

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, MAY 6, 2020**

A_G_E_N_D_A

In accordance with Executive Order N-33-20, meeting to be held at 7:00 p.m. via teleconference [call 1 (866) 899 - 4679 Conference Access Code: 251566821] and anyone interested may also call in. The District Office at 20863 Stevens Creek Blvd, Suite 100, Cupertino is closed.

1. ROLL CALL:

2. MINUTES:

- A. APPROVAL OF THE MINUTES OF APRIL 15, 2020
- B. APPROVED MINUTES OF APRIL 01, 2020

3. PERSONAL PRESENTATIONS:

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.

4. CORRESPONDENCE:

- A. LAFCO PROPOSED BUDGET FOR FY21 AND PUBLIC HEARING NOTICE

5. MEETINGS:

- A. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) SCHEDULED TO BE HELD MAY 7, 2020

6. REPORTS:

- A. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) HELD MAY 4, 2020

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, MAY 6, 2020**

7. UNFINISHED BUSINESS:

- A. COVID-19 UPDATES
- B. BOARD MEETINGS – TABLET USE
- C. CAL BANK/CREDIT CARD SETUP STATUS

8. NEW BUSINESS:

- A. PROSPECT PUMP STATION CLOSEOUT
- B. REQUEST FOR REIMBURSEMENT – BOLLINGER PLAZA, APN 359-023-018

9. STAFF REPORT:

- A. PUBLIC HEARING PRESENTATION FORMAT
- B. CITY OF SUNNYVALE - FLOW
- C. FLOW REPORT TO SANTA CLARA/VALLCO DEVELOPMENT STATUS

10. 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.

11. CALENDAR ITEMS:

- A. NEXT REGULAR DISTRICT BOARD MEETING IS SCHEDULED TO BE HELD ON WEDNESDAY, MAY 20, 2020

12. ADJOURNMENT:

CUPERTINO SANITARY DISTRICT MEETING/EVENT SCHEDULE

MAY 2020

- 05/06: 1st Regular Meeting
- 05/04: TAC
- 05/07: TPAC
- 05/20: 2nd Regular Meeting and Public Hearing

MAY 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 TAC	5	6 1 st Regular Meeting	7 TPAC	8	9
10	11	12	13	14	15	16
17	18	19	20 2 nd Regular Meeting	21	22	23
24	25 Holiday	26	27	28	29	30
31						

JUNE 2020

- 06/01: SCCSDA Regular Meeting
- 06/03: 1st Regular Meeting
- 06/08: TAC
- 06/11: TPAC
- 06/17: 2nd Regular Meeting

JUNE 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 SCCSDA	2	3 1 st Regular Meeting	4	5	6
7	8 TAC	9	10	11 TPAC	12	13
14	15	16	17 2 nd Regular Meeting	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2020

- 07/01: 1st Regular Meeting
- 07/06: TAC
- 07/09: TPAC
- 07/15: 2nd Regular Meeting

JULY 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 1 st Regular Meeting	2	3	4
5	6 TAC	7	8	9 TPAC	10	11
12	13	14	15 2 nd Regular Meeting	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, APRIL 15, 2020

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:00 p.m. in accordance with the Executive Order N-33-20 via teleconferencing.

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:

Directors present: Angela S. Chen, Taghi S. Saadati, John M. Gatto, William A. Bosworth, and Patrick S. Kwok.

Staff present: District Manager Benjamin Porter, District Advisor Richard K. Tanaka, and Counsel Marc Hynes.

Public: No one conferenced in.

2. MINUTES & BILLS:

- A. On a motion by Director Gatto, seconded by Director Saadati, by a vote of 5-0-0, the minutes of Wednesday, April 1, 2020 were approved.
- B. By consensus, the Minutes of Wednesday, March 18, 2020 are to be Noted & Filed.
- C. The Board reviewed the March financials for payment. It was noted that there is a warrant made out to Cupertino Sanitary District in the amount of \$600,000 which will be deposited to Cal Bank savings account as a security for the loan. On a motion by Director Gatto, seconded by Director Bosworth, by a vote of 5-0-0, payment of bills was approved.
- D. The Board members will submit their timesheets electronically.

3. PERSONAL PRESENTATIONS:

There were none.

4. CORRESPONDENCE:

- A. The Board reviewed CSDA Take Action Brief and instructed staff to note & file.

5. MEETINGS:

There are none.

6. REPORTS:

There were none.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, APRIL 15, 2020

7. UNFINISHED BUSINESS:

A. COVID-19 discussion-

- 1) CASA outreach: CASA provided public awareness information and granted the District permission to use the provided informational materials for the District website and other public outreach.
- 2) District website/public outreach: Staff and President Chen worked on updating the District website and public outreach to cities of Saratoga and Cupertino, including Cupertino Chamber of Commerce. Staff is to prepare a news release and contact news media and look into Next Door for additional public outreach.

- B. Credit card fees: The Board moved to add Resolution No. 1321 to Agenda Item 7B, "Credit Card Fees". On motion by Director Gatto, seconded by Director Bosworth, by a vote of 5-0-0, Resolution No. 1321 was added. After discussion, on motion by Director Gatto, seconded by Director Bosworth, by a vote of 5-0-0, Resolution No. 1321, approving Cal Bank (First Data) for merchant services was approved.

8. NEW BUSINESS:

- A. The Board reviewed the letter sent to U.S. Legislatures supporting Federal funding for COVID-19 to include special districts. On motion by Director Gatto, seconded by Director Saadati, by a vote of 5-0-0, the Board approved ratification of the letter and requested that another similar letter be sent to U.S. Congresswoman, Zoe Lofgren.
- B. The Board discussed Ratification of SSMP Annual Audit. On motion by Director Gatto, seconded by Director Bosworth, by a vote of 5-0-0, the Board approved ratification.
- C. All Board members completed Form 470.
- D. The Board reviewed proposed Resolution No. 1320, requesting and consenting to consolidation of elections. After discussion, on motion by Director Gatto, seconded by Director Kwok, by a vote of 5-0-0, Resolution No. 1320 was approved.

9. STAFF REPORTS:

- A. Advisor Tanaka reported on the Prospect Pump Station. The striping should be completed in early May. Staff will agendize project close-out and will recommend making final payment to the Contractor in May.
- B. Manager Porter reported on the final annual report to River Watch.
- C. Advisor Tanaka reported that there may be several tax roll reimbursements coming up soon.
- D. Manager Porter reported on the monthly maintenance report.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, APRIL 15, 2020

10. CLOSED SESSION:

The closed session was cancelled.

11. NEXT MEETING:

The next regular District Board meeting is scheduled to be held on Wednesday, May 6, 2020.

12. ADJOURNMENT:

On a motion properly made and seconded, at 8:18 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, APRIL 1, 2020

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:00 p.m. This meeting was conducted in accordance with the Executive Order N-33-20 via teleconferencing. The District office at 20863 Stevens Creek Blvd, Suite 100, Cupertino was closed.

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:

Directors present: Angela S. Chen, Taghi S. Saadati, John M. Gatto, William A. Bosworth, and Patrick S. Kwok.

Staff present: District Manager Benjamin Porter, District Advisor Richard K. Tanaka, and Counsel Marc Hynes.

Public: No public presence on conference call.

2. MINUTES & BILLS:

A. On a motion by Director Gatto, seconded by Director Bosworth, by a vote of 5-0-0 the minutes of Wednesday, March 18, 2020 were approved.

B. By consensus, the Minutes of Wednesday, March 4, 2020 are to be Noted & Filed.

3. PERSONAL PRESENTATIONS:

There were none.

4. CORRESPONDENCE:

There was none.

5. MEETINGS:

A. Manager Porter plans to attend the regular meeting of The San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) scheduled to be held April 6, 2020.

