

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, JUNE 19, 2024**

AGENDA

The meeting will be held in person at 7:00 p.m. in the Stevens Creek Office Center, Suite 100, 20863 Stevens Creek Boulevard, Cupertino, California and via virtual teleconference.

Anyone interested may attend in person, by phone [call 1 (866) 899 - 4679 Conference Access Code: 251566821], or virtually <https://global.gotomeeting.com/join/251566821>.

1. ROLL CALL

2. PUBLIC COMMENTS

This portion of the meeting is reserved for persons desiring to address the board on any matter not on the agenda. Speakers are limited to three (3) minutes.

All statements requiring a response will be referred to staff for further action. In most cases, state law will prohibit the board from making any decisions with respect to a matter not listed on the agenda.

3. PUBLIC HEARING

A. CONDUCT A PUBLIC HEARING ACCEPTING REPORT ON RATES AND CHARGES AND COLLECTION ON TAX ROLL FOR FISCAL YEAR 2024-2025

1. Staff Presentation
2. Open Public Hearing and Receive Testimony
3. Close Public Hearing
4. Board Discussion
5. Resolution No. 1350, Confirming Report on Rates and Charges for Services and Facilities Furnished by the District and Delinquent Rates and Charges for the Cupertino Sanitary District for the Fiscal Year 2024-2025
6. Resolution No. 1351, Providing for the Collection of Rates and Charges for Services and Facilities Furnished by the District and Delinquent Rates and Charges for Fiscal Year 2024-2025

4. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

in accordance with government code section Paragraph (1) of Subdivision (d) of Section 54956.9, existing litigation. Name of Case: County Sanitation District 2-3, West Valley Sanitation District, Cupertino Sanitary District, Burbank Sanitary District and the City of Milpitas v. The City of San Jose, The City of Santa Clara and Does 1 through 50 inclusive.

5. MINUTES & BILLS

- A. APPROVAL OF THE MINUTES OF MAY 15, 2024
- B. APPROVED MINUTES OF MAY 1, 2024
- C. APPROVAL OF FINANCIAL STATEMENTS AND BILLS
- D. TIMESHEETS

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, JUNE 19, 2024**

6. CORRESPONDENCE

- A. REGISTRAR OF VOTERS OFFICIAL FEE SCHEDULE EFFECTIVE JULY 1, 2024
- B. ADOPTED FY2025 LAFCO BUDGET

7. MEETINGS

- A. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON MONDAY, JULY 8, 2024
- B. CALIFORNIA ALLIANCE FOR SEWER SYSTEM EXCELLENCE (CASSE) TELECONFERENCE TO BE HELD WEDNESDAY, JULY 10, 2024
- C. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD ON THURSDAY, JULY 11, 2024

8. REPORTS

- A. REGULAR MEETING OF THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION HELD ON JUNE 3, 2024.
- B. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) HELD ON MONDAY, JUNE 10, 2024
- C. CALIFORNIA ALLIANCE FOR SEWER SYSTEM EXCELLENCE (CASSE) TELECONFERENCE HELD WEDNESDAY, JUNE 12, 2024
- D. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) HELD ON THURSDAY, JUNE 13, 2024

9. UNFINISHED BUSINESS

- A. 2024-2025 FISCAL YEAR BUDGET

10. NEW BUSINESS

- A. 2023-2024 FISCAL YEAR AUDIT

11. STAFF REPORT

- A. FUTURE DEVELOPMENT PROJECTS
- B. MONTHLY MAINTENANCE SUMMARY

12. CALENDAR ITEMS

- A. NEXT REGULAR DISTRICT BOARD MEETING IS TO BE HELD ON WEDNESDAY, JULY 3, 2024

13. ADJOURNMENT

Item 3.A.1.

CUPERTINO SANITARY DISTRICT REVENUE FOR FY 2024-2025

Last Updated on:

6/14/2024

Type	FY 2024-2025	Delta (FY2024-2025 & FY23-24)	Percent Differences (FY2024-2025 & FY23- 24)	FY 2023-2024	Percent Differences (FY2023-2024 - FY2022- 2023)	FY 2022-2023	Percent Differences (FY2022-2023 - FY2021-2022)	FY 2021-2022
Residential	\$16,222,187.20	\$772,560.32	5.00%	\$15,449,626.88	5.12%	\$14,696,900.60	5.24%	\$13,965,589.38
Retail/Office	\$1,327,565.50	-\$463,243.70	-25.87%	\$1,790,809.20	-20.54%	\$2,253,762.30	2.48%	\$2,199,313.50
Laundry	\$15,547.10	\$3,294.60	26.89%	\$12,252.50	22.45%	\$10,006.10	14.51%	\$8,738.00
Restaurants	\$2,127,724.50	\$32,447.90	1.55%	\$2,095,276.60	-18.32%	\$2,565,107.20	-7.49%	\$2,772,854.70
Gas Stations/Repair	\$28,422.20	-\$2,434.70	-7.89%	\$30,856.90	-1.34%	\$31,274.80	1.27%	\$30,884.00
Hotel	\$332,296.90	-\$10,628.90	-3.10%	\$342,925.80	21.58%	\$282,068.30	-7.21%	\$303,992.90
Private School Uses	\$28,447.00	-\$7,698.40	-21.30%	\$36,145.40	15.94%	\$31,175.50	34.19%	\$23,232.60
Health Care	\$296,332.10	\$8,256.90	2.87%	\$288,075.20	-10.07%	\$320,321.00	7.38%	\$298,308.20
Misc	\$14,581.70	\$657.20	4.72%	\$13,924.50	-15.88%	\$16,554.10	-5.39%	\$17,496.40
Hand-Billing	\$554,751.65	\$26,416.75	5.00%	\$528,334.90	6.13%	\$497,823.50	-15.52%	\$589,249.20
Total	\$20,947,855.85	\$359,627.97	1.74%	\$20,588,227.88	-0.56%	\$20,704,993.40	2.45%	\$20,209,658.88

From Taxroll:

Residential	\$16,222,187.20
Commercial:	\$4,170,917.00
TOTAL	\$20,393,104.20

RESOLUTION NO. 1350

A RESOLUTION CONFIRMING REPORT ON RATES AND CHARGES FOR SERVICES AND FACILITIES FURNISHED BY THE DISTRICT AND DELINQUENT RATES AND CHARGES FOR THE CUPERTINO SANITARY DISTRICT FOR THE FISCAL YEAR 2024-2025

RESOLVED, by the Sanitary Board of the Cupertino Sanitary District, Santa Clara County, California, that

WHEREAS, this Board did heretofore adopt its resolution providing for the collection of delinquent rates and charges on the Tax Roll, and did direct the preparation and filing of a written report containing a description of each parcel of real property receiving services and facilities from the District and the amount of the charge for each parcel for the fiscal year 2024-2025.

WHEREAS, said written report was prepared and filed with the Secretary of said District on the 14th day of June 2024;

NOW, THEREFORE, IT IS ORDERED as follows:

1. That said report be, and it hereby is, adopted in full.
2. That the Secretary of this District be, and hereby is, directed to file with the County Auditor-Controller of Santa Clara County a copy of said report, upon which shall be endorsed over his signature a statement that the report had been finally adopted by the Sanitary Board of the Cupertino Sanitary District.
3. The County Auditor-Controller of Santa Clara County shall, upon receipt of said report, enter the amounts of the charges against the respective lots or parcels as they appear on the current assessment roll for the fiscal year 2024-2025.

* * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution which was duly and regularly passed and adopted by the Sanitary Board of the Cupertino Sanitary District, at a meeting thereof held on the 19th day of June 2024, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

Secretary, Cupertino Sanitary District

APPROVED:

President, Cupertino Sanitary District

RESOLUTION NO. 1351

**A RESOLUTION PROVIDING FOR THE COLLECTION
OF RATES AND CHARGES FOR SERVICES AND FACILITIES
FURNISHED BY THE DISTRICT AND DELINQUENT
RATES AND CHARGES FOR FISCAL YEAR 2024-2025
CUPERTINO SANITARY DISTRICT**

RESOLVED, by the Sanitary Board of the Cupertino Sanitary District, Santa Clara County, California, as follows:

1. That the Cupertino Sanitary District, Santa Clara County, California, does hereby elect, pursuant to Sections 5473 and 5473a of the Health and Safety Code of the State of California, to have certain rates and charges for services and facilities furnished by it which have become delinquent and the rates and charges for services and facilities furnished by the District established by said District pursuant to ordinances thereof duly passed and adopted by the Sanitary Board of the District, collected on the tax roll of the County of Santa Clara, State of California, pursuant to Sections 5470 through 5473.11 of the Health and Safety Code of the State of California and said ordinances of said District.

* * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Cupertino Sanitary District, at a meeting thereof held on the 19th day of June 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Secretary, Cupertino Sanitary District

APPROVED:

President, Cupertino Sanitary District

CUPERTINO SANITARY DISTRICT BOARD MEETING WEDNESDAY, MAY 15, 2024

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:00 p.m. This meeting was conducted at the District office at 20863 Stevens Creek Blvd, Suite 100, Cupertino. Participation was also available via videoconference.

1. ROLL CALL:

President Chen called the meeting to order, and the following proceedings were had to wit: Roll call was taken, with the following members in attendance:

Board Members present: Angela Chen, Bill Bosworth, Patrick Kwok, Taghi Saadati, and David Doyle

Staff present: District Manager Benjamin Porter, Associate Sanitary Engineer Abby Yung, and Counsel Marc Hynes.

Public Present: None

2. PUBLIC COMMENTS:

There were none.

3. PUBLIC HEARING:

A. The Board conducted a public hearing on the Proposed Sanitary Sewer Service Charge Increase for Fiscal Year 2024-2025.

1. Manager Porter presented the rate study.
2. President Chen opened the public hearing. The Board reviewed written correspondence. There were no public comments.
3. President Chen closed the public hearing.
4. The Board discussed the proposed new sewer rate increase not to exceed 5%.
5. On motion by Director Bosworth, seconded by Director Kwok, by a vote of 5-0-0, the Board approved Ordinance No. 132, Amending Sections 7301, 7302 and 7303 of Chapter VII of the Cupertino Sanitary District Operations Code Relating to Sewer Service Charges. The new sewer service rates will take effect, beginning July 1, 2024.
6. On motion by Director Bosworth, seconded by Director Kwok, by a vote of 5-0-0, the Board approved Resolution No. 1349, Fixing Time and Place for Public Hearing on Report on Rates and Collection on Tax Roll for FY 2024-25. The public hearing is set to take place on Wednesday, June 19, 2024, in the District office.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MAY 15, 2024

4. CLOSED SESSION:

President Chen adjourned the regular meeting session and opened the closed session at 7:04 p.m. Manager Porter, and Associate Sanitary Engineer Yung were excused from the closed session.

- A. Conference with legal counsel – Existing Litigation in accordance with government code section Paragraph (1) of Subdivision (d) of Section 54956.9, existing litigation. Name of Case: County Sanitation District 2-3, West Valley Sanitation District, Cupertino Sanitary District, Burbank Sanitary District, and the City of Milpitas v. The City of San Jose, The City of Santa Clara, and Does 1 through 50 inclusive.

Board action: There was no reportable action.

President Chen adjourned the closed session at 7:13 p.m. and the regular meeting was called to order. District Manager Porter, and Associate Sanitary Engineer Yung rejoined the regular meeting.

5. MINUTES & BILLS:

- A. Approval of the Regular Meeting Minutes of May 1, 2024

On a motion by Director Saadati, seconded by Director Bosworth, by a vote of 5-0-0, the minutes of the Regular Meeting held on Monday, May 1, 2024, were approved as written.

- B. Approved Regular Meeting Minutes of April 17, 2024

By consensus, the Minutes of Wednesday, April 17, 2024, are to be Noted & Filed.

- C. Approval of Financial Statements and Bills

On a motion by Director Doyle, seconded by Director Bosworth, by a vote of 5-0-0, the financial statements and warrants were approved.

- D. Timesheets

The Board submitted their May timesheets to District Manager Porter.

6. CORRESPONDENCE:

- A. Email: Registrar of Voters – Notification/Review Needed: County of Santa Clara Proposed Updated Fees Schedule

Note & File

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MAY 15, 2024

7. MEETINGS:

- A. Manager Porter plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) scheduled for Monday, May 20, 2024.
- B. Director Kwok plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) scheduled for Thursday, May 23, 2024.
- C. Director Bosworth plans to attend the California Special Districts Association meeting to be held June 3, 2024.

8. REPORTS:

- A. Manager Porter reported on the California Alliance for Sewer System Excellence (CASSE) teleconference held on Wednesday, May 8, 2024.

9. UNFINISHED BUSINESS:

There was none.

10. NEW BUSINESS:

- A. McClellan Lot Split

Staff reported the check was received Friday, May 10, however, the bonds and other required documents are not yet prepared. There is a request to change the Installer's name from Speed Construction and Development to Alpha McClellan, LLC. All documents are expected to be ready for review by the end of May, aiming to be presented to the Board for approval at the first meeting of June.

11. STAFF REPORT

- A. Future Development Projects

Engineer Yung reported on the status of future development projects.

- B. Monthly Maintenance Summary

Manager Porter reported on the monthly maintenance.

12. CALENDAR ITEMS

- A. The next regular District Board Meeting is scheduled to be held on Wednesday, June 5, 2024. Director Doyle will attend remotely.
- B. California Sanitation Risk Management Authority (CSRMA) Seminar and California Association of

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MAY 15, 2024

Sanitation Agencies (CASA) 2024 Annual Conference to be held July 31-August 2, 2024 in Monterey, CA

All five Board members plan to attend both the seminar and conference. District Manger Porter will attend the conference. District Counsel does not plan to attend.

13. ADJOURNMENT:

On a motion properly made and seconded, at 7:57 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MAY 01, 2024

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:00 p.m. This meeting was conducted at the District office at 20863 Stevens Creek Blvd, Suite 100, Cupertino. Participation was also available via videoconference.

1. ROLL CALL:

Acting President Saadati called the meeting to order, and the following proceedings were had to wit: Roll call was taken, with the following members in attendance:

Board Members present: Bill Bosworth, Patrick Kwok, and Taghi Saadati. David Doyle attended remotely via video conference from 1032 South Kihei Road, Unit B316, Kihei, Hawaii. The agenda was posted at this location.

Board Member Excused Absence: Angela Chen

Staff present: District Manager Benjamin Porter, District Administrative Clerk Frankie Martinez, and Counsel Marc Hynes.

Public Present: None

2. PUBLIC COMMENTS:

There were none.

3. CLOSED SESSION:

There was no closed session.

4. MINUTES:

A. Approval of the Regular Meeting Minutes of April 17, 2024

On a motion by Director Bosworth, seconded by Director Kwok, by a roll call vote of 4-0-0, the minutes of the Regular Meeting held on Monday, April 17, 2024, were approved as written.

B. Approved Regular Meeting Minutes of March 20, 2024

By consensus, the Minutes of Wednesday, March 20, 2024, are to be Noted & Filed.

C. Approved Special Meeting Minutes of April 2, 2024

By consensus, the Minutes of Wednesday, April 2, 2024, are to be Noted & Filed.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MAY 01, 2024

5. CORRESPONDENCE:

- A. Letter: City of San Jose – Revised Tributary Agencies Estimated Available Plant Capacity-2023

The Board reviewed a letter from City of San Jose. It is to be Noted & Filed.

6. MEETINGS:

- A. Staff plans to attend the California Alliance for Sewer System Excellence (CASSE) teleconference to be held on Wednesday, May 8, 2024.
- B. Manager Porter plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) scheduled for Monday, May 20, 2024.
- C. Director Kwok plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) scheduled for Thursday, May 23, 2024.

7. REPORTS:

There were none.

8. UNFINISHED BUSINESS:

- A. Five-Year Expense and Revenue Analysis

Manager Porter gave a report and the Board discussed the five-year expense and revenue analysis. No Board action was taken.

- B. District Uniform Polo Shirts

On a motion by Director Bosworth, seconded by Director Kwok, by a roll call vote of 4-0-0, the Board approved the purchase of Polo uniform shirts with a silk screen print logo.

9. NEW BUSINESS:

- A. California Sanitation Risk Management Authority (CSRMA) Seminar to be held July 31, 2024, at CASA 2024 Annual Conference in Monterey, CA

All Board members plan to attend.

- B. California Association of Sanitation Agencies (CASA) 2024 Annual Conference to be held July 31-August 2, 2024 in Monterey, CA

All Board members and District Manager Porter plan to attend. District Counsel Hynes does not plan to attend.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MAY 01, 2024

10. STAFF REPORT

A. Future Development Projects

Manager Porter reported on the status of future development projects.

11. CALENDAR ITEMS

A. The next regular District Board Meeting is scheduled to be held on Wednesday, May 15, 2024.

12. ADJOURNMENT:

On a motion properly made and seconded, at 7:33 p.m. the meeting was adjourned.

Secretary Pro-Tem of the Sanitary Board

Acting President of the Sanitary Board

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH MAY 2024
11th Month of Operations (92% into FY Operations)
FISCAL YEAR: July 1, 2023 to June 30, 2024

EXPENSE SUMMARY REPORT

Account Name	Account Number	BUDGET	Prior Expenses	Amount Payable	Total To Date Expenses	Remaining Balance	% Expended To Date	Comments
MAY SERVICES								
OPERATING EXPENSES								
Loan Payments	41000	\$1,200,063	\$598,000.00	\$601,562.50	\$1,199,562.50	\$500.00	100.0%	Payment Due 7/15/24
Directors Fees	41030	\$38,000	\$27,491.08	\$2,397.50	\$29,888.58	\$8,111.42	78.7%	On Target
Gasoline, Oil & Fuel	41060	\$4,000	\$3,237.46	\$0.00	\$3,237.46	\$762.54	80.9%	None this month
Insurance	41060	\$170,000	\$174,222.48	\$1,181.20	\$175,403.68	-\$5,403.68	103.2%	Dooley Insurance (July Coverage)
Memberships	41080	\$57,000	\$40,590.08	\$953.00	\$41,543.08	\$15,456.92	72.9%	CWEA Membership Renewal
Office Rent	41090	\$4,800	\$4,000.00	\$400.00	\$4,400.00	\$400.00	91.7%	On Target
Operating Expenses	41100	\$3,000	\$1,765.95	\$0.00	\$1,765.95	\$1,234.05	58.9%	None this month
Operating Expenses - Credit Card Transaction Fees	41100-1	\$6,000	\$3,597.60	\$336.75	\$3,934.35	\$2,065.65	65.6%	Credit Card Processing Fees - May
Contractual Services:								
Outfall Maintenance	41113	\$180,000	\$74,186.00	\$0.00	\$74,186.00	\$105,814.00	41.2%	None this month
T.P. Oper. & Maint.	41114	\$7,241,534	\$7,241,534.50	\$0.00	\$7,241,534.50	-\$0.50	100.0%	Paid in full this fiscal year
Professional Services:								
Management Services	41121	\$575,000	\$392,187.62	\$42,467.66	\$434,655.28	\$140,344.72	75.6%	On Target
SSMP Certification and Implementation	41121	\$50,000	\$74,858.02	\$14,127.09	\$88,985.11	-\$38,985.11	178.0%	New Waste Discharge Requirements (WDR) Implementation - head start on 2024/2025 activities
Engineering Services	41122	\$1,400,000	\$1,162,298.31	\$141,476.03	\$1,303,774.34	\$96,225.66	93.1%	On Target
Peak Flow Reduction	41122-1	\$200,000	\$104,809.05	\$1,941.00	\$106,750.05	\$93,249.95	53.4%	Flow model calibration
Plan Ckg. & Insp.	41123	\$300,000	\$152,966.00	\$11,617.30	\$164,583.30	\$135,416.70	54.9%	On Target
Legal - Consultant Services	41124	\$18,000	\$13,200.00	\$0.00	\$13,200.00	\$4,800.00	73.3%	None this month
Legal - District Counsel	41124	\$60,000	\$35,475.00	\$2,592.00	\$38,067.00	\$21,933.00	63.4%	District Counsel - Legal Services through June 12, 2024
Legal - Common Interest Group (CuSD Advance Pay)	41124	\$1,404,000	\$688,608.76	\$40,764.51	\$729,373.27	\$674,626.73	51.9%	Hunton Andrews Kurth - April billing (less City of Milpitas portion)
Legal - Common Interest Group (CuSD Share)	41124	\$396,000	\$216,736.68	\$23,600.50	\$240,337.18	\$155,662.82	60.7%	Hunton Andrews Kurth - April billing (less City of Milpitas portion)
Audit	41125	\$13,800	\$0.00	\$0.00	\$0.00	\$13,800.00	0.0%	None to date
Printing & Publications	41130	\$32,000	\$11,076.20	\$0.00	\$11,076.20	\$20,923.80	34.6%	None this month
Repair and Maintenance								
Repairs	41150	\$200,000	\$115,306.22	\$4,864.28	\$120,170.50	\$79,829.50	60.1%	On target
Maintenance	41151	\$3,985,000	\$3,221,848.15	\$377,131.06	\$3,598,979.21	\$386,020.79	90.3%	On target
Travel & Meetings Staff	41170	\$15,000	\$8,236.81	\$1,390.00	\$9,626.81	\$5,373.19	64.2%	CASA Registration Fees (District Manager and Deputy District Manager)
Travel & Meetings BOD	41170	\$18,000	\$11,641.24	\$3,475.00	\$15,116.24	\$2,883.76	84.0%	CASA Registration Fees (Five Board of Directors)
Utilities	41190	\$70,000	\$70,224.29	\$6,944.34	\$77,168.63	-\$7,168.63	110.2%	Electricity and water at pump stations
Refunds & Reimbursements:								
Miscellaneous	41201	\$50,000	\$2,500.00	\$0.00	\$2,500.00	\$47,500.00	5.0%	None this month
Connection Fees	41202	\$2,000	\$0.00	\$0.00	\$0.00	\$2,000.00	0.0%	None to date
Checking & Inspection	41203	\$3,000	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0%	None to date
Emergency Funds	48000	\$250,000	\$69,005.63	\$17,005.69	\$86,011.32	\$163,988.68	34.4%	District Staff - Stoppage Response; Two from Flowing Water; One from Able
Consolidated Election	48001	\$0	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	None this fiscal year
TOTAL OPERATING EXPENSES		\$17,946,197	\$14,519,603.13	\$1,296,227.41	\$15,815,830.54	\$2,130,365.97	88.1%	
CAPITAL EXPENSES								
District Sewer Capital & Support	46041	\$1,250,000	\$715,847.13	\$37,085.67	\$752,932.80	497,067.20	60.2%	Significant Defect Repair; Pump Station Assessment
District Sewer Capital & Support - VTA	46041	\$4,200,000	\$5,016,155.60	\$0.00	\$5,016,155.60	(816,155.60)	119.4%	None this month
Treatment Plant Capital	46042	\$3,379,003	\$3,352,909.00	\$0.00	\$3,352,909.00	26,094.00	99.2%	Paid in full this fiscal year
Outfall Capital	46042	\$200,000	\$17,484.76	\$0.00	\$17,484.76	182,515.24	8.7%	None this month
District Equipment	46043	\$150,000	\$70,366.30	\$39,545.01	\$109,911.31	40,088.69	73.3%	Shape (spare parts for pump stations); ESRI (Software/Enterprise License for FY24-25)
Replacement Fund	46044	\$300,000	\$0.00	\$0.00	\$0.00	\$300,000.00	0.0%	
TOTAL CAPITAL EXPENSES		\$9,479,003	\$9,172,762.79	\$76,630.68	\$9,249,393.47	\$229,609.53	97.6%	
TOTAL EXPENSES		\$27,425,200	\$23,692,365.92	\$1,372,858.09	\$25,065,224.01	\$2,359,975.50	91.4%	

