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*Alameda* Local Agency Formation Commission

**NOTICE OF REGULAR MEETING AND AGENDA**

ALAMEDA LOCAL AGENCY FORMATION COMMISSION

THURSDAY, NOVEMBER 12, 2020

2:00 P.M.

[This meeting will be conducted by Teleconference](#)

[Written public comments may be submitted PRIOR to the meeting \(Deadline November 11 at 5:00 P.M.\)](#)

[Public comments DURING the meeting:](#)

[See COVID-19 – Notice of Meeting Procedures on page 4 of the Agenda](#)

Scott Haggerty, Chair – Sblend Sblendorio, Vice Chair – John Marchand – Jerry Thorne – Nate Miley – Ralph Johnson – Ayn Wieskamp,  
David Haubert, Alternate – Richard Valle, Alternate – Georgean Vonheeder-Leopold, Alternate

Join Teleconference Meeting **Virtually** (computer, tablet, or smartphone): click on the link below:

<https://us02web.zoom.us/j/84370731909?pwd=UncvdW1OeTZWNlRrVmMrc1NxM01Jdz09>

Meeting ID: 843 7073 1909

Password (if prompted): Alameda

Join Teleconference Meeting by **Telephone**:

Dial (669)-900-9128

Follow the prompts: Meeting ID: 843 7073 1909

Password (if prompted): 2933430

Please avoid the speakerphone function to prevent echoing.

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

1. **2:00 P.M. – Call to Order**
  
2. **Roll Call**
  
3. **Public Comment:** Anyone from the audience may address the Commission on any matter not listed on the agenda and within the jurisdiction of the Alameda LAFCO. The Commission cannot act upon matters not appearing on the agenda. *Speakers are limited to three (3) minutes.*

**4. Consent Items**

- a. Approval of Meeting Minutes: September 10, 2020 Regular Meeting
- b. Approval of Meeting Minutes: September 28, 2020 Special Meeting
- c. Request for Time Extension: Annexation of Dumbarton Quarry Regional Park to Union Sanitary District

- 5. Budget Update for Fiscal Year 2020-2021 and First Quarter Report (Regular)** – The Alameda Local Agency Formation Commission (LAFCO) will review a report comparing budgeted to actual transactions for fiscal year 2020-2021 through the first quarter. Actual expenses processed through the first four months totaled \$92,720 an amount representing 14.1% of the budgeted total with 25% of the fiscal year complete. The report is being presented to the Commission to accept and file and to provide direction to staff as needed.

**LAFCO Staff Recommendation:** Accept and file.

- 6. Presentation from Livermore Valley Winegrowers Association (Regular)** – Alameda LAFCO will receive a presentation provided by the Livermore Valley Winegrowers Association presented by Karl Wentz, Chief Winemaker and Winegrower of Wentz Vineyards. A PowerPoint Presentation will be provided at the time of the meeting.

**LAFCO Staff Recommendation:** The item is being presented for information only and Commission discussion.

- 7. Commission Officers (Regular)** – Regular members of the Commission elect a Commission Chair and Vice Chair at the May meeting. However, if the Chair becomes vacant mid-term, the Vice Chair shall be given the opportunity to serve as Chair for the remainder of the term. If the Vice Chair declines, the vacancy shall be filled for the remainder of the term by election at the next regular meeting following occurrence of the vacancy.

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

**9. Executive Officer Report**

- a. Proposed Regional/Joint LAFCO Workshop (verbal)

**10. Informational Items**

- a. Current and Pending Proposals
- b. Progress Report on Work Plan
- c. Update on Countywide Water, Wastewater, Stormwater and Flood Control MSR (verbal)
- d. CALAFCO Coastal Region Virtual Roundtable and Webinar

- 11. Recognitions of Dedicated Service** – The Commission will recognize Commissioner Jerry Thorne, John Marchand and outgoing Chair Scott Haggerty for their distinguished and remarkable service to Alameda LAFCO.

**12. Adjournment of Regular Meeting**

## Next Meetings of the Commission

### **Policy and Budget Committee Meeting**

**Thursday, December 3, 2020 at 2:00 pm at City of Dublin, 100 Civic Plaza, Dublin, CA**

### **Regular Meeting**

**Thursday, January 14, 2021 at 2:00 p.m. at City of Dublin, 100 Civic Plaza, Dublin, CA**

It is anticipated both meetings will be held telephonically due to COVID-19 pandemic.

## **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: [acgov.org/lafco](http://acgov.org/lafco)

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## MEETING INFORMATION

### **CORONAVIRUS (COVID-19) – Notice of Meeting Procedures**

#### TELECONFERENCING MEETING

In order to slow the spread of the Coronavirus (COVID-19) pandemic, the Commission will conduct this meeting as a teleconference in compliance with the Governor’s Executive Order N-29-20 and Alameda County Shelter in Place Order issued March 16, 2020, and members of the Commission or Commission staff may participate in this meeting telephonically or electronically. Members of the public may participate in the meeting as described below:

*Join Teleconference Meeting **Virtually** (computer, tablet, or smartphone):* click on the link below:

<https://us02web.zoom.us/j/84370731909?pwd=UncvdW1OeTZWNlRrVmMrc1NxM01Jdz09>

Meeting ID: 843 7073 1909  
Password (if prompted): Alameda

*Join Teleconference Meeting by **Telephone**:*

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Follow the prompts: Meeting ID: 843 7073 1909  
Password (if prompted): 2933430  
Please avoid the speakerphone function to prevent echoing.

