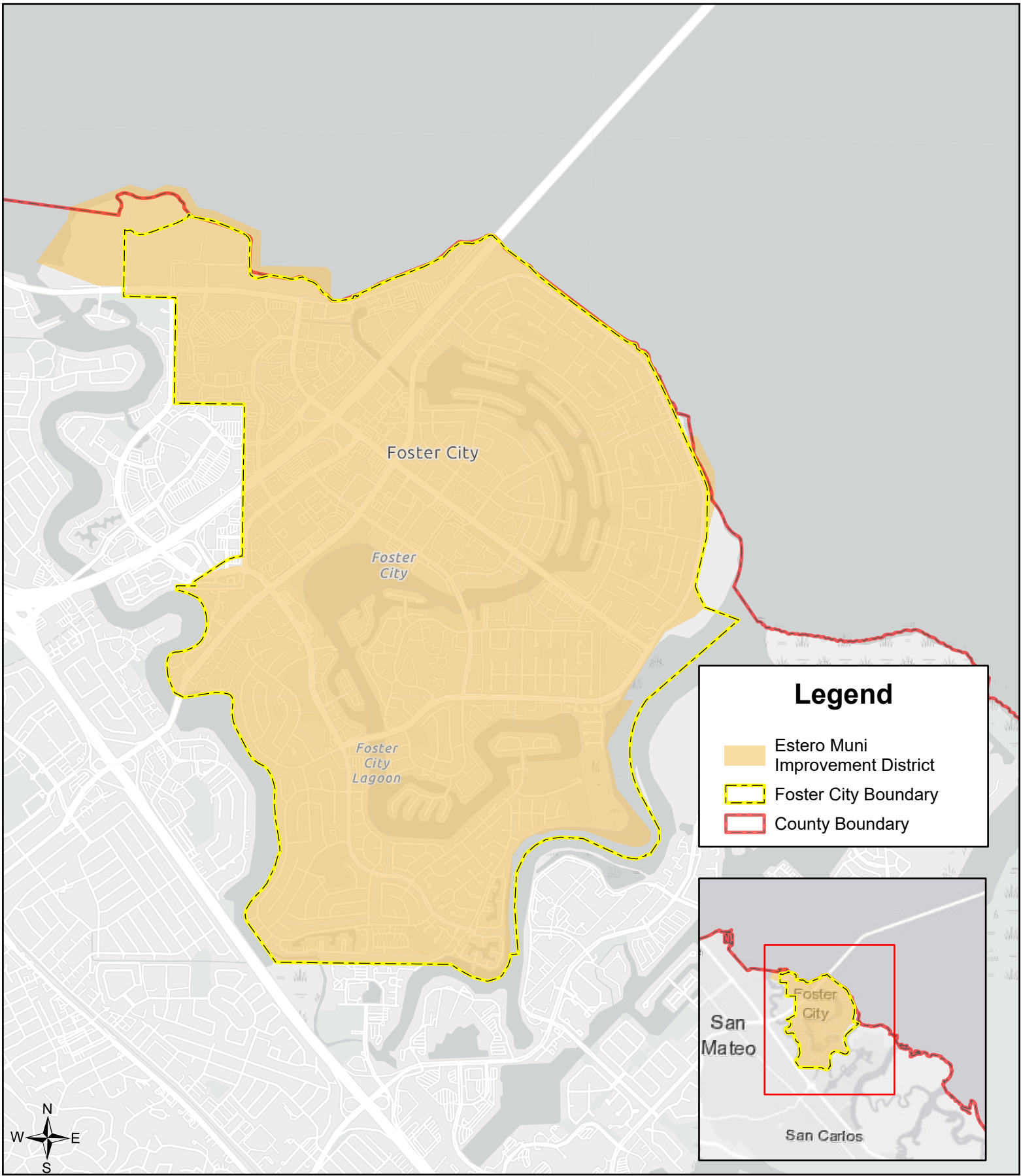
Appendix B. References

City of Foster City MSR response letters and comments on Administrative Draft



FOSTER CITY SPHERE OF INFLUENCE

City boundaries are coterminous with county boundaries that extend into bay



Foster City/Estero Muni Improvement District

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

July 10, 2024

To: LAFCo Commissioners

From: Rob Bartoli, Executive Officer

Subject: Broadmoor Police Protection District and LAFCo Initiated Dissolution Process

Background

LAFCos have countywide jurisdiction over changes in organization and boundaries of cities and special districts including annexations, detachments, incorporations, formations and dissolutions. At the May 2024 LAFCo meeting, the Commission directed staff to provide an overview of the LAFCo dissolution process.

As defined by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH), a "Dissolution" means the disincorporation, extinguishment, or termination of the existence of a special district and the cessation of all its corporate powers, except as the Commission may otherwise provide pursuant to specific terms and conditions or for the purpose of winding up the affairs of the district.

Current Status of the Broadmoor Police Protection District

At the May 15, 2024 LAFCo meeting, the Commission adopted a Municipal Service Review (MSR) for the Broadmoor Police Protection District (BPPD). The report highlighted that LAFCo had several areas of concern for BPPD including the fiscal health of the District and the ability to continue to provide police services to residents. BPPD has had significant budget deficits in five of the last six fiscal years for a total loss of \$1.4 million. These budget deficits, and the reduction of fund balance, have now directly impacted the District. BPPD has made dramatic cuts to spending since the start of FY23-24 by eliminating two officer positions, eliminating some per-diem officers and moving other per-diem officers into unpaid volunteer positions. These cuts have lowered the number of sworn officers to 7, a decrease from 9 officers just last year.

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT
▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ ANN DRAPER, PUBLIC

ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ VACANT, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪

DIANE ESTIPONA, CLERK

In June 2024, the BPPD Commission approved a budget for FY24-25 with a proposed surplus of \$411,639, the first proposed surplus in several years. The District was also projecting a surplus for the FY23-24; however, the projection was only through April 2023.

One of the recommendations in the previous Special Study and in the 2024 MSR was for BPPD to explore both ways to reduce costs and/or enhance revenue. On April 18, 2024, BPPD selected a consulting firm, NBS, to assist the District with developing a budget for this fiscal year, the creation of a long-term financial plan, and research and analysis for a potential tax measure for the upcoming November 2024 election. At their July 9, 2024 meeting, the BPPD Commission will be considering placing a special tax on the November 2024 ballot. Per a BPPD staff report, the measure would be in place for five years and would raise \$700,000 in the first year of the measure if passed.

LAFCo Dissolution Process

CKH establishes procedures for local government changes of organization, including dissolutions. A dissolution of an active special district may be initiated by either the subject district by resolution, an outside agency (such as a county, city, or school district) by resolution, registered voters or property owners by petition, or by LAFCo by resolution. LAFCo can initiate a dissolution by resolution of a district if the action is consistent with a recommendation or determination documented in municipal service review or sphere of influence update (Government Code Sections 56378, 56425, 56430).

LAFCo must hold a noticed public hearing on the dissolution proposal (56662(b)). The proposal must include a plan service (56653) that includes:

- A list and description of the services currently provided by the subject agency
- The level and range of those services
- An indication of when those services can feasibly be extended to the affected area
- An indication of any improvements or upgrading of structures or other conditions that the successor agency would require
- Information on how those services will be financed

When reviewing the proposal, the Commission shall consider the following factors including, but not limited to:

- Population and density, land area and land use, assessed valuation, proximity to other populated areas, growth projections
- The need for organized community services, the current and projected cost and adequacy of services and controls, and probably effect of the proposed dissolution
- Impact of dissolution on adjacent areas
- The ability of successor agency to provide services to the affected area (56668)

For a LAFCo initiated dissolution, the Commission must make both of the following determinations:

- 1) Public service costs of a proposal that the Commission is authorizing are likely to be less than or substantially similar to the costs of alternative means of providing the service.
- 2) A change of organization or reorganization that is authorized by the commission promotes public access and accountability for community services needs and financial resources. (56881(b))

Within 35 days of approving by resolution a proposal to dissolve a district, LAFCo must schedule a protest hearing date. The protest hearing must occur at least 21 days and no more than 60 days from the date of hearing notice (57002(a)).

Valid, written protests must be received by LAFCo prior to the conclusion of the protest hearing (57051). The Commission shall adopt the proposal to dissolve the district without an election unless there is sufficient protest to order an election.

The threshold to submit the dissolution to a vote for a LAFCo initiated action (57094) is either a minimum of 10% of the registered voters within the district or a minimum of 10% of the number of landowners within the district who also own at least 10% of the assessed value of land within the district.

The threshold to submit the dissolution to a vote for an action not initiated by LAFCo (57092) is either a minimum of 25% of the registered voters within the district or a minimum of 25% of the number of landowners within the district who also own at least 25% of the assessed value of land within the district.

If the protest threshold is met, the Commission shall order an election. If the protest threshold is not met, the Commission shall issue a certificate of completion (57200).

57077.1(c) provides another process. The Section states that if the change of organization consists solely of the dissolution of a district that is consistent with a prior action of the commission pursuant to Section 56378 (studies), 56425 (MSR), or 56430 (SOI), and the proposal was initiated by an affected agency, the Commission, or petition, the dissolution can be approved after holding one public hearing. If there is majority protest then the proceeding is terminated. If there is no majority, then it is approved. There is no election related to this process.

If an election is held and the majority of voters vote against dissolution of the district, the dissolution proposal is terminated, and the Commission must issue a certificate of termination proceedings (57179) within 30 days. Conversely, if the majority of voters vote in favor of the dissolution of the district, dissolution proposal is successful, and the Commission must issue a certificate of completion confirming the order of the dissolution and (57176) within 30 days.

LAFCo Initiated Dissolution Using SB 938

In July 2022, Governor Newsom signed SB 938, developed by the California Association Local Agency Formation Commission (CALAFCO) and the California Special District Association (CSDA), and supported by San Mateo LAFCo, into law (56375.1). The legislation creates a higher voter protest threshold for LAFCo-initiated dissolutions that meet specific criteria. In order to be eligible for the higher threshold, the Commission must adopt a study that includes a finding (based on a preponderance of the evidence) that at least one of the following conditions is met:

- One or more documented chronic service provision deficiencies that substantially deviate from industry standards or other government regulations, and its board or management is not actively engaged in efforts to remediate the documented service deficiencies.
- Expenditure of public funds in an unlawful or reckless manner inconsistent with the principal act or statute governing the district and no action has been made to prevent similar future spending.
- Will neglect and failure to adhere to the California Public Records Act and other public disclosure laws.
- Failure to meet the minimum number of times required in its principal act in the prior calendar year and no action has been made to ensure future meetings are conducted on a timely basis.
- Consistent failure to perform timely audits in the prior three years, or failure to meet the minimum financial requirements over the prior five years as an alternative to an audit.
- Recent audits show chronic issues with the district's fiscal controls and no action has been taken to remediate the issues.

In addition, the Commission, at a noticed public hearing, must adopt a resolution of intent to initiate dissolution based on one or more of the above. The resolution must provide a remediation period of at least 12 months during which time the district may take steps to remedy the specified deficiencies and provide a mid-point report on the remediation efforts at a Commission meeting. At the end of the remediation period and based on the district's actions, the Commission may adopt a resolution to dissolve the district in accordance with the considerations noted above (or rescind the notice of intent to dissolve the district at a noticed public hearing).

The noticing requirement for the protest hearing is the same as described above, but the date of the hearing for LAFCo initiated dissolutions completed in accordance with 56375.1 shall be at least 60 days and no more than 90 days from the date the notice is given (57002(c)). The new protest threshold is a minimum of 25% of the registered voters within the district or a minimum of 25% of the number of landowners within the district who also own at least 25% of the assessed value of land within the district. The 25% threshold is the same threshold that would be required if the dissolution were initiated by another agency or by petition.

If the protest threshold is met, the Commission shall order an election. If the protest threshold is not met, the Commission shall issue a certificate of completion (57200).

If an election is held and the majority of voters vote against dissolution of the district, the dissolution proposal is terminated, and the Commission must issue a certificate of termination proceedings (57179) within 30 days. Conversely, if the majority of voters vote in favor of the dissolution of the district, dissolution proposal is successful, and the Commission must issue a certificate of completion confirming the order of the dissolution and (57176) within 30 days.

Considerations of a LAFCo Initiated Dissolution

The Commission should consider several factors when contemplating the initiation of a dissolution.

Successor Agency & Plan for Service: If LAFCo initiates a dissolution, staff will be tasked with outreaching to various agencies for future service providers. If a district was to dissolve, and the service area of the district was located solely of unincorporated land, the county is the successor agency (57451).

In addition, LAFCo will need to work with the successor agency to develop a plan for services that addresses all the factors noted above. This could include the formation of a county service area or other type of district.

If the district or outside agency initiates dissolution, the district and/or outside agency will be responsible for both identifying the successor agency and creating a plan for service. In this scenario, LAFCo staff would play a support role in identifying the successor agency and developing a plan for service in line with CKH requirements.

The plan for service must address the district's liabilities, if any, and ensure that there is not a negative fiscal impact to the general public and that funds will be sufficient to provide service (57450-57463).

Protest threshold: If LAFCo initiates a dissolution, the protest threshold to submit the topic of dissolution to a vote is 10%.

If LAFCo initiates a dissolution using SB 938 or an outside agency initiates dissolution, the protest threshold increases to 25%.

If an affected agency initiates dissolution, the protest threshold increases to 25%.

If the subject district initiates dissolution and the action is consistent with prior action of the Commission, LAFCo may immediately approve and order the dissolution without an election or protest proceedings (57077.1(c)(1)) .

Dissolution timelines estimates: A regular LAFCo-initiated dissolution proposal could take up to 12 months to complete. This timeline includes 4-6 months to develop a service plan and an additional 4-5 months to go through the LAFCo process. The dissolution process could be extended past 12 months if the protest hearing results in an election.

Impact to LAFCo Workplan: A LAFCo-initiated dissolution proposal would require LAFCo staff and legal counsel to prepare a plan for service, conduct a financial analysis, draft resolutions, and prepare for public hearings and workshops. Staff time would need to be reallocated to address these tasks. As agency and public initiated LAFCo applications have statutory timelines, the adopted LAFCo work program item that would most impacted would-be Municipal Service Reviews.

Costs to LAFCo

Election costs: While an election is not required just by the approval of the dissolution from LAFCo. If the appropriate threshold to force an election is met, the agency that initiates a dissolution is responsible for the cost of holding the election. The initiating agency will want to understand if there is sufficient community and stakeholder support for the dissolution to preclude an election. In conversations with the County of San Mateo Elections Office, if a measure related to BPPD was to be placed on the ballot of regularly scheduled election, the cost would range from \$25,000 to \$30,000. If a BPPD measure was on to be placed on a special election ballot, the cost is estimated to be from \$70,000 to \$84,000.

Consultant costs: It likely that a consultant will be required to assist LAFCo staff regarding the fiscal aspects for a plan for service. The estimated costs for this work range from \$15,000 to \$30,000. If the Commission desires to maintain the existing adopted work program for MSRs, consultants will be needed to argument staff time. This consultant cost for MSRs could range from \$20,000 to \$40,000.

Estimated total costs: If an election was required and held during a regularly scheduled election and only a consultant was utilized for assistance with the plan for service, the cost to LAFCo is estimated to between \$40,000 to \$60,000. If a consultant is utilized for MSRs, the cost increases to \$60,000 to \$100,000.

If an election was required and held during a special election and only a consultant was utilized for assistance with the plan for service, the cost to LAFCo is estimated to between \$85,000 to \$114,000. If a consultant is utilized for MSRs, the cost increases to \$105,000 to \$154,000. County Attorney costs would also need to be accounted in these estimates as well.

