



LAFCO

Alameda Local Agency Formation Commission

NOTICE OF SPECIAL MEETING AND AGENDA

ALAMEDA LOCAL AGENCY FORMATION COMMISSION

THURSDAY, JANUARY 11, 2024

4:00 P.M.

Karla Brown, Chair — Ralph Johnson, Vice Chair — Nate Miley — David Haubert — Melissa Hernandez — Mariellen Faria — Sblend Sblendorio
Lena Tam, Alternate — John Marchand, Alternate — Georgan Vonheeder-Leopold, Alternate — Bob Woerner, Alternate

In Person:

Council Chamber
Dublin City Hall
100 Civic Plaza
Dublin, CA 94568

Or from the following remote locations:

- County Administration Building, 1221 Oak Street, Oakland, California 94612

Via Video-Teleconference Participation:

<https://us02web.zoom.us/j/82983511571?pwd=bi8xWkVsU2QxYjB3bzE2S2lubnN2Zz09>

Meeting ID: 829 8351 1571

Password (if prompted): lafco or 140331

(669)-900-9128

Remote participation by e-mail is also welcomed by sending comments to LAFCO staff at rachel.jones@acgov.org. All e-mails received before 4:00 P.M. one business day before the meeting will be forwarded to the Commission and posted online. These comments will also be referenced at the meeting.

If you need assistance before the meeting, please contact Executive Officer, Rachel Jones at: rachel.jones@acgov.org

1. **4:00 P.M. – Call to Order and Pledge of Allegiance**
2. **Roll Call**
3. **Adjourn to CLOSED SESSION – Public Employee Performance Evaluation of Executive Officer**

4. **Public Comment:** Anyone from the audience may address the Commission on any matter not listed on the agenda and within the jurisdiction of Alameda LAFCO. The Commission cannot act upon matters not appearing on the agenda. *Speakers are limited to three (3) minutes.*

5. **Consent Items:**
 - a. Approval of Meeting Minutes: November 9, 2023 Regular Meeting
 - b. Second Quarter Budget Report

6. **Matters Initiated by Members of the Commission**

7. **Executive Officer Report**

8. **Informational Items**
 - a. Current and Pending Proposals
 - b. Progress Report on 2023-2024 Work Plan
 - c. Form 700: Due April 1
 - d. Commissioners with terms ending May 2024:
 1. Ralph Johnson
 2. Nate Miley

9. **Adjournment of Regular Meeting**

Next Meetings of the Commission

Policy and Budget Committee Meeting

Thursday, February 1, 2024 at 2:00 p.m., Dublin City Hall, RMR

Regular Meeting

Thursday, March 14, 2024 at 2:00 p.m., Dublin City Hall, Council Chamber

DISCLOSURE OF BUSINESS OR CAMPAIGN CONTRIBUTIONS TO COMMISSIONERS

Government Code Section 84308 requires that a Commissioner (regular or alternate) disqualify herself or himself and not participate in a proceeding involving an "entitlement for use" application if, within the last twelve months, the Commissioner has received **\$250 or more in business or campaign contributions from an applicant, an agent of an applicant, or any financially interested person who actively supports or opposes a decision on the matter.** A LAFCo decision approving a proposal (e.g., for an annexation) will often be an "entitlement for use" within the meaning of Section 84308. Sphere of Influence determinations are exempt under Government Code Section 84308.

If you are an applicant or an agent of an applicant on such a matter to be heard by the Commission and if you have made business or campaign contributions totaling \$250 or more to any Commissioner in the past twelve months, Section 84308(d) requires that you disclose that fact for the official record of the proceeding. The disclosure of any such contribution (including the amount of the contribution and the name of the recipient Commissioner) must be made either: 1) In writing and delivered to the Secretary of the Commission prior to the hearing on the matter, or 2) By oral declaration made at the time the hearing on the matter is opened. Contribution disclosure forms are available at the meeting for anyone who prefers to disclose contributions in writing.

Pursuant to GC Section 84308, if you wish to participate in the above proceedings, you or your agent are prohibited from making a campaign contribution of \$250 or more to any Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCO and continues until 3 months after a final decision is rendered by LAFCO. If you or your agent have made a contribution of \$250 or more to any Commissioner during the 12 months preceding the decision, in the proceeding that Commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings. Separately, any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet for a meeting upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting. Please contact the LAFCO office at least three (3) working days prior to the meeting for any requested arrangements or accommodations.