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH MAY 2024
11th Month of Operations (92% into FY Operations)
 FISCAL YEAR: July 1, 2023 to June 30, 2024
REVENUE SUMMARY REPORT

Account Name	Account Number	BUDGET	Prior Receipts	Current Month Receipts May Receipts	Total Amount Received	Remaining Balance to Collect	% Earned To Date	Comments
OPERATING REVENUES								
Service Charges								
Handbilling	31010	\$480,160.00	\$513,498.30	\$0.00	\$513,498.30	(\$33,338.30)	106.9%	None this month
Tax Roll	31010	\$19,632,750.00	\$11,534,557.38	\$0.00	\$11,534,557.38	\$8,098,192.62	58.8%	None this month
Permit Fees	31020	\$100,000.00	\$81,501.07	\$22,684.59	\$104,185.66	(\$4,185.66)	104.2%	Thirty-one payments received this month; Two hundred fifteen payments received to date
Connection Fees	31031	\$600,000.00	\$24,790.64	\$0.00	\$24,790.64	\$575,209.36	4.1%	None this month; Two payments received to date
Capacity Fees	31032	\$450,000.00	\$15,064.48	\$5,212.00	\$20,276.48	\$429,723.52	4.5%	One payment received this month; Four payments received to date
Pump Zone Fees	31033	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.0%	None to date
Checking & Inspection Fees	31040	\$300,000.00	\$79,000.00	\$15,400.00	\$94,400.00	\$205,600.00	31.5%	Thirty-eight payments received this month; Two hundred forty-two payments received to date
Annexation	32010	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.0%	None to date
Interest	32050	\$200,000.00	\$315,573.08	\$70,603.97	\$386,177.05	(\$186,177.05)	193.1%	FY2023-24 Q3 Advance
City of San Jose Credit(s)	32091	\$500,000.00	\$1,887,302.00	\$0.00	\$1,887,302.00	(\$1,387,302.00)	377.5%	None this month
Legal - Common Interest Group (Tributaries)	32092.1	\$1,404,000.00	\$2,982,994.02	\$14,460.19	\$2,997,454.22	(\$1,593,454.22)	213.5%	Received from BSD, WVSD, and CSD2-3 - for Common Interest Group (March Billing)
Legal - Common Interest Group (2% Admin Fees)	32902.2	\$28,000.00	\$60,065.64	\$295.11	\$60,360.74	(\$32,360.74)	215.6%	Received from BSD, WVSD, and CSD2-3 - for Common Interest Group (March Billing)
Refunds/Reimbursements - Misc.	32091	\$10,000.00	\$910.25	\$0.00	\$910.25	\$9,089.75	9.1%	None this month
Refunds/Reimbursements - VTA	46041	\$4,200,000.00	\$6,479,729.58	\$2,523.32	\$6,482,252.90	(\$2,282,252.90)	154.3%	Received from VTA (Wolfe Rd/VTA Project - Inv.23-113)
Lateral Construction	32093	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.0%	None to date
TOTAL OPERATING REVENUE		\$27,942,410.00	\$23,974,986.44	\$131,179.18	\$24,106,165.62	\$3,836,244.38	86.27%	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Reserve Account
TOTAL OPERATING REVENUE		\$27,942,410.00	\$23,974,986.44	\$131,179.18	\$24,106,165.62	\$3,836,244.38	86.27%	

CASH ACCOUNT SUMMARY

Date	Operating Fund	Replacement Fund	Comingled Fund	Cal Bank Trust Acct	Loan Balance with interest *	Net Cash
July 31, 2023	\$14,509,668.38	\$3,900,000.00	\$10,609,668.38	\$691,180.19	\$810,984.12	\$16,011,832.68
August 31, 2023	\$14,864,331.97	\$3,900,000.00	\$10,964,331.97	\$703,447.48	\$812,362.81	\$16,380,142.26
September 30, 2023	\$13,321,040.33	\$3,900,000.00	\$9,421,040.33	\$718,176.53	\$813,654.68	\$14,852,871.54
October 31, 2023	\$10,772,401.74	\$3,900,000.00	\$6,872,401.74	\$732,376.85	\$805,078.21	\$12,309,856.79
November 30, 2023	\$9,423,404.17	\$3,900,000.00	\$5,523,404.17	\$745,110.87	\$806,391.34	\$10,974,906.37
December 31, 2023	\$7,933,341.48	\$3,900,000.00	\$4,033,341.48	\$754,768.94	\$714,573.06	\$9,402,683.48
January 31, 2024	\$19,957,519.95	\$3,900,000.00	\$16,057,519.95	\$772,453.30	\$715,881.69	\$21,445,854.93
February 29, 2024	\$19,393,838.38	\$3,900,000.00	\$15,493,838.38	\$782,768.60	\$716,960.21	\$20,893,567.18
March 31, 2024	\$19,695,745.15	\$3,900,000.00	\$15,795,745.15	\$799,520.69	\$718,040.35	\$21,213,306.19
April 30, 2024	\$15,949,048.08	\$3,900,000.00	\$12,049,048.08	\$812,269.38	\$719,234.12	\$17,480,551.58
May 31, 2024	\$15,409,747.92	\$3,900,000.00	\$11,509,747.92	\$838,236.79	\$720,300.96	\$16,968,285.67

FOR CAL BANK SUMMARY, SEE ATTACHED DETAIL.

CALIFORNIA BANK AND TRUST ACCOUNT SUMMARY AS OF 05/31/24

Cal Bank Activities				Total Interest Earned or Refund Received from CSJ	Interest or Refund Prorated to Loan Balance	Loan Balance w/Interest	Interest or Refund Prorated to \$600K District Savings	District Portion of Savings Balance	Total Savings balance	Checking Acct Balance (Credit Card Payments Received)	TOTAL AT CAL BANK	
No.	Payee	Date	Check Amount			\$10,000,000.00			\$10,000,000.00		\$10,000,000.00	
1001	San Jose	10/16/19	\$2,180,309.00			\$7,819,691.00			\$7,819,691.00		\$7,819,691.00	
1002	San Jose	10/16/19	\$29,515.44			\$7,790,175.56			\$7,790,175.56		\$7,790,175.56	
1003	Tesco	11/20/19	\$17,707.00			\$7,772,468.56			\$7,772,468.56		\$7,772,468.56	
1004	Shape	11/20/19	\$108,814.78			\$7,663,653.78			\$7,663,653.78		\$7,663,653.78	
1005	Tesco	12/18/19	\$169,018.00			\$7,494,635.78			\$7,494,635.78		\$7,494,635.78	
1006	Con Quest	12/18/19	\$385,242.58	\$30,683.35	\$30,683.35	\$7,140,076.55			\$7,140,076.55		\$7,140,076.55	
1007	San Jose	01/15/20	\$6,966,355.00			\$173,721.55			\$173,721.55		\$173,721.55	
Interest through 3/31/20				\$6,823.36	\$6,823.36	\$180,544.91			\$180,544.91		\$180,544.91	
Deposit						\$180,544.91		\$600,000.00	\$780,544.91	\$2,996.28	\$783,541.19	
Balance as of 5/30/2020				\$179.37	\$41.50	\$180,586.41	\$137.87	\$600,137.87	\$780,724.28	\$5,744.81	\$786,469.09	
Balance as of 6/30/2020				\$197.98	\$45.80	\$180,632.21	\$152.16	\$600,290.05	\$780,922.26	\$31,953.57	\$812,875.83	
Balance as of 7/31/2020				\$191.84	\$44.37	\$180,676.58	\$147.47	\$600,437.52	\$781,114.10	\$37,732.75	\$818,846.85	
Balance as of 8/31/2020				\$154.53	\$35.74	\$180,712.33	\$118.79	\$600,556.30	\$781,268.63	\$48,220.05	\$829,488.68	
Balance as of 9/30/2020				\$25.62	\$5.93	\$180,718.25	\$19.69	\$600,576.00	\$781,294.25	\$56,059.22	\$837,353.47	
Balance as of 10/31/2020				\$25.62	\$5.93	\$180,724.18	\$19.69	\$600,595.69	\$781,319.87	\$67,713.45	\$849,033.32	
Balance as of 11/30/2020				\$26.47	\$6.12	\$180,730.30	\$20.35	\$600,616.04	\$781,346.34	\$80,097.89	\$861,444.23	
Balance as of 12/31/2020				\$26.47	\$6.12	\$180,736.42	\$20.35	\$600,636.39	\$781,372.81	\$89,436.48	\$870,809.29	
Balance as of 1/31/2021				\$24.83	\$5.74	\$180,742.17	\$19.09	\$600,655.47	\$781,397.64	\$99,672.14	\$881,069.78	
Balance as of 2/28/2021				\$23.98	\$5.55	\$180,747.71	\$18.43	\$600,673.91	\$781,421.62	\$108,211.86	\$889,633.48	
Balance as of 3/31/2021				\$28.26	\$6.54	\$180,754.25	\$21.72	\$600,695.63	\$781,449.88	\$121,953.35	\$903,403.23	
Balance as of 4/30/2021				\$22.27	\$5.15	\$180,759.40	\$17.12	\$600,712.75	\$781,472.15	\$135,672.77	\$917,144.92	
Balance as of 5/31/2021				\$11.99	\$2.77	\$180,762.18	\$9.22	\$600,721.96	\$781,484.14	\$153,926.10	\$935,410.24	
Deposit - CSJ Refund				\$1,415,647.00	\$926,889.61	\$1,107,651.79	\$488,757.39	\$1,089,479.35	\$2,197,131.14			
Balance as of 6/30/2021				\$20.34	\$10.25	\$1,107,662.04	\$10.09	\$1,089,489.44	\$2,197,151.48	\$168,561.21	\$2,365,712.69	
1008 Voided - CSJ												
Balance as of 7/31/2021				\$36.12	\$18.21	\$1,107,680.25	\$17.91	\$1,089,507.35	\$2,197,187.60	\$190,143.43	\$2,387,331.03	
Balance as of 8/31/2021				\$38.53	\$19.42	\$1,107,699.67	\$19.11	\$1,089,526.46	\$2,197,226.13	\$200,919.93	\$2,398,146.06	
Balance as of 9/30/2021				\$36.12	\$18.21	\$1,107,717.88	\$17.91	\$1,089,544.37	\$2,197,262.25	\$215,257.91	\$2,412,520.16	
1009 Co-Mingled Fund				\$690,453.00			(\$480,000.00)	(\$480,000.00)		(\$210,453.00)		
1010 C2R Engineering				\$49,030.00		(\$49,030.00)						
Balance as of 10/20/2021						\$1,058,687.88		\$609,544.37	\$1,668,232.25	\$4,804.91	\$1,673,037.16	
Balance as of 10/31/2021				\$31.44	\$19.95	\$1,058,707.83	\$11.49	\$609,555.86	\$1,668,263.69	\$25,242.07	\$1,693,505.76	
Balance as of 11/30/2021				\$29.25	\$18.56	\$1,058,726.40	\$10.69	\$609,566.54	\$1,668,292.94	\$38,319.76	\$1,706,612.70	
Balance as of 12/31/2021				\$28.34	\$17.99	\$1,058,744.38	\$10.35	\$609,576.90	\$1,668,321.28	\$55,958.38	\$1,724,279.66	
Balance as of 1/31/2022				\$28.34	\$17.99	\$1,058,762.37	\$10.35	\$609,587.25	\$1,668,349.62	\$65,691.28	\$1,734,040.90	
Balance as of 2/28/2022				\$25.60	\$16.25	\$1,058,778.61	\$9.35	\$609,596.61	\$1,668,375.22	\$85,965.01	\$1,754,340.23	
Balance as of 3/31/2022				\$28.34	\$17.99	\$1,058,796.60	\$10.35	\$609,606.96	\$1,668,403.56	\$106,346.21	\$1,774,749.77	
Balance as of 4/30/2022				\$26.51	\$16.82	\$1,058,813.42	\$9.69	\$609,616.65	\$1,668,430.07	\$119,004.80	\$1,787,434.87	
Balance as of 5/31/2022				\$29.25	\$18.56	\$1,058,831.98	\$10.69	\$609,627.34	\$1,668,459.32	\$132,240.88	\$1,800,700.20	
Balance as of 6/30/2022				\$43.43	\$27.56	\$1,058,859.55	\$15.87	\$609,643.20	\$1,668,502.75	\$152,439.62	\$1,820,942.37	
Balance as of 7/31/2022				\$100.11	\$63.53	\$1,058,923.08	\$36.58	\$609,679.78	\$1,668,602.86	\$160,603.56	\$1,829,206.42	
Balance as of 8/31/2022				\$226.30	\$143.61	\$1,059,066.69	\$82.69	\$609,762.47	\$1,668,829.16	\$177,243.27	\$1,846,072.43	
Balance as of 9/30/2022				\$205.76	\$130.58	\$1,059,197.27	\$75.18	\$609,837.65	\$1,669,034.92	\$191,995.18	\$1,861,030.10	
Balance as of 10/31/2022				\$212.64	\$134.94	\$1,059,332.22	\$77.70	\$609,915.34	\$1,669,247.56	\$206,913.12	\$1,876,160.68	
1011 C2R Engineering, Inc.				\$54,058.43						(\$54,058.43)		
Balance as of 11/30/2022				\$205.81	\$130.61	\$1,059,462.83	\$75.20	\$609,990.54	\$1,669,453.37	\$161,065.57	\$1,830,518.94	
Balance as of 12/31/2022				\$205.84	\$130.63	\$1,059,593.46	\$75.21	\$610,065.75	\$1,669,659.21	\$174,390.82	\$1,844,050.03	
1012 C2R Engineering, Inc.				\$42,585.13						\$42,585.13		
Balance as of 1/31/2023				\$188.72	\$119.76	\$1,059,724.08	\$68.96	\$610,134.71	\$1,669,858.79	\$143,543.68	\$1,813,402.47	
Balance as of 2/28/2023				\$192.16	\$121.95	\$1,059,846.03	\$70.21	\$610,204.92	\$1,670,050.95	\$154,920.07	\$1,824,971.02	
Balance as of 3/31/2023				\$265.40	\$168.43	\$1,060,014.46	\$96.97	\$610,301.89	\$1,670,316.35	\$170,416.91	\$1,840,733.26	
1013 C2R Engineering, Inc.				\$137,280.63						\$137,280.63		
Balance as of 4/30/2023				\$530.92	\$336.93	\$1,060,351.39	\$193.99	\$610,495.88	\$1,670,847.27	\$41,204.88	\$1,712,052.15	
Balance as of 5/31/2023				\$1,992.43	\$1,264.43	\$1,061,615.83	\$728.00	\$611,223.88	\$1,672,839.70	\$53,061.30	\$1,725,901.00	
Balance as of 6/30/2023				\$2,752.06	\$1,746.51	\$1,063,362.34	\$1,005.55	\$612,229.43	\$1,675,591.76	\$70,597.45	\$1,746,189.21	
Transfer for 11/16/2022 C2R Engineering						(\$54,058.43)				\$54,058.43		
Transfer for 1/30/2023 C2R Engineering						(\$42,585.13)				\$42,585.13		
Transfer for 4/5/2023 C2R Engineering						(\$137,280.63)				\$137,280.63		
Total \$254K transferred from Loan bal. to checking						(\$20,075.81)				\$20,075.81		
1014 Check to CuSD Commingled Account										(\$254,000.00)		
Balance as of 7/31/2023				\$2,848.55	\$1,621.76	\$810,984.12	\$1,226.77	\$613,456.20	\$1,424,440.31	\$77,723.99	\$1,502,164.30	
Balance as of 8/31/2023				\$2,421.59	\$1,378.70	\$812,362.81	\$1,042.89	\$614,499.09	\$1,426,861.90	\$88,948.39	\$1,515,810.29	
Balance as of 9/30/2023				\$2,269.08	\$1,291.87	\$813,654.68	\$977.21	\$615,476.30	\$1,429,130.98	\$102,700.23	\$1,531,831.21	
Transfer for 10/18/2023 pmt. to Conquest						(\$10,000.00)				\$10,000.00		
1015 Conquest Contractor				\$10,000.00						(\$10,000.00)		
Balance as of 10/31/2023				\$2,500.33	\$1,423.53	\$803,654.68	\$1,076.80	\$616,553.11	\$1,421,631.31	\$115,823.74	\$1,537,455.05	
Balance as of 11/30/2023				\$2,318.77	\$1,313.13	\$806,391.34	\$1,005.64	\$617,558.75	\$1,423,950.08	\$127,552.12	\$1,551,502.20	
Balance as of 12/31/2023						(\$93,032.00)				\$93,032.00		
1016 Conquest Contractor				\$93,032.00		\$713,359.34				(\$93,032.00)		
Balance as of 12/31/2023				\$2,264.45	\$1,213.72	\$714,573.06	\$1,050.73	\$618,609.47	\$1,333,182.53	\$136,159.47	\$1,469,342.00	
Balance as of 1/31/24				\$2,441.51	\$1,308.63	\$715,881.69	\$1,132.88	\$619,742.36	\$1,335,624.04	\$152,710.94	\$1,488,334.98	
Balance as of 2/29/24				\$2,012.20	\$1,078.52	\$716,960.21	\$933.68	\$620,676.04	\$1,337,636.24	\$162,092.56	\$1,499,728.80	
Balance as of 3/31/24				\$2,015.23	\$1,080.14	\$718,040.35	\$935.09	\$621,611.12	\$1,339,651.47	\$177,909.57	\$1,517,561.04	
Balance as of 4/30/24				\$2,227.22	\$1,193.77	\$719,234.12	\$1,033.45	\$622,644.57	\$1,341,878.69	\$189,624.81	\$1,531,503.50	
Balance as of 5/31/24				\$1,990.41	\$1,066.84	\$720,300.96	\$923.57	\$623,568.14	\$1,343,869.10	\$214,668.65	\$1,558,537.75	
TOTAL OR BALANCE AMOUNT				\$10,933,400.99	\$1,486,882.04	\$983,313.90	\$720,300.96	\$23,568.14	\$623,568.14	\$1,343,869.10	\$214,668.65	\$1,558,537.75

**CUPERTINO SANITARY DISTRICT
WARRANTS PAYABLE - June 19, 2024**

<u>WARRANT NUMBER</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	
19936	M&O	\$ 601,562.50	Zions Bank (CalBank Loan)	Loan Payments	
N/A	M&O	\$ 2,397.50	ADP	Directors' Salary	
19937	M&O	\$ 1,181.20	Dooley Insurance Services	Insurance - Group Life & Dental	
19938	M&O	\$ 638.00	CWEA	Memberships	
N/A	M&O	\$ 336.75	CalBank Credit Card Processing Fees	Operating Exp. - Credit Card Processing Fees	
19939	M&O	\$ 492,729.68	Mark Thomas	Memberships	315.00
				Office Rent	400.00
				Management Services	41,297.66
				SSMP Cert Update and Implementation	14,127.09
				Engineering Services	141,476.03
				Peak Flow Reduction	1,941.00
				Plan Checking & Inspection	11,617.30
				Repairs	4,591.28
				Repairs (Pump Stations)	273.00
				Maintenance	201,856.48
				Maintenance (Pump Stations)	34,089.46
				Utilities (Pump Stations)	1,052.70
				Emergency Funds	2,607.01
				District Sewer Capital & Support	37,085.67
19940	M&O	\$ 1,170.00	Tritech Software (CentralSquare)	Management (Public Administration)	
19941	M&O	\$ 2,592.00	Armento & Hynes	Legal - District Counsel	
19942	M&O	\$ 64,365.01	Hunton Andrews Kurth	Legal - CIG/Tribs (CuSD Advance Pay)	40,764.51
				Legal - CIG/Tribs (CuSD Share)	23,600.50
19943	M&O	\$ 250.00	Signa Mechanical	Maintenance (Pump Stations)	
19944	M&O	\$ 727.16	Home Depot	Maintenance (Pump Stations)	409.87
				Maintenance	317.29
19945	M&O	\$ 6,083.82	St. Francis Electric	Maintenance (Pump Stations)	5,253.82
				Maintenance	830.00
19946	M&O	\$ 268.14	Grainger	Maintenance	
19947	M&O	\$ 1,800.00	CA Survey & Drafting Supplies	Maintenance	
19948	M&O	\$ 2,343.60	Norfield Development Partners LLC	Maintenance	
19949	M&O	\$ 2,422.10	1856 Productions LLC	Maintenance	
19950	M&O	\$ 22,542.30	RotoRooter	Maintenance	
19951	M&O	\$ 33,345.00	AB/JDD Plumbing Heating & AC	Maintenance	
19952	M&O	\$ 62,822.43	Able Underground Construction	Maintenance	59,721.75
				Emergency Funds	3,100.68
19953	M&O	\$ 22,979.25	Flowing Water	Maintenance	11,681.25
				Emergency Funds	11,298.00
19954	M&O	\$ 4,865.00	CASA	Travel & Meetings - Staff	1,390.00
				Travel & Meetings - BOD	3,475.00
19955	M&O	\$ 5,820.42	PG&E	Utilities (Pump Stations)	
19956	M&O	\$ 71.22	City of Santa Clara Utilities	Utilities (Pump Stations)	
19957	M&O	\$ 27,000.00	ESRI	District Equipment	
19958	M&O	\$ 12,545.01	Shape Incorporated	District Equipment	
TOTAL WARRANTS		\$ 1,372,858.09			

Pk Flow Red. Total:	\$	1,941.00	District Staff
Maintenance Total:	\$	377,131.06	Staff, Home Depot, Grainger, Norfield, CSDS, Signa, St. Francis, Flowing Water, Roto, ABLE, AB/JDD
Utilities Total:	\$	6,944.34	PG&E, City of Santa Clara Utilities, Internet, Cellphones
Emergency Total:	\$	17,005.69	District Staff, Flowing Water, Pan Pacific
Pump Station Portion:	\$	47,537.78	District Staff, Signa, Home Depot, St. Francis, Utilities (all Pump Stations)

EMERGENCY DETAILS:

Able - One emergency this month
AB/JDD Plumbing - No emergencies this month
Roto-Rooter - No emergencies this month
Flowing Water - Two emergencies this month

From: Lehr, Bren <bren.lehr@rov.sccgov.org>
Sent: Wednesday, June 5, 2024 5:02 PM
To:
Subject: UPDATED Official Fees Schedule Effective July 1, 2024
Attachments: Official Fee Schedule effective 7.1.2024.pdf

Good afternoon, Special District Administrators –

Please find attached for your review and reference, the Official Fees Schedule that was approved and adopted by the Board of Supervisors at its meeting on June 4. Should you have questions, please do not hesitate to reach out. Have a nice evening.