Depending on the timing of the proposal, these costs may be spread out across fiscal years. If these costs were included in FY24-25, it is likely that the Commission would be required to allocated funds from LAFCo's reserve to cover unbudgeted costs.

SB938 Findings:

A LAFCo-initiated dissolution proposal using SB 938 could take up to 20 months to complete. This timeline includes 2 to 4 months needed for staff to produce an MSR and for the Commission to adopt the determinations and recommendations in the MSR in order to formerly initiate dissolution using SB 938. It also includes the minimum 12-month remediation period, during which time LAFCo staff could be working with affected agencies to identify a successor agency and develop a plan for service, and 4 months to go through the LAFCo

process. The dissolution process could be extended past 20 months if the protest hearing results in an election. In May the Commission approved an MSR for the District and did not make SB938 findings for the District.

Alternatively, LAFCo could continue working with the District and affected agencies to address the issues the District is facing and arrive at a solution that is supported by other agencies and potentially the District. The outcome may nevertheless result in dissolution and the transfer of District responsibilities to another agency. However, the benefit of this approach is that there would have been a multi-agency effort to work with the District, and the outcome may be viewed more favorably by residents.

Examples

In the last 20 years, there have only been two district dissolutions processed by San Mateo LAFCo. Both of these, one to dissolve the Skyline County Water District in 2009 and the other to dissolve the Los Trancos County Water District in 2015, were initiated by each of the district's respective boards. In a review of actions from other LAFCos across the state, with the exception for the dissolutions of district pursuant to SB 488, which established a process for LAFCos to dissolve inactive special districts, LAFCo-initiated dissolutions are not common.

Contra Costa LAFCo is currently reviewing a potential LAFCO initiated dissolution of a County Service Area. The County Service Area provides park and recreational functions but does not have a secure source of revenue to provide these services. However, Contra Costa LAFCo voted for a 12-month pause to reevaluate this option.

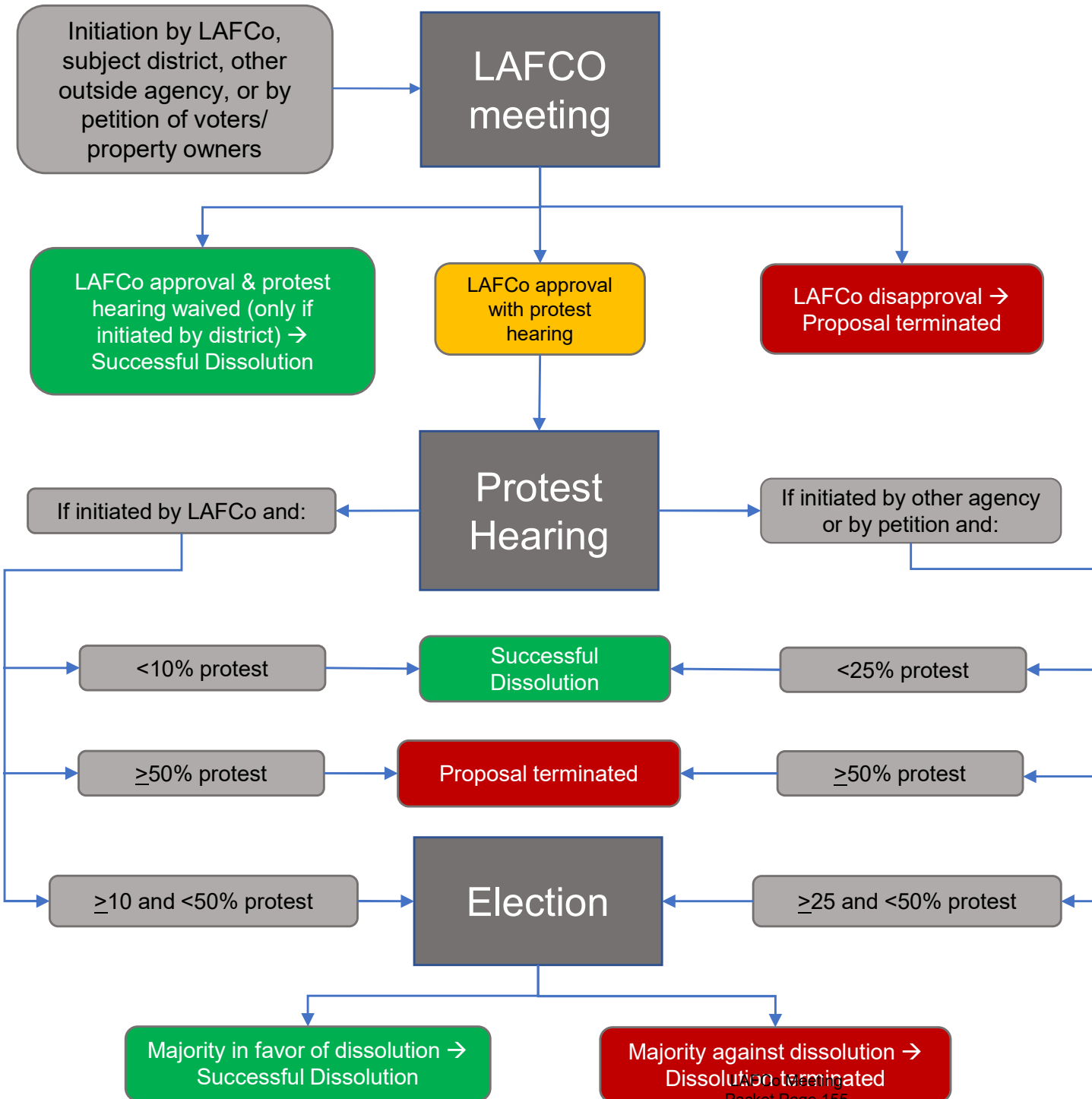
Recommended Action

Receive the report. If desired, the Commission can also direct staff to prepare an application for the dissolution of BPPD, to produce follow-up reports or additional studies on BPPD, or to take no additional action related to BPPD at this time.

Attachment

- A. Dissolution flow chart

Dissolution of a Special District



Key Points

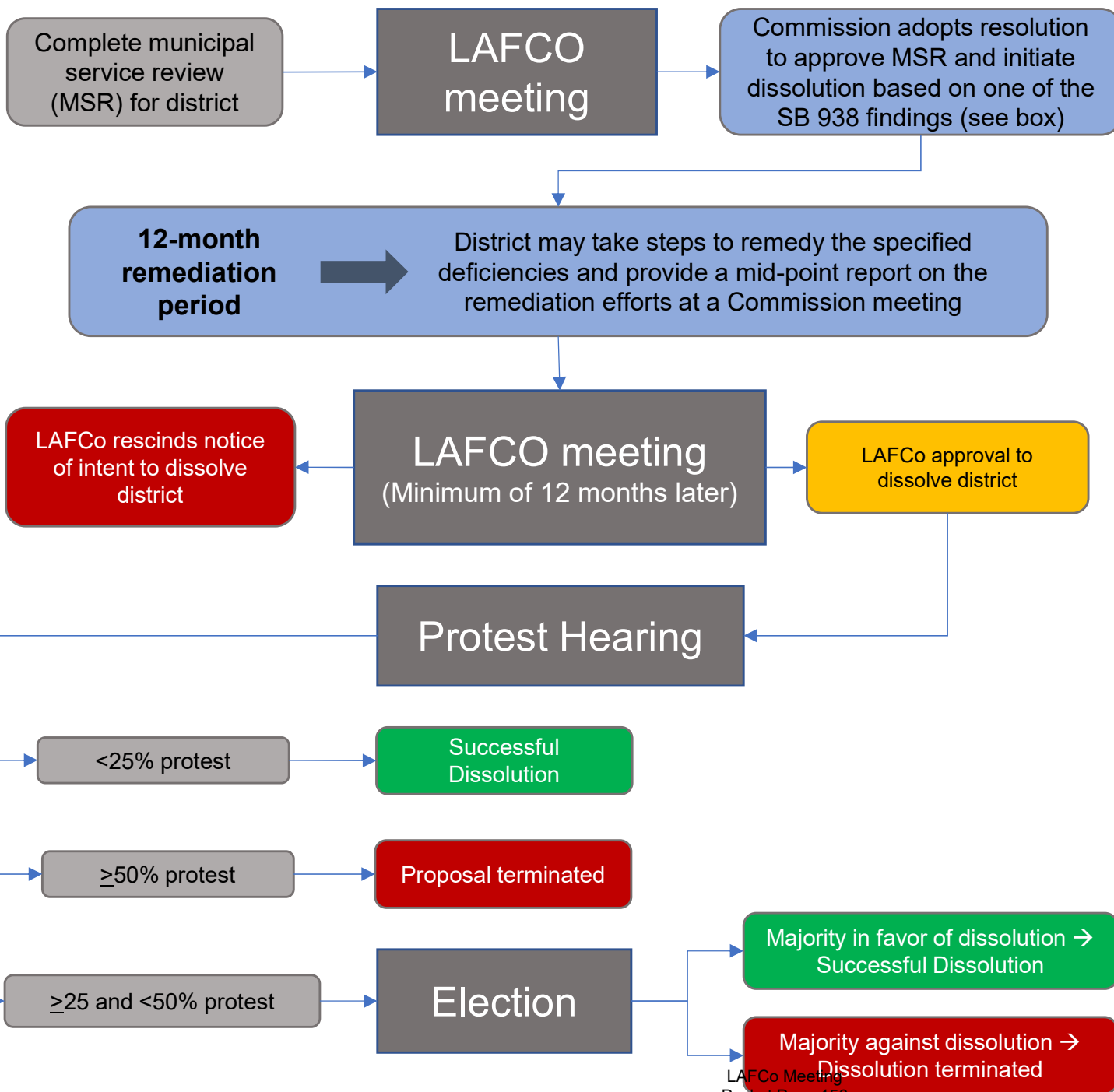
Dissolution proposal must include a plan for service that describes:

- The services currently provided by the subject district
- The level & range of those services
- The successor agency that will provide services & when new service will begin
- Any improvements, upgrades or other conditions that the successor agency would require
- How services will be financed & how liabilities will be paid

Protest thresholds:

- **Successful dissolution:** <25% of registered voters OR <25% of landowners within the district who also own <25% of the assessed value of land in district. (Threshold is <10% if LAFCo-initiated.)
- **Proposal terminated:** ≥50% of registered voters OR ≥50% of landowners who also own ≥50% of assessed value of land in district.
- **Election is ordered:** At least 25% & less than 50% of registered voters OR at least 25% & less than 50% of landowners who also own at least 25% & less than 50% of assessed value in district (Lower threshold is 10% if LAFCo-initiated.)

Dissolution of a Special District via SB 938



What is SB 938?

Signed into law in 2022, SB 938 creates a higher voter protest threshold for LAFCo-initiated dissolutions that meet specific criteria (25% protest threshold instead of 10%). A minimum of a 12-month remediation period must occur before action can be taken.

What are the requirements to initiate dissolution using SB 938?

Commission must adopt a municipal service review (MSR) that includes a finding that at least one of the following conditions is met:

- One or more documented chronic service provision deficiencies AND Board management is not actively engaged in efforts to fix deficiencies
- Expenditure of public funds in an unlawful or reckless manner AND no action has been taken to prevent similar future spending
- Willful neglect and failure to adhere to the California Public Records Act and other public disclosure laws
- Failure of Board to meet the min. # of times required by its principal act in the prior year AND no action has been taken to ensure future mtgs are held on timely basis
- Consistent failure to perform timely audits over the last three years
- Recent audits show chronic issues with the district's fiscal controls AND no action has been taken to remediate the issue

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July 10, 2024

To: LAFCo Commissioners

From: Rob Bartoli, Executive Officer

Subject: Legislative Report – Information Only

Summary

Legislative tracker

As of July 9, 2024, CALAFCO is tracking 10 bills. Legislation that is of interest to San Mateo LAFCo includes:

- **AB 3277** is the annual CALAFCO Omnibus bill for 2024. The bill would add language that clarifies that a financial analysis would only be needed to be conducted by LAFCo and a project applicant in those instances where a portion of the ad valorem property taxes is being sought by an agency. Currently, the section of law would be applicable even in cases where an agency waives any portion of the ad valorem taxes as part of their application. On July 2, 2024 the bill was signed by the Governor and chaptered. *(CALAFCO – Support/Sponsor)*
- **SB 1209** would authorize a LAFCo to require, as a condition for, among other things, processing a change of organization or reorganization, that the applicant agrees to defend, indemnify, and hold harmless the LAFCO, its agents, officers, and employees from and against any claim, action, or proceeding, as specified, arising from or relating to the action or determination by the LAFCo. CALAFCO sponsored bill in response to a 2022 appellate decision out of San Luis Obispo that held that LAFCOs could not use indemnification provisions in applications because indemnifications are a form of agreement that LAFCOs are currently not authorized to enter into. As introduced, the bill would allow LAFCOs to use provisions similar to counties and cities. This bill is currently awaiting a third reading in the Assembly. *(CALAFCO – Support/Sponsor)*
- **AB 805** would set up a program in which the state would provide technical, managerial, administrative, and financial assistance, where applicable, to disadvantaged communities. CALAFCO's position on the bill was changed to support if amended if the bill includes a provision requiring the state board to consult with the local LAFCO

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT
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STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ SOFIA RECALDE, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪
ANGELA MONTES, CLERK

regarding the sewer system. This bill was amended in late January and no longer addresses consolidation of waste water systems. This bill currently is in Appropriations suspense file (*CALAFCO – Watch*)

Recommendation

Receive the report.

Attachments

- A. Legislative Daily 7/9/2024

**CALAFCO List of Current Bills
7/9/2024**

AB 805 (Arambula D) Sewer service: disadvantaged communities.

Current Text: Amended: 6/6/2024 [html](#) [pdf](#)

Introduced: 2/13/2023

Last Amend: 6/6/2024

Status: 6/24/2024-In committee: Referred to suspense file.

Location: 6/24/2024-S. APPR. SUSPENSE FILE

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
1st House				2nd House				Conc.			

Summary: The State Water Resources Control Board and the 9 California regional water quality control boards regulate water quality in accordance with the Porter-Cologne Water Quality Control Act and the federal Clean Water Act. Current law authorizes a regional board to order the provision of sewer service by a receiving sewer system, as defined, to a disadvantaged community served by an inadequate onsite sewage treatment system, as defined. This bill would authorize the state board, until January 1, 2029, and after it makes a specified finding or findings by resolution, to require a designated sewer system to contract with an administrator designated or approved by the state board for administrative, technical, operational, legal, or managerial services to assist a designated sewer system with the delivery of adequate sewer service, as defined.

Position

Watch

Subject

Disadvantaged
Communities,
Waste Water

CALAFCO Comments: 06/24/2024 Referred to Appropriations suspense file.

6/5/2024: Passed Senate Environmental Quality Committee and re-referred to Appropriations due to recent amendments.

5/15/2024: Amended. Now provides administrative, financial, and technical assistance to help address and correct sewer system failures or other regulatory non-compliance exhibited by existing infrastructure.

5/1/2024: Assigned to Senate Environmental Quality committee. No hearing date yet scheduled.

1/26/2024: Support, if amended, approved. Amendment requested is the inclusion of language requiring the state board to consult with the local LAFCO.

1/22/2024: Gutted and amended. No longer addresses consolidation of waste water systems but, rather, would set up a program in which the state would provide technical, managerial, administrative, and financial assistance, where applicable, to disadvantaged communities. Position changed to support if amended to include a provision requiring the state board to consult with the local LAFCO regarding the system.