B. Director Gatto plans to attend the regular meeting of The San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) scheduled to be held April 9, 2020.

6. REPORTS:

There were none.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, APRIL 1, 2020

7. UNFINISHED BUSINESS:

- A. Manager Porter reported on COVID-19 updates on new Executive Order from Santa Clara County Public Health (shelter in place through May 3, 2020 & more restrictive requirements) and Governor's Executive Order 33-20.

8. NEW BUSINESS:

- A. The Board discussed the request for reimbursement of sewer service fees for 19200 Stevens Creek Blvd. (APN 375-06-005). On a motion by Director Gatto, seconded by Director Kwok, by a vote of 5-0-0 reimbursement in the amount of \$5,157.40 was approved.
- B. The Board reviewed Resolution No. 1318, Essential Service. On a motion by Director Gatto, seconded by Director Kwok, by a vote of 5-0-0 Resolution No. 1318 was approved with addition to paragraph 6 to state "Mark Thomas employee engaged in providing services to Cupertino Sanitary District."
- C. Advisor Tanaka reported on acceptance of credit card payments and Cal Bank account.
- 1) Customer Credit Card Payments
- Board approved establishing a credit card payment account with Cal Bank with direction to staff to finalize the setup.
 - Staff is to reevaluate fees for increased cost for the use of credit cards and adjust fees for inflation. Staff to agendize this topic for the Board's consideration.
- 2) Cal Bank Loan Payment Requirement - On a motion by Director Gatto, seconded by Director Bosworth, by a vote of 5-0-0 the Board approved transfer of \$600,000 to Cal Bank saving account.
- D. FY 2020-2021 Rate Adjustment Consideration
- 1) Manager Porter presented staff rate study analysis with staff recommendation to consider rate increase not to exceed 10%.
- 2) The Board discussed the consideration to increase rates not to exceed 10%. On a motion by Director Gatto, seconded by Director Bosworth, by a vote of 5-0-0 Resolution No. 1319 was approved to set a public hearing date for May 20, 2020 with rate increases not to exceed 10%.
- E. The Board discussed technology for Board meetings. On a motion by Director Saadati, seconded by Director Gatto, by a vote of 5-0-0, the Board approved purchasing electronic tablets (Wi-Fi communication only) and to have staff set them up for Board members.

9. STAFF REPORTS:

- A. Advisor Tanaka reported on the Prospect Pump Station. The only remaining task that needs to be completed is final striping. Advisor Tanaka also informed the Board that the District recently had an issue with the Prospect Pump Station related to towels and rags clogging one of the pumps. The Board discussed this issue and directed staff to contact CASA.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, APRIL 1, 2020

10. CLOSED SESSION:

President Chen adjourned the regular meeting session and opened the closed session at 8:20 p.m.

- 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.

Manager Porter and Advisor Tanaka were excused from this closed session. Closed session was adjourned at 8:28 p.m. There was no reportable action.

The regular meeting was called to order at 8:34 p.m. Manager Porter and Advisor Tanaka rejoined the regular meeting.

11. NEXT MEETING:

The next regular District Board meeting is scheduled to be held on Wednesday, April 15, 2020.

12. ADJOURNMENT:

On a motion properly made and seconded, at 8:35 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board



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

777 North First Street
Suite 410
San Jose, CA 95112
SantaClaraLAFCO.org

Commissioners

Susan Ellenberg
Sequoia Hall
Sergio Jimenez
Linda J. LeZotte
Rob Rennie
Mike Wasserman
Susan Vicklund Wilson

Alternate Commissioners

Cindy Chavez
Maya Esparza
Yoriko Kishimoto
Russ Melton
Terry Trumbull
Executive Officer
Neelima Palacherla

April 13, 2020

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

FROM: Neelima Palacherla, Executive Officer

**SUBJECT: ADOPTION OF PROPOSED BUDGET FOR FISCAL YEAR 2021 &
NOTICE OF JUNE 3, 2020 LAFCO PUBLIC HEARING**

At its public hearing on April 8, 2020, the Local Agency Formation Commission of Santa Clara County (LAFCO) adopted a Proposed Budget for Fiscal Year 2021, as recommended in the attached staff report. The attached report reviews the status of LAFCO's current year work plan and budget; and sets forth the proposed work plan and budget for Fiscal Year 2021.

LAFCO is scheduled to consider adoption of its Final Budget at a public hearing on Wednesday, June 3, at 1:15 PM. The County Auditor will invoice the cities, independent special districts and the County for LAFCO costs based on the Final Budget adopted by LAFCO.

Due to the COVID-19 pandemic and the shelter-in-place orders, and consistent with the Governor's Executive Order N-29-20, the June 3, 2020 LAFCO meeting will likely be held by virtual conference only. More information regarding public access to the meeting will be available with the publication of the meeting agenda. Staff reports and related material for the Final Budget will be available on the LAFCO website at SantaClaraLAFCO.org by May 29, 2020. Written public comments may be submitted by email at LAFCO@ceo.sccgov.org prior to the date of the hearing.

Attachment:

Staff Report on the Proposed Work Plan and Budget for FY 2021 (April 8, 2020)

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



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Commissioners
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ITEM # 5

Alternate Commissioners
Cindy Chavez
Maya Esparza
Yoriko Kishimoto
Russ Melton
Terry Trumbull
Executive Officer
Neelima Palacherla

LAFCO MEETING: April 8, 2020

TO: LAFCO

FROM: Neelima Palacherla, Executive Officer

SUBJECT: PROPOSED WORK PLAN AND BUDGET FOR FY 2021

FINANCE COMMITTEE / STAFF RECOMMENDATION

1. Adopt the Proposed Work Plan and Budget for Fiscal Year 2020-2021.
2. Find that the Proposed Budget for Fiscal Year 2021 is expected to be adequate to allow the Commission to fulfill its statutory responsibilities.
3. 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 2021 Final Budget to the cities, the special districts, the County, the Cities Association and the Special Districts Association.

LAFCO 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.

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.

FISCAL YEAR 2020-2021 BUDGET TIMELINE

Dates	Staff Tasks / LAFCO Action
March 18 - April 8	Notice period, Proposed Budget posted on LAFCO website and available for review and comment
April 8	LAFCO public hearing on adoption of Proposed Budget
April 9	Proposed Budget, preliminary apportionments and LAFCO public hearing notice on Final Budget transmitted to agencies
June 3	Public hearing and adoption of Final Budget
June 3 - July 1	Final Budget transmitted to agencies; Auditor requests payment from agencies

LAFCO FINANCE COMMITTEE

The LAFCO Finance Committee is composed of Commissioners Hall and LeZotte and Alternate Commissioner Melton. At its special meeting held on March 13, 2020, the Committee discussed the progress on the current year work plan and the status of the current year budget; and recommended the proposed FY 2021 work plan and budget for consideration and adoption by the full commission.

FY 2019-2020 IN REVIEW

STATUS OF FY 2020 WORK PLAN

Attachment A depicts the current status of the Fiscal Year 2020 Work Program. LAFCO's work is proceeding as planned and there is substantial progress on various ongoing as well as new work plan items.

During this year, LAFCO completed the development of communications materials and tools recommended in its Public Communication and Outreach Plan including the design and production of print collateral – “Santa Clara County and Cities Boundaries” map and the “What is LAFCO?” brochure; the design and production of public exhibits; the development of a PowerPoint Presentation for conducting outreach and education; and the redesign and launch of the new LAFCO website.

Other notable projects that are currently underway and are expected to be completed in the next several months include the Rancho Rinconada Recreation and Park District Special Study, the Comprehensive Organizational Assessment Study; the comprehensive review and update of LAFCO policies; preparation of an inventory of remaining islands in the county; and arrangement with the County Clerk of the Board for broadcasting LAFCO meetings from Board Chambers.