Alameda LAFCO Administrative Office
224 West Winton Avenue, Suite 110
Hayward, CA 94544
T: 510.670.6267
W: alamedalafco.org

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LAFCO

Alameda Local Agency Formation Commission

AGENDA REPORT

January 11, 2024

Item No. 5a

TO: Alameda Commissioners

FROM: April L. Raffel, Commission Clerk

SUBJECT: **November 9th Regular Meeting Minutes**

The Alameda Local Agency Formation Commission (LAFCO) will consider draft minutes prepared for the meeting held on November 9, 2023. The minutes are in action-form and being presented for formal Commission approval.

Background

The Ralph M. Brown Act was enacted by the State Legislature in 1953 and – among other items – requires public agencies to maintain written minutes for qualifying meetings.

Discussion

This item is for Alameda LAFCO to consider approving action minutes for the November 9, 2023, regular meeting. The attendance record for the meeting follows.

- All Commissioners were present.
- Alternate Commissioner Marchand was absent.

Alternatives for Action

The following alternatives are available to the Commission:

Alternative One (Recommended):

Approve the draft minutes prepared for Alameda LAFCO’s November 9, 2023, regular meeting (Attachment 1) with any desired corrections or clarifications.

Alternative Two:

Continue consideration of the report to a future meeting and provide direction to staff as needed.

Recommendation

It is recommended the Commission proceed with Alternative Action One.

Procedures

This item has been placed on Alameda LAFCO's agenda as part of the consent calendar. A successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Commission.

Respectfully,



April L. Raffel
Commission Clerk

Attachments:

1. Draft Meeting Minutes for November 9, 2023, Regular Meeting

SUMMARY ACTION MINUTES
ALAMEDA LOCAL AGENCY FORMATION COMMISSION
November 9, 2023, REGULAR MEETING
City of Dublin Council Chambers, 100 Civic Drive, Dublin, CA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

The regular meeting was called to order at 2:02 p.m. by Chair Brown.

The Commission Clerk performed the roll call with the following attendance recorded.

Regulars Present: Karla Brown, City of Pleasanton
 Mariellen Faria, Eden Township Healthcare District
 David Haubert, County of Alameda
 Melissa Hernandez, City of Dublin
 Ralph Johnson, Castro Valley Sanitary District
 Nathan Miley, County of Alameda
 Sblend Sblendorio, Public Member

Alternates Present: Lena Tam, Alternate, County of Alameda (voting)
 Georgean Vonheeder-Leopold, Dublin San Ramon Services District
 Bob Woerner, Public

Members Absent: John Marchand, Alternate, City of Livermore

Commissioner Miley arrived at 2:35 p.m.

The Commission Clerk confirmed a quorum was present with seven voting members. Also present at the meeting were Executive Officer Rachel Jones, Commission Counsel Andrew Massey, and Commission Clerk April Raffel.

Chair Brown asked if there were any agenda amendments. Executive Officer Jones stated that she wanted to move agenda Item 7 after agenda Item 4, Consent Calendar, and make it agenda Item 5. For the record, agenda Item 5 will become agenda Item 6, and agenda Item 6 will become agenda Item 7. Chair Brown proceeded to ask the members of the Commission if they had any agenda amendments, and there were none given from the Commissioners.

3. PUBLIC COMMENT:

Chair Brown invited anyone from the public to address the Commission on any matter not listed on the agenda and within the jurisdiction of the Commission.

The Commission Clerk confirmed there were no public comments to address the Commission.

Chair Brown closed the public comment.

4. CONSENT ITEMS

Item 4a

Approval Meeting Minutes for September 14, 2023

Item presented to approve draft action minutes prepared for the Commission’s September 14, 2023 regular meeting. Recommendation to approve.

Item 4b

Approval of First Quarter Budget Report

Item presented to approve the First Quarter Budget Report. Recommendation to approve.

Item 4c

Approval of Proposed Budget Amendment for Fiscal Year 2023 - 2024

Item presented to approve the proposed Budget Amendment for Fiscal Year 2023-2024. Recommendation to approve.

Item 4d

Approval of the Proposed Contract Extension with Policy Consulting Associates

Item presented to approve the proposed Contract Extension with Policy Consulting Associates. Recommendation to approve.

Item 4e

Approval of Contract Award for Countywide Regional Water and Wastewater Committee

Item presented to approve the Contract Award for Countywide Regional Water and Wastewater Committee. Recommendation to approve.