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

#### SUBMITTING WRITTEN COMMENTS TO BE READ AT THE MEETING

Any member of the public may submit a written comment to the Commission before the meeting by **November 11, 2020 at 5:00 P.M.** by email to [rachel.jones@acgov.org](mailto:rachel.jones@acgov.org) or by mail to Alameda LAFCO 224 West Winton Avenue, Suite 110, Hayward, CA 94544. If you are commenting on a particular item on the agenda, please identify the agenda item number and letter. Any comments of 500 words or less (per person, per item) will be read into the record if: (1) the subject line includes “COMMENT TO COMMISSION – PLEASE READ”, and (2) it is received by the Executive Officer prior to the deadline of **November 11, 2020 at 5:00 P.M.**

#### SUBMITTING SPOKEN COMMENTS DURING THE COMMISSION MEETING

##### Electronically:

1. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
2. When the Commission calls for the item on which you wish to speak, click “participants,” a menu will appear, click on the “raise hand” icon. Staff will activate and unmute speakers in turn.
3. When called, please limit your remarks to the time limit allotted (3 minutes).

##### By phone (landline):

1. Your phone number will appear but not your name.

2. When the Commission calls for the item on which you wish to speak, press \*9 to “raise your hand”. Staff will activate and unmute speakers in turn. You will be called upon using the last four digits of your phone number, since your name is not visible.
3. When you are called upon to speak please provide your name for the record.

VIEWING RECORDING OF THE TELECONFERENCE MEETING

The Commission’s teleconference meeting will be recorded. Members of the public may access the teleconference meeting and other archived Commission meetings by going to [lafco.acgov.org/meetings.page?](http://lafco.acgov.org/meetings.page?).

ADA ACCESIBILITY: Meetings are accessible to persons with disabilities. Requests for assistive listening devices or other considerations should be made 72 hours in advance through the Executive Officer at (510) 670-6267 or [rachel.jones@acgov.org](mailto:rachel.jones@acgov.org).

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**SUMMARY ACTION MINUTES**  
**ALAMEDA LOCAL AGENCY FORMATION COMMISSION**  
**REGULAR MEETING**

**Hosted by Zoom Video-Conference Service**

**September 10, 2020**

**1. Call to Order**

Chair Haggerty called the meeting to order at 2:00 p.m.

**2. Roll Call.**

Roll was called. A quorum was present of the following commissioners:

<u>County Members:</u>	Scott Haggerty and Nate Miley
<u>City Members:</u>	John Marchand, Jerry Thorne and alternate David Haubert
<u>Special District Members:</u>	Ayn Wieskamp, Ralph Johnson and alternate Georgan Vonheeder-Leopold
<u>Public Members:</u>	Sblend Sblendorio
<u>Not Present:</u>	Alternate County Member Richard Valle
<u>Staff present:</u>	Rachel Jones, Executive Officer and Andrew Massey, Legal Counsel

**3. Welcome Returning Commissioners**

The Commission acknowledged the reappointment of regular Commissioners Johnson by the Independent Special Districts Selection Committee election on June 25, 2020 and Marchand by the Alameda County Mayors' Conference on June 11, 2020.

**4. Recognition of Dedicated Service**

The Commission recognized Alternate Public Member Tom Pico for his distinguished service to Alameda LAFCO.

**5. Public Comment**

Chair Haggerty invited members in the audience to address the Commission on any matter not listed on the agenda and within the jurisdiction of the Commission. There were no comments.

**6. Consent Items –**

- a. Approval of Meeting Minutes: May 14, 2020 Regular Meeting
- b. Approval Meeting Dates for Calendar Year 2021
- c. Conflict of Interest Code – Amended
- d. Transfer of Jurisdiction – Proposed Meinke Annexation to EBMUD
- e. Transfer of Jurisdiction – Proposed Magee Reorganization to EBMUD
- f. End of Year Budget Report

Upon motion by Commissioner Marchand, second by Commissioner Wieskamp, the item is approved.

AYES:	7 (Haggerty, Johnson, Marchand, Miley, Sblendorio, Thorne, Wieskamp)
NOES:	0
ABSENT:	0

ABSTAIN: 0

**7. Proposed Annexation of the Coyote Hills Annexation to the Union Sanitary District (Public Hearing)**

Staff discussed and presented a change of organization proposal filed by the East Bay Regional Park District (EBRPD) to annex approximately 182.6 acres of territory located within the City of Fremont to the Union Sanitary District (USD) for wastewater services.

Upon motion by Commissioner Wieskamp, second by Commissioner Marchand, the item is approved.

AYES: 7 (Haggerty, Johnson, Marchand, Miley, Sblendorio, Thorne, Wieskamp)  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**8. Agricultural Conservation Planning Grant with the Department of Conservation – Adoption of Resolution to Serve as Lead Applicant (Regular)**

Staff requested the Commission consider authorizing to serve as lead applicant for the Sustainable Agriculture Lands Conservation (SALC) agriculture planning grant with partnership with the Alameda County Resource Conservation District (ACRCD). ACRCD would serve as project manager and assist in coordination and implementation among participants. Alameda LAFCO would be responsible in administering and allocating grant funds should it be awarded.

Upon motion by Commissioner Marchand, second by Commissioner Wieskamp, the item is approved.