As introduced, this bill would have authorized the state board, if sufficient funds are available, to order consolidation of sewer service along with an order of consolidation of drinking water systems when both of the receiving and subsumed water systems provide sewer service and after the state board engages in certain activities. It failed to meet 2023 deadlines and became a 2 year bill that cannot be acted upon until January, 2024.

AB 817 (Pacheco D) Open meetings: teleconferencing: subsidiary body.

Current Text: Amended: 5/29/2024 [html](#) [pdf](#)

Introduced: 2/13/2023

Last Amend: 5/29/2024

Status: 7/2/2024-Failed Deadline pursuant to Rule 61(b)(13). (Last location was L. GOV. on 5/1/2024)

Location: 7/2/2024-S. DEAD

Desk	Policy	Fiscal	Floor	Desk	Dead	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
1st House				2nd House				Conc.			

Summary: The Ralph M. Brown Act, requires, with specified exceptions, each legislative body of a local agency to provide notice of the time and place for its regular meetings and an agenda containing a brief general description of each item of business to be transacted. Current law authorizes the legislative body of a local agency to use alternate teleconferencing provisions during a proclaimed state of emergency (emergency provisions) and, until January 1, 2026, in certain circumstances related to the particular member if at least a quorum of its members participate from

a singular physical location that is open to the public and situated within the agency’s jurisdiction and other requirements are met (nonemergency provisions). Current law imposes different requirements for notice, agenda, and public participation, as prescribed, when a legislative body is using alternate teleconferencing provisions. The nonemergency provisions impose restrictions on remote participation by a member of the legislative body and require the legislative body to provide specific means by which the public may remotely hear and visually observe the meeting. This bill, until January 1, 2026, would authorize a subsidiary body, as defined, to use similar alternative teleconferencing provisions and would impose requirements for notice, agenda, and public participation, as prescribed. The bill would require at least one staff member of the local agency to be present at a designated primary physical meeting location during the meeting. The bill would require the local agency to post the agenda at the primary physical meeting location. The bill would require the members of the subsidiary body to visibly appear on camera during the open portion of a meeting that is publicly accessible via the internet or other online platform, as specified. The bill would also require the subsidiary body to list a member of the subsidiary body who participates in a teleconference meeting from a remote location in the minutes of the meeting. In order to use teleconferencing pursuant to this act, the bill would require the legislative body that established the subsidiary body by charter, ordinance, resolution, or other formal action to make specified findings by majority vote, before the subsidiary body uses teleconferencing for the first time and every 12 months thereafter.

Position

Watch

Subject

Brown Act

CALAFCO Comments: 7/2/2024: Died on 7/2/2024 for failing to meet the July 1st deadline, which was the last day for policy committees to meet and report bills.

6/5/2024: Considered by Senate Local Government Committee and failed, with reconsideration granted.

1/25/2024: Moved out of the Assembly and was assigned to Senate Local Government Committee and the Senate Judiciary Committee.

1/17/2024: Amended to add a Sunset date of January 1, 2026.

3/16/2023: The bill was amended to speak specifically to teleconferenced meetings of subsidiary bodies, defined as a body that serves exclusively in an advisory capacity, and is not authorized to take final action on legislation, regulations, contracts, licenses, permits, or any other entitlements. For qualifying bodies, this bill would remove the requirement to post an agenda at the location of the subsidiary body member who was participating from off site- providing that the legislative body that formed the subsidiary body has previously made findings noting that teleconferenced meetings of the subsidiary body would enhance public access, and would promote the attractions, retention and diversity of the subsidiary body. The superior legislative body would need to revisit the matter and repeat those finding every 12 months thereafter. This bill also reaffirms that other provisions of the Brown Act are applicable to subsidiary bodies.

Failed to meet deadlines and now a 2 year bill that cannot be acted upon until January, 2024.

AB 828

(Connolly D) Sustainable groundwater management: managed wetlands.

Current Text: Amended: 7/1/2024 [html](#) [pdf](#)

Introduced: 2/13/2023

Last Amend: 7/1/2024

Status: 7/1/2024-Read second time and amended. Re-referred to Com. on APPR.

Location: 6/25/2024-S. APPR.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
1st House				2nd House				Conc.			

Calendar: 8/5/2024 10 a.m. - 1021 O Street, Room 2200

SENATE APPROPRIATIONS, CABALLERO, ANNA, Chair

Summary: The Sustainable Groundwater Management Act requires all groundwater basins designated as high- or medium-priority basins by the Department of Water Resources to be managed under a groundwater sustainability plan or coordinated groundwater sustainability plans, except as specified. Existing law defines various terms for purposes of the act. This bill would add various defined terms for purposes of the act, including the terms “managed wetland” and “small community water system.”

Position

None at this time

Subject

Water

CALAFCO Comments: 7/01/24: Read second time and amended. Re-referred to Appropriations where it is scheduled for hearing on 8/5/2024.

6/25/24: Passed out of Senate Committee on Natural Resources and Water with amendments, and re-referred to Appropriations.

1/29/24: Passed Assembly Floor and moved to Senate to be scheduled for policy hearing.

1/18/24: Passed out of Assembly Appropriations Committee.

1/11/24: Amended to strike provisions regarding small community water systems serving disadvantaged communities and pivots to groundwater sustainability agencies. New provisions were added to the bill that would have the effect of carving out of the existing law, until January 1, 2028, small community water systems serving disadvantaged communities from permitted public water supply wells. After January 1, 2028, that provision sunsets and the law would revert back to its current state without the carve out.

1/9/24: Passed Assembly Water, Parks and Recreation Committee.

4/17/2023: Amended to define agencies and entities required or excluded from existing 10726.4 (a) (4). Amends Water Code section 10730.2 to add language regarding fees, and amends Water Code section 10733 to address groundwater sustainability plans.

Failed to make April policy committee deadline and now cannot be acted upon until January 2024.

As introduced, would add definitions for Managed Wetlands, and Small community water system to Water Code Section 10721.

AB 2302 (Addis D) Open meetings: local agencies: teleconferences.

Current Text: Introduced: 2/12/2024 [html](#) [pdf](#)

Introduced: 2/12/2024

Status: 6/6/2024-Read second time. Ordered to third reading.

Location: 6/6/2024-S. THIRD READING

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
1st House				2nd House				Conc.			

Summary: The Ralph M. Brown Act generally requires for teleconferencing that the legislative body of a local agency that elects to use teleconferencing post agendas at all teleconference locations, identify each teleconference location in the notice and agenda of the meeting or proceeding, and have each teleconference location be accessible to the public. Current law also requires that, during the teleconference, at least a quorum of the members of the legislative body participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. Current law, until January 1, 2026, authorizes the legislative body of a local agency to use alternative teleconferencing in specified circumstances if, during the teleconference meeting, at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda that is open to the public and situated within the boundaries of the territory over which the local agency exercises jurisdiction, and the legislative body complies with prescribed requirements. Current law imposes prescribed restrictions on remote participation by a member under these alternative teleconferencing provisions, including establishing limits on the number of meetings a member may participate in solely by teleconference from a remote location, prohibiting such participation for a period of more than 3 consecutive months or 20% of the regular meetings for the local agency within a calendar year, or more than 2 meetings if the legislative body regularly meets fewer than 10 times per calendar year. This bill would revise those limits, instead prohibiting such participation for more than a specified number of meetings per year, based on how frequently the legislative body regularly meets.

Position

Watch

Subject

Brown Act

CALAFCO Comments: 7/3/2024: Was scheduled for Third Reading in Senate but not heard. No new date yet scheduled.

6/5/2024: Passed Senate Local Government Committee, read second time on June 5, 2024. Third Reading scheduled for 06/10/2024 but pushed out to 6/25/2024, then pushed again to 7/3/2024.

5/9/2024: Passed Assembly Third Reading and moved to Senate.

4/10/24 passed Assembly Local Government Committee and sent to Assembly Floor.

Introduced on 2/12/2024, this bill would enact changes to Brown Act provisions that allow members of legislative bodies to teleconference for meetings. Currently, the law limits teleconferencing to no more than 3 consecutive months, 20% of the regular meetings in a calendar year, or 2 meetings for bodies that meet less than 10 times in a calendar year. This bill redefines those limits as 2 meetings per year for bodies meeting monthly or less; 5 meetings per year for those meeting twice per month; or 7 meetings per year if the body meetings three times or more per month.

AB 2661 (Soria D) Electricity: Westlands Water District.

Current Text: Amended: 5/16/2024 [html](#) [pdf](#)

Introduced: 2/14/2024

Last Amend: 5/16/2024

Status: 7/3/2024-Read second time. Ordered to third reading.

Location: 7/3/2024-S. THIRD READING

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered	
1st House				2nd House				Conc.				

Summary: Would authorize the Westlands Water District to provide, generate, and deliver solar photovoltaic or hydroelectric electricity and to construct, operate, and maintain works, facilities, improvements, and property necessary or convenient for generating and delivering that electricity. The bill would require the district to use the electricity for the district’s own purposes, and the bill would authorize the district to sell surplus electricity to a public or private entity engaged in the distribution or sale of electricity. The bill would also authorize the district to construct, operate, and maintain energy storage systems and electric transmission lines, and to construct, operate, and maintain works, facilities, improvements, and property necessary or convenient for the operation of the energy storage system and electric transmission lines, within the boundaries of the district, as specified. The bill would require the district to report the amount of income, and the purposes for expenditure of that income, from these electricity facilities in a specified report.

Position

Watch

Subject

Special District Powers

CALAFCO Comments: 07/03/2024: Read second time, and ordered to third reading.
7/2/2024: Passed Senate Energy, Utilities, and Communications committee and ordered to second reading.
06/11/2024: Passed Senate Local Government Committee and re-referred to Senate Energy, Utilities, and Communications Committee.
06/05/2024: Referred to Senate Local Government Committee, and Energy, Utilities, and Communications Committee.
05/24/2024: In Senate. Read first time. To Rules Committee for assignment.
05/23/2024: Third reading passes in Assembly. Bill moves to Senate.
05/20/2024: Read second time in Assembly. Ordered to third reading.
05/16/2024: Passed by Appropriations as Amended. Second reading as amended.
05/08/2024: Referred to Appropriations suspense file.
04/25/2024: Re-referred to Appropriations.
04/24/2024: Read second time. Amended.
04/23/2024: Passed in Assembly Natural Resources Committee as amended. Re-referred to Appropriations.
04/18/2024: Passed Assembly Utilities and Energy Committee. Re-referred to Natural Resources Committee.
04/15/2024: Assembly Rule 56 suspended. (Pending re-refer to Natural Resources Committee.)
04/01/2024: Re-referred to Utilities and Energy Committee due to submission of author amendments.
03/28/2024: First hearing set, then canceled at the request of author.
03/21/2024: Passed Committee on Utilities & Energy.
02/14/2024: Read first time.

AB 2715 (Boerner D) Ralph M. Brown Act: closed sessions.

Current Text: Amended: 4/24/2024 [html](#) [pdf](#)

Introduced: 2/14/2024

Last Amend: 4/24/2024

Status: 6/27/2024-Read second time. Ordered to third reading.

Location: 6/27/2024-S. THIRD READING

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered	
1st House				2nd House				Conc.				

Summary: The Ralph M. Brown Act requires that all meetings of a legislative body of a local agency be open and public and that all persons be permitted to attend and participate. Current law authorizes a legislative body to hold a closed session with specified individuals on, among other things, matters posing a threat to the security of essential public services, as specified. This bill would additionally authorize a legislative body to hold a closed session with other law enforcement or security personnel and to hold a closed session on a threat to critical infrastructure controls or critical infrastructure information, as defined, relating to cybersecurity.

Position

None at this time

Subject

Brown Act

CALAFCO Comments: 7/2/2024: Scheduled for third reading but not read. No new date yet scheduled.
 06/27/2024: Read second time and ordered to third reading.
 06/26/2024: Passed Senate Judiciary Committee.
 6/5/2024: Passed Senate Local Government Committee and re-referred to the Senate Judiciary Committee; scheduled for 6/25.
 5/1/2024: Passed Assembly Local Government Committee.
 4/24/2024: Amended to include cybersecurity threats among the things that can be discussed in closed session. Provides a definition of "critical infrastructure controls" to include I.T. networks. As introduced on 2/14/2024, would make minor changes in the Brown Act. Monitoring.

AB 2986 (Carrillo, Wendy D) County of Los Angeles: East Los Angeles: report.

Current Text: Amended: 7/3/2024 [html](#) [pdf](#)

Introduced: 2/16/2024

Last Amend: 7/3/2024

Status: 7/3/2024-From committee: Amend, and do pass as amended and re-refer to Com. on APPR. (Ayes 5. Noes 0.) (July 3). Read second time and amended. Re-referred to Com. on APPR.

Location: 7/3/2024-S. APPR.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 provides the exclusive authority and procedure for the initiation, conduct, and completion of changes of organization and reorganization for cities and districts, except as specified. The act continues in existence in each county a local agency formation commission (LAFCO) that consists of members appointed, as specified, and that oversees those changes of organization and reorganization. The act authorizes a LAFCO to, among other things, review and approve with or without amendment, wholly, partially, or conditionally, or disapprove proposals for changes of organization or reorganization, including incorporation of a city or formation of a district, as specified. Current law requires each county to have a board of supervisors and provides for the organization and powers of the board of supervisors. This bill would require the County of Los Angeles, no later than March 1, 2025, to submit to the Legislature a report that includes specified information, including, among other things, for East Los Angeles, the feasibility of forming a municipal advisory council, a local town council, or a coordinating council that could represent the comprehensive interests of the entire East Los Angeles community. If the county has produced a report that contains substantially similar information to the information required by the above-described provisions, this bill would authorize the county to submit that report in lieu of completing a separate report.

Position

None at this time

Subject

CALAFCO Comments: 07/03/2024: Amended to remove LA LAFCO entirely from the process and shifts outreach requirements to the County of Los Angeles. Passed Local Government Committee as amended, and re-referred to Appropriations.
 05/30/2024: Senate Local Government committee hearing postponed by the committee.
 05/21/2024: Read third time. Passed and ordered to the Senate; assigned to the Local Government Committee.
 05/20/2024: Read second time. Ordered to third reading.
 05/16/2024: Joint Rule 62(a), file notice suspended. Passed out of Appropriations.
 05/15/2024: In committee: Set, first hearing. Referred to suspense file.
 04/30/2024: Re-referred to Appropriations.
 4/29/2024: Amended version in print. Makes the bill contingent on appropriation of funds to reimburse LA LAFCO for the costs of the Task Force.
 4/24/2024: Passed Assembly Local Government Committee hearing with amendments and re-referred to Appropriations.
 3/21/2024: the bill was gutted and amended and now requires the LA LAFCO to develop an East Los Angeles Formation Task Force. Not a statewide issue.

AB 3277 (Committee on Local Government) Local agency formation commission: districts: property tax.

Current Text: Chaptered: 7/2/2024 [html](#) [pdf](#)

Introduced: 2/27/2024

Status: 7/2/2024-Approved by the Governor. Chaptered by Secretary of State - Chapter 70, Statutes of 2024.

Location: 7/2/2024-A. CHAPTERED

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
1st House				2nd House				Conc.			

Summary: The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 establishes the sole and exclusive authority and procedures for the initiation, conduct, and completion of changes of organization and reorganization for cities and districts. Current law requires proceedings for the formation of a district to be conducted as authorized by the principal act of the proposed district, and authorizes the local agency formation commission in each county to serve as the conducting authority, as specified. Current law requires a commission to determine the amount of property tax revenue to be exchanged by an affected local agency, as specified, if the proposal includes the formation of a district, as defined. This bill would, instead, require a commission to determine the amount of property tax revenue to be exchanged by an affected local agency if the proposal includes the formation of a district and the applicant is seeking a share of the 1% ad valorem property taxes.