Chair Brown asked if any Commissioners would like to pull any consent agenda item. Commissioner Haubert wanted to pull item 4e from the consent agenda. (8:03)

Commissioner Sblendorio motioned with a second from Commissioner Haubert to approve the consent calendar a, b, c, and d and return to Item 4e in three years for further review by the Commission. Roll call requested:

AYES:	Brown, Faria, Haubert, Hernandez, Johnson, Tam (voting for Miley), and Sblendorio
NOES:	None
ABSENT:	Miley
ABSTAIN:	None

The Commission Clerk confirmed the motion was approved 7-0.

5. Draft Report | Countywide Fire Protection and Emergency Medical Services MSR –

(Business) Executive Officer Jones reported this item is to review a draft municipal service review on fire protection and emergency medical services throughout Alameda County. The draft has been prepared as part of the Alameda LAFCO’s adopted work plan and independently assesses the availability, need, and adequacy of key public services provided in the region. This includes preparing determinations addressing the factors required in the statute as part of the municipal service review (MSR) process, as well as informing future boundary changes and sphere of influence updates of affected agencies.

The draft is being presented for discussion and feedback ahead of staff initiating a 30-day public review and comment period and returning the item to the Commission at its next regular meeting for final action.

The Alameda Local Agency Commission (LAFCO) received a presentation from Jennifer Stephenson, Policy Consulting Associates, and Richard Berkson, Berkson Associates, on the Countywide Fire Protection and Emergency Medical Services MSR Draft Report.

Chair Brown invited Commission questions. Commission discussion followed.

Chair Brown opened the public hearing. The Commission Clerk confirmed there was one public comment to address the Commission. A comment was received from the following person.

- Kelly Abreau – Fremont Resident

Chair Brown proceeded to close the public hearing.

6. Final Report on Alameda LAFCO’s South Livermore Valley Special Study – (Business)

Executive Officer Jones reported this item will consider accepting a final report on its *South Livermore Valley Special Study*. The final report returns to the Commission after a public review and comment period with additional information incorporated based on the comments and feedback received. Recommendation to formally accept and file the final report.

The Alameda Local Agency Commission (LAFCO) received a presentation from Scott Gregory, Lamphier-Gregory, presenting those changes and additional information for the final report on the South Livermore Valley Special Study.

Chair Brown invited Commission questions. Commission discussion followed.

Chair Brown invited public comments. The Commission Clerk confirmed there was one public comment to address the Commission. A comment was received from the following person.

- Kelly Abreau – Fremont Resident

Chair Brown proceeded to close the public hearing.

Commissioner Sblendorio motioned with a second from Commissioner Haubert to formally accept and file the final report. Roll call requested:

AYES:	Brown, Faria, Haubert, Hernandez, Johnson, Miley, and Sblendorio
NOES:	None
ABSENT:	None
ABSTAIN:	None

The Commission Clerk confirmed the motion was approved 7-0.

7. Final Report and Alameda LAFCO’s Initial Feasibility Analysis – (Business)

Executive Officer Jones reported the item will receive a final report and presentation from consultant Richard Berkson of Berkson Associates on its *Initial Feasibility Analysis* (IFA) for the potential incorporation of the unincorporated communities of Castro Valley, Ashland, Cherryland, San Lorenzo, Fairview, and Hayward Acres. The final report returns to the Commission after an extended 30-day public review period. Staff went to all the Municipal Advisory Committees and posted the draft report. Press releases were in the Castro Valley Forum, Castro Valley News, and other press releases at the Bay Area News Group. The report has been revised from its initial draft form to include four different incorporation models for the unincorporated areas of (a) Castro Valley, (b) Eden, (c) Fairview, and (d) Castro Valley, Eden, and Fairview. Recommendation to formally accept and file the final report.

Chair Brown invited Commission questions. Commission discussion followed.

Chair Brown invited public comments. The Commission Clerk confirmed there were public comments to address the Commission. A comment was received from the following persons.

- Frank Mellon, Castro Valley Resident
- Kelly Abreau – Fremont Resident

Chair Brown proceeded to close the public hearing.

Commissioner Miley motioned with a second from Commissioner Johnson to formally accept and file the final report. Roll call requested:

AYES: Brown, Faria, Hernandez, Johnson, Miley, and Sblendorio
NOES: None
ABSENT: Haubert
ABSTAIN: None

The Commission Clerk confirmed the motion was approved 6-0.

8. MATTERS INITIATED BY MEMBERS OF THE COMMISSION

- Commissioner Johnson recommended having a presentation at the LAFCO Regular meeting from the EMS about the scope of their work which could possibly lead to an MSR in the county service area (CSA).

