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Georgean Vonheeder-Leopold
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Executive Officer

Mona Palacios

**Alameda LAFCo Policy and Budget Committee
February 22, 2017, 1:00 pm – 2:30 pm**

**Meeting Location: Dublin San Ramon Services District Board Room
7051 Dublin Blvd., Dublin**

Members: Commissioners Marchand, Johnson, and Pico

AGENDA

1. Staffing update
2. Cities Municipal Services Review Update
3. Legislative Outreach Plan and Activity Update
4. Joint Powers Authorities – SB 1266 Implementation Update
5. LAFCo Role in Countywide Redevelopment Agency Oversight Board Special District Appointments
6. Strategic Plan Update Options
7. Initiation of Proposed Budget Process
 - a. Review of current FY fiscal status and workplan
 - b. Proposed FY 2017-2018 budget and workplan
8. **Public Comment:** Anyone from the audience may address the Commission on any matter not listed on the agenda and within the jurisdiction of the Alameda LAFCo. The Commission cannot act upon matters not appearing on the agenda. *Speakers are limited to three (3) minutes.*

If you wish to speak to a matter on the agenda, please complete a Speakers Card and submit it to staff. When your name is announced, please come forward and give your name and address, and state your comments or questions. If you wish to speak on a matter not on the agenda, please wait until the item for Public Comment. Alameda LAFCo meetings are wheelchair accessible. Call (510) 208-4949 (voice) or (510) 834-6754 (TDD) to request a sign-language interpreter.

*Alameda***LAFCO**

ALAMEDA LOCAL AGENCY FORMATION COMMISSION
 1221 OAK STREET, SUITE 555 * OAKLAND, CA 94612
 (510) 271-5142 FAX (510) 272-3784
 WWW.ACGOV.ORG/LAFCO

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January 12, 2017

The Honorable Bob Wieckowski
 State Senate, District 10
 39510 Paseo Padre Parkway, Suite 280
 Fremont, CA 94538

Dear Senator Wieckowski:

As the 2017-18 California legislative session gets underway, I would like to take this opportunity to provide you with information about the roles and responsibilities of Local Agency Formation Commissions (LAFCOs) and introduce you to the Alameda LAFCo Commissioners and staff.

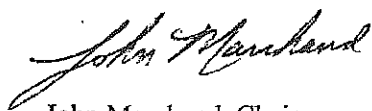
Enclosed with this letter is a pamphlet which describes LAFCOs and a roster of Alameda LAFCo's Commissioners and staff. In addition, the California Association of Local Agency Formation Commissions (CALAFCO) is a tremendous resource which is available in Sacramento. The Executive Director is Pamela Miller, the office is located at 1215 K Street, Suite 1650 and contact information is (916) 442-6536 or pmiller@calafco.org.

As you participate in the legislative process in Sacramento, Alameda LAFCo is available to serve as an information resource on local government in Alameda County. We can also provide information on policy positions related to legislation affecting LAFCOs in general and Alameda LAFCo specifically.

In that vein, we would like to schedule a brief meeting with you and your staff to answer any questions you may have about LAFCo and learn more about your interests. Alameda LAFCo Executive Officer Mona Palacios will be in contact with your office to set up a brief introductory meeting.

In the meantime, if there are any matters with which we can assist you, please do not hesitate to contact Mona Palacios at (510) 272-3894 or by email at mona.palacios@acgov.org.

Sincerely,



John Marchand, Chair

Attachments

cc: Each Member, Alameda LAFCo
 Mona Palacios, Alameda LAFCo Executive Officer

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MEMORANDUM

DATE: January 24, 2017

TO: Local Agency Administrators

FROM: Mona Palacios, Executive Officer *MP*

SUBJECT: Enactment of Senate Bill 1266: New Reporting Requirements for Certain Joint Power Authorities

This memorandum provides notice by the Alameda Local Agency Formation Commission (LAFCo) of the filing requirements established under Senate Bill 1266. This legislation became effective on January 1, 2017 and amends the Joint Exercise of Powers Act to require joint powers authorities (JPAs) or joint powers agencies that were formed to provide municipal services to file their agreements and any subsequent amendments with LAFCos within certain prescribed time periods.

Specifically, the law now requires a JPA formed for the purpose of providing municipal services that includes a local agency member that is a city, district, or county to file the full text of the joint powers agreement, and any amendments to the agreement, in the same manner as filed with the State Controller. The documents must be filed with the LAFCo in each county within which all or any part of a local agency member's territory is located.

For JPAs formed prior to January 1, 2017 that meet the specified criteria, filings are to be made no later than July 1, 2017. For all other JPAs, filings are to be made within 30 days after the effective date of the agreement or amendment to the agreement. The law prohibits any agency or entity administering a joint powers agreement or amendment to an agreement from issuing any bonds or incurring indebtedness of any kind until filings are completed.