AYES: 7 (Haggerty, Johnson, Marchand, Miley, Sblendorio, Thorne, Wieskamp)  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**9. Presentation from Alameda County Resource Conservation District (Regular)**

The Commission received an overview on services and projects provided by the Alameda County Resource Conservation District (ACRCD) and presented by the ACRCD Executive Director Katherine Boxer.

Commissioner Johnson recommended to contact Mike Gatesman from Zone 7 Water Agency as a reference in some of the projects presented by ACRCD.

**10. CALAFCO Update | Annual Conference, Board Nominations and Quarterly Report (Regular)**

The Commission received an update from staff regarding the California Association of Local Agency Formation Commissions (CALAFCO) on its current and planned activities. Staff requested



the Commission appoint voting delegates and board nominations for county and special district member seats on the CALAFCO Board of Directors.

The Commission nominated Commissioner Vonheeder-Leopold as the voting delegate and Commissioner Sblendorio as the alternate voting delegate for the Annual CALAFCO Board Elections.

**11. GIS Mapping Project Update:**

<https://acpwa.maps.arcgis.com/apps/View/index.html?appid=b788a6d83de240e6acedd633e3140edf>

Staff presented to the Commission its finished Alameda LAFCO GIS Mapping project that may be used by the public to understand jurisdictional boundaries and spheres of influences within the County and to be used as a reference tool.

**12. Matters Initiated by Members of the Commission** – There were none.

**13. Informational Items** Staff offered brief remarks on the following items.

- a. Current and Pending Proposals
- b. Progress Report on Work Plan
- c. Legislative Report
- d. Update on Countywide Water, Wastewater, Stormwater and Flood Control MSR

**14. Adjournment of Regular Meeting**

Chair Haggerty adjourned the meeting at 3:10 p.m.

**15. Next Meetings of the Commission**

**Policy and Budget Committee Meeting**

**Thursday, October 1, 2020 at 2:00 pm at City of Dublin, 100 Civic Plaza, Dublin, CA**

**Regular Meeting**

**Thursday, November 12, 2020 at 2:00 p.m. at City of Dublin, 100 Civic Plaza, Dublin, CA**

It is anticipated both meetings will be held telephonically due to COVID-19 in compliance with Executive Order N-29-20.

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**SUMMARY ACTION MINUTES**  
**ALAMEDA LOCAL AGENCY FORMATION COMMISSION**  
**SPECIAL MEETING**

**Hosted by Zoom Video-Conference Service**

**September 28, 2020**

**1. Call to Order and Pledge of Allegiance**

Chair Haggerty called the meeting to order at 2:02 p.m.

**2. Roll Call.**

Roll was called. A quorum was present of the following commissioners:

<u>County Members:</u>	Scott Haggerty and Nate Miley
<u>City Members:</u>	John Marchand, Jerry Thorne and alternate David Haubert
<u>Special District Members:</u>	Ayn Wieskamp, Ralph Johnson and alternate Georgan Vonheeder-Leopold
<u>Public Members:</u>	Sblend Sblendorio
<u>Not Present:</u>	Alternate County Member Richard Valle
<u>Staff present:</u>	Rachel Jones, Executive Officer and Andrew Massey, Legal Counsel

**3. Third Agreement with QK Associates – Contract expired on May 31, 2020**

Staff recommended to amend existing agreement to extend time of contract expiration to March 31, 2021, with no increase in amount contract.

Upon motion by Commissioner Marchand, second by Commissioner Sblendorio, the item is approved.

AYES:	7 (Haggerty, Johnson, Marchand, Miley, Sblendorio, Thorne, Wieskamp)
NOES:	0
ABSENT:	0
ABSTAIN:	0

**14. Adjournment of Regular Meeting**

Chair Haggerty adjourned the meeting at 2:06 p.m.

**15. Next Meetings of the Commission**

**Policy and Budget Committee Meeting - Cancelled**  
**Thursday, October 1, 2020 at 2:00 pm at City of Dublin, 100 Civic Plaza, Dublin, CA**

**Regular Meeting**

**Thursday, November 12, 2020 at 2:00 p.m. at City of Dublin, 100 Civic Plaza, Dublin, CA**

It is anticipated both meetings will be held telephonically due to COVID-19 in compliance with Executive Order N-29-20.

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## AGENDA REPORT

November 12, 2020

Item No. 4c

**TO:** Alameda Commissioners

**FROM:** Rachel Jones, Executive Officer

**SUBJECT: Request for Time Extension of Approval Terms –  
Annexation of Dumbarton Quarry Regional Park to Union Sanitary District**

The Alameda Local Agency Formation Commission (LAFCO) will consider staff's recommendation for a time extension on behalf of the applicant to complete the terms established by the Commission in approving the annexation of Dumbarton Quarry Regional Park located in the City of Fremont to Union Sanitary District. The change of organization was approved on November 14, 2019. Staff believes the request is reasonable and recommends approval of a six-month extension along with a fee waiver. The affected parcel is identified by the County of Alameda as Assessor's Office as 537-0851-002-02.

### Information

At its November 14, 2019 meeting, Alameda LAFCO approved the annexation of Dumbarton Quarry Regional Park to the Union Sanitary District for the purpose of receiving public wastewater services. The annexation was deemed necessary to support the development of a future campground and park with onsite restroom facilities. The Commission granted one year for the applicant to complete any outstanding terms set by the Commission and these terms are set to expire on November 14, 2020. The applicant must complete one outstanding term and condition set by the Commission – a map and geographic description. A misunderstanding between the applicant and staff on the State Board of Equalization's mapping requirements and that of the County of Alameda's requirements for filing a certificate of completion caused this delay.