Position

Sponsor

Subject

Incorporation Proceedings

CALAFCO Comments: CALAFCO Sponsored bill.

7/2/2024: Signed by the Governor and Chaptered. Will become effective on January 1, 2025.

06/25/2024: Enrolled and presented to the Governor at 4 p.m.

06/13/2024: Read third time in Senate and ordered to the Assembly. In Assembly. Ordered to Engrossing and Enrolling.

06/07/2024: Removed from Appropriations 6/10/2024 calendar. Awaiting new date.

05/29/2024: Passed by Senate Local Government Committee and re-referred to Appropriations, where it is scheduled to be heard on 6/10/24.

4/29/2024: Removed from Appropriations and sent to Assembly floor where it passed. Assigned to Senate Local Government Committee and Appropriations.

4/10/2024: Passed Assembly Local Government Committee and was referred to Appropriations.

SB 1209 (Cortese D) Local agency formation commission: indemnification.

Current Text: Amended: 6/11/2024 [html](#) [pdf](#)

Introduced: 2/15/2024

Last Amend: 6/11/2024

Status: 6/24/2024-Read second time. Ordered to third reading.

Location: 6/24/2024-A. THIRD READING

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
1st House				2nd House				Conc.			

Summary: The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 provides the exclusive authority and procedure for the initiation, conduct, and completion of changes of organization and reorganization for cities and districts, except as specified. The act continues in existence in each county a local agency formation commission (LAFCO) that consists of members appointed, as specified, and oversees those changes of organization and reorganization. The act authorizes a LAFCO to, among other things, review and approve with or without amendment, wholly, partially, or conditionally, or disapprove proposals for changes of organization or reorganization, as specified. This bill would authorize a LAFCO to require, as a condition for, among other things, processing a change of organization or reorganization, that the applicant agrees to defend, indemnify, and hold harmless the LAFCO, its agents, officers, and employees from and against any claim, action, or proceeding, as specified, to attack, set aside, void, or annul an approval by the LAFCO. The bill would require the LAFCO to promptly notify the applicant of any claim, action, or proceeding to attack, set aside, void, or annul an approval by the LAFCO and require the LAFCO to fully cooperate in the defense. The bill would specify that an applicant who is a party to the agreement is not responsible to defend, indemnify, or hold harmless the LAFCO if the LAFCO fails to notify the applicant or cooperate fully in the defense, and is not required to pay or perform any settlement relating to the agreement, unless the applicant approves the settlement.

Position

Sponsor

Subject

LAFCo Administration

CALAFCO Comments: 07/03/2024, Scheduled for third reading in Assembly but not read. No new date yet scheduled.

06/24/2024, Read in Assembly second time. Ordered to third reading.

06/20/2024, Passed Assembly Local Government Committee.

06/11/2024, Author amends. Read second time and amended. Re-referred to Local Government Committee.

05/28/2024, Referred to Assembly Local Government Committee and waiting on hearing date.

05/21/2024, Passed out of Senate and moved to Assembly.

03/20/2024, Passed Senate Local Government Committee hearing. Now proceeds to Senate floor vote, then will move to Assembly.

CALAFCO sponsored bill in response to a 2022 appellate decision out of San Luis Obispo that held that LAFCOs could not use indemnification provisions in applications because indemnifications are a form of agreement that LAFCOs are currently not authorized to enter into. As introduced, the bill would allow LAFCOs to use provisions similar to counties and cities.

SCR 163 (Cortese D) Local agency formation commissions.

Current Text: Amended: 6/26/2024 [html](#) [pdf](#)

Introduced: 6/19/2024

Last Amend: 6/26/2024

Status: 7/3/2024-VOTE: [07-03-2024] hearing: Motion to Reconsider. [Reconsideration Granted.] (PASS)

Location: 6/26/2024-S. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would reaffirm the sole authority of local agency formation commissions for the initiation, conduct, and completion of changes of organization, reorganizations, and extraterritorial services for cities and districts.

Position

Support

Subject

Other

CALAFCO Comments: 07/03/2024: Considered in Senate Local Government Committee but failed, with leave to reconsider.

06/26/2024: Re-referred to Senate Local Government Committee, read second time and amended by author.

06/19/2024: Introduced. Referred to Rules Committee for assignment.

Total Measures: 10

Total Tracking Forms: 10

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

July 10, 2024

To: LAFCo Commissioners

From: Rob Bartoli, Executive Officer

Subject: CALAFCO 2024 Annual Conference - Information Only

Summary

Registration is now open for the CALAFCO 2024 annual conference that will be held on October 16-18, 2024 in Fish Camp, CA, just outside of Yosemite National Park. The registration form is enclosed in the agenda packet, and Commissioners may also register online at www.calafco.org. The deadline for early bird registration is July 31, 2024. More details are on the CALAFCO website.

As of July 10, Commissioners Martin, Mueller, Chang-Kiraly, and Draper have stated they wish to attend the Conference. Commissioners who wish to attend should notify staff at their earliest convenience in order for staff to submit the conference registration for all San Mateo LAFCo participants before the July 31 deadline.

Attachments

- A. CALAFCO 2024 Annual Conference Registration Form and Information

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT
▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ ANN DRAPER, PUBLIC

ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ VACANT, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪
DIANE ESTIPONA, CLERK



Annual Conference Registration Form Yosemite, California | October 16-18, 2024

ATTACHMENT A

For registration by check. To pay by credit card, visit calafco.org
Registration deadline is September 30, 2024

LAFCo	Received	Check #
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Please submit one form for each person registering

First Name	Last Name	Name (on name tag)
LAFCO/Organization	Title	
Guest Name (for guest/spouse registration)		
Mailing Address	City	Zip
Phone	Attendee's Email	
Emergency Contact Name	Phone	I would like vegetarian meal/s: <input type="checkbox"/> Guest/Spouse: <input type="checkbox"/>

Conference Registration Rates

	Early Bird Fee Received by July 31	Standard Fee Received Aug. 1-31	Late Fee Received Sept. 1-29
Member – Full Conference	\$700	\$800	\$830
Non-member – Full Conference	\$975	\$1075	\$1105
Guest/Spouse^ – All Meals	\$550	\$600	\$630
Guest/Spouse^ – Wed Reception/Thur Banquet Only	\$325	\$350	\$380
Member – One Day – Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/>	\$455	\$555	\$585
Non-member – One Day – Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/>	\$750	\$850	\$880
Mobile Workshop - Wednesday	\$ 95	\$105	\$115
LAFCo 101 (No charge for those with full conference registration. \$75 for all others.)	\$ 75	\$ 75	\$ 75
*OPTIONAL Wednesday Night Dinner	\$ 97	\$ 97	\$ 97
TOTAL REGISTRATION RATE DUE			\$

Payment must accompany registration and must be **RECEIVED** by the applicable deadlines to qualify for discounts. **NO EXCEPTIONS.**

Mail completed forms and check made payable to "CALAFCO" to:

CALAFCO
1451 River Park Drive, Suite 185
Sacramento, CA 95815

Hotel rooms start at \$205 per night if booked before September 16, 2024.

To reserve a room at the Tenaya Lodge visit:
<https://bit.ly/2024CALAFCOConference>
or call directly at **866-771-9629** and reference CALAFCO.

^Guests at meals must purchase their meal. Conference registration meals are not transferrable to guests.

CANCELLATION AND REFUND POLICY

1. Registrations are considered complete upon receipt of fees.
2. Cancellation requests made in writing and received by October 1, 2024, are fully refunded, less transaction and handling fees.*
3. Credits are not issued for any cancellations.
4. Registration fees are transferable to another person not already registered provided the request is received in writing.* Deadline to transfer registrations is October 11, 2024.
5. Registration fees for guests and special events are not transferable but are fully refundable, less transaction and handling fees*, if written requests are received by October 1, 2024.
6. Cancellation requests must be submitted by email to info@calafco.org.
7. Cancellation requests made after October 1, 2024 are not eligible for a refund.

*\$30 handling fee applies.

2024

CALAFCO

Annual Conference

WEDNESDAY, October 16TH 7:30 A.M. – 12:30 P.M.

California Association of
Local Agency Formation Commissions

CALAFCO

SUPPORTING SUSTAINABLE
COMMUNITY GROWTH

Mobile Workshop



THE ROAD TO GLACIER POINT: Mariposa County & Yosemite National Park's Collaborative Service Provision

Learn how Mariposa County and Yosemite National Park are collaborating on service provision through intergovernmental efforts and the engagement of local stakeholders.

This unique half-day mobile workshop will take you on a journey into Yosemite National Park, passing through Fish Camp, Historic Wawona, and Yosemite West before reaching Glacier Point, where you will witness breathtaking views of Half Dome, Yosemite Valley, and the Clark Range. Throughout the tour, you will learn about the collaborative efforts of Mariposa County, Yosemite National Park, and local citizens to tackle issues regarding water provision, solid waste and wastewater management, and emergency services for private and public lands. We will also delve into discussions on related jurisdictional situations, including the Mariposa County - LAFCO relationship.

The workshop will conclude with a boxed lunch at famed Glacier Point.

Don't miss out. Join us for a day of exploration, learning, and enjoyment amid the grandeur of Yosemite National Park!



COST: \$105 (\$10 EB Discount to July 31)
(Includes transportation, YNP Park
Entrance and box lunch)

Limited to the first 50 registrants
7:15 a.m. – Bus loads outside the hotel
7:30 a.m. – Bus departs PROMPTLY
12:30 p.m. – Return to the hotel

Dress in layers and wear closed-toe, closed-back flat shoes, as light walking is required.

Meeting Information

(meetinginfo.php)

- [Future Meetings \(meetinginfo.php?p_or_f=f\)](#)
- [Previous Meetings \(meetinginfo.php?p_or_f=p\)](#)

Conference Sponsors:

Meeting/Event Information

2024 CALAFCO Annual Conference - Yosemite - REGISTRATION NOW OPEN!



October 16, 2024

1:30 PM - 12:00 PM

[Add to Calendar \(https://calafco.org/vcs/meeting1.vcs\)](https://calafco.org/vcs/meeting1.vcs)



Tenaya Lodge at Yosemite

1122 Highway 41

Fish Camp, CA 93623

[Venue website \(https://www.visittenaya.com/\)](https://www.visittenaya.com/)

[Directions \(http://maps.google.com/maps?q=1122+Highway+41+Fish+Camp+CA&btnG=Search\)](http://maps.google.com/maps?q=1122+Highway+41+Fish+Camp+CA&btnG=Search)

[Register Now \(https://calafco.org/meet-reg1.php?id=1\)](https://calafco.org/meet-reg1.php?id=1)

Post



Share



Share



Catch the Early Bird Rates - Through July 31st

Registration is now open for the 2024 CALAFCO Annual Conference to be held at the beautiful **Tenaya Lodge in Fish Camp, California** (<https://www.visittenaya.com/>). Just a few miles outside the entrance to Yosemite National Park, our venue is nestled amid the towering trees, and even larger mountains. Here we will be learning about LAFCO issues for three days near the grandeur that caused John Muir to remark that *"It [Yosemite] was like lying in a great solemn cathedral, far*

vaster and more beautiful than any built by the hand of man."

While the conference doesn't officially kick off until 1:30 pm on Wednesday, October 16, 2024, (and concludes at Noon on Friday) there are two pre-conference activities on Wednesday morning. The first is a LAFCO 101 for new commissioners, or commissioners just needing a brush up. The other pre-conference activity is the **Mobile Workshop (PDF)**,

(https://calafco.org/images/downloads/2024_Conference/mws_flyer.pdf) which this year will be heading into Yosemite National Park to learn about the collaboration between the special districts, county, and Federal government to provide services to the residents there.

Session topics include succession planning, partnering with water leaders, environmental justice, small/mutual water companies, technology, your role in reorganizations, and more. Add all of that to round tables, regional caucuses, elections, achievement awards and, of course, great company and food, and it promises to be an unforgettable event! So, plan on joining us October 16th - 18th, as we come together to learn what's affecting the LAFCO world - and what may be on the horizon!

OPTIONAL WEDNESDAY DINNER:

While Wednesday night dinner is usually "on your own," there is only a small restaurant, and a pizza parlor, within the immediate vicinity of the hotel. Consequently, CALAFCO has arranged an optional buffet dinner on Wednesday evening after the Welcome Reception at a cost of \$97 per person. This represents a pass-through of our expense and is being provided merely as a courtesy to our members. However, it is NOT included in the full registration cost so please make sure to add it to your registration if you are wishing to avail yourself of that option.

TWO WAYS TO REGISTER:

CHECK: Please fill out and mail in the **Conference Registration Form (PDF)** (https://calafco.org/images/downloads/2024_Conference/registration_form.pdf) along with your check. (However, please note that discounts and late fees are determined by the date the registration is received and not when it is mailed.)

CREDIT CARD: Please clicking on the orange "Register Now" button on this page.

- EARLY BIRD discounts run through July 31st.
- LATE FEES begin on September 1st.
- REGISTRATION CLOSES on September 30, 2024 - no exceptions.

BECOME A SPONSOR (https://calafco.org/Conference_Sponsorships)

LODGINGS:

A block of rooms has been negotiated with the Tenaya Lodge in Fish Camp, California at a rate of \$205 (plus taxes). To reserve a room, go to <https://bit.ly/2024CALAFCOConference> (<https://bit.ly/2024CALAFCOConference>) OR call the Tenaya Lodge directly at (866) 771-9629 and reference CALAFCO. PLEASE NOTE that rooms are available at the specially negotiated hotel rate only through September 15, 2024.

EV:

The Tenaya has confirmed the availability of EV charging stations.

Have questions?

Check out the **Frequently Asked Questions page** (https://calafco.org/Conference_FAQs).

Register Now (<https://calafco.org/meet-reg1.php?id=1>)

Tickets

\$800.00 Member - Full Conference

\$830.00 after 12:01 am September 1

\$700.00 Earlybird rate before July 31

\$1,075.00 Non-Member - Full Conference

\$1,105.00 after 12:01 am September 1

\$975.00 Earlybird rate before July 31

\$600.00 Spouse/Guest Food - All Meals

\$630.00 after 12:01 am September 1

\$550.00 Earlybird rate before July 31

\$350.00 Spouse/Guest Food - Wed Reception & Thur Banquet Only

\$380.00 after 12:01 am September 1

\$325.00 Earlybird rate before July 31

\$555.00 Member - One Day

\$585.00 after 12:01 am September 1

\$455.00 Earlybird rate before July 31

\$850.00 Non-Member - One Day

\$880.00 after 12:01 am September 1

\$750.00 Earlybird rate before July 31

\$105.00 Mobile Workshop Wednesday

\$115.00 after 12:01 am September 1

\$95.00 Earlybird rate before July 31

\$75.00 LAFCo 101 (No charge for those with full conference registration. \$75 for all others.)

\$97.00 OPTIONAL Wednesday Night Buffet Dinner

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

July 10, 2024

To: LAFCo Commissioners
From: Rob Bartoli, Executive Officer
Subject: CALAFCO Nominations for 2024-2025 Board Members

CALAFCO has announced that nominations are now open for its 2024-2025 Board of Directors. The Recruitment Committee is accepting nominations for a County Member and a District Member in the Coastal Region, which is the region that San Mateo LAFCo is assigned to. The map of the regions is in the attached nomination packet. The election will be conducted during the CALAFCO Annual Conference on October 17, 2024.