9. EXECUTIVE OFFICER REPORT

- Executive Officer Jones reported that she is due for a performance review and will follow up with the entire Commission within the next two weeks to outline the procedures for the performance review, which may be done by the January 11 meeting.

10. INFORMATIONAL ITEMS

- a. Current and Pending Proposals

- b. Progress Report on 2023-2024 Work Plan
- c. Legislative Update
- d. CALAFCO Annual Conference, October 18th – October 20th in Monterey, California

11. ADJOURNMENT OF REGULAR MEETING

Chair Brown adjourned the meeting at 4:45 p.m.

Next Meetings of the Commission

Policy and Budget Committee Meeting

Thursday, December 7, 2023, at 2:00 p.m., Dublin City Hall, RMR

Regular Meeting

Thursday, January 11, 2024, at 2:00 p.m., Dublin City Hall, Council Chambers

I hereby attest the minutes above accurately reflect the Commission's deliberations at its November 9, 2023 meeting.

ATTEST,



April L. Raffel
Commission Clerk

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LAFCO

Alameda Local Agency Formation Commission

AGENDA REPORT

January 11, 2024

Item No. 5b

TO: Alameda Commissioners

FROM: Rachel Jones, Executive Officer

SUBJECT: Budget Update for Fiscal Year 2023-2024 | Second Quarter Report

The Alameda Local Agency Formation Commission (LAFCO) will review a report comparing budgeted to actual transactions through the second quarter of fiscal year 2023-2024. Actual expenses processed through the first six months totaled \$419,642, an amount representing 53.5% of the budgeted total with half of the fiscal year complete. The report is being presented to the Commission to accept, file, and provide direction to staff as needed.

Information

Alameda LAFCO’s adopted budget for 2023-2024 totals \$787,740. This amount represents the total approved operating expenditures for the fiscal year divided between three active expense units: salaries and benefits; services and supplies; and internal services. A matching revenue total was also budgeted to provide a balanced budget and with the purposeful aid of a planned \$265,000 transfer from reserves. Budgeted revenues are divided amongst three active units: intergovernmental contributions, application fees, and investments.

Discussion

This item is for the Commission to receive an updated comparison of (a) budgeted to (b) actual expenses and revenues through the month of December. The report provides the Commission with the opportunity to track expenditure trends accompanied by year-end operating balance projections from the Executive Officer. The report is being presented to the Commission to formally accept, file, and provide related direction to staff as needed.

Budgeted Expenses	Budgeted Revenues	Budgeted Year End Balance
FY 23-24	FY 23-24	FY 23-24
\$784,740	\$784,740	\$0

Summary of Operating Expenses

The Commission’s budgeted operating expense total for 2023-2024 is \$784,470. Actual expenses processed through the first six months totaled \$419,642, an amount representing 53.5% of the budgeted total with half of the fiscal year complete. Actuals through the first six months and related analysis suggest the Commission is ahead of finishing the fiscal year with a balanced budget, in part, due to the aid of a \$250,000 budget amendment in the Services and Supplies Unit approved by the Commission at the last regular meeting. A discussion on budgeted and actual expenses through the first six months and related year-end projections follow.

Expense Units	Adopted	Actuals	Percent Expended	Remaining Balance
Salaries and Benefits	424,519	212,260	50%	212,260
Services and Supplies	229,271	195,354	85%	33,917
Internal Service Charges	80,950	12,028	15%	68,922
Contingencies	50,000	0	0%	50,000
	\$784,740	\$419,642	54%	\$365,098

Staffing Unit

The Commission budgeted \$424,519 in Staffing or Salaries and Benefits Unit for 2023-2024. Through the first six months, the Commission’s estimated expenses within the affected accounts totaled \$212,260 or 50% of the budgeted amount. It is projected the Commission finish the fiscal year with actuals equal to the budgeted amount.

Services and Supplies Unit

The Commission budgeted \$229,271 in the Services and Supplies Unit for 2023-2024 to provide funding for *direct* support services necessary to operate Alameda LAFCO. Through the first four months, the Commission’s actual expenses within the affected 14 accounts totaled \$195,354, or 85.2% of the budgeted amount. Five of the affected accounts – finished with balances exceeding the proportional 50% threshold with explanations provided below. It was projected the unit would finish the fiscal year with an operating deficit of \$150,000 based on LAFCO’s projects and studies, but a budget amendment of \$250,000 was applied to keep the unit with a balanced budget.