### Discussion

This item is for the Commission to consider a recommendation by staff for a six-month time extension necessary to complete all approval terms established for the proposal given the approaching deadline to record a certificate of completion. Specifically, more time is requested to allow for the County Surveyor to approve the final map and geographic description submitted by the applicant. Additionally, staff recommends waiving the \$400 time-extension fee due to the applicant's cooperation with all other approval terms set by the Commission.

## **Analysis**

Staff's recommendation for a time extension to complete the proposal's approval terms appears reasonable given the underlying circumstances. This includes the discrepancy between the mapping requirements. Accordingly, a six-month time extension and fee waiver are recommended and would extend the deadline to May 14, 2021.

## **Alternatives for Action**

The following alternatives are available to the Commission:

### Alternative One (Recommended):

Approve the requested time extension of six-months and fee waiver recommended by staff.

### Alternative Two:

Deny the requested time extension and fee waiver. This will terminate the Commission's prior proposal approval assuming the terms remain outstanding and as such a certificate of completion cannot be recorded by November 14, 2020.

## **Recommendation**

It is recommended the Commission proceed with Alternative Action One.

Respectfully,



Rachel Jones  
Executive Officer

Attachments: none

## AGENDA REPORT

November 12, 2020

Item No. 5

**TO:** Alameda Commissioners

**FROM:** Rachel Jones, Executive Officer

**SUBJECT: Budget Update for Fiscal Year 2020-2021 and First Quarter Report**

The Alameda Local Agency Formation Commission (LAFCO) will review a report comparing budgeted to actual transactions for fiscal year 2020-2021 through the first quarter. Actual expenses processed through the first four months totaled \$92,720 an amount representing 14.1% of the budgeted total with 25% of the fiscal year complete. The report is being presented to the Commission to accept and file and to provide direction to staff as needed.

### Information

Alameda LAFCO’s adopted final budget for 2020-2021 totals \$656,892. 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 year-end balance of \$0 and with a purposeful aid of a planned \$180,000 transfer from reserves. Budgeted revenues are divided between three active units: intergovernmental contributions, application fees, and investments.

### Discussion

This item is for the Commission to receive an update comparison of (a) budget to (b) actual expenses and revenues through the month of October. The report provides the Commission 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 and file and provide related direction as needed.

Budgeted Expenses FY 20-21	Budgeted Revenues FY 20-21	Budgeted Year End Balance FY 20-21
\$656,892	\$656,891	(\$1)

## Summary of Operating Expenses

The Commission’s budgeted operating expense total for 2020-2021 is \$656,892. Actual expenses processed through the first four months totaled \$92,720 an amount representing 14.1% of the budgeted total with 25% of the fiscal year complete.

Actuals through the four months and related analysis suggest the Commission is on pace to finish the fiscal year with \$656,892 in total expenses. A discussion on budgeted and actual expenses through the first four months and related year-end projections follow.

Expense Units	Adopted	Actuals	Percent Expended	Remaining Balance
Salaries and Benefits	357,157	54,890	15.4%	302,267
Services and Supplies	186,662	30,616	16.4%	156,046
Internal Service Charges	63,073	7,214	11.4%	55,859
Contingencies	50,000	0	0%	50,000
	\$656,892	\$92,720	14.1%	\$564,172

### Staffing Unit

The Commission budgeted \$357,157 in Staffing or Salaries and Benefits Unit for 2020-2021. Through the first four months the Commission’s estimated expenses within the affected accounts totaled \$54,890 or 15.4% of the budgeted amount. It is projected the Commission finish the fiscal year with a balanced account due to the recruitment of the Commission Clerk position.

### Services and Supplies Unit

The Commission budgeted \$186,662 in the Services and Supplies Unit for 2020-2021 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 \$30,616 or 16.4% of the budgeted amount. Only one of the affected accounts – Memberships – finished with balances exceeding the proportional 25% threshold with explanations provided below. In the absence of subsequent amendments at this time, it is projected the Commission will finish the fiscal year with an expense total of \$186,662.

- Memberships

This account covers the Commission’s annual dues for ongoing membership with several outside agencies and organizations as previously authorized by the members. This includes CALAFCO and the California Special Districts Association memberships. The Commission budgeted \$10,762 in this account for 2020-2021 based on recent actual trends. Actual expenses



through October totaled \$10,662 or 99% of the budgeted amount and tied to providing full payment of all budgeted costs. Staff projects no additional expenses to this account.

### Internal Services and Supplies

The Commission budgeted \$63,073 in the Internal Services and Supplies Unit for 2020-2021 to provide funding for *indirect* support services necessary to operate Alameda LAFCO. Through the first four months the Commission’s actual expenses within the four affected accounts totaled \$7,214 or 11.4% of the budgeted amount. None of the affected accounts finished with balances exceeding the proportional 25% threshold, and staff estimates to finish the fiscal year with a balanced budget.

### Summary of Operating Revenues

The Commission budgeted operating revenues for 2020-2021 at \$656,891. Actual revenues collected through the first four months totaled \$344,289. This amount represents 52.4% of the budgeted total with 25% of the fiscal year complete. A summary comparison of budgeted to actual operating revenue follows.

Actuals through the first four months and related analysis suggest the Commission’s year-end revenue totals will tally at \$656,891 and result in a balanced budget. An expanded discussion on the budgeted and actual revenues through the first four months follows.