The LAFCO Annual Report which will be published at the end of the current fiscal year will document all the applications reviewed and processed by LAFCO over the

course of this fiscal year; and will summarize the various accomplishments, activities/projects that LAFCO has engaged in or completed in Fiscal Year 2020.

STATUS OF FY 2020 BUDGET

Attachment D depicts the current Fiscal Year budget status. The adopted LAFCO budget for FY 2020 is \$1,294,158. It is estimated that the total year-end projected expenditures for FY 2020 would be approximately 8% lower than the adopted budget. Revenue for FY 2020 is projected to be lower than that projected in the adopted budget. The County, the cities and the independent special districts paid their respective shares of LAFCO's FY 2020 costs as apportioned by the County Controller. The actual fund balance rolled over at the end of FY 2019 was higher at \$202,123, rather than \$107,446 as estimated in the FY 2020 budget.

PROPOSED WORK PROGRAM FOR FISCAL YEAR 2021

The Finance Committee discussed and recommended the proposed FY 2021 Work Plan for Commission consideration and adoption. The proposed work program for FY 2021 is presented in **Attachment C** and includes regulatory, planning and administrative activities –mandated by the State legislature or required/directed by the Commission.

LAFCO's highest priority is to process boundary change and service extension proposals in accordance with the provisions of the Cortese Knox Hertzberg Act, and to fulfill various associated responsibilities and requirements including but not limited to adopting written policies and procedures, maintaining a website, serving as a conducting authority for protest proceedings, conducting public hearings and providing required public notice.

Other state mandated responsibilities of high priority include conducting service reviews prior to city and special district sphere of influence reviews and updates. In 2019, the Commission adopted a work plan for conducting LAFCO's third round of service reviews and initiated the special study on the Rancho Rinconada Recreation and Park District which is currently underway. The Commission will review its Service Review work plan and consider whether to reevaluate its priorities before launching the next service review.

In general, 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.

The Finance Committee has prioritized the following projects, several of them ongoing and in progress, for FY 2021:

- Through upcoming Service Reviews, compile more complete information on JPAs and mutual water companies in the county
- Work with interested cities to facilitate island annexations

- Conduct outreach in accordance with LAFCO’s Public Communications and Outreach Plan in order to expand understanding of LAFCO’s role and responsibility in promoting sustainable growth and good governance in the county
- Conduct a comprehensive review and update of LAFCO’s policies in order to strengthen, clarify and ensure consistency with state law
- Implement recommendations from the Comprehensive Organizational Assessment, as directed by the Commission
- Engage in and seek Sustainable Agricultural Lands Conservation (SALC) grant partnership opportunities
- Implement LAFCO agenda management software and live streaming of LAFCO meetings in order to promote public engagement
- Organize and scan LAFCO’s recent hardcopy records for inclusion into LAFCO’s existing electronic document management system

FISCAL YEAR 2021 PROPOSED BUDGET

The Finance Committee recommended the Proposed FY 2021 Budget, for the full Commission’s consideration and approval. (See **Attachment D**). The following is a detailed itemization of the proposed budget.

EXPENDITURES

Expenditures are divided into two main sections: Staff Salary and Benefits (Object 1), and Services and Supplies (Object 2).

OBJECT 1. SALARIES AND BENEFITS \$806,845

This includes the salary and benefits for the four current LAFCO staff positions including the Executive Officer position, the two Analyst positions and the Clerk position. All four of these positions are staffed through the County Executive’s Office. The County projects that the salaries and benefits for the four LAFCO positions would total approximately \$806,845 in FY 2021. The proposed amount is based on the best available projections from the County at this time and does not reflect CEMA’s tentative agreement on its 2019-2024 contract. Any 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 \$45,000

This amount 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 maintenance and technical assistance from the County Planning Office, as necessary.

5255800 Legal Counsel \$74,622

This item covers the cost for general legal services for the fiscal year.

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 2021 increases to \$5,981, based on a 3.3% increase in the Consumer Price Index for the prior calendar year (2019). 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 \$285.

5255500 Consultant Services \$110,000

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, scanning LAFCO's hardcopy records into the existing electronic document management system, implementing an appropriate agenda management and meeting broadcast system for LAFCO meetings, and conducting the annual financial audit, among others. The Commission must take action to authorize such special projects prior to expending funds. This item also includes costs associated with ongoing existing contracts such as costs for hosting the LAFCO website by an outside provider.

5285700 Meal Claims \$750

This item is being maintained at \$750.

5220200 Insurance \$6,000

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. For Fiscal Year 2021, SDRMA has recently notified LAFCO that due to a number of factors it is anticipated that the 2021 renewal rates for the SDRMA property / liability program need to be increased, as much as by 85%. SDRMA is in the process

of negotiating rates on behalf of its program membership and expects to confirm rates in mid-May. The LAFCO Final budget will reflect the FY 2021 cost increase accordingly.

5270100 Rent & Lease \$46,254

This item includes rent for the private office space lease which amounts to \$46,254 for FY 2021.

5250100 Office Expenses \$10,000

This item includes funds for purchase of books, periodicals, and small equipment and supplies, including photocopier costs.

5255650 Data Processing Services \$20,267

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 (\$1,937), Wireless Carrier Service (\$353), Adobe special order and MS Visio monthly subscription (\$3,213), and 5 other services (\$14,764) comprising Enterprise Content Management services and solutions, Architecture and Innovation Services, Claranet services, Data Analytics and Visualizations, and sccLearn. The County has indicated that FY 21 rates are not yet finalized, and do not include the impact of pending planned reductions and/or augmentations. Any revised cost estimates received 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 \$2,500

This item is being maintained at \$2,500 and includes costs associated with publication of hearing notices for LAFCO applications and other projects/ studies, as required by state law.

5245100 Membership Dues \$12,000

This item includes funding for CALAFCO – the California Association of LAFCOs membership dues. As approved at the CALAFCO Annual Membership Business meeting on October 31, 2019, the FY 2021 membership dues for Santa Clara LAFCO is \$10,662.

Additionally, this item includes membership dues for CSDA – the California Special Districts Association. In June 2018, CSDA informed staff that Santa Clara LAFCO as a customer of SDRMA, must be a member of CSDA pursuant to SDRMA bylaws. The FY 2021 CSDA membership fee is expected to increase slightly from the FY 2020 fee of \$1,460 and the Final Budget will include the revised amount.

5250750 Printing and Reproduction \$1,500

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

5285800 Business Travel \$12,000

This item includes costs incurred by staff and commissioners to attend conferences and workshops. It would cover air travel, accommodation, conference registration and other expenses at the conferences. CALAFCO annually holds a Staff Workshop and an Annual Conference that is attended by commissioners as well as staff. In addition, this item covers expenses for travel to the CALAFCO Legislative Committee meetings. EO Palacherla serves on the CALAFCO Legislative Committee.

5285300 Private Automobile Mileage \$2,000

This item provides for mileage reimbursement when staff travels by private car to conduct site visits and attend meetings / training sessions.

5285200 Transportation and Travel (for use of County car) \$605

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

5281600 Overhead (\$167,019)

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 2021 Cost Allocation Plan which is based on actual overhead costs from FY 2019 – the most recent year for which actual costs are available.

The overhead amount includes the following charges from:

County Executive's Office:	\$81,618
Controller-Treasurer:	\$10,896
Employee Services Agency:	\$4,872
OBA:	\$1,441
BHS-MH - Employee:	\$165
TSS Intragovernmental Service:	\$661
Technology Services & Solutions:	\$3,529
Procurement:	\$287
Facilities and Fleet:	\$148

Further, a "roll forward" is applied which is calculated by comparing FY 2019 Cost Plan estimates with FY 2019 actuals. The FY 2019 cost estimates were lower than the actuals by \$63,402; this amount is added to the FY 2021 Cost Plan. This is a state requirement.