Bren Lehr, CMC, MMC, REO, CERA (*she, her, hers pronouns*)
Elections Division Coordinator, Candidate Services Division Manager
County of Santa Clara Registrar of Voters
1555 Berger Drive, Building 2
San Jose, CA 95112
Office: (408) 282-3041 / Cell: (408) 517-5800



www.sccvote.org/gogreen



**COUNTY OF SANTA CLARA
REGISTRAR OF VOTERS
FEES SCHEDULE**

CURRENT ITEM NUMBER	DESCRIPTION	EFFECTIVE 07/01/2024
A. ELECTION SERVICES		
A1	BASE CHARGES FOR JURISDICTIONS PARTICIPATING IN A PRIMARY AND GENERAL ELECTIONS	\$3.35 PER REGISTERED VOTER FOR FIRST ITEM AND \$0.96 FOR EACH ADDITIONAL ITEM WITH THE SAME REGISTRATION ON THE BALLOT, PLUS SHARE IN THE COSTS OF LEGAL PUBLICATIONS, AND BALLOT PRINTING IN THE MANDATED LANGUAGES
A2	SPECIAL ELECTIONS (ALL ELECTIONS OTHER THAN PRIMARY AND GENERAL)	ACTUAL COSTS OF LABOR, SERVICES, SUPPLIES, AND ELECTION MATERIALS IN THE MANDATED LANGUAGES COMPUTED AFTER EACH ELECTION
A3	MINIMUM CHARGES FOR JURISDICTIONS PARTICIPATING IN A PRIMARY OR GENERAL ELECTION WITH LESS THAN 2382 REGISTEREDVOTERS	\$7,977 FOR FIRST ITEM AND \$ 2,286 FOR EACH ADDITIONAL ITEM ON BALLOT WITH THE SAME REGISTRATION, PLUS SHARE IN COSTS OF LEGAL PUBLICATIONS AND BALLOT PRINTING IN ALL MANDATED LANGUAGES
A4	MINIMUM CHARGES FOR JURISDICTIONS THAT DO NOT GO TO ELECTION	\$2,406 FOR SPECIAL DISTRICT PER CONTEST, \$1,464 FOR CITY PER CONTEST, AND \$2,061 FOR SCHOOL DISTRICT PER CONTEST, PLUS COSTS OF LEGAL PUBLICATIONS
A5.1	VOTER INFORMATION PAGES - MEASURE TEXT PAGES	\$4,821 FIXED FEE PER 400-WORD HALF PAGE, IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE TEXT PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A5.2	VOTER INFORMATION PAGES - MEASURE IMPARTIAL ANALYSIS	\$6,072 FIXED FEE PER 500-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE IMPARTIAL ANALYSIS PAGE IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A5.3	VOTER INFORMATION PAGES - MEASURE ARGUMENTS	\$4,377 FIXED FEE PER 300-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE ARGUMENT PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A5.4	VOTER INFORMATION PAGES - MEASURE REBUTTALS	\$3,542 FIXED FEE PER 250-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE REBUTTAL PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A6.1	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - SUPERIOR COURT JUDGES	1% OF ANNUAL SALARY PER 200-WORD PAGE IN FIVE LANGUAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A6.2	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - 400 WORDS	\$4,711 FIXED FEE PER 400-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A6.3	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - 250 WORDS	\$3,625 FIXED FEE PER 250-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A6.4	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - 200 WORDS	\$3,100 FIXED FEE PER 200-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)

**COUNTY OF SANTA CLARA
REGISTRAR OF VOTERS
FEES SCHEDULE**

A7	RESEARCH AND COMPILATION SERVICES	\$128 MINIMUM AND \$128 PER HALF-HOUR INCREMENT
A8	CERTIFICATION SERVICES	\$102 PER CERTIFICATE
B. MISCELLANEOUS VOTER AND ELECTION INFORMATION		
B1	VOTER FILE - ELECTRONIC VERSION	\$152.00
B2	OTHER MISCELLANEOUS ELECTION INFORMATION - ELECTRONIC VERSION	\$152.00
C. VOTE BY MAIL VOTER INFORMATION		
C1	INITIAL REQUESTS ELECTRONIC VERSION	\$151.00
C2	UPDATES - DAILY OR WEEKLY ELECTRONIC VERSION	\$75.00
D. PRECINCT MAPS		
D1	ORIGINAL PRINTER OR PLOTTER MAPS SET UP FEE PER DISTRICT MAP, PLUS MATERIALS CHARGE AS FOLLOWS: PRINTING FEE 17 X 22 22 X 34 34 X 44 40 X 60	\$130 SET-UP FEE \$20 PER PAGE \$30 PER PAGE \$40 PER PAGE \$50 PER PAGE
D2	DIGITAL MAPS (CUSTOM) MAPS BY DISTRICT	\$130 SET-UP FEE
E. FAIR POLITICAL PRACTICES COMMISSION (FPPC) REPORTS		
E1	FPPC PHOTOCOPIES	\$0.10 PER PAGE
E2	FPPC RETRIEVAL FEE (MORE THAN FIVE YEARS OLD) SINGLE REQUEST OF ONE OR MORE REPORT AND STATEMENT	\$5 PER REQUEST PLUS \$0.10 PER COPY
F. PHOTOCOPIES, POSTAGE, AND HANDLING		
F1	DOCUMENT PHOTOCOPIES	\$0.10 PER PAGE
F2	POSTAGE & HANDLING	ACTUAL COSTS OF POSTAGE AND HANDLING
G. MISCELLANEOUS SERVICES		
G1	PETITION SIGNATURE VERIFICATION	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS
G2	REDISTRICTING	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS, PLUS COSTS OF SERVICES AND SUPPLIES IN MAILING NOTICES TO ALL REGISTERED VOTERS IN THE DISTRICTS
G3	RECOUNT	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS, PLUS COSTS OF SERVICES AND SUPPLIES CALCULATED IN ACCORDANCE WITH THE ELECTIONS CODE

Item 6.B.



**Local Agency
Formation Commission
of Santa Clara County**

777 North First Street
Suite 410
San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners

Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Russ Melton
Terry Trumbull

Alternate Commissioners

Domingo Candelas
Helen Chapman
Cindy Chavez
Teresa O'Neill
Mark Turner

Executive Officer

Neelima Palacherla

June 7, 2024

TO: County Executive, Santa Clara County
City Managers, Cities in Santa Clara County
District Managers, Independent Special Districts in Santa Clara County

FROM: Neelima Palacherla, LAFCO Executive Officer

SUBJECT: LAFCO BUDGET FOR FISCAL YEAR 2024-2025

At its public hearing on June 5, 2024, the Santa Clara Local Agency Formation Commission (LAFCO) adopted its Final Budget for Fiscal Year 2024-2025. The adopted Final Budget and the staff reports are attached for your information.

Pursuant to the apportionment method specified in Government Code §56381 and §56381.6, the County Auditor-Controller will apportion LAFCO's net operating expenses to the cities, the County and the independent special districts based on the Final Budget adopted by LAFCO. Please expect to receive an invoice from the County Controller's Office in the next few days.

Should you have any questions regarding the LAFCO budget or cost apportionment, please contact me at neelima.palacherla@ceo.sccgov.org.

Thank you.

Attachments: Fiscal Year 2024-2025 Budget approved by LAFCO on June 5, 2024
June 5, 2024 Staff Report: Final LAFCO Budget for FY 2024-2025
April 3, 2024 Staff Report: Proposed Work Plan and Budget for FY 2024-2025

cc: Board of Supervisors, Santa Clara County
City Council Members, Cities in Santa Clara County
Independent Special District Board Members
Santa Clara County Cities Association
Santa Clara County Special Districts Association

FINAL LAFCO BUDGET FISCAL YEAR 2024- 2025

ITEM #	TITLE	APPROVED BUDGET FY 2024	ACTUALS Year to Date 3/11/2024	PROJECTIONS Year End FY 2024	FINAL BUDGET FY 2025
EXPENDITURES					
Object 1:	Salary and Benefits	\$882,121	\$548,092	\$831,222	\$862,484
Object 2:	Services and Supplies				
5255100	Intra-County Professional	\$10,000	\$0	\$10,000	\$10,000
5255800	Legal Counsel	\$82,780	\$54,425	\$82,000	\$85,780
5255500	Consultant Services	\$150,000	\$55,742	\$70,000	\$150,000
5285700	Meal Claims	\$750	\$139	\$600	\$750
5220100	Insurance	\$8,335	\$8,125	\$8,335	\$6,737
5250100	Office Expenses	\$5,000	\$1,887	\$4,000	\$5,000
5270100	Rent & Lease	\$54,766	\$40,869	\$54,766	\$56,416
5255650	Data Processing Services	\$27,520	\$16,832	\$27,000	\$22,517
5225500	Commissioners' Fee	\$10,000	\$4,400	\$10,000	\$10,000
5260100	Publications and Legal Notices	\$1,000	\$44	\$500	\$1,000
5245100	Membership Dues	\$13,870	\$13,936	\$13,936	\$14,509
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5285800	Business Travel	\$15,900	\$8,557	\$15,000	\$21,000
5285300	Private Automobile Mileage	\$1,000	\$403	\$750	\$1,000
5285200	Transportation&Travel (County Car Usage)	\$600	\$0	\$200	\$600
5281600	Overhead	\$20,358	\$10,173	\$20,358	\$21,119
5275200	Computer Hardware	\$4,000	\$0	\$3,000	\$4,000
5250800	Computer Software	\$4,000	\$1,203	\$4,000	\$4,000
5250250	Postage	\$500	\$26	\$300	\$500
5252100	Staff/Commissioner Training Programs	\$2,000	\$0	\$1,000	\$2,000
5701000	Reserves	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$1,296,000	\$765,269	\$1,158,467	\$1,280,912
REVENUES					
4103400	Application Fees	\$30,000	\$11,323	\$15,000	\$25,000
4301100	Interest: Deposits and Investments	\$6,000	\$14,562	\$15,000	\$6,000
TOTAL REVENUE		\$36,000	\$25,885	\$30,000	\$31,000
3400150	FUND BALANCE FROM PREVIOUS FY	\$366,814	\$407,582	\$407,582	\$172,301
NET LAFCO OPERATING EXPENSES		\$893,186	\$331,802	\$720,885	\$1,077,611
3400800	RESERVES Available	\$200,000	\$200,000	\$200,000	\$200,000
COSTS TO AGENCIES					
5440200	County	\$297,729	\$297,729	\$297,729	\$359,204
4600100	Cities (San Jose 50% + Other Cities 50%)	\$297,729	\$297,729	\$297,729	\$359,204
4600100	Special Districts	\$297,729	\$297,729	\$297,729	\$359,204



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Mark Turner

Executive Officer
Neelima Palacherla

ITEM #5

LAFCO MEETING: June 5, 2024

TO: LAFCO

**FROM: Neelima Palacherla, Executive Officer
Dunia Noel, Asst. Executive Officer**

SUBJECT: FINAL WORK PLAN AND BUDGET FOR FY 2025

FINANCE COMMITTEE / STAFF RECOMMENDATIONS

1. Adopt the Work Plan for Fiscal Year 2024-2025, as revised by the Commission at its April 3, 2024 meeting.
2. Adopt the Final Budget for Fiscal Year 2024-2025.
3. Find that the Final Budget for Fiscal Year 2025 is expected to be adequate to allow the Commission to fulfill its statutory responsibilities.
4. Authorize staff to transmit the Final Budget adopted by the Commission including the estimated agency costs to the cities, the special districts, the County, the Cities Association of Santa Clara County and the Santa Clara County Special Districts Association.
5. Direct the County Auditor-Controller to apportion LAFCO costs to the cities; to the special districts; and to the County; and to collect payment pursuant to Government Code §56381.

REVISIONS TO THE PROPOSED WORKPLAN FOR FY 2025

On April 3, 2024, the Commission directed that staff revise the proposed workplan for Fiscal Year 2024-2025 to include an item related to development of agricultural worker housing policies. Staff has amended the proposed workplan accordingly.

NO CHANGES TO THE DRAFT/PRELIMINARY BUDGET

On April 3, 2024, the Commission adopted its preliminary budget for Fiscal Year 2024-2025 as recommended by the Finance Committee. The preliminary budget adopted by the Commission is available in the report for Agenda Item # 5 of the April 3, 2024 LAFCO Meeting. No further changes are recommended to the preliminary budget adopted by the commission.

LAFCO ANNUAL BUDGET PROCESS REQUIREMENTS

The Cortese Knox Hertzberg Local Government Reorganization Act of 2000 (CKH Act) which became effective on January 1, 2001, requires LAFCO, as an independent agency, to annually adopt a draft budget by May 1 and a final budget by June 15 at noticed public hearings. Both the draft and the final budgets are required to be transmitted to the cities, the special districts and the County. Government Code §56381(a) establishes that at a minimum, the budget must be equal to that of the previous year unless the Commission finds that reduced staffing or program costs will nevertheless allow it to fulfill its statutory responsibilities. Any unspent funds at the end of the year may be rolled over into the next fiscal year budget. After adoption of the final budget by LAFCO, the County Auditor is required to apportion the net operating expenses of the Commission to the agencies represented on LAFCO.

LAFCO and the County of Santa Clara entered into a Memorandum of Understanding (MOU) (effective since July 2001), under the terms of which, the County provides staffing, facilities, and services to LAFCO. The associated costs are reflected in the LAFCO budget. LAFCO is a stand-alone, separate fund within the County's accounting and budget system and the LAFCO budget information is formatted using the County's account descriptions/codes.

COST APPORTIONMENT TO CITIES, DISTRICTS AND THE COUNTY

The CKH Act requires LAFCO costs to be split in proportion to the percentage of an agency's representation (excluding the public member) on the Commission. Santa Clara LAFCO is composed of a public member, two County board members, two city council members, and since January 2013 – two special district members. Government Code §56381(b)(1)(A) provides that when independent special districts are seated on LAFCO, the county, cities and districts must each provide a one-third share of LAFCO's operational budget.

Since the City of San Jose has permanent membership on LAFCO, as required by Government Code §56381.6(b), the City of San Jose's share of LAFCO costs must be in the same proportion as its member bears to the total membership on the commission, excluding the public member. Therefore in Santa Clara County, the City of San Jose pays one sixth and the remaining cities pay one sixth of LAFCO's operational costs. Per the CKH Act, the remaining cities' share must be apportioned in proportion to each city's total revenue, as reported in the most recent edition of the Cities Annual Report published by the Controller, as a percentage of the combined city revenues within a county. Each city's share is therefore based on the 2021/2022 Report – which is the most recent edition available.

Government Code Section 56381 provides that the independent special districts' share shall be apportioned in proportion to each district's total revenues as a percentage of the combined total district revenues within a county. The Santa Clara County Special Districts Association (SDA), at its August 13, 2012 meeting, adopted an alternative formula for distributing the independent special districts' share to

individual districts. The SDA's agreement requires each district's cost to be based on a fixed percentage of the total independent special districts' share.

The estimated apportionment of LAFCO's FY 2025 costs to the individual cities and districts is included as Attachment B. The final costs will be calculated and invoiced to the individual agencies by the County Controller's Office after LAFCO adopts the final budget.

ATTACHMENTS

- Attachment A: LAFCO Workplan for FY 2025
- Attachment B: Final LAFCO Budget for Fiscal Year 2025
- Attachment C: Costs to Agencies Based on the Final Budget

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

PRIORITY* H - High Priority (essential activities: state mandate, Commission directive, requirements)
M - Medium Priority (important, provided resources allow or time permits)
L - Low Priority (desirable provided resources allow or time permits, not urgent)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
LAFCO APPLICATIONS	Process applicant-initiated LAFCO proposals	Encourage pre-application meetings prior to application submittal Conduct pre-agenda meetings with County Depts. to obtain Assessor & Surveyor reports, as needed Process applications per CKH Act requirements: issue Notice of Application, Certificate of Filing / Sufficiency, Public Hearing Notice, staff report, conduct protest proceedings, as needed	Staff	H
	Comment on potential LAFCO applications, relevant projects & development proposals, city General Plan updates and/ or related environmental documents	Ongoing, as needed	Staff	H
	Comprehensive review and update of LAFCO policies for context, clarity and consistency with State law	In progress	Staff /Ad Hoc Committee	H
	Prepare flowcharts for LAFCO processes and update application packets and application fee schedules for current requirements and ease of public use	Upon completion of policies update	Staff	L
	Develop policies regarding agricultural worker housing	Review studies and plans on subject and research how others are addressing the issue Follow the County's implementation of its workplan re. Agricultural Worker Housing and provide periodic updates to LAFCO Prepare policies to address agricultural worker housing through the Ad Hoc Committee / LAFCO Policies Comprehensive Review and Update process	Staff/ Ad Hoc Committee	H

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
ISLAND ANNEXATIONS	Conduct outreach to cities with islands, follow up on responses including review/research of city limits/ USA boundaries, and provide assistance with annexations or necessary USA amendments	Prepare and distribute island maps to cities	Staff	L
	Review and finalize city-conducted island annexations	Ongoing, as needed	Staff	H
OUTREACH, GOVERNMENT / COMMUNITY RELATIONS & CUSTOMER SERVICE	Conduct outreach to increase awareness of LAFCO's role	Presentations on LAFCO to cities, other agencies or organizations, focus on south county communities, as relevant	Staff	M
		Distribute LAFCO communications material to elected officials and staff of cities, special districts and the County		M
		Seek exhibit opportunities at public spaces / events		L
		Maintain website as the primary information resource on LAFCO		H
Engage and establish relationships with local (cities, districts, county), regional (ABAG/MTC), state (SGC, OPR, DoC, SWRCB) agencies, organizations such as SDA, SCCAPO, CALAFCO, other stakeholder groups	Attend regular meetings of SDA (quarterly), SCCAPO (monthly), and County Planning Dept. (quarterly) Small water systems issues / legislation Collaborate with agencies and entities with goals common to LAFCO	Staff	L	
			M	
			M	
Track LAFCO related legislation	EO attends CALAFCO Legislative Committee meetings	Staff	L	
	Commission takes positions and submits letters on proposed legislation		M	

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
	Respond to public enquiries re. LAFCO policies, procedures and application filing requirements	Timely response to public inquiries Update the PRA form for the website Document research on complex inquiries Report to Commission on complex inquiries	Staff	H L L H
SERVICE REVIEWS, SPECIAL STUDIES & SPHERE OF INFLUENCE UPDATES	Countywide Fire Service Review	Follow up with agencies on implementation of recommendations and report back to the commission Work with interested agencies on implementing recommendations requiring LAFCO action	Staff	H H
	Countywide Water and Wastewater Service Review	Develop water/wastewater service review workplan and identify method for consultant selection	Staff	M
	Continue to monitor implementation of recommendations from previous service reviews and conduct special studies, as necessary	RRRPD study – city took action to delay decision on consolidation	Staff	L
	Map Mutual Water companies	Initial maps complete, further through service review	Staff	L
	Engage in or support grant / partnership opportunities on issues related to enhancing viability of agriculture, and climate smart growth	As needed, and as opportunities arise	Staff	L
	Compile and post JPA filings on the LAFCO website	Notice provided, gather JPA information through service review process	Staff	L