Revenue Units	Adopted	Actuals	Percent Expended	Remaining Balance
Agency Contributions	439,891	335,714	76%	104,177
Application Fees	30,000	8,575	29%	21,425
Interest	7,000	0	0%	7,000
Fund Balance Offset	180,000	0	0%	180,000
	\$656,891	\$344,289	52%	\$312,602

### Agency Apportionments

The Commission budgeted \$439,891 in the Agency Apportionments Unit for 2020-2021. This total budgeted amount was to be divided in two three equal shares at \$146,630 and invoiced among the County of Alameda, 14 cities, and 15 independent special districts as provided under State statute. Alameda LAFCO has received 76.3% of the agency apportionments to date. An additional invoice to the remaining agencies will be forwarded from the County Auditor’s Office.

### **Application Fees Unit**

The Commission budgeted \$30,000 in the Application Fees Unit for 2020-2021. Through the first four months \$8,575 have been collected in this unit. Staff anticipates – and at least for budgeting purposes – the account ultimately tallying at \$25,000 and result in a year-end shortfall of \$5,000.

### **Interest Unit**

The Commission budgeted \$7,000 in the Interest Unit for 2020-2021. Through the first four months no monies have been collected in this unit by the County Treasurer. Staff anticipates – and at least for budgeting purposes – the account will accrue at the current rate and total \$7,000.

### **Alternatives for Action**

The following alternatives are available to the Commission:

#### Alternative One (Recommended):

Accept and file the report as presented and provide direction 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.

### **Recommendation**

It is recommended the Commission proceed with Alternative Action One.

Respectfully,



Rachel Jones  
Executive Officer

Attachments:

1. 2020-2021 General Ledger through October 31, 2020

# ALAMEDA LOCAL AGENCY FORMATION COMMISSION

Regional Service Planning | Subdivision of the State of California

## Expense Ledger

		FY2017-2018		FY2018-2019		FY2019-2020		FY2020-2021			
		Adopted	Actuals	Adopted	Estimated	Adopted	Estimated	Adopted	Actuals As of 10-31-20	Difference	Percent of Budget
<b>Salary and Benefit Costs</b>											
<u>Account</u>	<u>Description</u>										
60001	Staff Salaries	-	-	321,692	263,373	308,307	263,373	234,254	38,250	(196,004)	16.3%
-	Employee Benefits and Retirement (ACERA)	-	-	149,961	149,961	175,275	149,961	122,903	16,640	(106,263)	13.5%
		472,385	383,228	471,653	413,334	483,581	324,575	357,157	54,890	(302,267)	15.4%
<b>Service and Supplies</b>											
<u>Account</u>	<u>Description</u>										
-	Intern	1,600	-	1,600	0	1,600	0	1,600	-	-	-
610077	Postage	1,000	1,000	1,000	1,000	1,000	1,000	1,000	-	-	-
610141	Copier	2,000	2,503	3,000	3,000	3,000	3,000	3,000	-	-	-
610191	Pier Diems	7,500	7,300	7,700	7,700	7,800	7,800	8,000	900	(7,100)	11.3%
610211	Mileage/Travel	-	89	200	2,628	1,300	1,300	1,300	-	-	-
610461	Training (Conferences and Workshops)	20,000	17,171	20,000	20,000	13,000	6,000	5,000	-	-	-
610241	Records Retention	1,000	1,000	1,000	1,000	1,000	1,000	1,000	64	(936)	6.4%
610261	Consultants	75,000	75,000	96,000	90,000	90,000	90,000	96,000	17,692	(78,308)	18.4%
610261	Mapping - County	5,000	5,000	5,000	5,000	5,000	5,000	5,000	-	-	-
610261	Planning Services	25,000	10,000	25,000	5,000	5,000	6,000	5,000	630	(4,370)	12.6%
610261	Legal Services	40,000	35,000	40,000	40,000	30,000	21,775	25,000	-	-	-
610311	CAO/CDA - County - Services	11,000	11,000	11,000	11,000	11,000	11,000	1,000	-	-	-
610312	Audit Services	7,500	-	10,000	7,500	7,700	10,000	10,000	-	-	-
610351	Memberships	8,675	8,774	9,000	9,026	10,476	10,476	10,762	10,662.00	(100)	99.1%
610421	Public Notices	5,000	2,000	5,000	5,000	5,000	5,000	5,000	-	-	-
610441	Assessor - County - Services	5,000	-	2,500	2,500	2,500	2,500	2,500	-	-	-
610461	Special Departmental	500	500	1,500	1,500	1,500	1,500	1,500	299	(1,201)	19.9%
620041	Office Supplies	3,000	500	4,000	4,000	4,000	4,000	4,000	369	(3,631)	9.2%
		218,775	176,837	243,500	215,854	200,876	187,351	186,662	30,616	(156,046)	16.4%
<b>Internal Service Charges</b>											
<u>Account</u>	<u>Description</u>										
630051	Office Lease/Rent	3,200	3,200	3,200	3,200	25,000	3,200	32,500	746.93	(31,753)	2.3%
630021	Communication Services	3,218	3,218	3,878	3,878	3,950	3,950	100	-	-	-
630061	Information Technology	18,081	18,081	21,578	23,370	27,373	27,373	27,373	6467.5	-	23.6%
630081	Risk Management	2,686	2,686	3,034	3,034	3,100	3,100	3,100	-	-	-
		27,185	27,185	31,690	37,482	59,423	37,482	63,073	7,214	(55,859)	11.4%
<b>Contingencies</b>		50,000		50,000	-	50,000	-	50,000	-	-	-
<u>Account</u>	<u>Description</u>										
-	Operating Reserve	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
<b>EXPENSE TOTALS</b>		<b>768,345</b>	<b>587,250</b>	<b>796,843</b>	<b>666,670</b>	<b>793,880</b>	<b>549,408</b>	<b>656,892</b>	<b>92,720</b>	<b>(564,172)</b>	<b>14.1%</b>