- Travel and Mileage

This account covers the Commission’s transportation costs. The Commission budgeted \$1,200 in this account for 2023-2024 based on recent actual trends. Actual expenses through December totaled \$1,492 and can be attributed to travel costs from the 2023 CALAFCO Annual Conference held in Monterey. Staff projects limited additional mileage costs over the succeeding months given that that the CALAFCO Staff Workshop will be held in Alameda County.

- Memberships

This account covers the Commission's annual dues for ongoing membership of several outside agencies and organizations as previously authorized by the members. This includes CALAFCO and the California Special Districts Association memberships. The Commission budgeted \$12,221 in this account for 2023-2024 based on recent trends. Actual expenses through December totaled \$12,221, or 100% of the budgeted amount and tied to providing full payment of all budgeted costs. Staff projects no additional expenses to this account.

- Professional Consulting Services

This account covers the Commission's outside planning and professional costs for applications, special projects, CEQA review, and consulting expertise. The Commission budgeted \$160,000 in this account for the fiscal year. Actual expenses through December totaled \$172,265, or 107.7% of the budgeted amount and were tied to LAFCO's ongoing projects and studies. Expenses in this account that exceed the proportional 50% threshold can be attributed to delays in processing LAFCO's contracts from the previous fiscal year. Staff projects an additional \$150,000 expense to this account based on recent reports and invoices. A budget transfer was granted in the amount of \$250,000 to cover these costs for this fiscal year and provide additional funds for any bonus projects.

- Public Notices

This account covers the Commission's notices placed in newspapers or mailed to individual landowners and registered voters. The Commission budgeted \$2,500 in this account for 2023-2024 based on recent actual trends. Actual expenses through December totaled \$1,823, or 72.9% of the budgeted amount. The additional costs are attributed to notices for LAFCO special studies such as the Initial Feasibility Analysis for Castro Valley and its surrounding unincorporated communities.

- Pier Diems

This account covers the Commission's stipends for meeting attendance for LAFCO's regular, standing, and ad hoc meetings. The Commission budgeted \$9,000 in this account for 2023-2024 based on recent actual trends. Actual expenses through October totaled \$5,390, or 59.9% of the budgeted amount. The additional expenses are attributed to ad hoc committee meetings. Staff projects the account will have a balanced budget at the fiscal year close.

Internal Services and Supplies

The Commission budgeted \$80,950 in the Internal Services and Supplies Unit for 2023-2024 to provide funding for *indirect* support services necessary to operate Alameda LAFCO. Through the first six months, the Commission's actual expenses within the four affected accounts totaled \$12,028, or 14.9%

of the budgeted amount. None of the affected accounts finished with balances exceeding the proportional 50% threshold, and staff estimates the unit to finish the fiscal year with a balanced budget.

Summary of Operating Revenues

The Commission budgeted operating revenue total for 2023-2024 at \$784,740. Actual revenues collected through the first six months totaled \$415,088. This amount represents 52.9% of the budgeted total with half of the fiscal year complete. A summary comparison of budgeted to actual operating revenue follows.

Revenue Units	Adopted	Actuals	Percent Expended	Remaining Balance
Agency Contributions	482,740	401,293	83%	81,447
Application Fees	30,000	0	0%	30,000
Interest	7,000	13,795	197.1%	0
Fund Balance Offset	265,000	0	0%	265,000
	\$784,740	\$415,088	53%	\$369,652

Agency Apportionments

The Commission budgeted \$482,740 in the Agency Apportionments Unit for 2023-2024. This total budgeted amount was to be divided into three equal shares at \$160,913 and invoiced among the County of Alameda, 14 cities, and 15 independent special districts as provided under State statute. Alameda LAFCO has received payments from most of the agencies with the exception of the following cities: Hayward and Oakland. Staff will notify the County Auditor to send these cities a third invoice if LAFCO payments are not received by next month.

Application Fees Unit

The Commission budgeted \$30,000 in the Application Fees Unit for 2023-2024. Through the first six months, no monies have been collected in this unit.

Interest Unit

The Commission budgeted \$7,000 in the Interest Unit for 2023-2024. Through the first six months, \$13,795 has been collected in this unit by the County Treasurer.

Alternatives for Action

The following alternatives are available to the Commission:

Alternative One (Recommended):

Accept and file the report as presented and provide direction as needed to staff with respect to any related matters for future consideration.

Alternative Two:

Continue consideration of the report to a future meeting and provide direction to staff as needed.

Alternative Three:

Take no action.

Recommendation

It is recommended the Commission proceed with Alternative Action One.

Procedures

This item has been placed on Alameda LAFCO's agenda as part of the consent calendar. A successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Commission.