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
COMMISSION SUPPORT	Provide ongoing support to the 12 commissioners for regularly scheduled Commission meetings, special meetings and Committee meetings (Finance Committee, and the Ad-Hoc Committee)	Prepare and distribute public hearing notices and agenda packets, provide staff support during the meetings, record minutes, broadcast meetings Hold pre-agenda review meeting with Chair Hold pre-meeting calls with individual commissioners to address agenda item questions and prepare meeting script for Chair Process commissioner per diems for attendance at LAFCO meetings	Staff	H
	Keep the Commission informed	EO report Off-agenda emails, as needed Provide ongoing educational opportunities/events, including presentations from local agencies	Staff	H
	Onboarding new Commissioners	Facilitate filing / completion of Form 700, commissioner pledge, ethics training Update LAFCO letterhead, directory, and website Set up vendor accounts, provide parking permits Conduct new Commissioner orientation Recognize outgoing commissioners for LAFCO service	Staff	H
	Commissioners Selection Process	Inform appointing bodies of any upcoming vacancies and provide information on appointment criteria Convene ISDSC committee meeting, as necessary Coordinate public member selection process, as necessary	Staff	H
	Conduct a Strategic Planning Workshop	Most recent workshop in 2018 re. LAFCO Communications and Outreach Plan	Staff / Consultant	L
	Commissioner participation in CALAFCO	Support commissioner participation in CALAFCO activities / or election to the CALAFCO Board	Staff	L

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
ADMINISTRATIVE PROJECTS	Prepare LAFCO annual work plan	March – June 2025	Staff/Finance Committee	H
	Prepare LAFCO annual budget	March – June 2025	Staff/Finance Committee	H
	Prepare LAFCO Annual Report	August 2024	Staff	H
	Prepare LAFCO Annual Financial Audit	October 2024 (Contract with Chavan Associates extended for FY 2024 thru FY 2027)	Consultant / Staff	H
	Office / facility management	Coordinate with Building Manager on facilities issues Coordinate with County re. computers/network, phone, printers, office security, procurement, installation & maintenance Order and manage office supplies Make travel arrangements and process expense reimbursements. Process mileage reimbursements Office space lease extended (lease extended through April 30, 2027)	Staff	H
	Records management	Organize scan of LAFCO records to Electronic Document Management System (Laserfiche) Maintain LAFCO's hard copy records Maintain and enhance the LAFCO Website Maintain LAFCO database	Staff/ Consultant Staff	H H H
	Contracts and payments & receivables	Track consultant contracts and approve invoices Approve vendor invoices / process annual payments for various services/ memberships Coordinate with County Controller's Office and track annual collection of payments from member agencies	Staff	H

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
ADMINISTRATIVE PROJECTS	Review and update LAFCO bylaws / administrative policies and procedures	Ongoing, as needed	Staff	H
	Staff training and development	CALAFCO workshops, conferences, relevant courses	Staff	H
		Training of new LAFCO Clerk		H
		Implementation of the work plan for staff professional development		H
	Coordinate with County on administrative issues	Attend monthly meetings with the Deputy County Executive	Staff	H
Staff performance evaluation	April - December 2024	Staff/Commission	H	
Other administrative functions mandated of a public agency (Form 806, maintaining liability/workers comp insurance, etc.)	Ongoing	Staff	H	

FINAL LAFCO BUDGET FISCAL YEAR 2024- 2025

ITEM #	TITLE	APPROVED BUDGET FY 2024	ACTUALS Year to Date 3/11/2024	PROJECTIONS Year End FY 2024	FINAL BUDGET FY 2025
EXPENDITURES					
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4600100	Special Districts	\$297,729	\$297,729	\$297,729	\$359,204

LAFCO COST APPORTIONMENT: COUNTY, CITIES, SPECIAL DISTRICTS
Estimated Costs to Agencies Based on the Final FY 2025 LAFCO Budget

Net Operating Expenses for FY 2025				\$1,077,611
JURISDICTION	REVENUE PER 2021/2022 REPORT	PERCENTAGE OF TOTAL REVENUE	ALLOCATION PERCENTAGES	ALLOCATED COSTS
County	N/A	N/A	33.3333333%	\$359,203.67
Cities Total Share			33.3333333%	\$359,203.67
San Jose	N/A	N/A	50.0000000%	\$179,601.84
Other cities share			50.0000000%	\$179,601.83
Campbell	\$75,467,809	1.9125415%		\$3,434.96
Cupertino	\$129,437,941	3.2802785%		\$5,891.44
Gilroy	\$155,661,855	3.9448575%		\$7,085.04
Los Altos	\$68,948,492	1.7473258%		\$3,138.23
Los Altos Hills	\$21,241,527	0.5383130%		\$966.82
Los Gatos	\$68,358,558	1.7323754%		\$3,111.38
Milpitas	\$184,621,280	4.6787612%		\$8,403.14
Monte Sereno	\$5,176,569	0.1311871%		\$235.61
Morgan Hill	\$118,001,078	2.9904400%		\$5,370.88
Mountain View	\$457,001,226	11.5815447%		\$20,800.67
Palo Alto	\$658,551,528	16.6893293%		\$29,974.34
Santa Clara	\$1,248,643,286	31.6437181%		\$56,832.70
Saratoga	\$43,208,940	1.0950217%		\$1,966.68
Sunnyvale	\$711,623,561	18.0343062%		\$32,389.94
Total Cities (excluding San Jose)	\$3,945,943,650	100.0000000%		\$179,601.83
Total Cities (including San Jose)				\$359,203.67
Special Districts Total Share		(Fixed %)	33.3333333%	\$359,203.66
Aldercroft Heights County Water District		0.06233%		\$223.89
Burbank Sanitary District		0.15593%		\$560.11
Cupertino Sanitary District		2.64110%		\$9,486.93
El Camino Healthcare District		4.90738%		\$17,627.49
Guadalupe Coyote Resource Conservation District		0.04860%		\$174.57
Lake Canyon Community Services District		0.02206%		\$79.24
Lion's Gate Community Services District		0.22053%		\$792.15
Loma Prieta Resource Conservation District		0.02020%		\$72.56
Midpeninsula Regional Open Space District		5.76378%		\$20,703.71
Purissima Hills Water District		1.35427%		\$4,864.59
Rancho Rinconada Recreation and Park District		0.15988%		\$574.29
San Martin County Water District		0.04431%		\$159.16
Santa Clara Valley Open Space Authority		1.27051%		\$4,563.72
Santa Clara Valley Water District		81.44126%		\$292,539.99
Saratoga Cemetery District		0.32078%		\$1,152.25
Saratoga Fire Protection District		1.52956%		\$5,494.24
South Santa Clara Valley Memorial District		0.03752%		\$134.77
Total Special Districts		100.00000%		\$359,203.66
Total Allocated Costs				\$1,077,611.00



Local Agency
Formation Commission
of Santa Clara County

777 North First Street
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San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners

Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Russ Melton
Susan Vicklund Wilson

Alternate Commissioners

Helen Chapman
Domingo Candelas
Cindy Chavez
Terry Trumbull
Mark Turner

Executive Officer
Neelima Palacherla

ITEM #5

LAFCO MEETING: April 3, 2024

TO: LAFCO

**FROM: Neelima Palacherla, Executive Officer
Dunia Noel, Asst. Executive Officer**

SUBJECT: PROPOSED WORK PLAN AND BUDGET FOR FY 2025

FINANCE COMMITTEE / STAFF RECOMMENDATIONS

1. Adopt the Proposed Work Plan for Fiscal Year 2024-2025.
2. Adopt the Proposed Budget for Fiscal Year 2024-2025.
3. Find that the Proposed Budget for Fiscal Year 2025 is expected to be adequate to allow the Commission to fulfill its statutory responsibilities.
4. Authorize staff to transmit the Proposed Budget adopted by the Commission including the estimated agency costs as well as the LAFCO public hearing notice for the adoption of the Fiscal Year 2025 Final Budget to the cities, the special districts, the County, the Cities Association of Santa Clara County and the Santa Clara County Special Districts Association.

ANNUAL BUDGET PROCESS REQUIREMENTS

The Cortese Knox Hertzberg Local Government Reorganization Act of 2000 (CKH Act) which became effective on January 1, 2001, requires LAFCO, as an independent agency, to annually adopt a proposed budget by May 1 and a final budget by June 15 at noticed public hearings. Both the proposed and the final budgets are required to be transmitted to the cities, the special districts and the County. Government Code §56381(a) establishes that at a minimum, the budget must be equal to that of the previous year unless the Commission finds that reduced staffing or program costs will nevertheless allow it to fulfill its statutory responsibilities. Any unspent funds at the end of the year may be rolled over into the next fiscal year budget. After adoption of the final budget by LAFCO, the County Auditor is required to apportion the net operating expenses of the Commission to the agencies represented on LAFCO.

**FISCAL YEAR 2024-2025 WORKPLAN & BUDGET DEVELOPMENT
TIMELINE**

Dates	Staff Tasks / LAFCO Action
March 11 - April 3	Notice of this public hearing was advertised in a local newspaper, posted on the LAFCO website and distributed to local agencies. The agenda and a link to the posted agenda packet are also distributed to local agencies, interested persons and organizations. The proposed Workplan and Budget are posted on the LAFCO website and available for public review and comment.
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April 4	Proposed Work Plan and Budget, preliminary apportionments and LAFCO public hearing notice for Final Budget Hearing transmitted to agencies
June 5	LAFCO public hearing and adoption of Final Budget
June 5 - July 1	Final Budget transmitted to agencies; Auditor requests payment from agencies

LAFCO FINANCE COMMITTEE

At its February 7, 2024 LAFCO meeting, the Commission appointed Commissioner Melton, Commissioner Beall and Alternate Commissioner Chapman to serve on the Finance Committee.

At its special meeting held on March 22, 2024, the Finance Committee discussed the progress on the current year work plan and the status of the current year budget; and recommended the proposed FY 2025 work plan and budget for consideration and adoption by the full commission.

CURRENT YEAR IN REVIEW

PROGRESS REPORT ON FY 2023-2024 WORK PLAN

LAFCO’s current fiscal year workplan was adopted at a noticed public hearing held on April 5, 2023. **Attachment A** depicts the current status (through the third quarter of the year) of the 2023-2024 Work Program.

A major component of the current year work program involves the Countywide Fire Service Review. LAFCO held two public hearings on the Countywide Fire Service Review Report and approved the final report at its October 2023 meeting, following an extensive public review and comment process involving presentation of the report at a Technical Advisory Committee meeting in San Jose, at community meetings in Morgan Hill and Palo Alto, and at LAFCO public hearings. Staff is

currently working with the affected agencies on facilitating the implementation of recommendations in the report.

Another important work plan priority is the comprehensive review and update of LAFCO policies. At its December 2023 meeting, the Commission created an ad hoc committee of 3 commissioners to work with staff on the project, which is currently underway and expected to be brought before the full commission for their consideration at the end of the calendar year, following stakeholder involvement through a public review and comment process.

LAFCO has received and /or processed various applications such as a city urban service area amendment and various city/district annexations. Staff has held pre-application meetings and has received and responded to many requests for assistance and expertise from local and regional agencies on a variety of matters related to city service extensions, city annexations/island annexations, special district annexations, and housing element updates. Similarly, responding to public inquiries is another significant and growing area of the workplan and staff has seen an increase in the volume and complexity of such inquiries.

In accordance with the Commission's directive, as opportunities arise and time permits, staff continues to conduct targeted outreach to various local entities (special districts, County, cities, civil grand jury, and other community organizations/individuals) through informational presentations on LAFCO and its role in promoting sustainable growth and good governance in the county.

The Commission membership has remained stable, and the LAFCO office is now fully staffed with 4.0 FTE positions. The LAFCO Clerk position was filled in September 2023; training activities for the new staff person are currently in progress.

Other notable administrative activities and projects that have been completed or are currently underway include among others, the annual financial audit, the annual report, implementation of a work plan for the training and professional development of LAFCO staff including the new Clerk and the Associate Analyst, transition back to in-person LAFCO meetings with an option for remote public participation, and webcasting LAFCO meetings.

Given the emphasis on the above-mentioned activities, some important projects such as the scanning of LAFCO records are currently on hold. Projects in the current workplan that will not be completed by the end of the fiscal year have been added to the proposed FY 2025 workplan.

The LAFCO Annual Report for FY 2024 will be published at the end of the current fiscal year and will document all the applications reviewed and processed by LAFCO in Fiscal Year 2024; and will summarize the various accomplishments, activities/projects that LAFCO has engaged in or completed during the period.

STATUS OF FY 2023-2024 ADOPTED BUDGET

Attachment D includes the FY 2024 budget adopted by the Commission at a noticed public hearing on June 7, 2023, the status of LAFCO's expenditures and revenues as

of March 11, 2023, and expenditure and revenue projections for end of FY 2024. The adopted LAFCO budget for FY 2024 is \$893,186. It is estimated that the total year-end projected expenditures for FY 2024 would be approximately 11% lower than the adopted budget primarily due to salary savings from the unfilled clerk position for a portion of the year, and from the unused consultant service item. Staff anticipates that overall, year-end revenue for FY 2024 will be slightly lower than the amount budgeted. LAFCO has received the respective FY 2024 funds from the County, the cities and the independent special districts. The actual fund balance rolled over at the end of FY 2023 was higher at \$407,582, compared to the amount estimated (\$366,814) in the FY 2024 budget. The excess fund balance and the unspent FY 2024 expenditure amounts will carry over into FY 2025 and will be used to reduce net operating expenses that would in turn translate to reduced FY 2025 costs for contributing agencies.

PROPOSED WORK PLAN FOR FISCAL YEAR 2024

Attachment C includes the proposed work plan for FY 2025, as recommended by the Finance Committee, for consideration and adoption by the full commission.

The proposed workplan includes ongoing as well as new projects and outlines detailed projects/activities organized under six broad areas: (1.) LAFCO application processing; (2.) island annexations; (3.) outreach, government/community relations and customer service; (4.) service reviews, special studies and sphere of influence updates; (5.) commission support; and (6.) administrative projects. The work plan assigns priority levels (high, moderate, low); and designates whether the work is to be conducted by staff or outside consultants.

The proposed work plan includes a broad spectrum of responsibilities that LAFCO, as an independent local agency and as a regulatory body of the state, is expected to fulfill in its role of promoting sustainable growth and good governance in Santa Clara County. It incorporates the Commission's legislative functions and mandates and also the Commission's proactive local initiatives and priorities such as its directives for ongoing public outreach and education and its proactive service review and implementation program.

The Finance Committee discussed the need for continued public outreach particularly to South County communities, requested expanded opportunities for commissioner educational presentations from local agencies, and encouraged a robust professional staff development and training program.

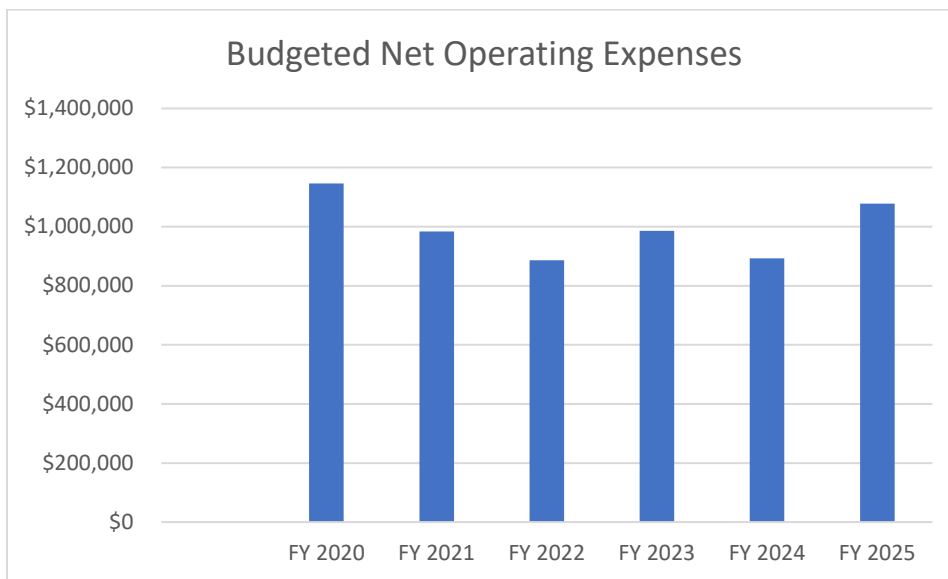
Staff actively manages the workload in order to focus on accomplishing essential activities such as processing applications, completing projects currently underway, maintaining core administrative functions, tracking on-going projects and studies, supporting the commission and responding to local agency and public requests for assistance. Consistent with past practice, LAFCO's statutorily mandated activities take priority over administrative projects that are not statutorily required, and over proactive commission-initiated projects which are discretionary but support LAFCO's mission and statutory requirements.

PROPOSED BUDGET FOR FISCAL YEAR 2025

Attachment D includes the proposed Budget for FY 2024-2025 as recommended by the Finance Committee, for consideration and adoption by the full commission. The Finance Committee conducted a thorough review of the work plan and budget and recognized the public benefit of LAFCO's work and the high demand for LAFCO's services from local agencies and the public. The Committee maintained its commitment to ensure adequate resources that allow the Commission to fulfill its statutory responsibilities and accomplish its work plan while also limiting costs for LAFCO's funding agencies.

The overall projected expenditure for FY 2025 (\$1,280,912) in the proposed budget is slightly lower than the current year budgeted expenses (\$1,296,000).

However, LAFCO's proposed net operating expense for FY 2025 is approximately 20% higher than the FY 2024 budgeted net operating expense. The primary reason for this is because unlike the previous 2 fiscal years with large year-end fund balances (due to staff salary savings), the fund balance at the end of the current year which will be used to reduce net operating expenses in FY 2025, is projected to be relatively smaller at \$172,301.



DESCRIPTION OF FY 2024-2025 BUDGET LINE ITEMS

LAFCO and the County of Santa Clara entered into a Memorandum of Understanding (MOU) (effective since July 2001), under the terms of which, the County provides staffing, facilities, and services to LAFCO. The associated costs are reflected in the proposed LAFCO budget. LAFCO is a stand-alone, separate fund within the County's accounting and budget system and the LAFCO budget information is formatted using the County's account descriptions/codes.

The following is a detailed itemization of the proposed budget.

EXPENDITURES

Expenditures are divided into two main sections: Staff Salary and Benefits (Object 1) which comprise approximately 67% of the total expenditures; and Services and Supplies (Object 2).

OBJECT 1. SALARIES AND BENEFITS \$862,484

This line item supports the salary and benefits for the 4.0 FTE positions including the Executive Officer position, a Senior Analyst position, an Associate Analyst position, and a Clerk position. All four positions are currently staffed. LAFCO contracts with the County of Santa Clara for staffing and services and in accordance with the MOU between the County and LAFCO, all four positions are staffed through the County Executive's Office. The proposed amount is based on the best available projections from the County at this time for salary and benefits for the 4 positions. Changes to the projections for the four positions that occur within the next couple of months will be reflected in the Final LAFCO budget.

OBJECT 2. SERVICES AND SUPPLIES

5255100 Intra-County Professional \$10,000

This includes the costs for services from various County agencies such as the County Surveyor's Office, the County Assessors' Office, and the Registrar of Voters. The County Surveyor assists with map review and approval for boundary change proposals. In addition, the Surveyor's Office also assists with research to resolve boundary discrepancies. The County Assessor's Office prepares reports for LAFCO and the Registrar of Voters provides data necessary for processing LAFCO applications. This item also allows LAFCO to seek GIS mapping services including support and technical assistance from the County Planning Office, as necessary. This item also includes the approximate annual cost (\$7,806) associated with webcasting the regular LAFCO meetings held in the County Board of Supervisors Chambers. In February 2021, LAFCO and the County entered into an MOU regarding webcasting services and associated costs for LAFCO meetings. As a result of the pandemic and virtual meetings, webcasting of LAFCO meetings did not begin until April 2023.

This line item has been maintained at the same level as the current year.

5255800 Legal Counsel \$85,780

This item covers the cost for general legal services.

In February 2009, the Commission retained the firm of Best Best & Krieger for legal services on a monthly retainer. The contract was amended in 2010 to reduce the number of total hours required to 240 hours per year. The contract sets the hourly rate and allows for an annual automatic adjustment to the rates based on the Consumer Price Index (CPI). In 2017, the contract was once again amended to increase the monthly retainer cost and limit the CEQA work within the retainer to 24 hours annually. Any additional CEQA work above 24 hours would be charged outside the retainer at the same hourly rate.

The monthly retainer for FY 2025 increases to \$6,875, based on a 3.7% increase in the Consumer Price Index for the prior calendar year (2023). This item covers the annual retainer fees and includes additional monies to cover approximately 10 hours of work outside the retainer at the hourly rate of \$328.

5255500 Consultant Services \$150,000

This item is budgeted for hiring consultants to assist LAFCO with special projects such as for conducting service reviews and special studies, facilitating a strategic planning workshop, and scanning LAFCO's hardcopy records into the existing electronic document management system, among others. The Commission must take action to authorize such special projects prior to expending funds. This item also includes costs associated with ongoing contracts such as costs for the maintenance and hosting of the LAFCO website by an outside provider; and for the contract with an independent financial auditor for conducting the annual financial audits of LAFCO.

5285700 Meal Claims \$750

This item includes cost of food to support Commission events, workshops, meetings.

5220200 Insurance \$8,335

This item is for the purpose of purchasing general liability insurance and workers' compensation coverage for LAFCO. In 2010, LAFCO switched from the County's coverage to the Special District Risk Management Authority (SDRMA), for the provision of general liability insurance. Additionally, LAFCO also obtains workers' compensation coverage for its commissioners from SDRMA. Workers' compensation for LAFCO staff is currently covered by the County and is part of the payroll charge.

SDRMA has recently provided estimated FY 2025 contribution amounts for use in the budgeting process: Property Liability (\$5,758) and Workers' Compensation (\$979). The Final budget will reflect any major revisions to these estimates.

5270100 Rent & Lease \$56,416

This item includes FY 2025 monthly rent for LAFCO office space located at 777 North First Street, Suite 420, San Jose. The original lease term for the office space expired on May 5, 2022. At its February 2, 2022 meeting, the Commission authorized the extension of the lease for a five-year period through April 30, 2027.