The County's Cost Plan charges have fluctuated from year to year; however, the amount of allocation is unusually high this year. Upon further review, the County has reconsidered certain allocations to LAFCO totaling \$68,051 and informed staff that although the County's Cost Allocation Plan cannot be revised at this time, the FY 21 billing would be adjusted to exclude this amount and the correct allocations would be reflected in future years accordingly.

5275200 Computer Hardware \$3,000

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

5250800 Computer Software \$5,000

This amount is designated for computer software purchases, and annual licenses for GIS software and records management (LaserFische) hardware/software annual maintenance agreement.

5250250 Postage \$2,000

This amount covers postage costs associated with mailing notices, agendas, agenda packets and other correspondence and is being maintained at \$2,000.

5252100 Training Programs \$2,000

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

REVENUES

4103400 Application Fees \$30,000

It is anticipated that LAFCO will receive approximately \$30,000 in fees from processing applications. The actual amount earned from fees depends entirely on 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 (FY 2020) \$187,927

It is projected that there will be a savings or fund balance of approximately \$187,927 at the end of Fiscal Year 2020, which will be carried over to reduce the proposed Fiscal Year 2021 costs for LAFCO's funding agencies (cities, independent special districts and the County).

Projected Year-End [FY 2020] Fund Balance = (Projected Year-End [FY 20] Revenue + Actual Fund Balance from Previous Fiscal Year [FY 19] + Funds Received from Local Agencies in FY 20) - (Projected Year-End [FY 20] Expenses)

= (\$25,000+ \$202,123 + \$1,145,712) - \$1,084,908(excluding \$100,000 set aside as reserves)

= \$187,927

The fund balance excludes the \$100,000 set aside as the reserve, which is expected to be unused at the end of FY 2020 and will be rolled over to the next year as-is and maintained as the reserve along with the \$150,000, resulting in a total of \$250,000 reserves.

RESERVES

3400800 Reserves Available \$250,000

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. LAFCO currently retains \$250,000 in reserves separate from operating expenses.

5701000 Reserves \$0

The Finance Committee at its meeting on March 13, discussed the need for reserves and recommended maintaining the current reserve at \$250,000 – which is approximately 22% of LAFCO’s proposed FY 2021 net operating expenses; and did not recommend budgeting any additional amount for FY 2021.

FY 2021 NET OPERATING EXPENSES

FY 2021 Net Operating Expenses = (Proposed FY 2021 Expenditures) - (Proposed FY 2021 Fee & Interest Revenues + Projected Fund Balance from FY 2020)

= (\$1,339,362) - (\$36,000 + \$187,927)

= \$1,115,435

The projected operating expense for FY 2021 is based on projected expenditures and revenues as well as on estimated savings for the current year. Further revisions may be needed as we get a better indication of current year expenses/revenues in 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 2021 which could in turn impact the costs for each of LAFCO’s funding agencies.

LAFCO’s proposed FY 2021 Budget reflects only a 3.5% higher expenditure compared to the FY 2020 adopted budget. This increase is primarily due to the

increase in projected costs for employee Salaries and Benefits, and due to an increase in the overhead item based on the County's Cost Allocation Plan. Additionally, LAFCO realized a higher fund balance from FY 2019 than projected in the FY 2020 budget, thus allowing LAFCO to keep its operating expenses lower than the FY 2020 operating expenses by approximately 2.6%.

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 2021.

FY 2021 COST TO AGENCIES

County of Santa Clara	\$371,812
City of San Jose	\$185,906
Remaining 14 Cities in the County	\$185,906
17 Independent Special Districts	\$371,812

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 prepared by the County Controller’s Office, based on LAFCO’s proposed FY 2021 net operating expenses and 2017/2018 Cities annual Report.

ATTACHMENTS

Attachment A:	Status of FY 2020 Work Plan
Attachment B:	LAFCO Financials 2008-2019
Attachment C:	Proposed Work Program for Fiscal Year 2021
Attachment D:	Proposed LAFCO Budget for Fiscal Year 2021
Attachment E:	Estimated FY 2021 Costs to Agencies Based on the Proposed Budget

FY 2020 IN REVIEW: WORK PLAN STATUS

ITEM #5
Attachment A

	PROJECTS	STATUS
LAFCO APPLICATIONS	Process applicant initiated LAFCO proposals	Ongoing, as needed
	Comment on potential LAFCO applications, relevant projects & development proposals, city General Plan updates and/ or related environmental documents	Ongoing, as needed
	Comprehensive review and update of LAFCO policies and procedures for clarity and consistency with State law	In progress
ISLAND ANNEXATIONS	Conduct outreach to cities with islands, follow up on responses including review/research of city limits/ USA boundaries, provide assistance with potential annexations and potential USA amendments	Ongoing, as needed Los Gatos Islands
	Review and finalize city-conducted island annexations	Ongoing, as needed
PUBLIC OUTREACH & COMMUNICATION	Implement LAFCO's Public Communications and Outreach Plan: develop new communication material (map, brochure, factsheets, powerpoint presentations, public exhibits) & tools (social media, website) and conduct outreach to increase awareness of LAFCO's role	Completed. Ongoing outreach in progress
	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	Ongoing
	Respond to public enquiries re. LAFCO policies, procedures and application filing requirements	Ongoing, as needed
SERVICE REVIEWS & SPHERE OF INFLUENCE UPDATES	Develop a plan, strategies and priorities for conducting the third round of service reviews	Completed, TBD
	Begin conducting LAFCO's 3 rd round of service reviews & special studies	RRRPD Study in progress
	Continue to monitor implementation of recommendations from previous service reviews, as necessary	Ongoing
	Map Mutual Water companies	On going
	Engage in SALC grant partnership opportunities	As opportunities arise
	Compile and post JPA filings on the LAFCO website	In progress
ADMINISTRATIVE PROJECTS	Prepare LAFCO annual work plan and budget	In progress
	Prepare LAFCO Annual Report	August 2019
	Prepare LAFCO Annual Financial Audit	Completed
	Review and update LAFCO administrative policies and procedures	Ongoing
	Conduct a Strategic Planning Workshop for LAFCO	TBD
	Maintain and enhance the LAFCO Website	Redesign complete
	Maintain LAFCO database	Ongoing
	Maintain LAFCO's hard copy and digital records, organize scan of LAFCO records to its Electronic Document Management System (LaserFische)	Ongoing, TBD
	Staff and Commissioner training and development (orientation, CALAFCO events, workshops, conferences, relevant courses)	Ongoing
	Staff performance evaluation	April -June 2020
	LAFCO Agenda management software and LAFCO meeting broadcast	In progress
	Comprehensive Organizational Assessment Study (added)	In progress
	Track LAFCO related legislation (CALAFCO Leg. Committee)	Ongoing
	Other administrative functions mandated of a public agency	Ongoing