Respectfully,



Rachel Jones
Executive Officer

Attachments:

1. 2023-2024 General Ledger through December 31, 2023

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ALAMEDA LOCAL AGENCY FORMATION COMMISSION

Regional Service Planning | Subdivision of the State of California

Expense Ledger

		FY 2020-2021		FY 2021-2022		FY 2022-2023		FY 2023-2024			
		Adopted	Actuals	Adopted	Actuals	Adopted	Projected	Adopted	Actuals As of 12-31-23	Difference	
Salary and Benefit Costs											
<u>Account</u>	<u>Description</u>										
60001	Staff Salaries	234,254	172,085	250,564	250,564	275,933	275,933	292,488	146,244	(146,244)	50.0%
-	(ACERA)	122,903	88,649	123,411	123,411	124,558	124,558	132,031	66,016	(66,016)	50.0%
		357,157	260,735	373,975	373,975	400,491	400,491	424,519	212,260	(212,260)	50.0%
Service and Supplies											
<u>Account</u>	<u>Description</u>										
-	Intern	1,600	-	-	-	-	-	-	-	-	-
610077	Postage	1,000	1,000	500	-	500	500	500	-	-	-
610141	Copier	3,000	-	1,000	-	500	500	500	-	-	-
610191	Pier Diems	8,000	7,100	8,500	5,600	7,500	7,500	9,000	5,390	(3,610)	59.9%
610211	Mileage/Travel	1,300	-	500	373	600	5,000	1,200	1,492	292	124.3%
610461	Training (Conferences and Workshops)	5,000	-	2,500	-	2,500	2,500	2,500	-	-	-
610241	Records Retention	1,000	303	350	210	350	350	350	76	(275)	21.6%
610261	Consultants	96,000	42,527	100,000	152,709	150,000	150,000	160,000	172,265	12,265	107.7%
610261	Mapping - County	5,000	-	500	-	-	-	-	-	-	-
610261	Planning Services	5,000	-	5,000	-	5,000	5,000	5,000	-	-	-
610261	Legal Services	25,000	-	20,000	-	20,000	20,000	20,000	-	-	-
610261	SALC Grant Charges	-	-	-	72,404	-	-	-	-	-	-
610311	CAO/CDA - County - Services	1,000	7,700	1,000	-	1,000	-	250	-	-	-
610312	Audit Services	10,000	-	10,000	-	10,000	-	10,000	-	-	-
610351	Memberships	10,762	10,662	10,760	10,760	11,287	11,287	12,221	12,221	-	100.0%
610421	Public Notices	5,000	2,149	3,000	2,453	2,000	2,000	2,500	1,823	(677)	72.9%
610441	Assessor - County - Services	2,500	-	500	-	250	-	250	-	-	-
610461	Special Departmental	1,500	1,000	1,500	233	1,500	1500	2,000	-	-	-
620041	Office Supplies	4,000	916	4,000	28	3,000	3000	3,000	2,087	(913)	69.6%
		186,662	73,357	269,610	244,769	215,987	209,137	229,271	195,354	(33,917)	85.2%
Internal Service Charges											
<u>Account</u>	<u>Description</u>										
630051	Office Lease/Rent	32,500	32,500	32,500	32,500	50,550	32,500	50,550	2,864	(47,686)	5.7%
630021	Communication Services	100	-	100	-	100	100	100	-	-	-
630061	Information Technology	27,373	25,870	25,870	27,938	26,000	26,000	27,000	9,164	(17,836)	33.9%
630081	Risk Management	3,100	3,280	3,280	3,280	3,300	3,300	3,300	-	-	-
		63,073	61,650	61,750	63,718	79,950	61,900	80,950	12,028	(68,922)	14.9%
		50,000	-	50,000	-	50,000	-	50,000	-	-	-
Contingencies											
<u>Account</u>	<u>Description</u>										
-	Operating Reserve	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
EXPENSE TOTALS		656,892	395,742	655,335	682,462	746,428	671,528	784,740	419,642	(365,098)	53.5%