5250100 Office Expenses \$5,000

This item includes funds for purchase of books, subscriptions/publications necessary to keep current on laws and trends; and small equipment and supplies for office operations, including printer/photocopier lease.

5255650 Data Processing Services \$22,517

This item includes estimated costs associated with County Technology Solutions & Services Department (TSS) providing IT services to the LAFCO program. According to TSS, the projected costs cover Telecom services for 5 phones- VOIP/Landline (\$2,520), Wireless Carrier Service (\$1,236), enterprise licensing including MS Adobe special order, Acrobat Pro and MS Visio monthly subscription (\$2,827), and other

services (\$15,933) comprising Enterprise Content Management services and solutions, Kronos support, Architecture and Innovation Services, Claranet services, Data Analytics and Visualizations, digital print and sccLearn. Any further revised cost estimates received from the County will be reflected in the Final LAFCO budget.

5225500 Commissioner's Fees \$10,000

This item covers the \$100 per diem amount for LAFCO commissioners and alternate commissioners to attend LAFCO meetings and committee meetings.

5260100 Publications and Legal Notices \$1,000

This item is for costs associated with publication of hearing notices for LAFCO applications and other projects/ studies, as required by state law. This budgeted amount has been maintained at the same level as the current year.

5245100 Membership Dues \$14,509

This item includes CALAFCO – the California Association of LAFCOs membership dues. At its meeting in December 2023, the CALAFCO Board voted to approve a 3.1% rate adjustment to account for the CPI increase (June 2022 to June 2023), in accordance with the CALAFCO Bylaws. The FY 2025 membership dues for Santa Clara LAFCO is \$12,509.

Additionally, this item includes estimated membership dues for CSDA – the California Special Districts Association. In June 2018, CSDA informed that Santa Clara LAFCO as a customer of SDRMA, must be a member of CSDA pursuant to SDRMA bylaws.

5250750 Printing and Reproduction \$1,500

This covers printing expenses for reports such as service reviews or other studies and documents.

5285800 Business Travel \$21,000

This item includes funding for staff and commissioners to attend conferences and workshops. It would cover costs of air travel, accommodation, conference registration and other expenses at the conferences. CALAFCO annually holds a Staff Workshop (Temacula, April 2025) and an Annual Conference (Yosemite, October 2024) that is attended by commissioners as well as staff.

5285300 Private Automobile Mileage \$1,000

This item provides for mileage reimbursement when staff travels by private car to conduct site visits and attend meetings / training sessions. This budgeted amount has been maintained at the same level as the current year.

5285200 Transportation and Travel (for use of County car) \$600

This item would cover costs associated with the use of a County vehicle for travel to conferences, workshops, site visits and meetings.

5281600 Overhead \$21,119

This overhead charge is established by the County Controller's Office, for service rendered by various County departments that do not directly bill LAFCO. The

overhead includes LAFCO's share of the County's FY 2025 Cost Allocation Plan which is based on actual overhead costs from FY 2023 – the most recent year for which actual costs are available. The overhead amount includes the following charges from:

County Executive's Office:	\$5,268
Controller-Treasurer:	\$10,317
Employee Services Agency:	\$7,371
OBA:	\$418
BHS-MH - Employee:	\$84
TSS Intragovernmental Service:	\$829
Technology Services & Solutions:	\$1,607
Procurement:	\$33
Equal Opp. (County Counsel):	\$854
CoB – Harvey Rose Mgt Audit:	\$24

Further, a "roll forward" is applied which is calculated by comparing FY 2023 Cost Plan estimates with FY 2023 actuals. The FY 2023 cost estimates were higher than the actuals by \$5,842; this amount is deducted from the FY 2025 Cost Plan. This is a state requirement.

5275200 Computer Hardware \$4,000

This item is designated for any required hardware upgrades / purchases.

5250800 Computer Software \$4,000

This amount is designated for computer software purchases, including annual licenses for GIS software (ArcGIS) and records management software (Laserfiche) with 2 hours of online/onsite support.

5250250 Postage \$500

This amount covers postage costs for mailing notices, agendas, agenda packets and general correspondence.

5252100 Training Programs \$2,000

This item covers the costs associated with attendance at commissioner / staff professional development courses and seminars. CALAFCO conducts University Courses throughout the year on topics of relevance to LAFCO.

REVENUES

4103400 Application Fees \$25,000

It is anticipated that LAFCO will receive approximately \$25,000 in fees from processing applications. The actual amount earned from fees corresponds to the level of application activity.

4301100 Interest \$6,000

It is estimated that LAFCO will receive an amount of approximately \$6,000 from interest earned on LAFCO funds.

3400150 Fund Balance from Previous Fiscal Year (i.e., FY 2024) \$172,301

It is projected that there will be a savings or fund balance of approximately \$172,301 at the end of the current year, which will be carried over to reduce the proposed Fiscal Year 2025 costs for LAFCO's funding agencies (cities, independent special districts and the County).

Projected Year-End [FY 2024] Fund Balance = (Projected Year-End [FY 24] Revenue + Actual Fund Balance from Previous Fiscal Year [FY 23] + Funds Received from Local Agencies in FY 24) - (Projected Year-End [FY 24] Expenses)

$$= (\$30,000 + \$407,582 + \$893,186) - \$1,158,467$$

$$= \$172,301$$

The fund balance excludes the reserves.

RESERVES

3400800 Reserves Available \$200,000

This item includes reserves for two purposes: litigation reserve – for use if LAFCO is involved with any litigation; and contingency reserve – to be used for unexpected expenses. If used during the year, this account will be replenished in the following year. Since 2012, the reserves have been retained in a separate Reserves account, thus eliminating the need for LAFCO to budget each year for this purpose.

The Reserves amount was held at \$250,000 since FY 2020 to timely implement potential recommendations from the Comprehensive Organizational Assessment, and as a tentative measure in recognition that LAFCO operates in an increasingly complex and controversial environment.

In FY 2022, LAFCO reduced the Reserves from \$250,000 to \$200,000, in order to further reduce costs to local agencies given the COVID -19 related economic hardships; and maintained the reserve level at \$200,000 in FY 2023. The Finance Committee recommends maintaining the current level of reserves for FY 2025. This places the proposed Reserve amount at approximately 15% of the total FY 2025 expenditures. LAFCO has not adopted a Reserves policy, however as an independent agency, LAFCO should maintain sufficient reserves for flexibility and stability in the event of unanticipated needs.

FY 2025 NET OPERATING EXPENSES

FY 2025 Net Operating Expenses = (Proposed FY 2025 Expenditures) - (Proposed FY 2025 Fee & Interest Revenues + Projected Fund Balance from FY 2024)

$$= (\$1,280,912) - (\$31,000 + \$172,301)$$

$$= \$1,077,611$$

The projected operating expense for FY 2025 is based on projected expenditures and revenues as well as on estimated fund balance for the current year. Further revisions may be needed as we get a better indication of current year expenses/revenues towards the end of this fiscal year. Additionally, a more accurate projection of costs/revenues for the upcoming fiscal year could become available, particularly for employee salary and benefits. This could result in changes to the proposed net operating expenses for FY 2025 which could in turn impact the costs for each of LAFCO's funding agencies.

COST APPORTIONMENT TO CITIES, INDEPENDENT SPECIAL DISTRICTS AND COUNTY

In January 2013, independent special districts were seated on LAFCO. Government Code §56381(b)(1)(A) provides that when independent special districts are represented on LAFCO, the county, cities and independent special districts must each provide a one-third share of LAFCO's operational budget.

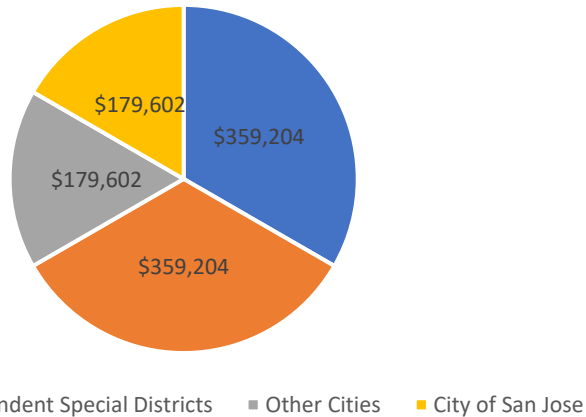
The City of San Jose has permanent membership on LAFCO pursuant to Government Code Section 56327. As required by Government Code §56381.6(b), the City of San Jose's share of LAFCO costs must be in the same proportion as its member bears to the total membership on the commission, excluding the public member. The remaining cities' share must be apportioned in proportion to each city's total revenues, as reported in the most recent edition of the Cities Annual Report published by the Controller, as a percentage of the combined city revenues within a county.

Government Code Section §56381 provides that the independent special districts' share shall be apportioned in proportion to each district's total revenues as a percentage of the combined total district revenues within a county. The Santa Clara County Special Districts Association (SDA), at its August 13, 2012 meeting, adopted an alternative formula for distributing the independent special districts' share to individual districts. The SDA's agreement requires each district's cost to be based on a fixed percentage of the total independent special districts' share.

Therefore, in Santa Clara County, the County pays a third of LAFCO's operational costs, the independent special districts pay a third, the City of San Jose pays one sixth and the remaining cities pay one sixth. Government Code §56381(c) requires the County Auditor to request payment from the cities, independent special districts and the County no later than July 1 of each year for the amount each agency owes based on the net operating expenses of the Commission and the actual administrative costs incurred by the Auditor in apportioning costs and requesting payment.

The following is a draft apportionment to the agencies based on the proposed net operating expenses for FY 2025.

Proposed Net Operating Expenses for FY 2025



Apportionment of the costs among the 14 cities and among the 17 independent special districts will be calculated by the County Controller’s Office after LAFCO adopts the final budget in June. In order to provide each of the cities and districts with a general indication of their costs in advance, **Attachment E** includes draft estimated apportionments, based on the proposed FY 2025 net operating expenses and the FY 2021-2022 Cities Annual Report from the State Controller’s Office. The final apportionments will be prepared by the County Controller’s Office based on the latest available Cities Annual Report.

ATTACHMENTS

- Attachment A: Status of FY 2024 Work Plan
- Attachment B: LAFCO Financials 2008-2023 and FY 2024 YTD Actuals
- Attachment C: Proposed Work Plan for Fiscal Year 2025
- Attachment D: Proposed LAFCO Budget for Fiscal Year 2025
- Attachment E: Estimated FY 2025 Costs to Agencies



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ITEM #5

LAFCO MEETING: April 3, 2024

TO: LAFCO

**FROM: Neelima Palacherla, Executive Officer
Dunia Noel, Asst. Executive Officer**

SUBJECT: PROPOSED WORK PLAN AND BUDGET FOR FY 2025

FINANCE COMMITTEE / STAFF RECOMMENDATIONS

1. Adopt the Proposed Work Plan for Fiscal Year 2024-2025.
2. Adopt the Proposed Budget for Fiscal Year 2024-2025.
3. Find that the Proposed Budget for Fiscal Year 2025 is expected to be adequate to allow the Commission to fulfill its statutory responsibilities.
4. Authorize staff to transmit the Proposed Budget adopted by the Commission including the estimated agency costs as well as the LAFCO public hearing notice for the adoption of the Fiscal Year 2025 Final Budget to the cities, the special districts, the County, the Cities Association of Santa Clara County and the Santa Clara County Special Districts Association.

ANNUAL BUDGET PROCESS REQUIREMENTS

The Cortese Knox Hertzberg Local Government Reorganization Act of 2000 (CKH Act) which became effective on January 1, 2001, requires LAFCO, as an independent agency, to annually adopt a proposed budget by May 1 and a final budget by June 15 at noticed public hearings. Both the proposed and the final budgets are required to be transmitted to the cities, the special districts and the County. Government Code §56381(a) establishes that at a minimum, the budget must be equal to that of the previous year unless the Commission finds that reduced staffing or program costs will nevertheless allow it to fulfill its statutory responsibilities. Any unspent funds at the end of the year may be rolled over into the next fiscal year budget. After adoption of the final budget by LAFCO, the County Auditor is required to apportion the net operating expenses of the Commission to the agencies represented on LAFCO.

**FISCAL YEAR 2024-2025 WORKPLAN & BUDGET DEVELOPMENT
TIMELINE**

Dates	Staff Tasks / LAFCO Action
March 11 - April 3	Notice of this public hearing was advertised in a local newspaper, posted on the LAFCO website and distributed to local agencies. The agenda and a link to the posted agenda packet are also distributed to local agencies, interested persons and organizations. The proposed Workplan and Budget are posted on the LAFCO website and available for public review and comment.
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April 4	Proposed Work Plan and Budget, preliminary apportionments and LAFCO public hearing notice for Final Budget Hearing transmitted to agencies
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June 5 - July 1	Final Budget transmitted to agencies; Auditor requests payment from agencies

LAFCO FINANCE COMMITTEE

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At its special meeting held on March 22, 2024, the Finance Committee discussed the progress on the current year work plan and the status of the current year budget; and recommended the proposed FY 2025 work plan and budget for consideration and adoption by the full commission.

CURRENT YEAR IN REVIEW

PROGRESS REPORT ON FY 2023-2024 WORK PLAN

LAFCO’s current fiscal year workplan was adopted at a noticed public hearing held on April 5, 2023. **Attachment A** depicts the current status (through the third quarter of the year) of the 2023-2024 Work Program.

A major component of the current year work program involves the Countywide Fire Service Review. LAFCO held two public hearings on the Countywide Fire Service Review Report and approved the final report at its October 2023 meeting, following an extensive public review and comment process involving presentation of the report at a Technical Advisory Committee meeting in San Jose, at community meetings in Morgan Hill and Palo Alto, and at LAFCO public hearings. Staff is

currently working with the affected agencies on facilitating the implementation of recommendations in the report.

Another important work plan priority is the comprehensive review and update of LAFCO policies. At its December 2023 meeting, the Commission created an ad hoc committee of 3 commissioners to work with staff on the project, which is currently underway and expected to be brought before the full commission for their consideration at the end of the calendar year, following stakeholder involvement through a public review and comment process.

LAFCO has received and /or processed various applications such as a city urban service area amendment and various city/district annexations. Staff has held pre-application meetings and has received and responded to many requests for assistance and expertise from local and regional agencies on a variety of matters related to city service extensions, city annexations/island annexations, special district annexations, and housing element updates. Similarly, responding to public inquiries is another significant and growing area of the workplan and staff has seen an increase in the volume and complexity of such inquiries.

In accordance with the Commission's directive, as opportunities arise and time permits, staff continues to conduct targeted outreach to various local entities (special districts, County, cities, civil grand jury, and other community organizations/individuals) through informational presentations on LAFCO and its role in promoting sustainable growth and good governance in the county.

The Commission membership has remained stable, and the LAFCO office is now fully staffed with 4.0 FTE positions. The LAFCO Clerk position was filled in September 2023; training activities for the new staff person are currently in progress.

Other notable administrative activities and projects that have been completed or are currently underway include among others, the annual financial audit, the annual report, implementation of a work plan for the training and professional development of LAFCO staff including the new Clerk and the Associate Analyst, transition back to in-person LAFCO meetings with an option for remote public participation, and webcasting LAFCO meetings.

Given the emphasis on the above-mentioned activities, some important projects such as the scanning of LAFCO records are currently on hold. Projects in the current workplan that will not be completed by the end of the fiscal year have been added to the proposed FY 2025 workplan.

The LAFCO Annual Report for FY 2024 will be published at the end of the current fiscal year and will document all the applications reviewed and processed by LAFCO in Fiscal Year 2024; and will summarize the various accomplishments, activities/projects that LAFCO has engaged in or completed during the period.

STATUS OF FY 2023-2024 ADOPTED BUDGET

Attachment D includes the FY 2024 budget adopted by the Commission at a noticed public hearing on June 7, 2023, the status of LAFCO's expenditures and revenues as

of March 11, 2023, and expenditure and revenue projections for end of FY 2024. The adopted LAFCO budget for FY 2024 is \$893,186. It is estimated that the total year-end projected expenditures for FY 2024 would be approximately 11% lower than the adopted budget primarily due to salary savings from the unfilled clerk position for a portion of the year, and from the unused consultant service item. Staff anticipates that overall, year-end revenue for FY 2024 will be slightly lower than the amount budgeted. LAFCO has received the respective FY 2024 funds from the County, the cities and the independent special districts. The actual fund balance rolled over at the end of FY 2023 was higher at \$407,582, compared to the amount estimated (\$366,814) in the FY 2024 budget. The excess fund balance and the unspent FY 2024 expenditure amounts will carry over into FY 2025 and will be used to reduce net operating expenses that would in turn translate to reduced FY 2025 costs for contributing agencies.

PROPOSED WORK PLAN FOR FISCAL YEAR 2024

Attachment C includes the proposed work plan for FY 2025, as recommended by the Finance Committee, for consideration and adoption by the full commission.

The proposed workplan includes ongoing as well as new projects and outlines detailed projects/activities organized under six broad areas: (1.) LAFCO application processing; (2.) island annexations; (3.) outreach, government/community relations and customer service; (4.) service reviews, special studies and sphere of influence updates; (5.) commission support; and (6.) administrative projects. The work plan assigns priority levels (high, moderate, low); and designates whether the work is to be conducted by staff or outside consultants.

The proposed work plan includes a broad spectrum of responsibilities that LAFCO, as an independent local agency and as a regulatory body of the state, is expected to fulfill in its role of promoting sustainable growth and good governance in Santa Clara County. It incorporates the Commission's legislative functions and mandates and also the Commission's proactive local initiatives and priorities such as its directives for ongoing public outreach and education and its proactive service review and implementation program.

The Finance Committee discussed the need for continued public outreach particularly to South County communities, requested expanded opportunities for commissioner educational presentations from local agencies, and encouraged a robust professional staff development and training program.

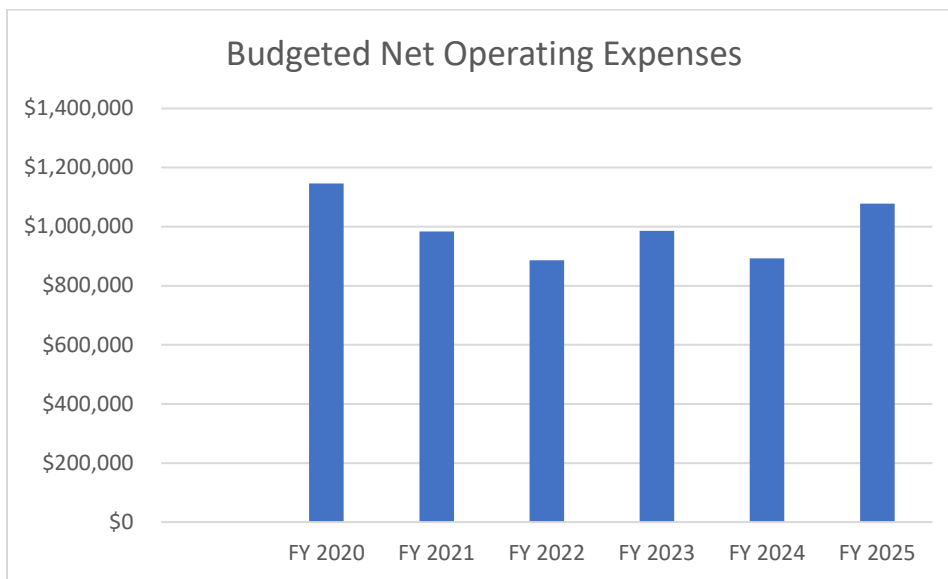
Staff actively manages the workload in order to focus on accomplishing essential activities such as processing applications, completing projects currently underway, maintaining core administrative functions, tracking on-going projects and studies, supporting the commission and responding to local agency and public requests for assistance. Consistent with past practice, LAFCO's statutorily mandated activities take priority over administrative projects that are not statutorily required, and over proactive commission-initiated projects which are discretionary but support LAFCO's mission and statutory requirements.

PROPOSED BUDGET FOR FISCAL YEAR 2025

Attachment D includes the proposed Budget for FY 2024-2025 as recommended by the Finance Committee, for consideration and adoption by the full commission. The Finance Committee conducted a thorough review of the work plan and budget and recognized the public benefit of LAFCO's work and the high demand for LAFCO's services from local agencies and the public. The Committee maintained its commitment to ensure adequate resources that allow the Commission to fulfill its statutory responsibilities and accomplish its work plan while also limiting costs for LAFCO's funding agencies.

The overall projected expenditure for FY 2025 (\$1,280,912) in the proposed budget is slightly lower than the current year budgeted expenses (\$1,296,000).

However, LAFCO's proposed net operating expense for FY 2025 is approximately 20% higher than the FY 2024 budgeted net operating expense. The primary reason for this is because unlike the previous 2 fiscal years with large year-end fund balances (due to staff salary savings), the fund balance at the end of the current year which will be used to reduce net operating expenses in FY 2025, is projected to be relatively smaller at \$172,301.



DESCRIPTION OF FY 2024-2025 BUDGET LINE ITEMS

LAFCO and the County of Santa Clara entered into a Memorandum of Understanding (MOU) (effective since July 2001), under the terms of which, the County provides staffing, facilities, and services to LAFCO. The associated costs are reflected in the proposed LAFCO budget. LAFCO is a stand-alone, separate fund within the County's accounting and budget system and the LAFCO budget information is formatted using the County's account descriptions/codes.

The following is a detailed itemization of the proposed budget.

EXPENDITURES

Expenditures are divided into two main sections: Staff Salary and Benefits (Object 1) which comprise approximately 67% of the total expenditures; and Services and Supplies (Object 2).

OBJECT 1. SALARIES AND BENEFITS \$862,484

This line item supports the salary and benefits for the 4.0 FTE positions including the Executive Officer position, a Senior Analyst position, an Associate Analyst position, and a Clerk position. All four positions are currently staffed. LAFCO contracts with the County of Santa Clara for staffing and services and in accordance with the MOU between the County and LAFCO, all four positions are staffed through the County Executive's Office. The proposed amount is based on the best available projections from the County at this time for salary and benefits for the 4 positions. Changes to the projections for the four positions that occur within the next couple of months will be reflected in the Final LAFCO budget.