FY 2008 - FY 2019 LAFCO FINANCIALS

March 2020

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	APPROVED BUDGET FY 2019
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	\$720,316
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	\$45,000
	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	\$70,200
	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	\$100,000
	5285700 Meal Claims	\$0	\$368	\$277	\$288	\$379	\$91	\$228	\$209	\$367	\$50	\$901	\$257	\$750
	5220100 Insurance	\$491	\$559	\$550	\$4,582	\$4,384	\$4,378	\$4,231	\$4,338	\$4,135	\$4,679	\$4,893	\$5,296	\$6,000
	5250100 Office Expenses	\$1,056	\$354	\$716	\$639	\$1,212	\$536	\$850	\$783	\$6,266	\$48,632	\$15,412	\$4,702	\$10,000
	5270100 Rent and Lease											\$41,120	\$39,360	\$42,764
	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	\$5,068
	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	\$10,000
	5260100 Publications and Legal Notices	\$1,151	\$563	\$1,526	\$363	\$916	\$222	\$378	\$2,484	\$487	\$191	\$145	\$192	\$2,500
	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	\$8,926
	5250750 Printing and Reproduction	\$5	\$0	\$0	\$0	\$0	\$0	\$9	\$177	\$703	\$0	\$0	\$0	\$1,500
	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	\$16,000
	5285300 Private Automobile Mileage	\$1,016	\$704	\$832	\$1,185	\$615	\$424	\$409	\$396	\$1,009	\$1,264	\$590	\$689	\$2,000
	5285200 Transportation&Travel (County Car U	\$894	\$948	\$629	\$0	\$384	\$250	\$371	\$293	\$559	\$605	\$0	\$328	\$605
	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	\$79,368
	5275200 Computer Hardware	\$0	\$451	\$0	\$83	\$2,934	\$1,791	\$2,492	\$0	\$106	\$0	\$0	\$773	\$3,000
	5250800 Computer Software	\$0	\$0	\$626	\$314	\$579	\$3,124	\$933	\$1,833	\$2,079	\$754	\$4,505	\$3,012	\$4,000
	5250250 Postage	\$1,160	\$416	\$219	\$568	\$309	\$589	\$246	\$597	\$411	\$209	\$183	\$117	\$2,000
	5252100 Staff Training Programs	\$0	\$665	\$491	\$250	\$300	\$0	\$0	\$1,431	\$0	\$0	\$0	\$350	\$2,000
	5701000 Reserves	\$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	\$1,131,997
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	\$35,000
	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	\$4,000
	3400150 Fund Balance from Previous FY	\$271,033	\$368,800	\$334,567	\$275,605	\$209,987	\$208,219	\$160,052	\$226,111	\$187,310	\$293,489	\$331,177	\$314,693	\$259,171
TOTAL REVENUE		\$342,048	\$426,711	\$376,831	\$329,023	\$251,661	\$257,092	\$226,287	\$256,341	\$339,551	\$324,755	\$373,661	\$359,883	\$298,171
NET LAFCO OPERATING EXPENSES		\$174,482	\$206,980	\$259,648	\$275,215	\$388,879	\$356,802	\$386,529	\$377,588	\$347,492	\$342,587	\$484,204	\$638,325	\$833,826
	3400800 RESERVES AVAILABLE				\$100,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
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	\$277,942
	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	\$277,942
	4600100 Special Distrcits							\$296,892	\$187,521	\$220,668	\$225,778	\$266,298	\$277,942	\$277,942

PROPOSED WORK PLAN FOR FISCAL YEAR 2021

**ITEM #5
Attachment C**

	PROJECT DESCRIPTION	TIME FRAME	RESOURCES
LAFCO APPLICATIONS	Process applicant initiated LAFCO proposals	Ongoing, as needed	Staff
	Comment on potential LAFCO applications, relevant projects & development proposals, city General Plan updates and/ or related environmental documents	Ongoing, as needed	Staff
	Review and update LAFCO policies and procedures for clarity and consistency with State law	Ongoing	Staff / Consultant
ISLAND ANNEXATIONS	Conduct outreach to cities with islands, follow up on responses including review/research of city limits/ USA boundaries, provide assistance with potential annexations and potential USA amendments	Ongoing, as needed	Staff
	Review and finalize city-conducted island annexations	Ongoing, as needed	Staff
PUBLIC OUTREACH & COMMUNICATIONS	Conduct outreach to increase awareness of LAFCO's role	In progress	Staff
	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	Ongoing	Staff
	Respond to public enquiries re. LAFCO policies, procedures and application filing requirements	Ongoing, as needed	Staff
SERVICE REVIEWS & SPHERE OF INFLUENCE UPDATES	Continue conducting LAFCO's third round of service reviews and special studies	Ongoing	Staff / Consultant
	Continue to monitor implementation of recommendations from previous service reviews, as necessary	Ongoing	Staff
	Map Mutual Water companies	On going	Staff
	Engage in SALC grant partnership opportunities	As needed	Staff
	Compile and post JPA filings on the LAFCO website	In progress	Staff
ADMINISTRATIVE/ OTHER PROJECTS	Prepare LAFCO annual work plan and budget	March –June	Staff
	Prepare LAFCO Annual Report	August 2020	Staff
	Prepare LAFCO Annual Financial Audit	August 2020	Consultant / Staff
	Review and update LAFCO administrative policies and procedures	Ongoing	Staff
	Conduct a Strategic Planning Workshop for LAFCO	TBD	Staff / Consultant
	Maintain and enhance the LAFCO Website	Ongoing	Staff
	Maintain LAFCO database	Ongoing	Staff
	Maintain LAFCO's hard copy and digital records,	Ongoing	Staff
	Scan LAFCO records into LaserFische	TBD	Staff / Consultant
	Staff and Commissioner training and professional development (orientation, CALAFCO workshops, conferences, relevant courses)	Ongoing	Staff/Commission
	Staff performance evaluation	April -June	Staff/Commission
	Comprehensive Organizational Assessment Study – implementation	As needed	Staff/Commission
	Track LAFCO related legislation (CALAFCO Leg. Committee)	Ongoing	Staff
	Other administrative functions mandated of a public agency	Ongoing	Staff

**PROPOSED LAFCO BUDGET
FISCAL YEAR 2020- 2021**

ITEM #5
Attachment D

ITEM #	TITLE	APPROVED FY 2020 BUDGET	ACTUALS Year to Date 3/10/2020	PROJECTIONS Year End 2020	PROPOSED FY 2021 BUDGET
EXPENDITURES					
Object 1:	Salary and Benefits	\$772,591	\$475,304	\$732,000	\$806,845
Object 2:	Services and Supplies				
5255100	Intra-County Professional	\$45,000	\$346	\$5,000	\$45,000
5255800	Legal Counsel	\$72,240	\$35,235	\$70,000	\$74,622
5255500	Consultant Services	\$110,000	\$89,922	\$110,000	\$110,000
5285700	Meal Claims	\$750	\$166	\$400	\$750
5220100	Insurance	\$6,000	\$5,893	\$6,000	\$6,000
5250100	Office Expenses	\$10,000	\$1,481	\$5,000	\$10,000
5270100	Rent & Lease	\$44,478	\$33,138	\$44,478	\$46,254
5255650	Data Processing Services	\$14,825	\$10,355	\$14,825	\$20,267
5225500	Commissioners' Fee	\$10,000	\$3,000	\$7,000	\$10,000
5260100	Publications and Legal Notices	\$2,500	\$0	\$200	\$2,500
5245100	Membership Dues	\$11,836	\$11,822	\$11,822	\$12,000
5250750	Printing and Reproduction	\$1,500	\$799	\$1,000	\$1,500
5285800	Business Travel	\$16,650	\$7,910	\$10,000	\$12,000
5285300	Private Automobile Mileage	\$2,000	\$637	\$1,000	\$2,000
5285200	Transportation&Travel (County Car Usage)	\$605	\$256	\$500	\$605
5281600	Overhead	\$61,183	\$30,591	\$61,183	\$167,019
5275200	Computer Hardware	\$3,000	\$0	\$1,000	\$3,000
5250800	Computer Software	\$5,000	\$0	\$2,000	\$5,000
5250250	Postage	\$2,000	\$71	\$500	\$2,000
5252100	Staff/Commissioner Training Programs	\$2,000	\$525	\$1,000	\$2,000
5701000	Reserves	\$100,000	\$0	\$0	\$0
TOTAL EXPENDITURES		\$1,294,158	\$707,451	\$1,084,908	\$1,339,362
REVENUES					
4103400	Application Fees	\$35,000	\$7,585	\$15,000	\$30,000
4301100	Interest: Deposits and Investments	\$6,000	\$9,203	\$10,000	\$6,000
TOTAL REVENUE		\$41,000	\$16,788	\$25,000	\$36,000
3400150	FUND BALANCE FROM PREVIOUS FY	\$107,446	\$202,123	\$202,123	\$187,927
NET LAFCO OPERATING EXPENSES		\$1,145,712	\$488,540	\$857,785	\$1,115,435
3400800	RESERVES Available	\$150,000	\$250,000	\$250,000	\$250,000
COSTS TO AGENCIES					
5440200	County	\$381,904	\$381,904	\$381,904	\$371,812
4600100	Cities (San Jose 50% + Other Cities 50%)	\$381,904	\$381,904	\$381,904	\$371,812
4600100	Special Districts	\$381,904	\$381,904	\$381,904	\$371,812