**Revenue Ledger**

		FY2017-2018		FY2018-2019		FY2019-2020		FY2020-2021			
		Adopted	Estimate	Adopted	Estimate	Adopted	Estimate	Adopted	Actuals As of 10-31-20	Difference	Percent of Budget
<b>Intergovernmental</b>											
<u>Account</u>	<u>Description</u>										
-	Agency Contributions										
	County of Alameda	196,115	196,114	196,948	196,948	192,127	192,127	146,630	146,631	1	100.0%
	Cities	196,115	196,114	196,948	196,948	192,127	192,127	146,630	-	-	-
	Special Districts	196,115	196,114	196,948	196,948	192,127	192,127	146,630	-	-	-
		588,345	588,344	590,844	590,844	576,380	576,380	439,891	335,714	(104,177)	76.3%
<b>Service Charges</b>											
-	Application Fees	30,000	16,000	30,000	10,000	30,000	25,000	30,000	8,575	(21,425)	28.6%
<b>Investments</b>											
-	Interest	-	4,000	-	11,531	7,500	7,500	7,000	-	-	-
<b>Fund Balance Offset</b>		150,000	150,000	176,000	176,000	180,000	180,000	180,000	-	-	-
<b>REVENUE TOTALS</b>		<b>768,345</b>	<b>758,344</b>	<b>796,844</b>	<b>788,375</b>	<b>793,880</b>	<b>788,880</b>	<b>656,891</b>	<b>344,289</b>	<b>(312,602)</b>	<b>52.4%</b>
<b>OPERATING NET</b>		-	171,094	-	246,268	-	239,472	(1)	251,569	-	-
<b>UNRESTRICTED FUND BALANCE</b>			594,309		840,577						
As of June 30th											

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

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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 one proposal on file previously approved awaiting term completions. CKH provides applicants one calendar year to complete approval terms or receive extension approvals before the proposals are automatically terminated.

- **Annexation of Dumbarton Quarry | Union Sanitary District**

The Commission has received a proposal by the firm Pacific States Environmental Contractors, Inc. on behalf of the East Bay Regional Park District (EBRPD) to annex approximately 91.0 acres of territory located within the City of Fremont to the Union Sanitary District (USD) for wastewater services. The purpose of the proposal is to provide wastewater services in support of the future Dumbarton Quarry Regional Park restrooms, shower facilities, and laundry facility. The Commission approved the proposal without amendments on November 14, 2019. Terms remain outstanding as to date and therefore remains active.

### **Current Proposals | Under Review and Awaiting Hearing**

There are currently two active proposals on file with the Commission that remain under administrative review and await a hearing as to date of this report.

- **Annexation of Sanctuary West | Union Sanitary District**

Staff is in review of a pending proposal to be submitted by Union Sanitary District (USD) to annex approximately 111.7 acres of territory located within the City of Newark to USD for wastewater services. The affected territory located west of the southern end of Stevenson Boulevard, if annexed, will support the development of 469 detached single-family homes, three parks and a bike and pedestrian access way. The application is currently under administrative review.

- **Annexation of 720 Mockingbird Lane | City of Pleasanton**

Staff is in review of a pending proposal submitted by Dixon Yee on behalf of landowners, Eleanore Yee and Kevin Nguyen, to annex approximately 1.2 acres of territory located at 720 Mockingbird Lane to the City of Pleasanton. The purpose of the proposal is to connect to public water and wastewater services due to an old well and septic system. The application is currently under administrative review.

### **Pending Proposals**

There are currently no potential new proposals at the moment that staff believes may be submitted to the Commission from local agencies based on ongoing discussions with proponents within the last two years.

The Commission is invited to discuss the item and provide direction to staff on any related matter as needed for future discussion and or action.

Attachments: none

**TO:** Alameda Commissioners

**FROM:** Rachel Jones, Executive Officer

**SUBJECT: Progress Report on 2020-2021 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 2020-2021. 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 December 16, 2019. 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 attendant strategies, which premise individual implementation outcomes, are summarized in Attachment 1.

1. Education – Serve as a resource to the public and to local agencies to support orderly growth and logical sustainable serve 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 9, 2019, 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 seven key priorities in the Commission's 2018-2020 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.

The item provides the Commission with a status update on two-dozen plus 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 thirteen of the two-dozen plus projects and has completed seven projects included in the adopted work plan. This includes the completion of high priority projects and highlighted by conducting the 2017-2018 audit, an informational report on disadvantaged unincorporated communities, the dissolution of inactive special districts, adopting a study schedule, and GIS Mapping Project. Other notable items underway include the general municipal service review on water, wastewater, and stormwater services and the recruitment of the Commission Clerk position.

### **Alternatives for Action**

The following alternatives are available to the Commission:

Alternative One (Recommended):

Accept and file the report as presented.

Alternative Two:

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

### **Recommendation**

It is recommended the Commission proceed with Alternative Action One.