Nominations are due by Monday, September 16, 2024 and require nomination by the Commission and submittal of the attached Candidate Resume Form.

Attachments

- A. CALAFCO Nominations for 2024-2025 Board Members Packet and Form

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT
 ▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ ANN DRAPER, PUBLIC

ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ VACANT, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪
 DIANE ESTIPONA, CLERK

Date: May 21, 2024	
To: Local Agency Formation Commission Members and Alternate Members	
From: Kenneth Leary, Committee Chair CALAFCO Board Election Committee CALAFCO Board of Directors	
RE: Nomination Period Now Open for 2024/2025 CALAFCO Board of Directors	

The Nomination Period is now open for the fall elections of the CALAFCO Board of Directors for the following seats:

CENTRAL REGION	COASTAL REGION	NORTHERN REGION	SOUTHERN REGION
County Member	County Member	City Member	City Member
District Member	District Member	Public Member	Public Member

Please inform your Commission that the CALAFCO Election Committee will be accepting nominations for the above-cited seats until:

MONDAY, SEPTEMBER 16, 2024

<p><i>Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal, and operational issues that affect us all. The Board meets four to five times each year, generally virtually. However, strategic plan retreats and other meetings may be scheduled in-person and will alternate around the state. A job description is attached that more fully discusses director responsibilities and time commitment.</i></p>	<p><i>Board terms span a two-year period, with no term limits, and any LAFCO commissioner or alternate commissioner is eligible to run for a Board seat.</i></p> <p><i>Elections will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 17, 2024 at the Tenaya Lodge in Fish Camp, California.</i></p>
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Should your Commission nominate a candidate, please return the completed Nomination Form and Candidate’s Résumé Form by the deadline. Completed nomination forms and all materials must be RECEIVED by CALAFCO by the deadline.

Electronic filing of nomination forms is **highly encouraged** to facilitate the recruitment process. Please email to info@calafco.org. However, hard copy forms and materials may also be mailed to:

Election Committee c/o Executive Director
California Association of Local Agency Formation Commissions
1451 River Park Drive, Suite 185
Sacramento, CA 95815

Complete nominations received by the September 16th deadline will be included in the Election Committee’s Report that will be distributed to LAFCO members. Candidate names will be listed in the report, and on the ballot, in the order nominations are received. The Election Committee Report will be distributed no later than October 3, 2024, with ballots made available to Voting Delegates at the Annual Conference.

Nominations received after the deadline will be returned; however, nominations may be made from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCOs who cannot send a representative to the Annual Meeting, an electronic ballot will be made available *if requested in advance*. **Ballot requests must also be received no later than Monday, September 16, 2024, with completed absentee ballots due by no later than Thursday, October 10, 2024.**

NOMINATION/ELECTION PROCESS DEADLINES AND TIMELINES

- **May 21** – Nomination Announcement and packet sent to LAFCO membership and posted on the CALAFCO website.
- **September 16** – Completed Nomination packet due
- **September 16** – Request for an absentee/electronic ballot due
- **September 16** – Voting delegate name due to CALAFCO
- **October 3** – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **October 3** – Distribution of requested absentee/electronic ballots.
- **October 10** – Absentee ballots due to CALAFCO
- **October 17** - Elections

If you have any questions about the election process, please contact CALAFCO Executive Director René LaRoche at rlaroche@calafco.org or by calling 916-442-6536.

Members of the 2024/2025 CALAFCO Election Committee are:

Kenneth Leary, Committee Chair	Napa LAFCO (Coastal Region)
Bill Connelly	Butte LAFCO (Northern Region)
Kimberly Cox	San Bernardino LAFCO (Southern Region)
Anita Paque	Calaveras LAFCO (Central Region)

To assist you in this consideration, you will find attached for your reference a copy of the CALAFCO Board Member Job Description, the CALAFCO Board of Directors Nomination and Election Procedures and Forms, and the current listing of Board Members and corresponding terms of office.

I sincerely hope that you will consider joining us!

Attachments.



Board Member Job Description

California Association of Local Agency Formation Commissions (CALAFCO) Member of the Board of Directors

Mission

As a 501(c)(3) nonprofit organization, CALAFCO supports LAFCOs by *promoting efficient and sustainable government services based on local community values through legislative advocacy and education.*

For more information, please see CALAFCO's website at www.calafco.org.

Values

The underlying values that define our organization are: *dependability, efficiency, honesty, and transparency.*

Duties

Board members have the following legal duties:

1. **Duty of Care:** *Ensuring prudent use of all assets including financial, facility, people, and good will.*
2. **Duty of Loyalty:** *Ensuring that the association's activities and transactions are, first and foremost, advancing its mission; Recognizing and disclosing conflicts of interest; Making decisions that are in the best interest of the association and not in the best interest of an individual board member, or any other individual or entity.*
3. **Duty of Obedience:** *Ensuring that the association obeys applicable laws and regulations; follows its own bylaws and policies; and that it adheres to its stated corporate purposes/mission.*

Position

The Board is a governing body and is expected to support the work of CALAFCO by providing mission-based leadership and strategic governance. While day-to-day operations are led by CALAFCO's Executive Director (ED), the Board-ED relationship is a partnership and the appropriate involvement of the Board is both critical and expected. Board Members are tasked with the Leadership, Governance, and Oversight of the association. Responsibilities include, but are not limited to:

- Representing CALAFCO to stakeholders; acting as an ambassador for the organization to regional members and California legislators.

- Approving policies that provide the appropriate authority and guidance for/to the ED in the administration of the organization.
- Serving as a trusted advisor to the ED.
- Participating in strategic planning retreats.
- Reviewing agenda and supporting materials, and communicating question to the Executive Director, prior to board and committee meetings.
- Weighing the organization’s outcomes against strategic plan initiatives.
- Approving CALAFCO’s annual budget, financial reports, and business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Assisting the ED and board chair in identifying and recruiting other Board Members to ensure CALAFCO’s commitment to a diverse board and staff that recognizes the differing perspectives among LAFCOs.
- Partnering with the ED and other board members to ensure that board resolutions are carried out.
- Serving on committees or task forces and taking on special assignments, as needed.

Board Terms/Expected Participation

CALAFCO’s Board Members are elected during regional caucuses held at the association’s annual meeting, and serve two-year terms.

Regular board meetings are held quarterly, special meetings are called as needed, strategic planning retreats are held every two years, committee meetings are called at different times during the year, and legislative canvassing in Sacramento may be needed. Two absences, within a calendar year, from any regularly scheduled board meetings constitutes a resignation of the Board member.

Qualifications

Board Members must be seated LAFCO Commissioners at their local level.

This is an extraordinary opportunity for an individual who is passionate about the importance of the role that LAFCOs play in the sustainable growth of a region, and who has a track record of leadership. His/her accomplishments will allow him/her to interface effectively with the state legislature, as well as attract other well-qualified, high-performing Board Members.

Remuneration

Service on CALAFCO’s Board of Directors is without remuneration. Administrative support, travel, and accommodation costs are typically provided by a director’s home LAFCO.



Board of Directors Nomination and Election Procedures and Forms

The procedures for nominations and election of the CALAFCO Board of Directors [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in the CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

1. APPOINTMENT OF AN ELECTION COMMITTEE:

- a. Following the Annual Membership Meeting the Board shall appoint an Election Committee of four members of the Board. The Election Committee shall consist of one member from each region whose term is not ending.
- b. The Board Chair shall appoint one of the members of the Election Committee to serve as Committee Chair. The CALAFCO Executive Director shall either serve as staff to the Election Committee or appoint a CALAFCO regional officer to serve as staff in cooperation with the Executive Director.
- c. Each regional officer shall serve as staff liaison to the Election Committee specifically to assist in conducting the election as directed by the Executive Director and Committee.
- d. Goals of the Committee are to encourage and solicit candidates by region who represent member LAFCOs across the spectrum of geography, size, and urban-suburban-rural population, and to provide oversight of the elections process.

2. ANNOUNCEMENT TO ALL MEMBER LAFCOs:

- a. No later than four months prior to the Annual Membership Meeting, the Election Committee Chair shall send an announcement to each LAFCO for distribution to each commissioner and alternate. The announcement shall include the following:
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. A regional map including LAFCOs listed by region.
 - iii. The specific date by which all nominations must be received by the Election Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCO marked "Received too late for Election Committee action."
 - iv. The names of the Election Committee members and the name of their LAFCO, regional representation, email address and phone number. The name, email address and phone number of the Executive Director shall also be included.
 - v. The email address and physical address to send the nominations forms.
 - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
 - vii. The specific date by which all voting delegate names are due.
 - viii. The specific date by which absentee ballots must be requested, the date CALAFCO will

Key Timeframes for Nominations Process	
Days*	
120	Nomination announcement
30	Nomination deadline
14	Committee report released
*Days prior to annual membership meeting	

distribute the absentee ballots, and the date by which they must be received by the Executive Director.

- b. A copy of these procedures shall be posted on the web site.

3. THE ELECTION COMMITTEE:

- a. The Election Committee and the Executive Director have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Election Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.
- b. At the close of the nomination period, the Election Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated representatives. Caucus elections must be held prior to the annual membership meeting at the Conference. The assigned regional officers along with a member of the Election Committee shall tally ballots at each caucus and provide the Election Committee the names of the elected Board members and any open seats. In the event of a tie, the regional officer and Election Committee member shall immediately conduct a run-off ballot of the tied candidates.
- c. Make available sufficient copies of the Committee Report for each Voting Delegate by the beginning of the Annual Conference. Only the designated Voting Delegate, or the designated Alternate Voting Delegate shall be allowed to pick up the ballot packet at the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Executive Director to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.
- f. Advise the Executive Director to provide "VOTING DELEGATE" ribbons to all voting delegates attending the Annual Conference.
- g. Post the candidate statements/resumes organized by region on a bulletin board or other easily accessible location near the registration desk.
- h. Regional elections shall be conducted as described in Section 4 below. The representative from the Election Committee shall serve as the Presiding Officer for the purpose of the caucus election and shall be assisted by a regional officer from a region other than their own, as assigned by the Executive Director
- i. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Election Committee Chair shall notify the Chair of the Board of Directors that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.

4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING

Limited to the elections of the Board of Directors

- a. Any LAFCO in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCOs requesting an electronic ballot shall do so in writing to the Executive Director no later than 30 days prior to the annual meeting.
- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the

annual meeting.

- d. LAFCO must return the ballot electronically to the Executive Director no later than three working days prior to the annual meeting.
- e. LAFCOs voting by electronic ballot may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCOs voting under this provision may only vote for the candidates nominated by the Election Committee as noted on the ballot and may not vote in any run-off elections.

5. AT THE TIME FOR ELECTIONS DURING THE REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP MEETING:

- a. The Presiding Officer shall:
 - i. Review the election procedure with the membership of their region.
 - ii. Present the Election Committee Report (previously distributed).
 - iii. Call for nominations from the floor by category for those seats subject to this election:
 - 1. For city member.
 - 2. For county member.
 - 3. For public member.
 - 4. For special district member.
- b. To make a nomination from the floor, a LAFCO, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy. If a candidate is absent from the regional caucus, they may ask someone in their region to make a brief statement on their behalf.
- e. The Presiding Officer shall then conduct the election:
 - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
 - 1. Name the nominees and offices for which they are nominated.
 - 2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.
 - ii. For categories where there are more candidates than vacancies, the Presiding Officer shall:
 - 1. Poll the LAFCOs in good standing by written ballot.
 - 2. Each LAFCO in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.

3. Any ballots submitted electronically for candidates included in the Election Committee Report shall be added to the tally.
 4. With assistance from the regional officer, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
1. A majority of the total number of LAFCOs in a given region are required for a quorum. Returned absentee ballots shall count towards the total required for a quorum.
 2. The nominee receiving the majority of votes cast is elected.
 3. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election. Electronic ballots are not included in the tally for any run-off election(s).
 4. In case of tie votes:
 - a. A second run-off election shall be held with the same two nominees.
 - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.

6. ADDITIONAL PROCEDURES

- a. For categories where there are more candidates than vacancies, names shall be listed on the ballot in the order the nomination was received and deemed complete.
- b. The Election Committee Chair shall announce and introduce all Board Members elected during the Regional Caucuses at the annual business meeting.
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCO may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.
- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new Board members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.

7. LOSS OF ELECTION IN HOME LAFCO

Board Members and candidates who lose elections in their home office shall notify the Executive Director within 15 days of the certification of the election.

8. FILLING BOARD VACANCIES

Vacancies on the Board of Directors may be filled by appointment by the Board for the balance of the unexpired term. Appointees must be from the same category as the vacancy, and should be from the same region.

CALAFCO's Four Regions



The counties in each of the four regions consist of the following:

Northern Region

Butte
Colusa
Del Norte
Glenn
Humboldt
Lake
Lassen
Mendocino
Modoc
Nevada
Plumas
Shasta
Sierra
Siskiyou
Sutter
Tehama
Trinity
Yuba

CONTACT: Steve Lucas
Butte LAFCO
slucas@buttecounty.net

Southern Region

Orange
Los Angeles
Imperial
Riverside
San Bernardino
San Diego

CONTACT: Gary Thompson
Riverside LAFCO
gthompson@LAFCO.org

Coastal Region

Alameda
Contra Costa
Marin
Monterey
Napa
San Benito
San Francisco
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Solano
Sonoma
Ventura

CONTACT: Dawn Longoria
Napa LAFCO
dawn.longoria@napa.lafco.ca.gov

Central Region

Alpine
Amador
Calaveras
El Dorado
Fresno
Inyo
Kings
Madera
Mariposa
Merced
Mono
Placer
Sacramento
San Joaquin
Stanislaus
Tulare
Tuolumne
Yolo

CONTACT: José Henriquez
Sacramento LAFCO
henriquezj@saccounty.net

CURRENT BOARD MEMBERS AND TERMS

NAME	REGION	TYPE & TERM
Bill Connelly	Butte <i>Northern</i>	County (2025)
Kimberly Cox	San Bernardino Southern	District (2025)
Rodrigo Espinosa	Merced <i>Central</i>	County (2024)
Yxstian Gutierrez	Riverside Southern	County (2025)
Blake Inscore, Secretary	Del Norte <i>North</i>	City (2024)
Gay Jones, Treasurer	Sacramento <i>Central</i>	District (2024)
Kenneth Leary	Napa Coastal	Public (2025)
Gordon Mangel	Nevada <i>Northern</i>	District (2025)
Michael McGill	Contra Costa <i>Coastal</i>	District (2024)
Derek McGregor	Orange <i>Southern</i>	Public (2024)
Margie Mohler, Chair	Napa <i>Coastal</i>	City (2025)
Anita Paque	Calaveras <i>Central</i>	Public (2025)
Wendy Root Askew	Monterey <i>Coastal</i>	County (2024)
Josh Susman	Nevada <i>Northern</i>	Public (2024)
Tamara Wallace	El Dorado Central	City (2025)
Acquanetta Warren, Vice-Chair	San Bernardino <i>Southern</i>	City (2024)



Board of Directors

2024/2025 Nomination Form
(Must accompany the Candidate Résumé Form)

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

_____ LAFCO of the _____ Region

Nominates _____

for the (check one) [] City [] County [] Special District [] Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual Membership Meeting of the Association.

LAFCO Chair

Date

NOTICE OF DEADLINE

Nomination Packets must be received by September 16, 2024 to be considered by the Election Committee.