LAFCO COST APPORTIONMENT: COUNTY, CITIES, SPECIAL DISTRICTS
Estimated Costs to Agencies Based on the Preliminary FY 2021 LAFCO Budget

Preliminary Net Operating Expenses for FY 2021				\$1,115,435
JURISDICTION	REVENUE PER 2017/2018 REPORT	PERCENTAGE OF TOTAL REVENUE	ALLOCATION PERCENTAGES	ALLOCATED COSTS
County	N/A	N/A	33.33333333%	\$371,811.67
Cities Total Share			33.33333333%	\$371,811.67
San Jose	N/A	N/A	50.00000000%	\$185,905.84
Other cities share			50.00000000%	\$185,905.83
Campbell	\$62,469,004	1.9027943%		\$3,537.41
Cupertino	\$104,218,557	3.1744779%		\$5,901.54
Gilroy	\$122,687,359	3.7370342%		\$6,947.36
Los Altos	\$53,411,743	1.6269118%		\$3,024.52
Los Altos Hills	\$15,986,557	0.4869476%		\$905.26
Los Gatos	\$49,799,685	1.5168892%		\$2,819.99
Milpitas	\$189,377,374	5.7683997%		\$10,723.79
Monte Sereno	\$3,510,862	0.1069402%		\$198.81
Morgan Hill	\$98,311,510	2.9945503%		\$5,567.04
Mountain View	\$374,877,705	11.4187053%		\$21,228.04
Palo Alto	\$642,327,689	19.5651822%		\$36,372.81
Santa Clara	\$961,395,788	29.2839373%		\$54,440.55
Saratoga	\$29,306,193	0.8926612%		\$1,659.51
Sunnyvale	\$575,334,067	17.5245689%		\$32,579.20
Total Cities (excluding San Jose)	\$3,283,014,093	100.0000000%		\$185,905.83
Total Cities (including San Jose)				\$371,811.67
Special Districts Total Share		(Fixed %)	33.33333333%	\$371,811.66
Aldercroft Heights County Water District		0.06233%		\$231.75
Burbank Sanitary District		0.15593%		\$579.77
Cupertino Sanitary District		2.64110%		\$9,819.92
El Camino Healthcare District		4.90738%		\$18,246.21
Guadalupe Coyote Resource Conservation District		0.04860%		\$180.70
Lake Canyon Community Services District		0.02206%		\$82.02
Lion's Gate Community Services District		0.22053%		\$819.96
Loma Prieta Resource Conservation District		0.02020%		\$75.11
Midpeninsula Regional Open Space District		5.76378%		\$21,430.41
Purissima Hills Water District		1.35427%		\$5,035.33
Rancho Rinconada Recreation and Park District		0.15988%		\$594.45
San Martin County Water District		0.04431%		\$164.75
Santa Clara Valley Open Space Authority		1.27051%		\$4,723.90
Santa Clara Valley Water District		81.44126%		\$302,808.10
Saratoga Cemetery District		0.32078%		\$1,192.70
Saratoga Fire Protection District		1.52956%		\$5,687.08
South Santa Clara Valley Memorial District		0.03752%		\$139.50
Total Special Districts		100.00000%		\$371,811.66
Total Allocated Costs				\$1,115,435.00



Memo

Item 8A

To: Board of Directors

From: Benjamin Porter, District Manager-Engineer

Date: May 06, 2020

Re: Prospect Pump Station (PPS)

Prospect Pump Station Construction Progress No. 8 - Project Closeout

Background:

Prospect Pump Station experienced a major failure on February 10, 2019. As a result, District staff determined that rehabilitation of the pump station was needed. The Board approved the rehabilitation project.

On August 28, 2019 a contract was awarded to Conquest, Inc. in the amount of \$1,275,151. Construction of rehabilitation of the pump station has been completed by Conquest, Inc. with the remaining striping work completed on May 4, 2020. The striping that remained was for the South De Anza Boulevard Southbound left turn pocket and bike lane and Prospect Road Eastbound.

The staff has determined that the construction of improvements required by the plans and specifications have been completed to staff's satisfaction and approval.

Project Analysis:

During the period of emergency caused by the pump station failure from February to May 7, 2019, the following expenses were incurred:

Contractor/Firm	COST
Mark Thomas	\$300,585.86
Able Underground Construction	\$435,066.17
Roto-Rooter	\$33,113.87
Trinity Liquid Waste Svs	\$81,575.00
Pfeiffer Electric	\$73,559.87
Pan Pacific	\$20,857.22
Rain for Rent	\$22,270.32
Others (National, CD, Barton, etc)	\$27,620.25
Total:	\$994,648.56

The design and construction expenses are summarized as follows:

Contractor/Firm	COST
Mark Thomas & Co.	\$385,376.86
Pure Technology	\$57,750.00
Other Consultants (AEC, Bess, & Radman)	\$28,099.89
Shape - 3 new pumps	\$115,838.14
Tesco - Control Cabinet-Elec.	\$186,725.00
Con-Quest Contractors, Inc.	\$1,431,584.21
City of Cupertino - Permit	\$5,276.00
City of Saratoga - Permit	\$79,700.00
Kirkbrook Pump Station Rehabilitation	\$30,000.00*
Total:	\$2,320.350.10

*The Kirkbrook PS rehabilitation will include installation of two backflow preventers just downstream of the PS. This work will be completed by June 15, 2020.

There were fourteen (14) contract change orders for this project. The summary of the Change Orders is as follows:

CCO No.	Description	Cost	Work Scope/Comments
1	Predl MH Substitution	\$14,440.00	Allowed substitution of concrete manholes with PVC manholes by PREDL and utilizing CMP as a shoring method. Reduced construction time by at least 3 weeks.
2	Striping Revisions	(\$13,626.00)	Amended Bid No. 7 for striping changes as a credit with the City of Cupertino allowing us to change the temporary striping method.
3	Unforeseen Utilities @ MH # 1	\$656.89	Additional cost associated with the removal of an unforeseen & unmarked 8-inch steel pipe
4	Unmarked 4" Utility @ Sta 0+58	\$1,101.00	Additional cost associated with the repairs and reconnection of an unforeseen and unmarked 4-inch HDPE
5	4" Gate Valves	\$5,450.00	Design revised to add three additional 4" valves for facilitating ease of future maintenance
6	Install 156 LF of 10" PVC	\$63,958.00	Additional cost to install 156 feet of 10" PVC due to a crown in the existing profile.
7	Circuit Breaker Upgrade	\$12,246.06	Required to upgrade circuit breaker with the completion of ARC Study
8	Debris in two wetwells	\$13,284.56	Additional cost to provide a vactor truck to clean and remove existing debris at two wetwells.
9	Upgrade N40 Christy Box	\$1,243.98	Additional cost to install larger N40 Christy Pull Box to allow ease of access and future maintenance
10	Delete Bid Item No. 20, 12-inch connection	(\$7,000.00)	New connection between two wetwells was not needed. Bid item deleted
11	Prospect Rd Striping	\$6,556.00	Originally, City of Saratoga was to perform this work with the District reimbursing the City. The City allowed a CCO.