Respectfully,



Rachel Jones  
Executive Officer

Attachments:

1. 2020 Strategic Plan
2. 2020-2021 Work Plan



ALAMEDA LOCAL AGENCY FORMATION COMMISSION

# STRATEGIC PLAN

FY 2020 -2021

**MISSION STATEMENT:** Alameda LAFCO provides oversight over local governments to make Alameda County a great place to live and work by balancing the preservation of agriculture and open space with the provision of sustainable municipal services

	EDUCATION	FACILITATION	COLLABORATION
STRATEGIC PILLARS	Serve as a resource to the public and to local agencies to support orderly growth and logical, sustainable service provision	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 for all incomes.	Be proactive and act a catalyst for change as a way to contribute to making Alameda County a great place to live and work by sustaining the quality of life.
CORE STRATEGIES	Enagage with the community through LAFCO outreach as well as receive presentations from outside stakeholders and local agencies to understand issues	Use LAFCO authority through municipal services reviews and change of organizations to promote the change in the region aligned with its mission	Always seek, determine, and question if any regional issues are opportunities for partnerships
TARGET OUTCOMES	Review growth boundaries and governance	Regulate land use through the extension of services	Coordinate with other agencies to determine high-need areas (DUCs)
	Provide Presentations to City Councils, Special Districts, and the County on upcoming projects and LAFCO's role	Provide more guidance on regional issues	Promote inter-agency special projects and partnerships
	Understand local agricultural issues and then consider a study	Create a five-year island annexation plan	Work with stakeholders to identify issues under LAFCO jurisdiction related to economic viability of agriculture
	Identify emerging issues, i.e. water treatment changes	Prepare comprehensive study on climate change	Establish policies and standards to address sustainability of adequate and reliable water supplies, including the use of recycled water
	Educate public on service costs	Encourage consolidations or review shared opportunities	Conduct joint LAFCO workshops
	Determine LAFCO's role in housing	Unfunded liabilities in services - do more to encourage future planning	Create homelessness initiatives with other agencies

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Priority	Urgency	Type	Status	Project	Key Issues	Status
1	High	Administrative	Rollover	MOU Update with County of Alameda	Update existing MOU with the County of Alameda to reflect current agency relationships/needs	C
2	High	Statutory	Rollover	General MSR on Water, Wastewater, and Stormwater Services	First Service Specific MSR since 2006   Address Infrastructure Needs and Efficiencies and Sustainability	U
3	High	Administrative	New	Staff Recruitment, Placement and Training	Recruitment and Training of LAFCO Commission Clerk and Analyst	U
4	Moderate	Administrative	New	2017-2018 Audit	Verify Fund Balance; First Audit in Ten Years	C
5	Moderate	Statutory	New	Dissolutions of Inactive Special Districts	Implement Regulatory Functions; SB 448	C
6	Moderate	Statutory	New	Special District Member Elections	Conduct Special District Member Elections to Ensure LAFCO Representation	C
7	Moderate	Statutory	New	Study Schedule Update	Improve Efficiency and Effectiveness of Commission Operations and Transparency	C
8	Moderate	Statutory	New	General MSR on Fire Protection and Emergency Services	Second MSR on Fire and Emergency Services since 2006   Address Shared Opportunities	U
9	Moderate	Statutory	Rollover	Sphere Update for City of Pleasanton	Implement Planning Functions; Update SOIs of Local Government Agencies; Cities MSR	P
10	Moderate	Statutory	Rollover	Informational Report on Disadvantaged Unincorporated Communities	Develop and Implement Special Study of Unincorporated Areas focusing on DUCs; Consider Policies	C
11	Moderate	Administrative	New	Prepare Informational Report on JPAs	Post Enactment of SB 1266; Enhance Repository on Local Government Services	P
12	Moderate	Administrative	New	LAFCO Presentations	Introductory Overview of LAFCO's Duties and Responsibilities to Boards, Councils, Community Groups	U
13	Moderate	Administrative	New	Update Application Packet	Current Application Dated; Make User Friendly	P
14	Moderate	Administrative	Rollover	Prepare Informational Report on Unincorporated Islands	Map all Unincorporated Islands and Examine Island Annexation Implementation Issues in Alameda County	P
15	Moderate	Statutory	New	Alameda County Resource Conservation MSR	Last MSR conducted in 2013; Open space land preservation	P
16	Moderate	Administrative	Rollover	Informational Report on Fairview Fire Protection District	Status Report on District Activities	U
17	Low	Administrative	New	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	U
18	Low	Statutory	New	Master Property Tax Exchange Agreement	Improve Efficiency and Effectiveness of Application Process	P
19	Low	Administrative	Rollover	Informational Report on Remen Tract	Special Report on Service Delivery Feasibility	P
20	Low	Administrative	Rollover	Digital Archiving	Continue Project to Digitize LAFCO Records	U
21	Low	Administrative	Rollover	CALAFCO Legislative Committee	Enhance and Clarify LAFCO Authority and Powers to Perform its State-Mandated Responsibilities	U
22	Low	Administrative	New	Host Alameda County Special District Association Meeting	Communicate LAFCO's Mission and Goals to the Community	P
23	Low	Administrative	New	LAFCO Annual Report on Status of County	Evaluate LAFCO's Mission and Goals Relative to Local Conditions; Identify Strategies to Achieve Shared Objectives	P
24	Low	Administrative	New	GIS Mapping Project	CDA to Create a LAFCO GIS Layer for All Local Agencies under LAFCO Purview	C
25	Low	Administrative	New	LAFCO Agency Logo	Establish New Agency Logo for Branding (Website, Publications, etc.)	P
26	Low	Administrative	New	Local Agency Directory	User Friendly Publication Identifying and Summarizing Local Government Agencies and Services in Alameda County	P

Status Notations: C: Completed U: Underway

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**CALAFCO 2020 Virtual Regional Roundtable  
Coastal Region Agenda Guideline**  
Thursday, December 10, 2020  
9:00 a.m. – 10:30 a.m.