Revenue Ledger		FY 2020-2021		FY 2021-2022		FY 2022-2023		FY 2023-2024		
		Adopted	Actuals	Adopted	Actuals	Adopted	Projected	Adopted	Actuals As of 12-31-23	Difference
Intergovernmental										
<u>Account</u>	<u>Description</u>									
-	Agency Contributions									
	County of Alameda	146,630	146,631	144,445	144,445	153,143	153,143	160,913	160,913	(0) 100.0%
	Cities	146,630	146,631	144,445	144,445	153,143	153,143	160,913	79,467	(81,446) 49.4%
	Special Districts	146,630	146,631	144,445	138,943	153,143	153,143	160,913	160,913	(0) 100.0%
		439,891	439,891	433,335	427,833	459,429	459,429	482,740	401,293	(81,447) 83.1%
Service Charges										
-	Application Fees	30,000	38,643	30,000	6,434	30,000	5,000	30,000		(30,000) 0.0%
-	SALC Grant Funds			100,000	72,404					
Investments										
-	Interest	7,000	8,965	7,000	5,765	7,000	7,000	7,000	13,795	6,795 197.1%
Fund Balance Offset										
		180,000	-	185,000	185,000	250,000	250,000	265,000		- -
				655,335	Adopted					
				755,335	Amended	746,429	721,429	784,740	415,088	(369,652) 52.9%
	REVENUE TOTALS	656,891	487,499							
OPERATING NET		(1)	91,757	-	14,974	1	49,901	(0)	-4,553	- -
UNRESTRICTED FUND BALANCE			1,153,327		883,301		683,202			
As of June 30th										



LAFCO

Alameda Local Agency Formation Commission

AGENDA REPORT

January 11, 2024

Item No. 8a

TO: Alameda Commissioners
FROM: Rachel Jones, Executive Officer
SUBJECT: **Current and Pending Proposals**

The Commission will receive a report identifying active proposals on file with the Alameda Local Agency Formation Commission (LAFCO) as required under statute. The report also identifies pending local agency proposals to help telegraph future workload. The report is being presented to the Commission for information only.

Information / Discussion

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (“CKH”) delegates LAFCOs with regulatory and planning duties to coordinate the formation and development of local government agencies and their municipal services. This includes approving or disapproving boundary changes involving the formation, expansion, merger, and dissolution of cities, towns, and special districts, as well as sphere of influence amendments. It also includes overseeing outside service extensions. Proposals involving jurisdictional changes filed by landowners or registered voters must be put on the agenda as information items before any action may be considered by LAFCO at a subsequent meeting.

Current Proposals | Approved and Awaiting Term Completions

Alameda LAFCO currently has no proposals on file that were previously approved and awaiting term completions. CKH provides applicants one calendar year to complete approval terms or receive extension approvals before the proposals are automatically terminated.

Current Proposals | Under Review and Awaiting Hearing

There are currently no active proposals on file with the Commission that remain under administrative review and await a hearing as to the date of this report.

Pending Proposals

There are currently two new potential proposals at the moment that staff believes may be submitted to the Commission from local agencies based on ongoing discussions with proponents.

- **Annexation of West Jack London Boulevard | City of Livermore**

The City of Livermore plans to annex two parcels on West Jack London Boulevard that total 71 acres within the unincorporated area of Alameda County. The purpose of the annexation is to facilitate the Oaks Business Park for the development of offices, research institutions, warehousing, manufacturing, and limited business supporting commercial uses.

- **Reorganization of Appian Way/Louis Ranch Property | ACWD and USD**

The Alameda County Water District (ACWD) and Union Sanitary District (USD) plan to annex one parcel totaling approximately 30 acres within the City of Union City. The purpose of the annexation is to develop 325 single-family residential units on nine parcels totaling 98.6 acres.

Alternatives for Action

This item is for informational purposes only. No formal action will be taken as part of this item.

Attachments: none



LAFCO

Alameda Local Agency Formation Commission

AGENDA REPORT

January 11, 2024

Item No. 8b

TO: Alameda Commissioners

FROM: Rachel Jones, Executive Officer

SUBJECT: Progress Report on 2023-2024 Work Plan

The Alameda Local Agency Formation Commission (LAFCO) will receive a progress report on accomplishing specific projects as part of its adopted work plan for 2023-2024. The report is being presented to the Commission to formally receive and file as well as provide direction to staff as needed.

Background

Alameda LAFCO’s current strategic plan was adopted following a planning session on June 23, 2023. The plan defines each of LAFCO’s priorities through overall goals, core objectives, and target outcomes with overarching themes identified as education, facilitation, and collaboration. The strategic plan is anchored by seven key priorities that collectively orient the Commission to proactively fulfill its duties and responsibilities under the Cortese-Knox-Hertzberg Act of 2000 in a manner responsive to local conditions and needs. These pillars and their related strategies, which premise individual implementation outcomes, are summarized below.