OBJECT 2. SERVICES AND SUPPLIES

5255100 Intra-County Professional \$10,000

This includes the costs for services from various County agencies such as the County Surveyor's Office, the County Assessors' Office, and the Registrar of Voters. The County Surveyor assists with map review and approval for boundary change proposals. In addition, the Surveyor's Office also assists with research to resolve boundary discrepancies. The County Assessor's Office prepares reports for LAFCO and the Registrar of Voters provides data necessary for processing LAFCO applications. This item also allows LAFCO to seek GIS mapping services including support and technical assistance from the County Planning Office, as necessary. This item also includes the approximate annual cost (\$7,806) associated with webcasting the regular LAFCO meetings held in the County Board of Supervisors Chambers. In February 2021, LAFCO and the County entered into an MOU regarding webcasting services and associated costs for LAFCO meetings. As a result of the pandemic and virtual meetings, webcasting of LAFCO meetings did not begin until April 2023.

This line item has been maintained at the same level as the current year.

5255800 Legal Counsel \$85,780

This item covers the cost for general legal services.

In February 2009, the Commission retained the firm of Best Best & Krieger for legal services on a monthly retainer. The contract was amended in 2010 to reduce the number of total hours required to 240 hours per year. The contract sets the hourly rate and allows for an annual automatic adjustment to the rates based on the Consumer Price Index (CPI). In 2017, the contract was once again amended to increase the monthly retainer cost and limit the CEQA work within the retainer to 24 hours annually. Any additional CEQA work above 24 hours would be charged outside the retainer at the same hourly rate.

The monthly retainer for FY 2025 increases to \$6,875, based on a 3.7% increase in the Consumer Price Index for the prior calendar year (2023). This item covers the annual retainer fees and includes additional monies to cover approximately 10 hours of work outside the retainer at the hourly rate of \$328.

5255500 Consultant Services \$150,000

This item is budgeted for hiring consultants to assist LAFCO with special projects such as for conducting service reviews and special studies, facilitating a strategic planning workshop, and scanning LAFCO's hardcopy records into the existing electronic document management system, among others. The Commission must take action to authorize such special projects prior to expending funds. This item also includes costs associated with ongoing contracts such as costs for the maintenance and hosting of the LAFCO website by an outside provider; and for the contract with an independent financial auditor for conducting the annual financial audits of LAFCO.

5285700 Meal Claims \$750

This item includes cost of food to support Commission events, workshops, meetings.

5220200 Insurance \$8,335

This item is for the purpose of purchasing general liability insurance and workers' compensation coverage for LAFCO. In 2010, LAFCO switched from the County's coverage to the Special District Risk Management Authority (SDRMA), for the provision of general liability insurance. Additionally, LAFCO also obtains workers' compensation coverage for its commissioners from SDRMA. Workers' compensation for LAFCO staff is currently covered by the County and is part of the payroll charge.

SDRMA has recently provided estimated FY 2025 contribution amounts for use in the budgeting process: Property Liability (\$5,758) and Workers' Compensation (\$979). The Final budget will reflect any major revisions to these estimates.

5270100 Rent & Lease \$56,416

This item includes FY 2025 monthly rent for LAFCO office space located at 777 North First Street, Suite 420, San Jose. The original lease term for the office space expired on May 5, 2022. At its February 2, 2022 meeting, the Commission authorized the extension of the lease for a five-year period through April 30, 2027.

5250100 Office Expenses \$5,000

This item includes funds for purchase of books, subscriptions/publications necessary to keep current on laws and trends; and small equipment and supplies for office operations, including printer/photocopier lease.

5255650 Data Processing Services \$22,517

This item includes estimated costs associated with County Technology Solutions & Services Department (TSS) providing IT services to the LAFCO program. According to TSS, the projected costs cover Telecom services for 5 phones- VOIP/Landline (\$2,520), Wireless Carrier Service (\$1,236), enterprise licensing including MS Adobe special order, Acrobat Pro and MS Visio monthly subscription (\$2,827), and other

services (\$15,933) comprising Enterprise Content Management services and solutions, Kronos support, Architecture and Innovation Services, Claranet services, Data Analytics and Visualizations, digital print and sccLearn. Any further revised cost estimates received from the County will be reflected in the Final LAFCO budget.

5225500 Commissioner's Fees \$10,000

This item covers the \$100 per diem amount for LAFCO commissioners and alternate commissioners to attend LAFCO meetings and committee meetings.

5260100 Publications and Legal Notices \$1,000

This item is for costs associated with publication of hearing notices for LAFCO applications and other projects/ studies, as required by state law. This budgeted amount has been maintained at the same level as the current year.

5245100 Membership Dues \$14,509

This item includes CALAFCO – the California Association of LAFCOs membership dues. At its meeting in December 2023, the CALAFCO Board voted to approve a 3.1% rate adjustment to account for the CPI increase (June 2022 to June 2023), in accordance with the CALAFCO Bylaws. The FY 2025 membership dues for Santa Clara LAFCO is \$12,509.

Additionally, this item includes estimated membership dues for CSDA – the California Special Districts Association. In June 2018, CSDA informed that Santa Clara LAFCO as a customer of SDRMA, must be a member of CSDA pursuant to SDRMA bylaws.

5250750 Printing and Reproduction \$1,500

This covers printing expenses for reports such as service reviews or other studies and documents.

5285800 Business Travel \$21,000

This item includes funding for staff and commissioners to attend conferences and workshops. It would cover costs of air travel, accommodation, conference registration and other expenses at the conferences. CALAFCO annually holds a Staff Workshop (Temacula, April 2025) and an Annual Conference (Yosemite, October 2024) that is attended by commissioners as well as staff.

5285300 Private Automobile Mileage \$1,000

This item provides for mileage reimbursement when staff travels by private car to conduct site visits and attend meetings / training sessions. This budgeted amount has been maintained at the same level as the current year.

5285200 Transportation and Travel (for use of County car) \$600

This item would cover costs associated with the use of a County vehicle for travel to conferences, workshops, site visits and meetings.

5281600 Overhead \$21,119

This overhead charge is established by the County Controller's Office, for service rendered by various County departments that do not directly bill LAFCO. The

overhead includes LAFCO's share of the County's FY 2025 Cost Allocation Plan which is based on actual overhead costs from FY 2023 – the most recent year for which actual costs are available. The overhead amount includes the following charges from:

County Executive's Office:	\$5,268
Controller-Treasurer:	\$10,317
Employee Services Agency:	\$7,371
OBA:	\$418
BHS-MH - Employee:	\$84
TSS Intragovernmental Service:	\$829
Technology Services & Solutions:	\$1,607
Procurement:	\$33
Equal Opp. (County Counsel):	\$854
CoB – Harvey Rose Mgt Audit:	\$24

Further, a "roll forward" is applied which is calculated by comparing FY 2023 Cost Plan estimates with FY 2023 actuals. The FY 2023 cost estimates were higher than the actuals by \$5,842; this amount is deducted from the FY 2025 Cost Plan. This is a state requirement.

5275200 Computer Hardware \$4,000

This item is designated for any required hardware upgrades / purchases.

5250800 Computer Software \$4,000

This amount is designated for computer software purchases, including annual licenses for GIS software (ArcGIS) and records management software (Lasersfiche) with 2 hours of online/onsite support.

5250250 Postage \$500

This amount covers postage costs for mailing notices, agendas, agenda packets and general correspondence.

5252100 Training Programs \$2,000

This item covers the costs associated with attendance at commissioner / staff professional development courses and seminars. CALAFCO conducts University Courses throughout the year on topics of relevance to LAFCO.

REVENUES

4103400 Application Fees \$25,000

It is anticipated that LAFCO will receive approximately \$25,000 in fees from processing applications. The actual amount earned from fees corresponds to the level of application activity.

4301100 Interest \$6,000

It is estimated that LAFCO will receive an amount of approximately \$6,000 from interest earned on LAFCO funds.

3400150 Fund Balance from Previous Fiscal Year (i.e., FY 2024) \$172,301

It is projected that there will be a savings or fund balance of approximately \$172,301 at the end of the current year, which will be carried over to reduce the proposed Fiscal Year 2025 costs for LAFCO's funding agencies (cities, independent special districts and the County).

Projected Year-End [FY 2024] Fund Balance = (Projected Year-End [FY 24] Revenue + Actual Fund Balance from Previous Fiscal Year [FY 23] + Funds Received from Local Agencies in FY 24) - (Projected Year-End [FY 24] Expenses)

$$= (\$30,000 + \$407,582 + \$893,186) - \$1,158,467$$

$$= \$172,301$$

The fund balance excludes the reserves.

RESERVES

3400800 Reserves Available \$200,000

This item includes reserves for two purposes: litigation reserve – for use if LAFCO is involved with any litigation; and contingency reserve – to be used for unexpected expenses. If used during the year, this account will be replenished in the following year. Since 2012, the reserves have been retained in a separate Reserves account, thus eliminating the need for LAFCO to budget each year for this purpose.

The Reserves amount was held at \$250,000 since FY 2020 to timely implement potential recommendations from the Comprehensive Organizational Assessment, and as a tentative measure in recognition that LAFCO operates in an increasingly complex and controversial environment.

In FY 2022, LAFCO reduced the Reserves from \$250,000 to \$200,000, in order to further reduce costs to local agencies given the COVID -19 related economic hardships; and maintained the reserve level at \$200,000 in FY 2023. The Finance Committee recommends maintaining the current level of reserves for FY 2025. This places the proposed Reserve amount at approximately 15% of the total FY 2025 expenditures. LAFCO has not adopted a Reserves policy, however as an independent agency, LAFCO should maintain sufficient reserves for flexibility and stability in the event of unanticipated needs.

FY 2025 NET OPERATING EXPENSES

FY 2025 Net Operating Expenses = (Proposed FY 2025 Expenditures) - (Proposed FY 2025 Fee & Interest Revenues + Projected Fund Balance from FY 2024)

$$= (\$1,280,912) - (\$31,000 + \$172,301)$$

$$= \$1,077,611$$

The projected operating expense for FY 2025 is based on projected expenditures and revenues as well as on estimated fund balance for the current year. Further revisions may be needed as we get a better indication of current year expenses/revenues towards the end of this fiscal year. Additionally, a more accurate projection of costs/revenues for the upcoming fiscal year could become available, particularly for employee salary and benefits. This could result in changes to the proposed net operating expenses for FY 2025 which could in turn impact the costs for each of LAFCO's funding agencies.

COST APPORTIONMENT TO CITIES, INDEPENDENT SPECIAL DISTRICTS AND COUNTY

In January 2013, independent special districts were seated on LAFCO. Government Code §56381(b)(1)(A) provides that when independent special districts are represented on LAFCO, the county, cities and independent special districts must each provide a one-third share of LAFCO's operational budget.

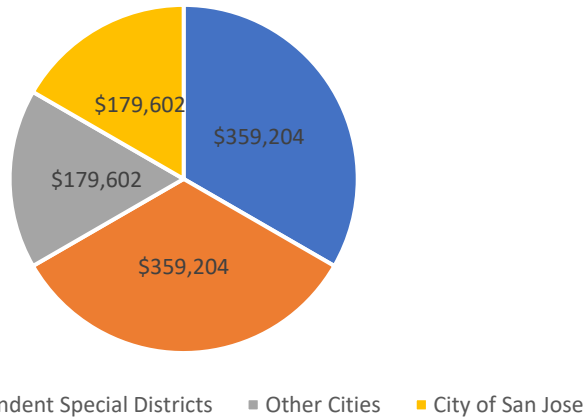
The City of San Jose has permanent membership on LAFCO pursuant to Government Code Section 56327. As required by Government Code §56381.6(b), the City of San Jose's share of LAFCO costs must be in the same proportion as its member bears to the total membership on the commission, excluding the public member. The remaining cities' share must be apportioned in proportion to each city's total revenues, as reported in the most recent edition of the Cities Annual Report published by the Controller, as a percentage of the combined city revenues within a county.

Government Code Section §56381 provides that the independent special districts' share shall be apportioned in proportion to each district's total revenues as a percentage of the combined total district revenues within a county. The Santa Clara County Special Districts Association (SDA), at its August 13, 2012 meeting, adopted an alternative formula for distributing the independent special districts' share to individual districts. The SDA's agreement requires each district's cost to be based on a fixed percentage of the total independent special districts' share.

Therefore, in Santa Clara County, the County pays a third of LAFCO's operational costs, the independent special districts pay a third, the City of San Jose pays one sixth and the remaining cities pay one sixth. Government Code §56381(c) requires the County Auditor to request payment from the cities, independent special districts and the County no later than July 1 of each year for the amount each agency owes based on the net operating expenses of the Commission and the actual administrative costs incurred by the Auditor in apportioning costs and requesting payment.

The following is a draft apportionment to the agencies based on the proposed net operating expenses for FY 2025.

Proposed Net Operating Expenses for FY 2025



Apportionment of the costs among the 14 cities and among the 17 independent special districts will be calculated by the County Controller’s Office after LAFCO adopts the final budget in June. In order to provide each of the cities and districts with a general indication of their costs in advance, **Attachment E** includes draft estimated apportionments, based on the proposed FY 2025 net operating expenses and the FY 2021-2022 Cities Annual Report from the State Controller’s Office. The final apportionments will be prepared by the County Controller’s Office based on the latest available Cities Annual Report.

ATTACHMENTS

- Attachment A: Status of FY 2024 Work Plan
- Attachment B: LAFCO Financials 2008-2023 and FY 2024 YTD Actuals
- Attachment C: Proposed Work Plan for Fiscal Year 2025
- Attachment D: Proposed LAFCO Budget for Fiscal Year 2025
- Attachment E: Estimated FY 2025 Costs to Agencies

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

ITEM # 5
Attachment A

PRIORITY* H - High Priority (essential activities: state mandate, Commission directive, requirements)
 M - Medium Priority (important, provided resources allow or time permits)
 L - Low Priority (desirable provided resources allow or time permits, not urgent)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
LAFCO APPLICATIONS	Process applicant-initiated LAFCO proposals	Encourage pre-application meetings prior to application submittal Conduct pre-agenda meetings with County Depts to obtain Assessor & Surveyor reports, as needed Process applications per CKH Act: issue Notice of Application, Certificate of Filing / Sufficiency, Public Hearing Notice, staff report, conduct protest proceedings, as needed	Staff	H	Several pre-application meetings held (Sunnyvale/Cupertino Sanitary District, WVSD, Milpitas, San Jose, etc.) One USA amendment completed
	Comment on potential LAFCO applications, relevant projects & development proposals, city General Plan updates and/ or related environmental documents	Ongoing, as needed	Staff	H	Ongoing
	Review and update LAFCO policies for context, clarity and consistency with State law	In progress	Staff / Consultant	H	In progress – Ad Hoc Committee established. Workplan developed for project scope and timeline. Ad Hoc Committee meetings in progress.
	Prepare flowcharts for LAFCO processes and update application packets and application fee schedules for current requirements and ease of public use	Upon completion of policies update	Staff	L	Internal application processing checklists updated

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
ISLAND ANNEXATIONS	Conduct outreach to cities with islands, follow up on responses including review/research of city limits/ USA boundaries, provide assistance with annexations or necessary USA amendments	Prepare and distribute island maps to cities	Staff	L	As needed
	Review and finalize city-conducted island annexations	Ongoing, as needed	Staff	H	As needed
OUTREACH, GOVERNMENT / COMMUNITY RELATIONS & CUSTOMER SERVICE	Conduct outreach to increase awareness of LAFCO's role	Presentations to cities, other agencies on LAFCO, as relevant	Staff	L	Presentations provided upon request: Leadership Sunnyvale (12/23), County Planning Commission (2/24), Leadership Morgan Hill (3/24) Website updated
		Distribute LAFCO communications material to elected officials and staff of cities, special districts and the County		M	
		Seek exhibit opportunities at public spaces / events		L	
		Maintain website as the primary information resource on LAFCO		H	
	Engage and establish relationships with local (cities, districts, county), regional (ABAG/MTC), state (SGC, OPR, DoC, SWRCB) agencies, organizations such as SDA, SCCAPO, CALAFCO, other stakeholder groups	Attend regular meetings of SDA (quarterly), SCCAPO (monthly), County Planning Dept.(quarterly)	Staff	M	Ongoing
		Small water systems issues / legislation		M	
		Collaborate with agencies and entities with goals common to LAFCO		M	
	Track LAFCO related legislation	EO attends CALAFCO Legislative Committee	Staff	L	AB 399
		Commission takes positions and submit letters on proposed legislation		M	

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
	Respond to public enquiries re. LAFCO policies, procedures and application filing requirements	Timely response to public inquiries Update the PRA form for the website Document research on complex inquiries Report to Commission on complex inquiries	Staff	H L L H	Ongoing
SERVICE REVIEWS, SPECIAL STUDIES & SPHERE OF INFLUENCE UPDATES	Countywide Fire Service Review	Manage new consultant's work and contract Coordinate TAC meetings Review and comment on administrative draft reports Distribute Public hearing notices and coordinate community workshops and public hearings Prepare and distribute stakeholder/public outreach material Coordinate stakeholder / public engagement process along with public comment and response process Prepare staff reports with implementation recommendations Follow up with agencies and report back to the commission	Staff / Consultant	H	Publication of Draft report Two Community meetings and a TAC Mtg. in July 2023 Public comment and response process Two LAFCO public hearings on the Report Final Report adopted by LAFCO in October 2023 Coordinating and compiling agency responses to LAFCO recommendations
	Countywide Water and Wastewater Service Review	Develop water/wastewater service review workplan and identify method for consultant selection	Staff	M	TBD

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
	Continue to monitor implementation of recommendations from previous service reviews and conduct special studies, as necessary	RRRPD study – city took action to delay decision on consolidation	Staff	L	Pending city action
	Map Mutual Water companies	Initial maps complete, further work through service review	Staff	L	As needed
	Engage in or support grant/partnership opportunities on issues related to enhancing viability of agriculture, and climate smart growth	As needed, and as opportunities arise	Staff	L	As needed
	Compile and post JPA filings on the LAFCO website	Notice provided, gather JPA information through service review process	Staff	L	JPA information obtained from Fire Service Review
COMMISSION SUPPORT	Provide ongoing support to the 12 commissioners for regularly-scheduled Commission meetings, special meetings and Committee meetings (Finance Committee, Ad Hoc Committee on Organizational Assessment and the Fire Service Review TAC)	<p>Prepare and distribute public hearing notices and agenda packets, provide staff support during the meetings, record minutes, broadcast meetings</p> <p>Hold pre-agenda review meeting with Chair</p> <p>Hold pre-meeting calls with individual commissioners to address agenda item questions</p> <p>Process commissioner per diems for attendance at LAFCO meetings</p>	Staff	H	<p>Ongoing</p> <p>Transitioned to in-person meetings with option for remote public participation for regular LAFCO meetings</p> <p>Began webcasting LAFCO meetings in June 2023</p>
	Keep the Commission informed	<p>EO report, off-agenda emails, as needed</p> <p>Provide ongoing educational opportunities / events</p>	Staff	H	Ongoing

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
	Onboarding new Commissioners	Facilitate filing / completion of Form 700, commissioner pledge, ethics training. Update LAFCO letterhead, directory, and website Set up vendor accounts, provide parking permits Conduct new Commissioner orientation Recognize outgoing commissioners for service on LAFCO	Staff	H	Ongoing - as needed
	Commissioners Selection Process	Inform appointing bodies of any upcoming vacancies and provide information on appointment criteria Convene ISDSC committee meeting, as necessary Coordinate public member selection process, as necessary	Staff	H	Cities Selection Committee appointments
	Conduct a Strategic Planning Workshop	2018 Workshop re. LAFCO Communications and Outreach Plan	Staff / Consultant	L	TBD
	Commissioner participation in CALAFCO	Support commissioner participation in CALAFCO activities / or election to the CALAFCO Board	Staff	L	Six commissioners + staff attended CALAFCO Annual Conference

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
ADMINISTRATIVE PROJECTS	Prepare LAFCO annual work plan	March –June	Staff	H	In progress
	Prepare LAFCO annual budget	March –June	Staff	H	In progress
	Prepare LAFCO Annual Report	August 2023	Staff	H	Completed
	Prepare LAFCO Annual Financial Audit	October 2023	Consultant / Staff	H	Completed December 2023 Chavan Associates contract extended for FYs 24 - 27
	Office / facility management	<p>Coordinate with Building Manager on facilities issues</p> <p>Coordinate with County re. computers/network, phone, printers, office security, procurement, installation & maintenance</p> <p>Order and manage office supplies</p> <p>Make travel arrangements and process expense reimbursements.</p> <p>Process mileage reimbursements</p> <p>Office space lease extended (lease extended through April 30, 2027)</p>	Staff	H	Ongoing
	Records management	<p>Organize scan of LAFCO records to Electronic Document Management System (LaserFische)</p> <p>Maintain LAFCO’s hard copy records</p> <p>Maintain and enhance the LAFCO Website</p> <p>Maintain LAFCO database</p>	<p>Staff/ Consultant</p> <p>Staff</p>	<p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>On hold</p> <p>Website content updates completed</p>

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
ADMINISTRATIVE PROJECTS	Contracts and payments & receivables	Track consultant contracts and approve invoices Approve vendor invoices / process annual payments for various services/ memberships Coordinate with County Controller's Office and track annual collection of payments from member agencies	Staff	H	Ongoing
	Review and update LAFCO bylaws / administrative policies and procedures	Ongoing, as needed	Staff	H	Ongoing
	Staff training and development	CALAFCO workshops, conferences, relevant courses	Staff	M	Staff registered to attend CALAFCO Workshop (4/24)
	Coordinate with County on administrative issues	Attend monthly meetings with the Deputy County Executive	Staff	H	Ongoing
	Staff performance evaluation	April - October 2023	Staff/ Commission	H	Completed in February 2024
	Recruitment, hiring, and training of LAFCO staff	Training of new LAFCO Clerk - recruitment and hiring expected by end of FY 2023	Staff	H	Recruitment and hiring completed. New Clerk started on September 5, 2023. Training in progress. Prepared workplan for professional development of LAFCO staff
	Student internship program	Contact the County to explore creation of a paid student internship program	Staff		Preliminary contact completed. On hold due to current staff training priorities