Send completed nominations to
info@calafco.org

Or, mail to:

CALAFCO Election Committee
CALAFCO
1451 River Park Drive, Ste. 185
Sacramento, CA 95815

Date Received



Board of Directors
2024/2025 Candidate Résumé Form
(Complete both pages)

Nominated By: _____ LAFCO Date: _____

Region (please check one): Northern Coastal Central Southern

Category (please check one): City County Special District Public

Candidate Name _____

Address _____

Phone Office _____ Mobile _____

e-mail _____

Personal and Professional Background:

LAFCO Experience:

CALAFCO or State-level Experience:

Availability:

Other Related Activities and Comments:

NOTICE OF DEADLINE

Complete Nomination Packets must be received by **September 16, 2024** to be considered by the Election Committee.

Send completed nominations to
info@calafco.org

Or, mail to:

CALAFCO Election Committee
CALAFCO
1451 River Park Drive, Ste. 185
Sacramento, CA 95815



Board of Directors

2024/2025 Nomination Form

(Must accompany the Candidate Résumé Form)

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

_____ LAFCO of the _____ Region

Nominates _____

for the (check one) City County Special District Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual Membership Meeting of the Association.

_____ LAFCO Chair

_____ Date

NOTICE OF DEADLINE

Nomination Packets must be received by **September 16, 2024** to be considered by the Election Committee.

Send completed nominations to info@calafco.org

Or, mail to:

CALAFCO Election Committee
CALAFCO
1451 River Park Drive, Ste. 185
Sacramento, CA 95815

Date Received



Board of Directors
2024/2025 Candidate Résumé Form
(Complete both pages)

Nominated By: _____ LAFCO Date: _____

Region (please check one): Northern Coastal Central Southern

Category (please check one): City County Special District Public

Candidate Name _____

Address _____

Phone Office _____ Mobile _____

e-mail _____

Personal and Professional Background:

LAFCO Experience:

CALAFCO or State-level Experience:

Availability:

Other Related Activities and Comments:

NOTICE OF DEADLINE

Complete Nomination Packets must be received by **September 16, 2024** to be considered by the Election Committee.

Send completed nominations to
info@calafco.org

Or, mail to:

CALAFCO Election Committee
CALAFCO
1451 River Park Drive, Ste. 185
Sacramento, CA 95815

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

July 10, 2024

To: LAFCo Commissioners

From: Rob Bartoli, Executive Officer

Subject: Voting Delegates at 2024 California Association of LAFCOs (CALAFCO) Annual Conference

Summary

The 2024 California Association of LAFCOs (CALAFCO) Annual Conference will be in Fish Camp, CA from October 16th to October 18th. As part of the Conference, elections will be held for the CALAFCO Board of Directors.

Each LAFCO is entitled to one vote for Board elections and other business before the membership. The CALAFCO bylaws require that member LAFCos designate their delegate in writing, such as a minute order, prior to or at the annual meeting. Delegates may be a Commissioner or an Executive Officer.

Commissioners Martin, Draper, Mueller, and Chang-Kiraly have expressed interest in attending the conference. Executive Officer Bartoli will also be attending the Conference. In previous years, the Executive Officer has been selected as an alternate in the event the designated Commissioner or alternate Commissioner are not able to participate in the election. In years where the Chair has attended the Conference, the Chair has been designated as the voting delegate.

Recommendation

By motion, appoint a voting delegate and alternate voting delegate to 2024 California Association of LAFCos (CALAFCO) Conference.

Attachments

- A. CALAFCO 2024 Voting Delegate Form

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT
▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ ANN DRAPER, PUBLIC

ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ VACANT, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪

DIANE ESTIPONA, CLERK



1451 River Park Drive, Ste 185
Sacramento, CA 95815
(916) 442-6536

NOMINATION OF 2024 CALAFCO VOTING DELEGATE

The Local Agency Formation Commission of the below named county, hereby nominates and names the following Commissioners as its duly authorized voting delegate and alternate for purposes of the 2024 CALAFCO Board of Directors election to be held on Thursday, October 17, 2024, during the CALAFCO Regional Caucus and Annual Meeting in Fish Camp, California.

County Name:

Delegate:

Alternate:

Appointment Authorized by:

Name of individual completing form on behalf of the LAFCo:

Will your delegate or alternate be attending the CALAFCO Annual Conference?

Yes: No:

PLEASE RETURN COMPLETED FORM BY **SEPTEMBER 16, 2024 TO:**

René LaRoche via email to: rlaroche@calafco.org

Late submissions will NOT be accepted.

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- [Service Accolades](https://calafco.org/newsletter#Service_Accolades) (https://calafco.org/newsletter#Service_Accolades)
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- [Associate Member Showcase](https://calafco.org/newsletter#Associate_Member_Showcase) (https://calafco.org/newsletter#Associate_Member_Showcase)
- [Announcements:](https://calafco.org/newsletter#Announcements_) (https://calafco.org/newsletter#Announcements_)
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Archives

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Side Articles

Quarterly Newsletter, May 2024 | Workshop Edition

Save the Date!



SAVE THE DATE!
2024 CALAFCO Annual Conference

October 16th - 18th
Tenaya Lodge, Yosemite

Registration Opens July 1st

We hope to see you there!

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Welcome!



Welcome to the new CALAFCO Digital Newsletter!

We are thrilled to introduce you to the latest evolution of our digital presence. As we continue to build and refine our platform, our goal is to offer enhanced resources through a more user-friendly website. This new digital newsletter is just another step in that direction as newsletter articles will be housed on the website for later viewing. No more misplacing the newsletter email and missing out on all of the info!

As we continue to build out the website and its features, our hope is that the interactive platform will allow you, our members, to better engage in meaningful conversations, share experiences, and seek advice from peers. (And don't worry because the ListServes will continue to be maintained!)

So, stay tuned for more updates as we continue to enhance your digital experience.

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Service Accolades

LA LAFCO Honors Don Dear for 20 Years of Service

At its May 8th meeting, LA LAFCO recognized Chair Don Dear in commemoration of his twentieth anniversary on the Commission. First appointed to LAFCO in 2004, and recently re-appointed to a new four-year term, Chair Dear is now the Commission's longest-serving commissioner. He is a member of the West Basin Municipal Water District's Board of Directors, where he has served since 2000; he has also represented West Basin on the Board of Directors of the Metropolitan Water District of Southern California (MWD). He was a member of the City of Gardena City Council for more than two decades. Commissioner Dear is a long-standing member of the Association of California Water Agencies, and is active in meetings of the Southern Region of CALAFCO.

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Photo Contest Results

As a fun, new treat for this year's Staff Workshop, CALAFCO held its first ever photo contest. The theme was "Juxtapositions" and sought images that captured the interface between undeveloped and developed land. By contest closing, eleven entries were received and then came the task of finding a suitable official to lend a creative eye. That person was Cara Goger, the Executive Director of the Mariposa County Arts Council, who graciously served as our contest judge. Her expertise and discerning eye were clearly demonstrated in the comments that she left for our winners.

So, without further ado, let's give a round of applause to our incredible winners:

🏆 First Place (\$100): Stephanie Pratt of Napa LAFCO. Stephanie wowed the judges with her captivating photograph titled "Supah Dupah Changes".

Judge's comment: Great use of juxtaposition both in terms of subject matter, composition, and the elements of art.

Congratulations, Stephanie, on this well-deserved recognition!


🥈 Second Place (\$70): Crystal Craig of Riverside LAFCO. Crystal's mesmerizing shot of the majestic "Commercial creeping before Joshua Tree Park" earned her the second-place prize.



Photo credit: Mitzi Stites, San Joaquin LAFCO

Judge's comment: Clever use of distance to play on the theme of juxtaposition. Great use of texture.

Well done, Crystal!

 **Third Place (\$40): Jose C. Henriquez of Sacramento LAFCO.** Jose's breathtaking capture of the "View of the Northern Central Valley" stole the judge's heart and secured him the third-place spot.

Judge's comment: Beautiful composition. Love the placement of the horizon line. Bravo, José!

You can see all of the entries here. (<https://calafco.org/gallery.php?id=11>)

To all our participants, thank you for sharing your talent and passion with us. Creative works are deeply personal and it is not easy to put yourself out there in a contest like this. The theme was also challenging as noted by entrant Kristi Grabow of Sac LAFCO who let us know that "this was harder than I thought." Thank you to all of our entrants and congratulations, again, to our winners! Your photos illuminated just some of the beauty of California's landscapes and communities, reminding us of the reason behind the remarkable work that you do.

Stay tuned for future opportunities to showcase your creativity and celebrate our shared journey as CALAFCO members.

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Workshop News

A Celebration of Learning and Collaboration!



Gathered under the welcoming roof of the Double Tree Inn in Pleasanton from April 24th to 26th, the recent Staff Workshop was more than just a conference; it was a dynamic forum where ideas blossomed, connections flourished, and insights flowed freely. With a diverse array of sessions, an engaging mobile workshop, and enriching roundtable discussions, attendees left not just informed but saying that this was the best workshop ever!

Out of the gate, one of the highlights of the event had to be the mobile workshop, which one attendee likened to a Ted Talk. The group traveled to the picturesque Wentle Vineyard where they had the privilege of receiving a guided tour of the grounds from Mr. Wentle himself. As if that were not

enough, they also had a presentation from representatives of the City of Livermore regarding the proposed sewer extension funded by the passage of Measure P. Of course, lunch at Wentle Vineyards might have been the real highlight as attendees dined on gourmet offerings.

Once the workshop opened back at the Double Tree Inn, it became abuzz with a vibrant cross-section of topics from a session on the importance of trust, facilitated by none other than Pamela Miller, to how to write staff reports, use GIS and fiscal

indicators, to what constitutes ADA compliance for websites. There was also some fun learning on the first day with a LAFCO Trivia session, which put four EOs in the trivia ring to duke it out to see who knew the most about LAFCO history and laws.

From the basics to the intricacies of a recent contentious issue in San Diego, there was something for everyone. These sessions weren't just informative; they sparked lively discussions and fostered a sense of shared purpose among participants.

Of course, no gathering would be complete without good food, and the workshop certainly delivered in that regard. Attendees were treated to a culinary journey, with each meal offering a delightful fusion of flavors to tantalize the taste buds and fuel the mind.



However, perhaps the most valuable aspect of the workshop was the active and illuminating roundtable discussions. Here, attendees had the opportunity to delve deeper into concerns, exchange ideas, and explore solutions collaboratively. These roundtables epitomized the spirit of the workshop: fostering connections, sharing knowledge, and building a stronger community of LAFCO professionals.

Behind the scenes, none of this would have been possible without the dedication and hard work of Alameda LAFCO, and the Planning Committee members. Their tireless efforts ensured that every aspect of the workshop—from the selection of mobile workshop and topics, to the logistics—was meticulously planned and executed. Special thanks are due to Gary Thompson from Riverside LAFCO, whose leadership of the committee ensured the workshop's success.



Gratitude also goes out to the army of volunteers who assisted with the Registration table - and anything else needed. You embody the best of public service!

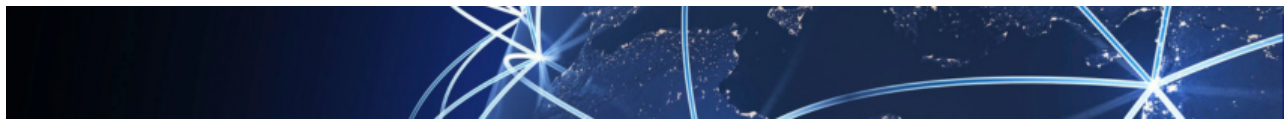
And, of course, none of this could have happened without CALAFCO staffers, Jeni Tickler and Diane Severud, whose support and expertise were invaluable from planning to clean up!

As the curtains closed on this year's Staff Workshop, attendees departed with a renewed sense of purpose and a wealth of new ideas to implement in their work. But perhaps more importantly, they left with a sense of camaraderie and community, knowing that they are part of a network of dedicated professionals striving to make a difference to the people of California.

[Check out the Workshop Photo Gallery for more candid photos.](https://calafco.org/gallery.php?id=12)
 [\(https://calafco.org/gallery.php?id=12\)](https://calafco.org/gallery.php?id=12)

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Member Connect



News from Fresno

Welcome Joel Matias!

Fresno LAFCo is pleased to introduce their newest Analyst, Joel Matias. Joel started with them as a student intern in fulfillment of his Planning Degree from Fresno State. It was immediately clear from his first days, that Joel holds a strong work ethic and he can adapt to new tasks with ease. With a vacancy opening, it required no second guessing as to who would be a fantastic candidate to promote into the Analyst position. Fresno looks forward to the bright future that Joel has ahead which will undoubtedly also equate to becoming a strong asset to our CALAFCO community!



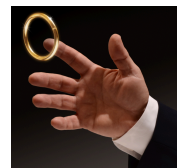
Fresno Local Agency
Formation Commission

Another Analyst Slot Soon

Fresno is also pleased to announce that another Analyst position is now available soon. Check out the Job Postings below for more details.

SB 938 Dissolution

Finally, Fresno is scheduled to hold Conducting Authority Proceedings in July which will wrap up the dissolution of one of their districts. Brian Spauhurst, Fresno EO, noted his belief that this is the first district to be dissolved by utilizing the new procedures set in place by SB 938. (Legislation sponsored by CALAFCO in 2022.) If so, then Fresno takes the brass ring! Kudos to Jessica Gibson, Fresno Analyst, who managed the project start to finish. While a learning process, Brian assures us that she ensured that each task was successfully completed. Well done, Fresno!



Heard from San Joaquin

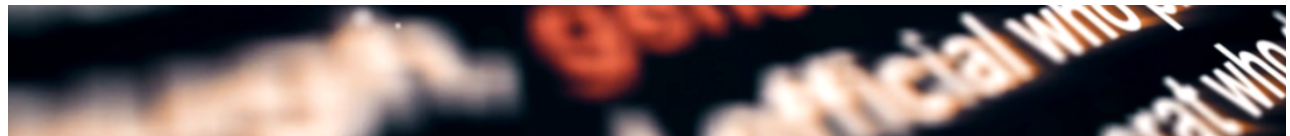


After a long process followed by voter passage on March 5th, San Joaquin LAFCO reports that it has now received the acknowledgment letter from the State Board of Equalization, which completes the Mountain House incorporation.

Kudos to San Joaquin and a hearty welcome to Mountain House - California's newest city, effective July

1, 2024!

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Featured Articles

Del Paso Manor Water District: Addressing Critical Infrastructure Challenges and Ensuring Future Water Service

Submitted by Sacramento LAFCO

Sacramento's Local Agency Formation Commission (LAFCO) oversees 63 independent special districts. Amongst those districts is Del Paso Manor Water District, a municipal service provider of the Del Paso community in North Sacramento. DPMWD was established in 1956 and provides drinking water to approximately 672 acres and 1,790 parcels. As the Del Paso community and surrounding areas grew, the neighboring Sacramento Suburban Water District (SSWD) expanded its reach, eventually encompassing the boundaries of DPMWD. Despite these changes, DPMWD continued to operate independently, serving both residential and commercial connections.



Grand Jury Investigation and Findings:

In 2021, the Sacramento County Grand Jury investigated DPMWD, releasing a report in November that highlighted serious deficiencies in the District's operational, safety, governance and management practices. The report's findings were alarming and prompted further scrutiny by LAFCO to produce a Municipal Service Review. This

review demonstrated that the District relies on seven wells, utilizing groundwater as its primary source. However, of the 21 miles of water lines in the district, only one mile is relatively new, with the majority being 60-70 years old, significantly past their useful life, and necessitating urgent replacement within the next 20 years to maintain reliable water service. The review, adopted in late 2022, provided a comprehensive analysis of the water district's operations, infrastructure, and compliance with regulatory standards and recommended reevaluation of the District after 36 months, providing it with a window to address and rectify its deficiencies.