CCO No.	Description	Cost	Work Scope/Comments
12	10-inch Force Main Conflict MH#3	\$45,436.09	The cost to reconstruct MH #2 and #3 due to unforeseen 10" force main conflicting with the MH #3. Negotiated amount is \$45,436.09 from actual incurred cost of \$60,464.09.
13	Additional Path Paving	\$7,500.00	Issued CCO for additional decomposed granite path around the new control cabinet
14	Impacts with 6-inch Removal at Manhole #3	\$5,186.63	Cost associated with the existing 6" force main leakage
	Total CCOs:	\$156,433.21	

Construction Performance Summary:

- 1) CCO as a percentage of total construction cost = 8.6%
- 2) City permit fees as a percentage of total construction cost = 4.7%
- 3) Design and construction as a percentage of total construction cost = 22.5%

Summary of payment to Conquest:

Original Contract Award	\$1,275,151.00
<u>Change Orders Total</u>	<u>\$156,433.21</u>
TOTAL APPROVED CONTRACT AMOUNT	\$1,431,584.21
Final payment to Conquest to closeout	\$76,196.90
<u>Release Contractor's retention amount</u>	<u>\$71,579.21</u>
Final payment due to Contractor (5/20/2020)	\$147,776.11
<u>Payments to Conquest through April 2020</u>	<u>1,283,808.10</u>
TOTAL PAYMENT TO CONQUEST	\$1,431,584.21

The District has completed project closeout for two encroachment permits: one each from the Cities of Saratoga and Cupertino. The District has a one-year warranty bond effective through May 19, 2021.

Recommendations:

- 1) Board to approve release of 5% retention.
- 2) Board to approve Resolution No. 1322 to Accept Completion of the Prospect Pump Station Rehabilitation Project.

Attachments:

- 1) Resolution No. 1322

RESOLUTION NO. 1322

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CUPERTINO
SANITARY DISTRICT ACCEPTING COMPLETION OF THE PROSPECT
PUMP STATION REHABILITATION PROJECT, CUPERTINO,
CALIFORNIA AND PROJECT CLOSE-OUT**

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

WHEREAS, Con-Quest Contractors, Inc., a general engineering contractor, has completed rehabilitation of Prospect Pump Station in accordance with Agreement, dated September 4, 2019 for a total amount of \$1,275,151.00; and

WHEREAS, during the construction phase, the District issued fourteen contract change orders in the amount of \$156,433.21, which have also been completed; and

WHEREAS, the improvements have been inspected and approved by the District staff; and

WHEREAS, Con-Quest Contractors, Inc. has provided a one-year Warranty Bond; and

WHEREAS, the District Manager-Engineer recommends the Board of Directors to accept the completion of the Prospect Pump Station Rehabilitation Project.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Cupertino Sanitary District accepts the above referenced project as complete.

* * *

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 6th day of May 2020, by the following vote of the members thereof:

AYES: Members:
NOES: Members:
ABSENT: Members:
ABSTAIN: Members:

Secretary, Cupertino Sanitary District

APPROVED:

President, Cupertino Sanitary District



Memo

Item 8B

To: Board of Directors
From: Benjamin T. Porter, District Manager-Engineer
Date: May 06, 2020
Re: Reimbursement of Sewer Service Charges for 7335 and 7337 Bollinger Road, Cupertino (Bollinger Plaza - APN: 359-023-018)

Summary:

During the preparation of FY 2019-20 tax-roll for sewer service charges, the District made a decision to aggressively recover sewer charges more appropriate to its uses. For this site, Bollinger Plaza, the District calculated a sewer fee of \$13,208.00, which was placed on the tax-roll for collection.

The owner contacted the District several months ago for clarification. For the past several months, the District has reviewed the FY 2019-20 calculation, made field visits to determine actual uses, verified water usage with water company and worked with the property owner.

District staff reevaluated our original tax-roll calculation and believe it is appropriate to make modifications/revisions to the manner in which sewer fee charges should be calculated as follows:

- 1) Reallocate water usage between two restaurants - Ajito and Kabob based on seating capacity resulting in a 41% / 24% respective split instead of 35% / 40% used in the FY 19-20 calculation.
- 2) Reallocate Kabob and Rose Market to their appropriate classifications.
- 3) Reallocate water usage to 5% each for 7335 and 7337 Bollinger Road, resulting in a minimum charge for other businesses.
- 4) Reduce overall water consumption of 1,273 hundred cubic feet by 10% for irrigation use, since there is not a separate water meter.

Based on the above criteria, the following table summarizes the difference between FY 2019-20 original tax-roll calculation and the proposed reallocation.

Item No.	Tenant	Address	2019-20 TAX ROLL				REALLOCATION PERCENTAGE			Comments
			Rate	% *	HCFY **	Tax Roll Amount	% ***	HCFY ****	NEW AMOUNT	
1	Fashion Hair Design	7335 - B	4.36	10%	123.10	\$544.20	10%	110.79	\$490.60	Charged according to water allocation.
2	Ajito (Yakitori Restaurant)	7335 - C	9.91	35%	430.85	\$4,277.50	41%	450.08	\$4468.03	Charged according to water allocation.
3	Cupertino Liquors	7335 - F	4.36	5%	61.55	\$435.60	5%	55.40	\$435.60	Property subjected to minimum charge
4	Xu's Acup Clinic	7335 - G	4.36	5%	61.55	\$435.60	5%	55.40	\$435.60	Property subjected to minimum charge
5	Play Music Studios	7335 - H	4.36	5%	61.55	\$435.60	5%	55.40	\$435.60	Property subjected to minimum charge
6	Rose Market	7335 - D	9.91	15%	184.65	\$1,839.10	5%	55.40	\$435.60	Recalculated w/ water allocation at new classification rate of \$4.36
7	Kebob Restaurant	7335 - E	9.91	25%	307.75	\$3,062.50	24%	270.05	\$2683.90	Charged according to water allocation.
8	Huntington Center	7335 - A	4.36	20%	8.40	\$435.60	5%	55.54	\$435.60	Property subjected to minimum charge
9	Robert Ju Insurance	7337 - A	4.36	20%	8.40	\$435.60	25%	9.45	\$435.60	Property subjected to minimum charge
10	Rainbow Art Studios	7337 - F	4.36	20%	8.40	\$435.60	25%	9.45	\$435.60	Property subjected to minimum charge
11	Communication Academy	7337 - E	4.36	20%	8.40	\$435.60	25%	9.45	\$435.60	Property subjected to minimum charge
12	Hongwei Medical	7337 - BCD	4.36	20%	8.40	\$435.60	25%	9.45	\$435.60	Property subjected to minimum charge
Total:					1,273	\$13,208.00		1,146	\$11,563.00	Delta is \$1,645.00

This updated calculation was presented to the property owner and they have concurred with the new calculation.

The property owner has provided the evidence of their tax payment.