1. Education – Serve as a resource to the public and local agencies to support orderly growth and logical sustainable service provision.
2. Facilitation – Encourage orderly growth and development through the logical and efficient provision of municipal services by local agencies best suited to feasibly provide necessary governmental services and housing for persons and families of all incomes.
3. Collaboration – Be proactive and act as a catalyst for change as a way to contribute to making Alameda County a great place to live and work by sustaining its quality of life.

On May 11, 2023, Alameda LAFCO adopted the current fiscal year work plan at a noticed public hearing. The work plan is divided into two distinct categories – statutory and administrative – with one of three priority rankings: high; moderate; or low. The underlying intent of the work plan is to serve as a management tool to allocate Commission resources in an accountable and transparent manner over the corresponding 12-month period that pulls from the key priorities in the Commission’s Strategic Plan.

Further, while it is a standalone document, the work plan should be reviewed in relationship to the adopted operating budget given the planned goals and activities are facilitated and or limited accordingly.

This item provides the Commission with a status update on nineteen targeted projects established for the fiscal year with a specific emphasis on the “top ten” projects that represent the highest priority to complete during the fiscal year as determined by the membership. This includes identifying the projects already completed, underway, or pending in the accompanying attachment. The report and referenced attachment are being presented for the Commission to formally receive and file while also providing additional direction to staff as appropriate.

Discussion

The Commission has initiated work on five of the nineteen projects included in the adopted work plan. This includes progress on projects, such as the municipal service review (MSR) on Community Services, LAFCO Office Move, 2022-2023 Audit Report, and Countywide Regional Water and Wastewater Committee. The Commission has completed its Sustainable Agriculture Lands Conservation Planning Grant and Unincorporated Areas Incorporation Feasibility Report.

Alternatives for Action

This item is for informational purposes only. No formal action will be taken as part of this item.

Attachments:

1. 2023-2024 Work Plan

Priority	Urgency	Type	Project	Key Issues
1	High	Statutory	Community Services Municipal Service Review	Service Specific MSR Identify Accessibility Issues for Broadband Services
2	High	Statutory	Countywide MSR on Police Protection Services	Examine Current Provision and Need for Police Services and Related Financial and Governance Considerations
3	High	Statutory	Comprehensive Tri-Valley Area Study	Region Specific MSR Review of Potential Needs and Issues
4	High	Administrative	LAFCO Office Move	Fulfill Long-Term Lease in MOU with CDA; Aid in Hiring LAFCO Analyst
5	High	Statutory	Application Proposals and Requests	Utilize resources to address all application proposals and boundary issues
6	High	Administrative	Establish LAFCO Bank Account	Deposit LAFCO Application funds for Special Projects and CALAFCO Conferences
7	High	Administrative	2018-2021 Audits	Verify Fund Balance; Perform Regular Audits
8	Moderate	Administrative	Alameda LAFCO Brochure	Create and Distribute Pamphlet for LAFCO Outreach and Education
9	Moderate	Statutory	Informational Report on Island Annexations	Map all Unincorporated Islands and Examine Island Annexation Implementation Issues in Alameda County
10	Moderate	Administrative	Create Countywide Regional Water and Wastewater Committee	Explore Opportunities and Share Practices for Collobaration on Recycled Water for the Region and Better Utilization of Imported Water
11	Moderate	Statutory	Unincorporated Areas Incorporation Feasibility Report	Prepare a Feasibility Report on the Incorporation of Castro Valley and surrounding areas of Ashland, Cherryland, and San Lorenzo
12	Moderate	Administrative	SALC Grant Award	Continue Two-Year Process on Grant Project and Track Agricultural Trends
13	Moderate	Administrative	Prepare Informational Report on JPAs	Post Enactment of SB 1266; Enhance Repository on Local Government Services
14	Low	Administrative	Review of County Transfer of Jurisdiction Policies	Ensure Policies are Consistent with CKH
15	Low	Administrative	Update Application Packet and Mapping Requirements	Streamline LAFCO Application and County Mapping Requirements; Make User Friendly
16	Low	Administrative	Informational Report on Remen Tract	Special Report on Service Delivery
17	Low	Administrative	Bay Area LAFCO Meetings	Attend Meetings with Other Bay Area LAFCOs for Projects/Training

18	Low	Administrative	Website Content Update	Update Relevant Information on LAFCO Website and Create New Mapping Page
18	Low	Administrative	Social Media	Expand Alameda LAFCO's Social Media Presence
19	Ongoing	Statutory	Policy Review on Agricultural Protection and Out of Area Service Agreements	Periodical review of existing policies relative to practices and trends, and determine whether changes are appropriate to better reflect current preferences