Path Forward:

In 2020, DPMWD initiated discussions with SSWD about a possible merger to address its growing challenges. These conversations were paused but resumed in 2021 after the release of the Grand Jury Report. The two districts engaged in 2x2 meetings to explore collaborative solutions. Given that DPMWD already shared some infrastructure with SSWD, LAFCO encouraged these discussions to ensure continued quality municipal services for DPMWD's customers. As the months passed, LAFCO staff remained vigilant, monitoring the district's progress, answering technical LAFCO-related questions, providing recommendations. Unfortunately, upon reevaluation, the situation appeared dire. Infrastructure failures were more frequent and severe than initially reported, and the district's efforts to improve fire flow capabilities fell woefully short. This growing crisis prompted LAFCO to consider more drastic measures.



Financial and Infrastructure Challenges:

After two years of the DPMWD meeting with SSWD, Del Paso's Board Directors decided to pull out of discussions with SSWD in late 2023. Instead, the DPMWD Board of Directors decided to pursue a rate change via Proposition 218 to generate necessary funding. While ratepayers supported the increase, the resulting funds fell short, covering less than a quarter of the required amount for essential improvements. Recognizing the severity of the situation, LAFCO staff recommended initiating the dissolution of DPMWD under Government Code 56375.1 to secure adequate water service for

the community.

Understanding the sensitivity of dissolving a District, LAFCO staff attended a special Board meeting for DPMWD to present the stark realities of its district, including failing wells, inability to meet fire flow requirements, and mounting financial stress. Despite the District's successful Proposition 218 election, which netted approximately \$9 million in funding to address capital infrastructure repairs and replacements, the district's financial capabilities were insufficient to address the totality of their needs. LAFCO emphasized the potential benefits of merging with or consolidating into a larger district like SSWD, highlighting available financing options that could alleviate the district's burdens.

Staff emphasized that a Commission may initiate a proposal for the dissolution of a district that is subject to a 25% protest threshold if at a public hearing the Commission approves, adopts, or accepts a MSR study prepared pursuant to Government Code 56430. Said study must demonstrate a preponderance of evidence that the district has one or more documented chronic service provision deficiencies that substantially deviate from industry or trade association standards or other government regulations and its board or management is not actively engaged in efforts to remediate the documented service deficiencies. While the current Board, with all but one director having been in office since 2021, had attempted to address a lot of the District’s deficiencies, the reality is that the District had run out of options to remain viable in the long term. The cost of replacing 20 miles of pipe and equipment past their useful life, the inability to meet residential fire flow, the lack of funding to meet upcoming regulatory requirements and having a population base too small to self-finance these needs simply overwhelmed the District.

Navigating New Waters:

On May 1st, 2024, LAFCO unanimously adopted a Resolution of Intent to dissolve DPMWD. The adoption of the resolution initiates a twelve-month remediation period as required by Government Code 56375.1. During this time, DPMWD Board of Directors is encouraged to explore all available options, including voluntary consolidation with SSWD, to ensure the continued provision of safe, affordable and reliable potable water service to the Del Paso community. The LAFCO office will be hosting an open house to inform the District’s customers on the state of the District and on the dissolution process in mid-July.

As DPMWD navigates this critical juncture, the focus remains on securing a sustainable future for its water infrastructure and service delivery. The potential merger with SSWD offers a promising pathway to address the District's longstanding challenges, safeguarding the well-being of Del Paso’s residents and businesses for years to come.



The Value of Owning Your Narrative: Strategic Outreach is Vital for LAFCOs

Submitted by CV Strategies

When engaging with the public, does your LAFCO tell its own story? Or does the media tell the story for you?

LAFCOs can develop their image through a coordinated communications effort. This storytelling tool is vital to an organization’s ability to serve its stakeholders. In the



case of your LAFCO, you may want to speak directly to residents, businesses, public agencies, elected officials, media, contractors and other LAFCOs. Cultivating a relationship with these audiences through outreach serves your community, strengthens your mission and allows your LAFCO to effectively accomplish its goals.

According to the **Pew Research Center**, (<https://www.pewresearch.org/short-reads/2024/04/11/americans-rate-their-federal-state-and-local-governments-less-positively-than-a-few-years-ago/>) a December 2023 survey of 5,203 adults revealed that 49 percent have an unfavorable view of state government, and only 61 percent rate their local government positively. Both figures are declining when compared to prior years. A holistic Communications Plan connects you to the public, deepening social understanding of your LAFCO's role in local government and creating a positive impact.



A LAFCO Communications Success Story

Orange County LAFCO (OC LAFCO) knew the value of communicating its story to its stakeholders, so it enlisted the help of external expertise to create a detailed communications plan. The third-party consulting firm thoroughly assessed the organization's outreach efforts through staff interviews, executive committee discussions, commissioner outreach and questionnaires, web, digital, and social media presence audits, brand and image perception examination, and a collateral review.

The assessment revealed opportunities for OC LAFCO to strengthen its communication efforts through consistency, collaboration, use of new tools and technology, and an internal commitment to the organization's narrative. The organization learned essential tools to engage the public,

including:

Commissioner Outreach Toolbox: LAFCOs can create a communications toolbox complete with talking points for targeted issues, continually updated message cards to reflect current branding, and individualized strategies to support commissioner needs. An outreach expert will develop this toolbox in tandem with the LAFCO.

Brand Identity: Foster a positive reputation through a cohesive branding framework, which might include an enhanced logo, organization tagline to highlight mission and value, and branding style guide to ensure consistency. Like OC LAFCO, an outreach expert can help tailor brand identity to an organization's needs.

Updated Web Experience: The community interacts with LAFCOs online, so opt for a modern, vibrant and user-friendly template for the website. Create compelling content for the website, including videos, photos and infographics. Make frequent updates to ensure content is accurate and relevant. Increase public awareness through Search Engine Optimization (SEO) and highlight local spheres of influence on a stakeholder-driven, interactive map.

Enhanced Public Workshop Strategies:

Drive awareness by adjusting messaging to appeal to local communities. It's important to prepare LAFCO team members with media relations support to navigate controversial topics and leverage current regional messages. The goal is to build public understanding of the LAFCO's purpose.

Outreach Material:

Several outreach items provide insight into organizational value and service to the community, including quarterly newsletters, collateral, short videos, and orientation kits. LAFCOs can publish opinion-editorials in the media to maximize engagement. In all this, an outreach expert can provide support.

Effective Social Media Plan: To remain increasingly relevant and connected to the region, LAFCOs should develop a focused social media plan centered on the organization and its stakeholders. Create a monthly calendar of two to three weekly posts using pictures, videos and infographics.

Using these key findings, OC LAFCO created an implementation roadmap with actionable next steps to reach their audience efficiently and effectively. With expert outreach help, your LAFCO can do the same.

For a look at OC LAFCOs communications plan, visit cvstrat.com/wp-content/uploads/2024/05/OCLAFCO_CommsPlan2020.pdf (https://cvstrat.com/wp-content/uploads/2024/05/OCLAFCO_CommsPlan2020.pdf).



What to Expect when you're Expecting ... to Become a New City

Submitted by Jim Simon and Carolanne Ieromnimon, RSG, Inc.



become a new city? More importantly, how is your commission equipped to evaluate future incorporations?

Rumor has it, multiple communities from Southern to Northern California are looking to incorporate and potentially become the 484th city. With incorporation interests on the rise, this begs the question, what should a community expect when they are expecting to

become a new city? More importantly, how is your commission equipped to evaluate future incorporations?

In September 2023, San Joaquin County LAFCO's Commission unanimously voted to approve the incorporation and reorganization of the Mountain House Community Services District ("MHCS D"), making it the 8th city in San Joaquin County and the 483rd city in California this July. It had been well over a decade since the last community succeeded in incorporating, with Jurupa Valley's serving as the last successful incorporation back in 2011.

How Did Mountain House Become the Newest City?

Unlike Jurupa Valley's incorporation efforts being primarily driven by the immediate need for policing and enhanced local control, MHCS D had decades of planning their path forward in becoming a city. Notably - and in terms of financial considerations - while both communities sought financial neutrality during their incorporation, Mountain House already had four special parcel taxes in place to fund essential municipal services on top of the CSD's own property tax levy that moved to the new City. Although as a new city Mountain House will not receive property tax in lieu of vehicle license fees (VLF), San Joaquin LAFCO determined the new city is viable given these other financial resources.

What Can We Learn from the Four Newer Cities in Riverside County?

Mountain House's existing financial stability marked their incorporation as unique and rare in comparison to Jurupa Valley and the three other cities that have recently been incorporated within the Inland Empire (Menifee in 2008, Eastvale in 2010, and Wildomar in 2008).

Financial stability is arguably one of the biggest make-or-break points for the viability of a newly incorporated city, and Commissions often must rely on a financial forecast at the time the matter goes to public hearing. So, we thought it would be interesting to see how these four newer cities have fared since their incorporation and what lessons there may be for LAFCOs elsewhere.

How Did SB 130 Help the Four New Cities?

Prior to their incorporation, the four newer cities in Riverside County did not receive a primary source of local revenue from the state – the property tax in lieu of motor vehicle license fees, which under a budget deal and subsequent legislation, only assured those funds to cities incorporated prior to 2004.

In 2017, these new cities finally received relief by way of **Senate Bill 130 (Roth, 2017)**, (<https://www.californiacityfinance.com/VLFAA-SB130FAQ170512.pdf>) which provided essential funds to these new cities much in the same way other cities receive these funds. How important was SB 130? In the first year of its implementation, these property taxes in lieu of motor vehicle license fees paid to these cities accounted for as much as nearly 40 percent of the total general fund revenues in 2017-18. While these funds make a smaller proportion of the total budget in more recent years, property taxes in lieu of VLF were critical to the survival of the new cities.

As a reminder, no other new city, be it Mountain House or any of the other communities contemplating cityhood have access to these funds without special legislation.

Boomtowns: Inside and Outside City Hall

Riverside County has been among the fastest growing regions in the State in the past two decades, and the four newer cities found themselves with a rapid increase in development and population after incorporation. Nearly 259,000 residents lived in

these four cities immediately following incorporation. By 2022, population of these four cities increased by about 23 percent, to over 318,000.

Growth and other factors led these cities to grow services and staffing levels at substantially higher levels, particularly compared the bare bones post-incorporation staffing levels (averaging less than 15 employees at each city according to their respective budget documents), or less than 60 employees across all four cities and a general fund budget ranging from \$4 million to nearly \$10 million in the first year.

Today, the four cities have substantially larger budgets and staffing levels. Budget data for 2022 show expenditures ranging from approximately \$16 million (Wildomar) to nearly \$71 million (Menifee), roughly an increase 5x since incorporation. As for staffing levels, those have increased nearly 20x since incorporation, from Wildomar’s relatively modest increase from 13 employees to 30 in 2022, to Eastvale and Menifee both of whom have over 300 total positions.

Clearly, any commission considering an incorporation feasibility study should be aware that the relationship between growth in a new city and budget/services is a tenuous one at best.

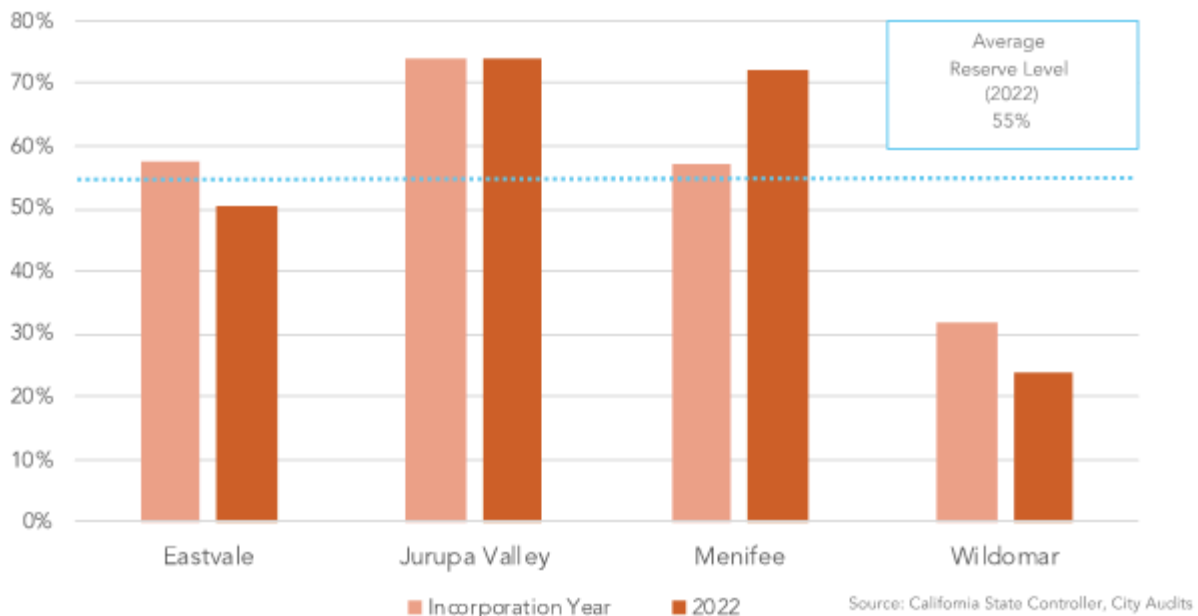
OPR’s Incorporation Guidelines do not Reflect Current Reserve Practices

The 2003 Governor’s Office of Planning and Research (“OPR”) “Guide to the LAFCO Process for Incorporations” states that reserves should be based on experience of comparable new cities, with a minimum “of at least 10% is recommended.” We have long felt that that OPR Guideline have limited use in today’s fiscal realities for new cities and this is certainly one such example.

We looked at the reserves (more specifically the “unassigned general fund balance”) across the four cities and found that reserves average 55% not only in 2022 but shortly after incorporation as well.

Considering that cities that rely on property taxes may have to wait as many as 7 months between apportionments, we are not surprised to see reserves averaging 55% among the four newer cities.

City Reserves as a Percentage of Unassigned General Fund Balance



It is indeed exciting to see new cities form in California after having to wait relatively long before Mountain House was not only feasible but successful. The road to incorporation remains difficult and hopefully the Legislature will find the way to restore funding mechanisms to make incorporation something to be expected once again.



LA LAFCO’s Survey Success: Maximizing Efficiency for Large-Scale MSR’s

Submitted by Jillian Glickman, RSG, Inc.

LA LAFCO faces a considerable task as it gears up for its upcoming round of Municipal Service Reviews, encompassing a total of 72 cities. In preparation, LA LAFCO, in partnership with RSG, Inc., initiated a brief survey to all 72 cities in need of an MSR and SOI update. The survey touched on various topics, including potential annexations, shared services, previous MSR determinations, alterations in municipal service provision, and preferred timing for upcoming MSR’s. Garnering a response rate of 50%, the survey will aid LA LAFCO in gauging the scope and scheduling of its upcoming MSR’s.



Conducting pre-MSR surveys can streamline the MSR process for LAFCOs by providing insight into pertinent areas in advance. This proactive approach enables LAFCOs to establish realistic MSR timelines, accommodate agency preferences, and update contact information effectively. This can help navigate the complexities of MSR’s by fostering collaboration, informed decision-making, and streamline reviews for all stakeholders involved.

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Board Report



Board Chair, Margie Mohler (left), met with Senator Maria Elena Durazo (inset above) in Sacramento on May 13th to discuss LAFCO responsibilities.