Staff recommends that the Board approve reduction of their sewer charges from \$13,208 to \$11,563, which results in a refund amount of \$1,645.00

Recommendation:

Approve reimbursement in the amount of \$1,645.00 for sewer service charges

Attachment:

Property tax bill and proof of payment



County of Santa Clara
 Department of Tax and Collections
 70 West Hedding Street
 East Wing, 6th Floor
 San Jose, California 95110-1767

OCT 19 2019

SECURED PROPERTY TAX BILL

TAX YEAR: 2019-2020

for July 01, 2019 through June 30, 2020

ASSESSOR'S PARCEL NUMBER (APN): 359-23-018

SEET DING SHEE TRUSTEE & ET AL

PO BOX 1318
 FREEDOM CA 95019-1318

RECORDED
 NOV 18 2019

TAX BILL INFORMATION

PROPERTY ADDRESS:
 7335 BOLLINGER RD
 CUPERTINO CA 95014

BILL ID: 6021316
BILL SUFFIX: 00
TAX RATE AREA: 013-002

BILL CREATED: 09/14/2019

ASSESSEE AS OF 12:01AM, JANUARY 1, 2019 LIEN DATE:
 SEET DING SHEE TRUSTEE & ET AL

SEC-REG-20190919 201920

SUMMARY OF TAXES

Assessed Value of the Property	\$3,687,425
Less Exemption	0
Net Assessed Value	\$3,687,425
Taxes Due	\$43,290.36
Special Assessments	15,284.46
Total Amount Due	\$58,574.82
Penalties, Cost, Return Check Charges	\$0.00
Less Amount Paid	0.00
Current Amount Due	\$58,574.82

(DETAILS OF TAX CALCULATIONS ARE ON THE REVERSE SIDE)

CONTACT INFORMATION

Department of Tax and Collections: www.sccdtac.org
 Tax Bill: (408) 808-7900

Office of the Assessor: www.sccassessor.org
 Assessed Value: (408) 299-5300
 Change of Address: (408) 299-5526
 Exemptions: (408) 299-6460

Special Assessments: www.sccgov.org/SA

IMPORTANT MESSAGES

For an explanation of key areas on your bill, please review the enclosed sample tax bill. Consult your tax preparer for details regarding deductions.

DTAC accepts partial payments.

GO GREEN! Sign up at www.sccassessor.org/register to receive your property tax bill electronically.

PAY ELECTRONICALLY

taxpayment.sccdtac.org

VISA MasterCard DISCOVER eCheck

SCC DTAC App

Visit www.WhereDoTaxesGo.org for tax distribution details.

Sign up to receive email reminders for important announcements related to your property tax bills at: www.sccdtac.org/subscribe

Number 9, 2019 12:23:16 PM
 (408) 808-1900
 San Jose, CA 95110
 City of Santa Clara
 Department of Tax and Collections
 408, Harding St, East Wing, 6th Floor

CALCULATION OF TAXES for APN: 359-23-018-00
TAX YEAR: 19-2020 for July 01, 2019 through June 30, 2020

ASSESSED VALUES	
LAND	1,808,569
IMPROVEMENTS	1,878,856
TOTAL LAND AND IMPROVEMENTS	3,687,425
PERSONAL PROPERTY	0
TOTAL ASSESSED VALUE	3,687,425
LESS HOMEOWNER'S EXEMPTION	
LESS OTHER EXEMPTION	
NET ASSESSED VALUE	\$3,687,425

DETAIL OF TAXES			
TAXING AGENCY	VALUE	RATES (%)	AMOUNT
LAND, IMPROVEMENTS, PERSONAL PROPERTY			
1% MAXIMUM LEVY	3,687,425	1.000000	
CO BOND 2008 HOSP FAC	3,687,425	0.008900	
CO LIBRARY RETIREMENT	3,687,425	0.002400	
CO RETIREMENT LEVY	3,687,425	0.038800	
CO. HOUSING BOND 2016	3,687,425	0.010000	
COMM COLLEGE BONDS	3,687,425	0.020800	
ELEM OR UNIF SCH BONDS	3,687,425	0.041500	
HIGH SCHOOL BONDS	3,687,425	0.047900	
MID PENINSULA OPEN SPACE 2014	3,687,425	0.001600	
TOTAL ASSESSED VALUE TAXES		1.169900	43,139.19
LAND AND IMPROVEMENTS			
SCVWD-STATE WATER PROJ	3,687,425	0.004100	
TOTAL LAND & IMPROVEMENT TAXES		0.004100	151.18
ROUNDING ADJUSTMENT			-0.01
		TAXES DUE	\$43,290.36

PAYMENTS	
PAYMENTS APPLIED TO 1ST INSTALLMENT	0.00
PAYMENTS APPLIED TO 2ND INSTALLMENT	0.00
AMOUNT PAID	\$0.00

Visit www.WhereDoTaxesGo.org for 1% maximum levy and debt levy distribution information.

PARCEL TAX / SPECIAL ASSESSMENTS				
SA#	TAXING AGENCY	NAME	CONTACT	AMOUNT
*0728	SANTA CLARA VALLEY WATER DIST	SAFE, CLEAN WATER	408-630-2810	628.26
*0745	CUPERTINO UNION SCHOOL DIST	MEASURE A 2014	408-252-3000 x61419	250.00
0827	CITY OF CUPERTINO	CUPT/ENVIR/STORM 1992	408-777-3255	217.44
0847	SANTA CLARA COUNTY-VECTOR CTRL	SCCO VECTOR CONTROL	800-273-5167 x105	14.82
0848	SANTA CLARA COUNTY-VECTOR CTRL	MOSQUITO ASMT #2	800-273-5167 x105	71.22
0851	SANTA CLARA COUNTY-LIBRARY JPA	LIBRARY JPA CD 2013-1	408-293-2326 x3004	292.90
0881	SANTA CLARA VALLEY WATER DIST	FLOOD CTL DEBT-N CENTRAL	408-630-2810	121.26
0885	CUPERTINO SANITARY DISTRICT	CUPERTINO SANITARY DIST	408-253-7071	13,208.00
*0896	FREMONT UNION HIGH SCHOOL DIST	MEASURE J 2014	408-522-2219	98.00
*0980	SF BAY RESTORATION AUTHORITY	MEASURE AA	888-508-8157	12.00
1011	CITY OF CUPERTINO	2019 CUPT STORM WATER	800-273-5167	370.56
		TOTAL		\$15,284.46

INSTALLMENT 1	
DUE DATE	11/01/2019
DELINQUENT AFTER	12/10/2019
TAXES AND SPECIAL ASSESSMENTS	\$29,287.41
10% DELINQUENT PENALTY	0.00
DELINQUENT COST	0.00
RETURNED CHECK CHARGE	0.00
LESS AMOUNT PAID	0.00
TOTAL INSTALLMENT AMOUNT	\$29,287.41

INSTALLMENT 2	
DUE DATE	02/01/2020
DELINQUENT AFTER	04/10/2020
TAXES AND SPECIAL ASSESSMENTS	\$29,287.41
10% DELINQUENT PENALTY	0.00
DELINQUENT COST	0.00
RETURNED CHECK CHARGE	0.00
LESS AMOUNT PAID	0.00
TOTAL INSTALLMENT AMOUNT	\$29,287.41

* Exemptions may be available for seniors and/or homeowners who meet eligibility requirements. Contact the specific agency above or go to www.sccdta.org/pte for more information.


List of Secured Tax Bills

Tuesday Apr 21, 2020 11:06 AM PST

APN: 359-23-018 [View Payment History](#)

History

Property Address: 7335 BOLLINGER RD
CUPERTINO CA 95014

Tax Rate Area: 013-002 Where do my tax dollars go? 

Annual Tax Bill

Installment Number	Tax Year	Amount Paid To Date	Balance Due	Pay By Date	Status	Select To Pay
1	2019/2020	\$29,287.41	\$0.00	12/10/2019	PAID	
2	2019/2020	\$29,287.41	\$0.00	04/10/2020	PAID	

Annual Tax Bill

Installment Number	Tax Year	Amount Paid To Date	Balance Due	Pay By Date	Status	Select To Pay
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1	2018/2019	\$24,193.11	\$0.00	12/10/2018	PAID
2	2018/2019	\$24,193.11	\$0.00	04/10/2019	PAID

Department of Tax and Collections
Send us an Email
Scheduled Downtimes

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