<https://us02web.zoom.us/j/84833779404?pwd=Nkwvc25YTS8xR1VEOG5KZzdxRHhxZz09>

Meeting ID: 848 3377 9404

Passcode: 566492

Phone: 669-900-6833

Everyone in attendance will be asked by the host to identify themselves upon entry into the meeting from the waiting room. This is to preserve the integrity of the region's meeting.

**1. Welcome and introductions in large group**

*Self-introductions with identification of LAFCo, position and tenure (ie: Commissioner, EO, Clerk, etc.)*

**2. CALAFCO update from Board Member and DEO regional representative in large group**

**3. Breakout groups discussions**

1. *What are the 3 biggest challenges your LAFCo faced the past 9 months and how were they overcome?*
2. *What are 2 positive things that have resulted from the last 9 months for your LAFCo?*
3. *How has your LAFCo budget been impacted in the current FY and what do you anticipate for the next FY because of the economic downturn?*
4. *How might you use a "shared services" model with other LAFCos in your region to gain fiscal and human resources efficiencies?*
5. *Do you have any cities or districts that are in severe fiscal distress as a result of the Pandemic and/or fires and if so, are you reaching out to them?*

**4. Report out by breakout rooms in large group**

**5. Large group discussion:**

*In this new world of inter-related and regional challenges and even crisis, does LAFCo have a new and evolving role to play as political boundaries are increasingly less useful and natural boundaries (watersheds, air quality basins, fire terrain, SGMA basins, flood plains, etc) become more so?*

**6. Other comments by individual LAFCos**

**7. Feedback for CALAFCO**

**8. Wrap up and thank you**

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## Envisioning and Planning the Future - A Special CALAFCO Webinar Offering LAFCo's Critical Role in Moving Forward in the Crisis Realities of 2020 and Beyond

### ABOUT THIS SESSION

CALAFCO is pleased to offer a variety of webinars at no cost to our Membership through the end of 2020. We are committed to continuing to provide you educational and professional development opportunities even during the pandemic. Each of these unique webinars will be recorded and placed in the Members section of the website for on-demand viewing.

**DATE: Monday, December 7, 2020**

**TIME: 1:30 p.m. to 3:00 p.m.**

**Registration closes November 30, 2020 at 5:00 p.m.**

Join us for another CALAFCO special session as we explore LAFCo's role in rebuilding and revitalizing our communities. In light of the economic fallout of the pandemic, historic wildfire season and other factors, LAFCo has an important role to play in guiding the local recovery process. The pandemic exposed and highlighted old paradigms and existing inequities such as access to services (including healthcare), broadband, healthy food, clean water and access to outdoor parks and open space. In this session, we will explore LAFCo's role with respect to these access issues and what LAFCo powers intersect with these issues.

We will have the provocative and necessary conversation of LAFCo's value and the need for proactive LAFCo leadership now more than ever. Our panel, along with attendees, will look at what it means for LAFCo to step into the role of convener and facilitator to be a local government champion and rebuild communities, along with the tools LAFCo has to do so. This includes leading conversations without bias, developing more efficient services (including looking at how the content and process of conducting Municipal Service Reviews and what factors should be considered in the review of a Proposal and how they can be adapted to more effectively meet the changing external factors), partnering to rebuild local economies in a balance way, and making the difficult decisions of taking crisis actions together with stressed agencies.

Join us as we hear from State Legislators and local LAFCo Commissioners and staff on the critical role of LAFCo in these unprecedented times.

### Presenters:

- Senator Robert Hertzberg (invited)
- Assemblymember Cecilia Aguilar-Curry
- Supervisor John Leopold, Commissioner, Santa Cruz LAFCo
- Mr. Gary Bell, Shareholder, Colantuono Highsmith & Whatley
- Ms. Erin Gilhuly, Owner & President, CV Strategies

**Moderator:** Ms. Pamela Miller, Executive Director, CALAFCO

Approved for 1.5 AICP CM Credits



### REGISTRATION INFORMATION

**NO REGISTRATION FEE IS REQUIRED FOR THIS SESSION FOR MEMBERS OF CALAFCO. ONLY MEMBERS OF CALAFCO ARE ELIGIBLE TO REGISTER AND ATTEND.**

Click on the link below to register.

<https://www.eventbrite.com/e/lafcos-critical-role-in-moving-forward-tickets-125074823163>

**Registration must be received by 5:00 p.m. November 30, 2020.**

**No late registrations will be accepted.**

Once you register on Eventbrite you will receive the Zoom Registration link with your confirmation email. You will then need to use that Zoom Registration link prior to the session to get the Webinar link to join that session. **DO NOT WAIT UNTIL THE LAST MINUTE TO DO THIS STEP.**

You can also find this information on the CALAFCO website at [www.calafco.org](http://www.calafco.org).

For additional information or questions, please contact Christine Crawford at [christine.crawford@yolocounty.org](mailto:christine.crawford@yolocounty.org), Pamela Miller at [pmiller@calafco.org](mailto:pmiller@calafco.org), or Jeni Ticker at [jticker@calafco.org](mailto:jticker@calafco.org).



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