Chair Mohler Goes to Sacramento

On May 13th, Board Chair Margie Mohler, CALAFCO Executive Director Rene' LaRoche, and CALAFCO Advocate Jean Hurst, met with Senator Maria Elena Durazo, who is the new Chair of the Senate Local Government Committee.

LAFCO responsibilities, issues, and funding were among the topics discussed, and the CALAFCO team came away feeling that the time was very well-spent.

Thank you, Chair Mohler, for being such a dedicated Ambassador on behalf of CALAFCO members!

Board Meeting Review

During the Board's April 12, 2024, meeting, items included regular reports on the Workshop, planned CALAFCO U sessions, and the Annual Conference. The Board also conducted its annual review of the **Strategic Plan** (https://calafco.org/Strategic_Plans) which revealed that the organization has met most of its milestones so far, putting it slightly ahead of schedule on many of its goals. This positive outcome underscores the efficacy of having a plan outlining goals and the strategies to get there.

One of the Strategic Plan action items was the formation of a committee to consider the Association's finances and structure, and that had been done in January. Committee members, Margie Mohler (Coastal), Acquanetta Warren (Southern), Gordon Mangel (Northern), and Tamara Wallace (Central) have been meeting twice per month since and brought forth their first action item in April. The item was the first-ever Board Member Job Description. Knowing that nominations for Board elections would soon be opening, the Committee felt that a well-defined job description would be beneficial to the process by providing clarity regarding Board member roles and responsibilities. The newly approved job description reduces the number of regular Board meetings that a director may miss from three to two per calendar year. However, the feeling was that three-quarters of a year was too much business to miss – especially since Board members have multiple opportunities to weigh in on the annual meeting schedule. Authorization was also given to begin the process necessary for a minor By-Laws amendment to effectuate that attendance change.

Other business included the ratification of a letter in support of an American Farmland Trust (AFT) grant application, and receipt of the quarterly financial reports, which showed that the Association's fiscal status is healthy. With the new accounting

system, the Board is receiving more detailed financial data, and the Executive Director also provided a brief training on how to read the new schedules.

The Board also approved the recommended FY 2024-2026 budget, which is projected to have a large carryover from this year. The E.D. will bring a budget adjustment item in July to adjust the budget with actual numbers. The budget reflects total revenues of \$582,498, which includes the 3.1% CPI adjustment to the member dues, as well as more associate member dues and higher event and interest revenues. That breaks down as 60% LAFCO and associate member dues; 37% conference, workshop and CALAFCO U registration fees; and 3% interest and other revenues. Budgeted expenses total \$522,745, and breaks down as 41% for conferences, workshops and CALAFCO U; 40% in Personnel Expenses (salaries of executive director and administrator, workman's comp insurance, and payroll taxes and processing charges); 8% for other staffing (legal counsel contracts, and EO and DEO stipends); 6% for office/operating expenses; 3% for legislative services; 2% for other professional services (accountant, etc.); <1% for Board expenses; and <1% research. Projected unused funds in the amount of \$237,637 have been budgeted as Contingency, pending confirmation of year end numbers and final adjustment. With any carry over funds excluded, revenues in the FY 2024-25 budget are approximately \$30,528 more than the previous year, while expenses (excluding contingency) are \$24,467 less.



One of the final items of the meeting was a committee report from the Ad Hoc Modernization Committee. Margie Mohler reported on the many aspects that the committee has considered and noted that they will soon consider ways to improve our legislative efforts, as well as address organizational sustainability. We look forward to their recommendations.

The CALAFCO Board of Directors maintains a quarterly meeting schedule, generally meeting in the months of January, April, July, and October. Board Brief summarizes key agenda items and discussion topics. Additional meeting information can be found in the agenda packets which are housed in the Members-Only section of the CALAFCO website at calafco.org/Board_Agendas (https://calafco.org/Board_Agendas), or which may be requested by contacting the Executive Director at rlaroc@calafco.org (mailto:rlaroc@calafco.org?subject=Board_Agenda_Request).

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Legislative Updates

Deadlines, deadlines, and more deadlines.

The month of May marked a particularly tumultuous period in the legislative process as both chambers of the legislature raced to meet stringent deadlines instituted to ensure the smooth progression of legislation. The most significant of those deadlines occurred on May 24th, which marked the last day for each House to pass bills that were Introduced in that House. Passage by this deadline completes the first phase of the legislative process, and the bills then move on to the other House. Bills unable to pass out of the originating house by the deadline, automatically die under established joint rules.

Looking ahead, June 15th, is the last day to pass a final Budget Bill, and June 27th is the final day for a legislative measure to qualify for inclusion on the November 5th General Election ballot.

Taxpayer Protection and Government Accountability Act

Speaking of legislative measures, one particular proposal that has garnered attention over the past few years is the Taxpayer Protection and Government Accountability Act. Despite carrying the word "Act" in its title, it is important to note that this is a voter-driven initiative proposal which, under Article II of our state Constitution, functions outside of what we think of as the normal legislative process. **(For those wanting to delve more deeply into the initiative process, you can find a great in-depth analysis conducted in 2000 by the Public Policy Institute of California here. (https://www.ppic.org/wp-content/uploads/OP_1100FSOP.pdf))**

If passed by the voters, the initiative would change the taxation process significantly by requiring voter approval for any new tax or fee. This, of course, has substantial implications for LAFCO processes and all local governments, and elicited a Supreme Court case. The underlying issue before the court is that the initiative is more than a Constitutional amendment (which is permissible for initiatives) and, instead, constitutes a Constitutional revision (which is not permissible.) Oral arguments were made before the Court on May 8th. Both sides have requested that the Court render its decision before June 27, which is the deadline for the Secretary of State to certify California's general election ballot.

Summer Recess

The Legislature's Summer recess is scheduled to begin on July 3rd, contingent upon the successful passage of the Budget Bill. The recess will provide legislators with a brief respite before reconvening on August 5th. The remainder of August will then be dedicated to considering all remaining bills through their second house. Any bills that pass both houses will head to the Governor to sign or veto. Given the volume of last-minute bills, the Governor has until September 30th to act on bills that he received prior to September 1st.

CALAFCO Sponsored Bills

CALAFCO sponsored bills continue to make positive progress in the legislative process.

AB 3277 (Assembly Local Government Committee) Local agency formation commission: districts: property tax, would clarify that the ad valorem property tax revenue determination need be undertaken only in those instances where a proposal includes the formation of a district and the applicant is seeking a share of the 1% ad valorem property taxes. This bill proposal was originally submitted as an Omnibus bill

item, but was moved forward by the ALGC as stand-alone legislation. AB 3277 has passed out of the Assembly, and has been scheduled before the Senate Local Government Committee on May 29th.

SB 1209 (Cortese), Local agency formation commission: indemnification, is the other CALAFCO sponsored bill and is in response to a 2022 Court of Appeals decision that found that LAFCOs are not authorized to enter into Indemnification agreements. The bill has elicited some concerns from the California Building Industry Association and the CALAFCO team has been diligently working with the author's office to address them. While the bill has passed out of the Senate and to the Assembly in its original form to meet the deadline, the CALAFCO team is still working with the Senator's office to resolve issues.

With the first House deadlines passed and some bills dying, the number of bills now being monitored by CALAFCO has dropped to nine. These include the two sponsored bills above, and seven others which, by virtue of their subject matter, have potential to affect LAFCOs. A legislative report, which is updated daily, is available in the member's section of the Association website.

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Associate Member Showcase



3 New Members!

A huge welcome to our three new Silver Associate members: Assura Software, Hinman & Associates Consulting, and Kennedy Water Consulting, LLC.

Assura Software, out of New Zealand, creates software to digitize and automate the processes of LAFCOs resulting in time



savings, shared information, and increased efficiencies. For more information, check out their services at <https://www.assurasoftware.com/> (<https://www.assurasoftware.com/>).

Hinman & Associates Consulting provides staffing services, preparation of municipal service reviews and sphere of influence studies, application processing, and CEQA analyses for LAFCO clients throughout California. Additionally, our staff have extensive experience working with counties, cities and special districts on a variety of grant management, stakeholder outreach, and regulatory compliance projects. You can call Uma at 916-813-0818, or simply email her at uhinman@comcast.net.

Tom Kennedy, the brain behind **Kennedy Water Consulting, LLC**, has 35 years of experience in water/wastewater agencies as well as LAFCO matters. His goal is to help LAFCOs complete MSR for water and wastewater agencies. You can learn more about Kennedy Water Consulting at <https://lafcomatters.com/> (<https://lafcomatters.com/>) (LOVE the domain name, Tom.)

Welcome, everyone!



A.M. SPOTLIGHT

*This section is dedicated to highlighting our Associate Members. The information below is provided to CALAFCO by the Associate member upon joining the Association. All Associate member information can also be found in the CALAFCO Member Directory, which is available in either a **Printed Version** (https://calafco.org/Member_Directories) and a **Digital Version**. (<https://calafco.org/directory.php>)*

Colantuono, Highsmith & Whatley, PC

Longtime **Gold Member** Colantuono, Highsmith & Whatley, PC's attorneys are among just a few in California with deep expertise in the Cortese-Knox-Hertzberg Act. The Firm currently serves as general counsel to the Calaveras, Napa, San Diego and Yuba LAFCOs and as alternate counsel to several other LAFCOs on matters as to which their general counsels have conflicts of interest. The Firm's attorneys also serve as special counsel to LAFCOs throughout the state and have deep litigation expertise representing LAFCOs in court.



For more information, please see their website at www.chwlaw.us, (<http://www.chwlaw.us>) or contact them at 530-432-7357.



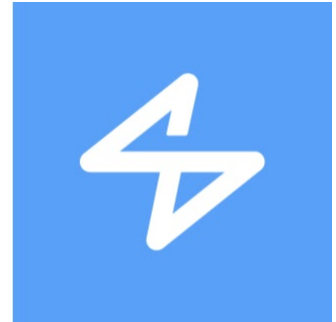
Berkson Associates

A Silver Associate member since 2015, Berkson Associates provides clear, concise analysis for preparation of governance studies including district formation, consolidation and dissolutions, and has extensive experience completing incorporation studies. Expertise also includes market analysis, public agency budget forecasting and demographic/housing analysis in support of MSR. Fiscal and financial analysis of water and wastewater systems, including Plans for Service for annexations and

formations. For more information, contact Richard Berkson at richard@berksonassociates.com. You can also visit their website at www.berksonassociates.com. (<http://www.berksonassociates.com>)

Chase Design, Inc.

Founded in 2000 by Chris Chase, Creative Director and Principal, Chase Design is a San Diego based firm specializing in branding consultation and design services for businesses and organizations throughout the United States. Chase Design has built an impressive reputation for producing effective design that gets their clients results for their businesses.



Please see their website at [chrischasedesign.com](http://www.chrischasedesign.com) (<http://www.chrischasedesign.com>) for more information. Or, simply call Chase Design at 619-933-1111 or email chris@chrischasedesign.com.

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Announcements:

BOARD ELECTIONS NOMINATION PERIOD OPENED



The CALAFCO Board Elections nomination period officially opened on May 21st when the Recruitment and Nomination packet was sent out to the Executive Officers.

Elections for the following seats will be conducted during the member caucus held on Thursday, October 17, 2024 at the CALAFCO Annual Conference to be held at the Tenaya Lodge, just outside Yosemite National Park:

SEATS:

- | | |
|------------------------|------------------------|
| CENTRAL REGION | COASTAL REGION |
| County Member | County Member |
| District Member | District Member |
| NORTHERN REGION | SOUTHERN REGION |
| City Member | City Member |
| Public Member | Public Member |

Full details and instructions can be found in the Nominations packet and forms which [can be found here \(https://calafco.org/Elections_and_Achievement_Awards\)](https://calafco.org/Elections_and_Achievement_Awards).

Send completed Nomination paperwork to the Executive Director at rlaroche@calafco.org. ([mailto:rlaroche@calafco.org?subject=Board Elections Nomination](mailto:rlaroche@calafco.org?subject=Board_Elections_Nomination))

The deadline for receipt by CALAFCO is Monday, September 16, 2024.

ACHIEVEMENT AWARDS

Nominations for the Annual CALAFCO Achievement Awards are also being invited at this time.

Award categories are:

- **Outstanding CALAFCO Volunteer**
- **Outstanding CALAFCO Association Member**
- **Outstanding Commissioner**
- **Outstanding LAFCO Professional**
- **Lifetime Achievement Award**
- **Legislator of the Year Award and the**
- **Mike Gotch Excellence in Public Service Award, for either Protection of Agricultural and Open Space Lands and Prevention of Sprawl, or for Innovation, Collaboration, Outreach and Effective Support of the Evolution and Viability of Local Agencies, Promotion of Efficient and Effective Delivery of Municipal Services**



Nominations must be submitted to Steve Lucas at slucas@buttecounty.net ([mailto:slucas@buttecounty.net?subject=CALAFCO Achievement Awards Entry](mailto:slucas@buttecounty.net?subject=CALAFCO%20Achievement%20Awards%20Entry)) by Saturday, August 31, 2024.

For more information, please download the Award Nomination Packet [from here](https://calafco.org/Elections_and_Achievement_Awards). (https://calafco.org/Elections_and_Achievement_Awards)

JOB POSTINGS

EXECUTIVE OFFICER - IMPERIAL

Contact Paula Graf for particulars.
(760) 353-4115 or pg@iclafco.com (<mailto:pg@iclafco.com>)

ANALYST I - FRESNO

Salary Range: \$3,861—\$4,740
Application Deadline: **June 21, 2024, 4:00 PM**
Job Description:

Performs a variety of assignments under immediate supervision involving research, analysis, planning, evaluation, and administrative duties. LAFCo Analyst I is an entry level position in the LAFCo Analyst classification series. Incumbents receive training, review, and direction in the completion of assignments.

Direct questions to Amanda Olivas at (559) 600-0604, or email aolivas@fresnocountyca.gov (<mailto:aolivas@fresnocountyca.gov>)

Full details can be found in the [Job Flyer \(PDF\)](https://calafco.org/images/other/2024_analyst_i_recruitment-b87895a2.pdf). (https://calafco.org/images/other/2024_analyst_i_recruitment-b87895a2.pdf)

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Calendar of Events



Below are selected CALAFCO events to the end of the year. For a complete, up-to-date listing, please check the **online calendar**. (<https://calafco.org/calendar.php>)

DATE	EVENT
JUNE 14TH, 9:00 AM	CALAFCO Legislative Committee (Virtual)
JULY 12TH, 9:00 AM	CALAFCO Legislative Committee (Virtual)
JULY 19th, 10:00 AM	CALAFCO Board of Directors Meeting (Virtual)
AUGUST 23rd, 9:00 AM	CALAFCO Legislative Committee, if needed (Virtual)
AUGUST 31st	DEADLINE: Achievement Awards Nomination Due
SEPTEMBER 16th	DEADLINE: CALAFCO Board member Nomination Packets Due
SEPTEMBER 16th	DEADLINE: Voting Representative Designation Form Due
SEPTEMBER 16th	Last day to request an electronic/absentee ballot.
OCTOBER 11th	DEADLINE: Absentee Ballots for Board member Election Due
OCTOBER 16th-18th	CALAFCO Annual Conference (Yosemite)

- OCTOBER 17th CALAFCO Annual Business Meeting (Yosemite)
- OCTOBER 18th CALAFCO Board of Directors Meeting (Yosemite)
- NOVEMBER 1st, 9:00 AM CALAFCO Legislative Committee, if needed (Virtual)
- DECEMBER 6th, 9:00 AM CALAFCO Legislative Committee, if needed (Virtual)

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