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
	Other administrative functions mandated of a public agency (Form 700 annual filing & AB 1234 training compliance, Form 806, maintaining liability/workers comp insurance, etc.)	Ongoing	Staff	H	Ongoing

**FY 2008 - FY 2023 LAFCO FINANCIALS
YTD FY 2024 ACTUALS**

**ITEM #5
Attachment B**

ITEM NO.	TITLE	ACTUALS FY 2008	ACTUALS FY 2009	ACTUALS FY 2010	ACTUALS FY 2011	ACTUALS FY 2012	ACTUALS FY 2013	ACTUALS FY 2014	ACTUALS FY 2015	ACTUALS FY 2016	ACTUALS FY 2017	ACTUALS FY 2018	ACTUALS FY 2019	ACTUALS FY 2020	ACTUALS FY 2021	ACTUALS FY 2022	ACTUALS FY 2023	ACTUALS YTD 3/11/24
EXPENDITURES																		
	Salary and Benefits	\$356,009	\$400,259	\$406,650	\$413,966	\$393,194	\$411,929	\$450,751	\$466,755	\$484,216	\$514,381	\$628,534	\$713,900	\$744,439	\$730,716	\$639,099	\$697,700	\$548,092
Object 2:	Services and Supplies																	
	5255100 Intra-County Professional	\$66,085	\$57,347	\$13,572	\$4,532	\$6,118	\$5,260	\$5,663	\$4,379	\$18,523	\$1,292	\$703	\$3,593	\$346	\$201	\$354	\$3,785	\$0
	5255800 Legal Counsel	\$0	\$9,158	\$67,074	\$52,440	\$48,741	\$56,791	\$53,550	\$52,854	\$57,498	\$71,131	\$59,400	\$72,276	\$69,975	\$65,791	\$78,977	\$78,326	\$54,425
	5255500 Consultant Services	\$19,372	\$75,000	\$76,101	\$58,060	\$102,349	\$59,563	\$35,602	\$37,250	\$39,625	\$0	\$45,000	\$52,650	\$106,709	\$41,966	\$25,389	\$106,867	\$55,742
	5285700 Meal Claims	\$0	\$368	\$277	\$288	\$379	\$91	\$228	\$209	\$367	\$50	\$901	\$257	\$166	\$0	\$56	\$1,473	\$139
	5220100 Insurance	\$491	\$559	\$550	\$4,582	\$4,384	\$4,378	\$4,231	\$4,338	\$4,135	\$4,679	\$4,893	\$5,296	\$5,893	\$10,452	\$8,591	\$7,042	\$8,125
	1151 Office Expenses	\$1,056	\$354	\$716	\$639	\$1,212	\$536	\$850	\$783	\$6,266	\$48,632	\$15,412	\$4,702	\$2,544	\$1,151	\$1,462	\$2,211	\$1,887
	5270100 Rent and Lease										\$41,120	\$39,360	\$44,478	\$46,254	\$47,903	\$53,172	\$40,869	
	5255650 Data Processing Services	\$8,361	\$3,692	\$3,505	\$1,633	\$3,384	\$1,663	\$3,311	\$9,024	\$1,519	\$6,869	\$877	\$11,894	\$15,500	\$21,223	\$18,125	\$27,297	\$16,832
	5225500 Commissioners' Fee	\$5,700	\$5,400	\$3,500	\$3,400	\$4,000	\$4,900	\$5,800	\$4,900	\$6,700	\$5,300	\$5,400	\$5,000	\$4,600	\$6,100	\$4,200	\$4,500	\$4,400
	5260100 Publications and Legal Notices	\$1,151	\$563	\$1,526	\$363	\$916	\$222	\$378	\$2,484	\$487	\$191	\$145	\$192	\$44	\$90	\$704	\$470	\$44
	5245100 Membership Dues	\$5,500	\$7,000	\$7,000	\$7,000	\$7,000	\$14,473	\$0	\$7,428	\$7,577	\$8,107	\$8,674	\$9,615	\$11,822	\$12,144	\$12,316	\$12,921	\$13,936
	5250750 Printing and Reproduction	\$5	\$0	\$0	\$0	\$0	\$0	\$9	\$177	\$703	\$0	\$0	\$0	\$799	\$0	\$0	\$435	\$416
	5285800 Business Travel	\$7,238	\$8,415	\$4,133	\$8,309	\$3,095	\$4,777	\$5,800	\$4,042	\$5,811	\$3,877	\$13,091	\$4,260	\$6,908	\$0	\$0	\$4,933	\$8,557
	5285300 Private Automobile Mileage	\$1,016	\$704	\$832	\$1,185	\$615	\$424	\$409	\$396	\$1,009	\$1,264	\$590	\$689	\$696	\$61	\$0	\$42	\$403
	5285200 Transportation&Travel (County Car Usage	\$894	\$948	\$629	\$0	\$384	\$250	\$371	\$293	\$559	\$605	\$0	\$328	\$256	\$0	\$0	\$323	\$0
	5281600 Overhead	\$42,492	\$62,391	\$49,077	\$46,626	\$60,647	\$43,133	\$42,192	\$34,756	\$49,452	\$0	\$28,437	\$69,944	\$4,505	\$30,917	\$49,173	\$30,041	\$10,173
	5275200 Computer Hardware	\$0	\$451	\$0	\$83	\$2,934	\$1,791	\$2,492	\$0	\$106	\$0	\$0	\$773	\$0	\$0	\$0	\$0	\$0
	5250800 Computer Software	\$0	\$0	\$626	\$314	\$579	\$3,124	\$933	\$1,833	\$2,079	\$754	\$4,505	\$3,012	\$1,200	\$4,708	\$1,753	\$1,843	\$1,203
	5250250 Postage	\$1,160	\$416	\$219	\$568	\$309	\$589	\$246	\$597	\$411	\$209	\$183	\$117	\$73	\$184	\$159	\$42	\$26
	5252100 Staff Training Programs	\$0	\$665	\$491	\$250	\$300	\$0	\$0	\$1,431	\$0	\$0	\$0	\$350	\$525	\$70	\$70	\$35	\$0
	5701000 Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$516,530	\$633,691	\$636,478	\$604,238	\$640,540	\$613,895	\$612,816	\$633,929	\$687,043	\$667,342	\$857,865	\$998,208	\$1,021,478	\$972,028	\$888,331	\$1,033,458	\$765,269
REVENUES																		
	4103400 Application Fees	\$46,559	\$41,680	\$35,576	\$48,697	\$37,426	\$45,458	\$63,561	\$27,386	\$146,168	\$20,436	\$29,864	\$33,049	\$7,587	\$34,622	\$41,847	\$19,637	\$11,323
	4301100 Interest: Deposits and Investments	\$24,456	\$16,230	\$6,688	\$4,721	\$4,248	\$3,416	\$2,674	\$2,844	\$6,073	\$10,830	\$12,620	\$12,141	\$18,176	\$10,488	\$7,831	\$25,401	\$14,562
	TOTAL REVENUES	\$71,015	\$57,911	\$42,264	\$53,418	\$41,674	\$48,873	\$66,235	\$30,230	\$152,241	\$31,266	\$42,484	\$45,190	\$25,763	\$45,110	\$49,678	\$45,038	\$25,885
	AVAILABLE FUND BALANCE																	
	3400150 END OF YEAR	\$271,033	\$368,800	\$334,567	\$275,605	\$209,987	\$208,219	\$160,052	\$226,111	\$187,310	\$293,489	\$331,177	\$314,693	\$352,123	\$312,351	\$410,027	\$407,583	\$407,582
	3400800 RESERVES AVAILABLE				\$100,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$250,000	\$250,000	\$200,000	\$200,000	\$200,000
BUDGETED COSTS TO AGENCIES																		
	5440200 County	\$271,641	\$270,896	\$267,657	\$292,601	\$298,597	\$281,780	\$156,002	\$187,521	\$220,668	\$225,778	\$266,298	\$277,942	\$381,904	\$327,928	\$295,443	\$328,658	\$297,729
	4600100 Cities (San Jose 50% +other cities 50%)	\$271,641	\$270,896	\$267,657	\$292,601	\$298,597	\$282,625	\$156,002	\$187,521	\$220,668	\$225,778	\$266,298	\$277,942	\$381,904	\$327,928	\$295,443	\$328,658	\$297,729
	4600100 Independent Special Districts							\$296,892	\$187,521	\$220,668	\$225,778	\$266,298	\$277,942	\$381,904	\$327,928	\$295,443	\$328,658	\$297,729

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

PRIORITY* H - High Priority (essential activities: state mandate, Commission directive, requirements)
M - Medium Priority (important, provided resources allow or time permits)
L - Low Priority (desirable provided resources allow or time permits, not urgent)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
LAFCO APPLICATIONS	Process applicant-initiated LAFCO proposals	Encourage pre-application meetings prior to application submittal Conduct pre-agenda meetings with County Depts. to obtain Assessor & Surveyor reports, as needed Process applications per CKH Act requirements: issue Notice of Application, Certificate of Filing / Sufficiency, Public Hearing Notice, staff report, conduct protest proceedings, as needed	Staff	H
	Comment on potential LAFCO applications, relevant projects & development proposals, city General Plan updates and/ or related environmental documents	Ongoing, as needed	Staff	H
	Comprehensive review and update of LAFCO policies for context, clarity and consistency with State law	In progress	Staff /Ad Hoc Committee	H
	Prepare flowcharts for LAFCO processes and update application packets and application fee schedules for current requirements and ease of public use	Upon completion of policies update	Staff	L
ISLAND ANNEXATIONS	Conduct outreach to cities with islands, follow up on responses including review/research of city limits/ USA boundaries, and provide assistance with annexations or necessary USA amendments	Prepare and distribute island maps to cities	Staff	L
	Review and finalize city-conducted island annexations	Ongoing, as needed	Staff	H

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
OUTREACH, GOVERNMENT / COMMUNITY RELATIONS & CUSTOMER SERVICE	Conduct outreach to increase awareness of LAFCO's role	Presentations on LAFCO to cities, other agencies or organizations, focus on south county communities, as relevant	Staff	M
		Distribute LAFCO communications material to elected officials and staff of cities, special districts and the County		M
		Seek exhibit opportunities at public spaces / events		L
		Maintain website as the primary information resource on LAFCO		H
		Increase social media presence (Twitter)		L
	Engage and establish relationships with local (cities, districts, county), regional (ABAG/MTC), state (SGC, OPR, DoC, SWRCB) agencies, organizations such as SDA, SCCAPO, CALAFCO, other stakeholder groups	Attend regular meetings of SDA (quarterly), SCCAPO (monthly), and County Planning Dept. (quarterly)	Staff	M
		Small water systems issues / legislation		M
		Collaborate with agencies and entities with goals common to LAFCO		M
	Track LAFCO related legislation	EO attends CALAFCO Legislative Committee meetings	Staff	L
		Commission takes positions and submits letters on proposed legislation		M
	Respond to public enquiries re. LAFCO policies, procedures and application filing requirements	Timely response to public inquiries	Staff	H
		Update the PRA form for the website		L
		Document research on complex inquiries		L
Report to Commission on complex inquiries		H		

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
SERVICE REVIEWS, SPECIAL STUDIES & SPHERE OF INFLUENCE UPDATES	Countywide Fire Service Review	Follow up with agencies on implementation of recommendations and report back to the commission Work with interested agencies on implementing recommendations requiring LAFCO action	Staff	H H
	Countywide Water and Wastewater Service Review	Develop water/wastewater service review workplan and identify method for consultant selection	Staff	M
	Continue to monitor implementation of recommendations from previous service reviews and conduct special studies, as necessary	RRRPD study – city took action to delay decision on consolidation	Staff	L
	Map Mutual Water companies	Initial maps complete, further through service review	Staff	L
	Engage in or support grant / partnership opportunities on issues related to enhancing viability of agriculture, and climate smart growth	As needed, and as opportunities arise	Staff	L
	Compile and post JPA filings on the LAFCO website	Notice provided, gather JPA information through service review process	Staff	L

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
COMMISSION SUPPORT	Provide ongoing support to the 12 commissioners for regularly scheduled Commission meetings, special meetings and Committee meetings (Finance Committee, and the Ad-Hoc Committee)	Prepare and distribute public hearing notices and agenda packets, provide staff support during the meetings, record minutes, broadcast meetings Hold pre-agenda review meeting with Chair Hold pre-meeting calls with individual commissioners to address agenda item questions and prepare meeting script for Chair Process commissioner per diems for attendance at LAFCO meetings	Staff	H
	Keep the Commission informed	EO report Off-agenda emails, as needed Provide ongoing educational opportunities/events, including presentations from local agencies	Staff	H
	Onboarding new Commissioners	Facilitate filing / completion of Form 700, commissioner pledge, ethics training Update LAFCO letterhead, directory, and website Set up vendor accounts, provide parking permits Conduct new Commissioner orientation Recognize outgoing commissioners for LAFCO service	Staff	H
	Commissioners Selection Process	Inform appointing bodies of any upcoming vacancies and provide information on appointment criteria Convene ISDSC committee meeting, as necessary Coordinate public member selection process, as necessary	Staff	H
	Conduct a Strategic Planning Workshop	Most recent workshop in 2018 re. LAFCO Communications and Outreach Plan	Staff / Consultant	L
	Commissioner participation in CALAFCO	Support commissioner participation in CALAFCO activities / or election to the CALAFCO Board	Staff	L

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
ADMINISTRATIVE PROJECTS	Prepare LAFCO annual work plan	March – June 2025	Staff/Finance Committee	H
	Prepare LAFCO annual budget	March – June 2025	Staff/Finance Committee	H
	Prepare LAFCO Annual Report	August 2024	Staff	H
	Prepare LAFCO Annual Financial Audit	October 2024 (Contract with Chavan Associates extended for FY 2024 thru FY 2027)	Consultant / Staff	H
	Office / facility management	Coordinate with Building Manager on facilities issues Coordinate with County re. computers/network, phone, printers, office security, procurement, installation & maintenance Order and manage office supplies Make travel arrangements and process expense reimbursements. Process mileage reimbursements Office space lease extended (lease extended through April 30, 2027)	Staff	H
	Records management	Organize scan of LAFCO records to Electronic Document Management System (Laserfiche) Maintain LAFCO's hard copy records Maintain and enhance the LAFCO Website Maintain LAFCO database	Staff/ Consultant Staff	H H H
	Contracts and payments & receivables	Track consultant contracts and approve invoices Approve vendor invoices / process annual payments for various services/ memberships Coordinate with County Controller's Office and track annual collection of payments from member agencies	Staff	H

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
ADMINISTRATIVE PROJECTS	Review and update LAFCO bylaws / administrative policies and procedures	Ongoing, as needed	Staff	H
	Staff training and development	CALAFCO workshops, conferences, relevant courses	Staff	H
		Training of new LAFCO Clerk		H
		Implementation of the work plan for staff professional development		H
	Coordinate with County on administrative issues	Attend monthly meetings with the Deputy County Executive	Staff	H
Staff performance evaluation	April - December 2024	Staff/Commission	H	
Other administrative functions mandated of a public agency (Form 806, maintaining liability/workers comp insurance, etc.)	Ongoing	Staff	H	

**PROPOSED LAFCO BUDGET
FISCAL YEAR 2024- 2025**

ITEM #	TITLE	APPROVED BUDGET FY 2024	ACTUALS Year to Date 3/11/2024	PROJECTIONS Year End FY 2024	PROPOSED BUDGET FY 2025
EXPENDITURES					
Object 1:	Salary and Benefits	\$882,121	\$548,092	\$831,222	\$862,484
Object 2:	Services and Supplies				
5255100	Intra-County Professional	\$10,000	\$0	\$10,000	\$10,000
5255800	Legal Counsel	\$82,780	\$54,425	\$82,000	\$85,780
5255500	Consultant Services	\$150,000	\$55,742	\$70,000	\$150,000
5285700	Meal Claims	\$750	\$139	\$600	\$750
5220100	Insurance	\$8,335	\$8,125	\$8,335	\$6,737
5250100	Office Expenses	\$5,000	\$1,887	\$4,000	\$5,000
5270100	Rent & Lease	\$54,766	\$40,869	\$54,766	\$56,416
5255650	Data Processing Services	\$27,520	\$16,832	\$27,000	\$22,517
5225500	Commissioners' Fee	\$10,000	\$4,400	\$10,000	\$10,000
5260100	Publications and Legal Notices	\$1,000	\$44	\$500	\$1,000
5245100	Membership Dues	\$13,870	\$13,936	\$13,936	\$14,509
5250750	Printing and Reproduction	\$1,500	\$416	\$1,500	\$1,500
5285800	Business Travel	\$15,900	\$8,557	\$15,000	\$21,000
5285300	Private Automobile Mileage	\$1,000	\$403	\$750	\$1,000
5285200	Transportation&Travel (County Car Usage)	\$600	\$0	\$200	\$600
5281600	Overhead	\$20,358	\$10,173	\$20,358	\$21,119
5275200	Computer Hardware	\$4,000	\$0	\$3,000	\$4,000
5250800	Computer Software	\$4,000	\$1,203	\$4,000	\$4,000
5250250	Postage	\$500	\$26	\$300	\$500
5252100	Staff/Commissioner Training Programs	\$2,000	\$0	\$1,000	\$2,000
5701000	Reserves	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$1,296,000	\$765,269	\$1,158,467	\$1,280,912
REVENUES					
4103400	Application Fees	\$30,000	\$11,323	\$15,000	\$25,000
4301100	Interest: Deposits and Investments	\$6,000	\$14,562	\$15,000	\$6,000
TOTAL REVENUE		\$36,000	\$25,885	\$30,000	\$31,000
3400150	FUND BALANCE FROM PREVIOUS FY	\$366,814	\$407,582	\$407,582	\$172,301
NET LAFCO OPERATING EXPENSES		\$893,186	\$331,802	\$720,885	\$1,077,611
3400800	RESERVES Available	\$200,000	\$200,000	\$200,000	\$200,000
COSTS TO AGENCIES					
5440200	County	\$297,729	\$297,729	\$297,729	\$359,204
4600100	Cities (San Jose 50% + Other Cities 50%)	\$297,729	\$297,729	\$297,729	\$359,204
4600100	Special Districts	\$297,729	\$297,729	\$297,729	\$359,204

ITEM # 5
Attachment E

LAFCO COST APPORTIONMENT: COUNTY, CITIES, SPECIAL DISTRICTS
Estimated Costs to Agencies Based on the Preliminary FY 2025 LAFCO Budget

Preliminary Net Operating Expenses for FY 2025				\$1,077,611
JURISDICTION	REVENUE PER 2021/2022 REPORT	PERCENTAGE OF TOTAL REVENUE	ALLOCATION PERCENTAGES	ALLOCATED COSTS
County	N/A	N/A	33.3333333%	\$359,203.67
Cities Total Share			33.3333333%	\$359,203.67
San Jose	N/A	N/A	50.0000000%	\$179,601.84
Other cities share			50.0000000%	\$179,601.83
Campbell	\$75,467,809	1.9125415%		\$3,434.96
Cupertino	\$129,437,941	3.2802785%		\$5,891.44
Gilroy	\$155,661,855	3.9448575%		\$7,085.04
Los Altos	\$68,948,492	1.7473258%		\$3,138.23
Los Altos Hills	\$21,241,527	0.5383130%		\$966.82
Los Gatos	\$68,358,558	1.7323754%		\$3,111.38
Milpitas	\$184,621,280	4.6787612%		\$8,403.14
Monte Sereno	\$5,176,569	0.1311871%		\$235.61
Morgan Hill	\$118,001,078	2.9904400%		\$5,370.88
Mountain View	\$457,001,226	11.5815447%		\$20,800.67
Palo Alto	\$658,551,528	16.6893293%		\$29,974.34
Santa Clara	\$1,248,643,286	31.6437181%		\$56,832.70
Saratoga	\$43,208,940	1.0950217%		\$1,966.68
Sunnyvale	\$711,623,561	18.0343062%		\$32,389.94
Total Cities (excluding San Jose)	\$3,945,943,650	100.0000000%		\$179,601.83
Total Cities (including San Jose)				\$359,203.67
Special Districts Total Share		(Fixed %)	33.3333333%	\$359,203.66
Aldercroft Heights County Water District		0.06233%		\$223.89
Burbank Sanitary District		0.15593%		\$560.11
Cupertino Sanitary District		2.64110%		\$9,486.93
El Camino Healthcare District		4.90738%		\$17,627.49
Guadalupe Coyote Resource Conservation District		0.04860%		\$174.57
Lake Canyon Community Services District		0.02206%		\$79.24
Lion's Gate Community Services District		0.22053%		\$792.15
Loma Prieta Resource Conservation District		0.02020%		\$72.56
Midpeninsula Regional Open Space District		5.76378%		\$20,703.71
Purissima Hills Water District		1.35427%		\$4,864.59
Rancho Rinconada Recreation and Park District		0.15988%		\$574.29
San Martin County Water District		0.04431%		\$159.16
Santa Clara Valley Open Space Authority		1.27051%		\$4,563.72
Santa Clara Valley Water District		81.44126%		\$292,539.99
Saratoga Cemetery District		0.32078%		\$1,152.25
Saratoga Fire Protection District		1.52956%		\$5,494.24
South Santa Clara Valley Memorial District		0.03752%		\$134.77
Total Special Districts		100.00000%		\$359,203.66
Total Allocated Costs				\$1,077,611.00

CUPERTINO SANITARY DISTRICT

BUDGET WORKSHEET FOR FY 2024-25

Expenses

Item 9.A.

Account Name	Account Number	FY 2022-23 Actual	FY 2023-24 Budget	Expended Through May	FY 2023-24 Projected Expenditure	Projected % of Budget	Preliminary FY 2024-25 Budget	REMARKS
OPERATING EXPENSES								
Loan Payments	41000	\$1,200,063	\$1,200,063	1,199,563	1,199,563	100.0%	\$1,200,063	Two annual loan payments
Directors Fees	41030	\$33,188	\$38,000	29,889	32,523	85.6%	\$38,000	Keep same as last year
Gasoline, Oil & Fuel	41060	\$1,879	\$4,000	3,237	3,737	93.4%	\$4,000	Keep same as last year
Insurance	41070	\$161,210	\$170,000	175,404	176,396	103.8%	\$195,500	Assume 15% increase
Memberships	41080	\$39,912	\$57,000	41,543	51,543	90.4%	\$57,000	Keep same as last year
Office Rent	41090	\$4,800	\$4,800	4,400	4,800	100.0%	\$4,800	Keep same as last year
Operating Expenses	41100	\$2,781	\$3,000	1,766	2,066	68.9%	\$3,000	Keep same as last year
Operating Expenses - Credit Card Transaction Fees		\$4,479	\$6,000	3,934	4,334	72.2%	\$6,000	Keep same as last year
Contractual Services:								
Outfall Maintenance	41113	\$176,188	\$180,000	74,186	74,186	41.2%	\$150,000	Preliminary Estimate
T.P. Oper. & Maint.	41114	\$7,255,120	\$7,241,534	7,241,535	7,241,535	100.0%	\$8,291,700	From TPAC Budget
Professional Services:								
Management Services	41121	\$471,232	\$575,000	434,655	473,874	82.4%	\$575,000	Keep same as last year
SSMP Certification and Implementation	41121	\$73,121	\$50,000	88,985	96,471	192.9%	\$230,000	Major effort to update and recertify SSM; Ongoing effort will be required to comply with new Waste Discharge Requirements. Reduced by \$50k from previous estimate because effort is underway.
Engineering Services	41122	\$1,318,885	\$1,400,000	1,303,774	1,422,299	101.6%	\$1,450,000	Increase by \$50k (3.6%)
Peak Flow Reduction		\$31,545	\$200,000	106,750	117,231	58.6%	\$40,000	Reduce from last year. Future costs will support implementation of the Program and will be funded by Installer's Agreements
Plan Ckg. & Insp.	41123	\$196,996	\$300,000	164,583	179,880	60.0%	\$200,000	Reduce from last year
Legal - Consultant Services		\$53,900	\$18,000	13,200	13,200	73.3%	\$4,500	Reduce by 75% to reflect consultant services related to litigation
Legal - District Counsel	41124	\$41,955	\$60,000	38,067	41,615	69.4%	\$50,000	Reduce from last year
Legal - Common Interest Group (CuSD Advance Pay)	41124	\$5,499,924	\$1,404,000	729,373	729,373	51.9%	\$390,000	CUSD is lead agency for the Common Interest Group. This is advance pay, but it is a passthrough and will be 100% reimbursed from other tributary agencies.
Legal - Common Interest Group (CuSD Share)	41124	\$1,551,260	\$396,000	240,337	240,337	60.7%	\$110,000	CUSD's Allocation of \$500k total legal expenses in 2023-2024
Audit	41125	\$13,145	\$13,800	-	-	0.0%	\$14,000	Increase actual cost by 5.0% to account for projected increase in audit cost
Printing & Publications	41130	\$28,813	\$32,000	11,076	15,076	47.1%	\$32,000	Keep same as last year
Repair and Maintenance			\$4,185,000		4,051,903	96.8%	\$4,144,000	Reduce to reflect reduced lateral maintenance
Repairs	41150	\$100,930	\$200,000	120,171	165,171	82.6%	\$200,000	Keep same as last year
Maintenance	41151	\$4,013,033	\$3,985,000	3,598,979	3,886,732	97.5%	\$3,944,000	Reduce to reflect reduced lateral maintenance
Travel & Meetings Staff	41170	\$6,047	\$15,000	9,627	9,627	64.2%	\$15,000	Keep same as last year
Travel & Meetings BOD	41170	\$9,063	\$18,000	15,116	15,116	84.0%	\$18,000	Keep same as last year
Utilities	41190	\$70,308	\$70,000	77,169	84,191	120.3%	\$90,000	Increase to reflect increased cost of electricity
Refunds & Reimbursements:								
Miscellaneous	41201	\$3,742	\$50,000	2,500	5,500	11.0%	\$50,000	Keep same as last year
Connection Fees	41202	\$0	\$2,000	-	1,000	50.0%	\$2,000	Keep same as last year
Checking & Inspection	41203	\$0	\$3,000	-	1,000	33.3%	\$3,000	Keep same as last year
Emergency Funds	48000	\$189,019	\$250,000	86,011	92,912	37.2%	\$250,000	Keep same as last year
Consolidated Election	48001	\$4,281	\$0	-	-		\$120,000	Based on 2022-2023
TOTAL OPERATING EXPENSES		\$22,556,819	\$17,946,197	15,815,831	\$16,381,288	91.3%	\$17,737,563	
CAPITAL EXPENSES								
District Sewer Capital & Support	46041	\$549,983	\$1,250,000	752,933	792,933	63.4%	\$3,250,000	Plan for Mainline and Pump Station Capital Improvement Projects in 2023/2024.
District Sewer Capital & Support - VTA		\$2,875,383	\$4,200,000	5,016,156	5,016,156	119.4%	\$100,000	Inspection Budget during bridge expansion
Treatment Plant Capital	46042	\$3,784,547	\$3,379,003	3,352,909	3,352,909	99.2%	\$2,293,401	From TPAC 3/1/24
Outfall Capital	46042	\$280,534	\$200,000	17,485	197,485	98.7%	\$200,000	Estimated from projections given by SJ/SC staff
District Equipment	46043	\$148,562	\$150,000	109,911	117,911	78.6%	\$150,000	Keep same as year year
Replacement Fund	46044	\$0	\$300,000	-	300,000	100.0%	\$300,000	Annual reserve setaside
TOTAL CAPITAL EXPENSES		\$7,639,010	\$9,479,003	\$9,249,393	\$9,777,393	103.1%	\$6,293,401	
TOTAL EXPENSES		\$30,195,829	\$27,425,200	\$25,065,224	\$26,158,681	95.4%	\$24,030,964	

CUPERTINO SANITARY DISTRICT

BUDGET WORKSHEET FOR FY 2024-25

Revenue

Account Name	Account Number	FY 2022-23 Actual	FY 2023-24 Budget	Received Through May	FY 2023-24 Projected	Projected % of Budget	Preliminary FY 2024-25 Budget	REMARKS
OPERATING REVENUES								
Service Charges								
Handbilling	31010	\$490,193	\$480,160	\$513,498	\$528,335	110%	\$554,750	Based on 5% rate increase
Tax Roll	31010	\$20,005,669	\$19,632,750	\$11,534,557	\$19,632,750	100%	\$20,189,170	Based on 5% rate increase
Permit Fees	31020	\$103,460	\$100,000	\$104,186	\$112,898	113%	\$100,000	Keep same as last year
Connection Fees	31031	\$89,810	\$600,000	\$24,791	\$33,772	6%	\$1,200,000	Keep same as last year
Capacity Fees	31032	\$35,862	\$450,000	\$20,276	\$23,863	5%	\$850,000	Keep same as last year
Pump Zone Fees	31033	\$0	\$20,000	\$0	\$0	0%	\$20,000	Keep same as last year
Checking & Inspection Fees	31040	\$174,000	\$300,000	\$94,400	\$110,020	37%	\$300,000	Keep same as last year
Annexation	32010	\$0	\$2,500	\$0	\$0	0%	\$2,500	Keep same as last year
Interest	32050	\$277,876	\$200,000	\$386,177	\$386,177	193%	\$350,000	Increase to reflect 2023/2024 Revenue
City of San Jose Credit(s)	32091	\$1,898,833	\$500,000	\$1,887,302	\$1,887,302	377%	\$1,100,000	Based on 10% of 2023/2024 Capital and O&M
Legal - Common Interest Group (Tributaries)	32092.1	\$5,002,215	\$1,404,000	\$2,997,454	\$3,017,454	215%	\$390,000	Payments from Other Tributary Agencies - match Expense side
Legal - Common Interest Group (2% Admin Fees)	32902.2	\$100,058	\$28,000	\$60,361	\$60,761	217%	\$7,800	2% of Advance Pay
Refunds/Reimbursements - Misc.	32091	\$14,867	\$10,000	\$910	\$910	9%	\$10,000	Keep same as last year
Refunds/Reimbursements - VTA	46041	\$1,689,239	\$4,200,000	\$6,482,253	\$6,482,253	154%	\$100,000	Inspection Budget during bridge expansion
Lateral Construction	32093	\$0	\$15,000	\$0	\$0	0%	\$15,000	Keep same as last year
TOTAL OPERATING REVENUE		\$29,882,082	\$27,942,410	\$24,106,166	\$32,276,495	\$15	\$25,189,220	
Revenue Transfer								
TOTAL REVENUE								
Total Expenses							\$24,030,964	
Credit to Account							\$1,158,256	
Debit from Account								
Net Operating Revenue							\$25,189,220	

Future Development Projects:

Prep. Date: 6/14/2024

Items	Descriptions:	Address:	Phase	IA	Estimated Sewer Development, Treatment Plant Capacity and Pump Zone Fees	Re-Development Fees	Estimated Construction	FY 2024-2025 Probability of collection	Collected in 24/25	Collected After 24/25	Remarks
1	Atria Cupertino (Westport) - Senior Living	21255 Stevens Creek Boulevard	Building	Sent	\$ 1,669,354.93	\$ 1,900,000.00	FY24-25	75%	\$ 1,252,016.20	\$ 417,338.73	- Met with the developer to discuss the IA, Bonds and payment deadline, offered flexibility. - Construction begins in 6-9 months from March 14, 2024.
2	Canyon Crossing Redevelopment	10625 S Foothill Boulevard	Building (Demo permit)	Sent	\$ 310,118.00	\$ 312,000.00	*	0%	\$ -	\$ 310,118.00	Note: Includes pump zone fee \$43,710.91 1/26/2024: Followed up with the developer concerning the final design of the sewer connection to the CUSD sewer system. Currently in the process of finalizing the demolition permit. 2/20/2024: Sent another email to follow-up with Developer. 3/14/2024: Developer will provide latest update in the next few days 6/26/2023: Plan received but not sure the project status yet. - (942 residential units) IA needs to be updated, Wolf Rd, west of apple spaceship - Part of the City of Cupertino approved project list (2016); Project construction would require demolition of all existing units.
3	Hamptons Apartments - (942 residential units)	19500 Pruneridge Avenue	On-hold/Building	Drafted	\$ 9,591,444.00	*	FY26-27	0%	\$ -	\$ 9,591,444.00	2nd submittal review completed May 19, 2023.
4	Leon Townhomes - 7 Townhomes	10046 BIANCHI WAY	Planning - Approved	IA to be updated During Building Phase	\$ 86,408.00	\$ 97,000.00	FY 25-26	1%	\$ 864.08	\$ 85,543.92	
5	Rise Redevelopment - Phase 1	10123 North Wolfe Road	Planning - Phase 1	NA	\$ 18,278,969.34	1.67 Mil.	FY 25-26	1%	\$ 182,789.69	\$ 18,096,179.65	12/13/2023: Valco notified the District of the submission of a revised project update, including a reduced scope. A meeting will be scheduled to discuss the changes. 2/1/2024 Met with the development in early Jan and recieved information about the phasing plans this week, CUSD will be reviewing their phasing plan and draft an IA for phase 1. 2/19/2024: Emailed developer and asked them why they want to remain private and requesting O&M plan, rehabilitation program, and ownership if it were to remain private. 4/3/2024: Meeting was held with SandHill to discuss the schedule of payments and total amount of fees. 4/22/2024: The administration, engineering, and inspection fees, totaling \$275,066 for the Phase 1 Installer's Agreement, have been calculated and communicated to the developer. 5/9/2024: CUSD requested specific information from the developer to finalize the Installer Agreement for Phase 1 work, including utility sheets, commercial building square footages and proposed uses, as well as the number and type of residential units connecting to the sanitary sewer system.
5a	Rise Redevelopment -Additional Phases	10123 North Wolfe Road	Planning	NA	\$ 17,417,563.18	*	FY 27-28	0%	\$ -	\$ 17,417,563.18	
6	Marina Plaza (DeAnza Ventures)	10415 N De Anza Boulevard	Planning S3	Drafted	\$ 3,558,664.00	*	FY 25-26	0%	\$ -	\$ 3,558,664.00	Project on hold - until a more favorable interest rate becomes available
7	District McClellan - subdivide the parcel into 6 lots (SF)	20860 McClellan Road	Building	Sent IA	\$ 82,476.00	\$ 92,000.00	FY24-25	100%	\$ 82,476.00	\$ -	The third submittal review was concluded around the end of August 2023. - 10/25/2023 Original owner sold the project to another developer; therefore it is needed to update the IA to reflect the new ownership. - 11/13/2023 Updated IA; Pending for review. - 2/1/2024: Received the 5th submittal, updated the IA with the new rate/budget. Currently reviewing now. - 2/6/2024: Responded to the fifth submittal and sent the IA to the developer. - 4/1/2024: A voicemail was received from the owner inquiring about how to sign and execute the IA with a DRAFT version. A return call was made stating that a regular copy could be sent if they were ready to move forward. No response has been received since. - 4/19/2024: The Installer's Agreement was sent to the developer with the specified timeframe and requirements provided to them, if they are ready to submit it to the board for approval - 5/10/2024: Highly probable that this will be presented at the June 5 Board meeting for approval, subject to the submission of all materials for review by the end of May. (Changed Possibility of collection from 70% to 90%) - 6/14/2024: The developer has decided to proceed with the Board meeting in July 2024, as preparations for the bonds and submission are still underway. Additionally, the probability of collection has been revised to from 70% to 100%.
8	1655 S. DeAnza Redevelopment - 2 Parcels into 34 residential units	1655 S. DeAnza	Planning	*	\$ 467,240.00	*	FY25-26	1%	\$ 4,672.40	\$ 462,567.60	Preparing to apply for Building Permit
9	10619 S De Anza Blvd - Mixed Use (2090 SF Commercial & 11 Residential Units)	10619 S De Anza Blvd	Planning	*	\$ 163,045.20	*	FY26-27	0%	\$ -	\$ 163,045.20	There have been no updates since Submittal #1 from the applicant 12/23/2022. - 5/1/2024:Checked status, there has been no progress or movement noted.
10	141 Housing on 2 Existing Commercial Parcels (Indian Restaurant & Daycare. Across from The Counter Burger)	20015 Stevens Creek Boulevard	Planning	*	\$ 1,441,926.75	*	FY25-26	0%	\$ -	\$ 1,441,926.75	- Added on 5/15/2023 - 10/25/2023 A new submission has been received this week, revising the total apartments to 141 (originally 134 units). - 11/13/2023: Submittal had been reviewed and addressed.
11	Four Lot subdivision (SF)	20638 Cleo Avenue	Planning	*	\$ 54,984.00	*	FY26-27	0%	\$ -	\$ 54,984.00	2nd submittal - Demo Permit on 4/28/2023 3/28/2024: 2nd submittal has been reviewed and sent.
12	Idlewild Cupertino (Across the street from Rise) - 76 Condos & 2,000 SF Retail	10065 E. Estates Drive	Planning	*	\$ 1,049,676.00	*	FY26-27	0%	\$ -	\$ 1,049,676.00	- Plan check completed back in 2022 - Received additional request for As Builts
13	Alan Row - 9 Townhouses	22690 Stevens Creek Blvd.	Construction	Fully Executed	\$ 112,498.00	132 K	2024	0%	\$ -	\$ -	- 11/13/ 2023: The Developer has requested the release of the faithful performance bond on Nov 7, 2023, but as the final paving is still pending due to PG&E, there is a possibility of needing to renew the bond, which expires on November 25, 2023. - 11/27/2023 Waiting for the developer to renew the bond and provide an updates. - 11/13/2023: To review plans, determine capacity.
14	Mountain Winery - Single Family Residential subdivision	Pierce Road APN 503-46-005 (Masson Estates)	Planning	-	\$ 454,888.00	*	FY25-26	1%	\$ 4,548.88	\$ 450,339.12	- 12/15/2023: Draft Notice of Violation and Will -Serve Letter were submitted to District Manager for review. - 1/31/2024: Sent "Will Serve Requirement" letter to the City Planning Department.
15	58 Townhomes - Summerhill Homes (Across from the office at Pizza Hut, Fontanas, & Staples)	20840 Stevens Creek Blvd	Planning	*	\$ 797,268.00	*	FY25-26	1%	\$ 7,972.68	\$ 789,295.32	2/27/2024 PR-2024-003 Reviewed initial plan; additional utility details are required in order to proceed. 4/9/2024: CBG Consultants requested District Design standards. Information regarding pipe slopes and utility separation was sent to them.
16	Chadwick Heights - 85 New Homes (Saratoga Hills - APN 503-15-084)	South of 12906 Chiquita Ct (No specific address: Near by Lot to the North)	Planning	*	\$ 1,341,143.68	*	FY26-27	0%	\$ -	\$ 1,341,143.68	4/26/2024: The new development project is still in its early stages and lacks utility plans, specifically regarding the subdivision of parcel 503-15-084. Further inquiry is made to obtain additional project details. 5/2024: The maps and required upgrades/upsizing for the Chadwick Heights facilities have been sent.
									\$ 1,535,339.93	\$ 53,888,685.47	

* Not enough information from developer to determine.

Cupertino Sanitary District - Monthly Maintenance Summary - May 2024

Item 11.B.

Spills

<u>Start Date</u>	<u>Location</u>	<u>Cause of Spill</u>	<u>Cat</u>	<u>Main/Lat</u>	<u>Spill Volume (Gal)</u>	<u>Spill Recovered (Gal)</u>	<u>Volume of Wash Water Used (Gal)</u>
None							

PLSDs (Private Lateral Sewage Discharge)

<u>Start Date</u>	<u>Location</u>	<u>Cause of PLSD</u>	<u>Main/Lat</u>	<u>Spill Volume (Gal)</u>	<u>Spill Recovered (Gal)</u>	<u>Volume of Wash Water Used (Gal)</u>
None						

Emergency Calls - Causes

<u>Received Calls - Business Hours</u>	<u># of Calls</u>	<u>Received Calls - After Hours</u>	<u># of Calls</u>	<u>Received Calls - Weekend</u>	<u># of Calls</u>
Root Intrusion	5	Root Intrusion	0	Root Intrusion	0
Onsite	4	Onsite	0	Grease	0
Grease	0	Grease	1	Offset	0
Broken Pipe	0	Offset	1	onsite	2
Others	3	Others	2	Others	1
Pump Station	0	Pump Station	0	Pump Station	1
Total:	12	Total:	4	Total:	4

Repairs

<u>Address</u>	<u>Main/Lat</u>	<u>Description of Work</u>
7518 Waterford Dr, Cupertino	Lat	Emergency pipe bursting of lower lateral due to broken pipe.
Fourm 1 & 2	PS	Replaced starters and contacts for pumps

Mainline Maintenance

	4"	6"	8"	10"	12"	14"	15"	16"	18"	> 20"	Total	FY2023-24 YTD	FY2023-24 Annual Schedule	% Complete (YTD/Annual Schedule)
Mainline Cleaning (ft)	0	23,001	51,777	1,831	2,027	625	225	0	0	0	79,486	1,253,403	1,673,032	75%
Easement Cleaning (ft)	0	1,092	11,951	285	0	625	0	0	0	0	13,953	170,790	217,684	78%
CCTV (ft)	0	2,732	20,585	0	0	0	0	0	0	0	23,317	209,093	207,880	101%

Lateral Maintenance

<u>Activity</u>	<u># of Laterals</u>	<u>FY2023-24 YTD</u>	<u>FY2023-24 Annual schedule</u>	<u>% Complete (YTD/Annual schedule)</u>
Cleaning	644	5,759	6,436	89%
CCTV	21	174		
Inspection	26	244		

FOG Inspection

	<u># of Inspections</u>	<u>YTD FY2023-24</u>	<u>FY2023-24 Annual Schedule</u>	<u>% Complete (YTD/Annual schedule)</u>
Performed	31	211		
Completed	29	184	248	74%
Follow up Needed	2			

**CUPERTINO SANITARY DISTRICT
MEETING/EVENT SCHEDULE**

Item 12.A.

JUNE 2024

06/03: SCCSDA
 06/05: 1st Regular Meeting
 06/10: TAC
 06/12: CASSE
 06/13: TPAC
 06/19: 2nd Regular Meeting and Public Hearing on Collection of Rates

JUNE 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 SCCSDA	4	5 1st Regular Meeting	6	7	8
9	10 TAC	11	12 CASSE	13 TPAC	14	15
16	17	18	19 2nd Regular Meeting	20	21	22
23	24	25	26	27	28	29
30						

JULY 2024

07/03: 1st Regular Meeting
 07/08: TAC
 07/10: CASSE
 07/11: TPAC
 07/17: 2nd Regular Meeting
 07/31-08/02: CASA Conference

JULY 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 1st Regular Meeting	4	5	6
7	8 TAC	9	10 CASSE	11 TPAC	12	13
14	15	16	17 2nd Regular Meeting	18	19	20
21	22	23	24	25	26	27
28	29	30	31	CASA ANNUAL CONFERENCE		

AUGUST 2024

08/05: TAC
 08/07: 1st Regular Meeting
 08/08: TPAC
 08/14: CASSE
 08/21: 2nd Regular Meeting

AUGUST 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 TAC	6	7 1st Regular Meeting	8 TPAC	9	10
11	12	13	14 CASSE	15	16	17
18	19	20	21 2nd Regular Meeting	22	23	24
25	26	27	28	29	30	31