It is important to note that under the provisions of SB 1266, LAFCo does not assume any regulatory or review authority over JPAs. Rather, the new law supports LAFCo's ability to serve as community resource by maintaining a clearinghouse of information regarding the provision of municipal services including those provided by JPAs.

Please file all joint powers agreements and/or amendments with the LAFCo office at the address listed above. If possible, please also submit electronic copies of agreements and amendments to LAFCo Clerk Sandy Hou at Sandra.hou@acgov.org. LAFCo will provide a written acknowledgement of receipt.

Should you have any questions, please contact the LAFCo office.

Attachment: Senate Bill 1266

Senate Bill No. 1266

CHAPTER 173

An act to amend Section 6503.6 of, and to add Section 6503.8 to, the Government Code, relating to local government.

[Approved by Governor August 22, 2016. Filed with
Secretary of State August 22, 2016.]

LEGISLATIVE COUNSEL'S DIGEST

SB 1266, McGuire. Joint Exercise of Powers Act: agreements: filings.

The Joint Exercise of Powers Act generally authorizes 2 or more public agencies, by agreement, to jointly exercise any common power, which is generally termed a joint powers agreement. When a joint powers agreement provides for the creation of an agency or entity, separate from the parties to the agreement and responsible for its administration, existing law requires that agency or entity to cause a notice of the agreement or amendment to be prepared and filed, as specified, with the Secretary of State. Existing law requires an agency or entity that files a notice of agreement or amendment with the Secretary of State to also file a copy of the original joint powers agreement, and any amendment to the agreement, with the Controller.

This bill would require an agency or entity required to file documents with the Controller, as described above, that meets the definition of a joint powers authority or joint powers agency, as specified, that was formed for the purpose of providing municipal services and that includes a local agency member, as specified, to also file a copy of the agreement or amendment to the agreement with the local agency formation commission in each county within which all or any part of a local agency member's territory is located within 30 days after the effective date of the agreement or amendment to the agreement. The bill would also require an agency or entity that meets the definition of a joint powers authority or joint powers agency, as specified, that was formed for the purpose of providing municipal services prior to the effective date of this act and that includes a local agency member, as specified, to file a copy of the agreement and any amendments to the agreement with the local agency formation commission in each county within which all or any part of a local agency member's territory is located no later than July 1, 2017. This bill would prohibit an agency or entity administering an agreement or amendment that has failed to make the required filings within the specified timeframes from issuing bonds or incurring any indebtedness until those filings have been made.

By requiring specified joint powers agencies to file certain documents with a local agency formation commission, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

The people of the State of California do enact as follows:

SECTION 1. Section 6503.6 of the Government Code is amended to read:

6503.6. (a) When an agency or entity files a notice of agreement or amendment to the agreement with the office of the Secretary of State pursuant to Section 6503.5, the agency or entity shall file a copy of the full text of the original joint powers agreement, and any amendment to the agreement, with the Controller. An agency or entity that meets the definition of a joint powers authority or joint powers agency under Section 56047.7 that was formed for the purpose of providing municipal services and that includes a local agency member that is a city, district, or county shall, within 30 days after the effective date of the agreement or amendment to the agreement, file a copy of the agreement or amendment to the agreement with the local agency formation commission in each county within which all or any part of a local agency member's territory is located.

(b) Notwithstanding any other provision of this chapter, any agency or entity administering a joint powers agreement or amendment to such an agreement, which agreement or amendment becomes effective on or after the effective date of this section, which fails to file the notice with a local agency formation commission required by this section within 30 days after the effective date of the agreement or amendment shall not thereafter, and until those filings are completed, issue any bonds or incur indebtedness of any kind.

SEC. 2. Section 6503.8 is added to the Government Code, to read:

6503.8. (a) No later than July 1, 2017, an agency or entity that meets the definition of a joint powers authority or joint powers agency under Section 56047.7 that was formed for the purpose of providing municipal services prior to the effective date of this section, and that includes a local agency member that is a city, district, or county, shall cause a copy of the agreement and any amendments to the agreement to be filed with the local agency formation commission in each county within which all or any part of a local agency member's territory is located.

(b) Notwithstanding any other provision of this chapter, any agency or entity administering a joint powers agreement or amendment to such an agreement, which fails to file the notice with a local agency formation commission required by this section on or before July 1, 2017, shall not thereafter, and until those filings are completed, issue any bonds or incur indebtedness of any kind.

SEC. 3. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.



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Item 5

COUNTYWIDE RDA OVERSIGHT BOARD SPECIAL DISTRICT APPOINTMENTS

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
CALIFORNIA ASSOCIATION OF LOCAL AGENCY FORMATION COMMISSIONS
Last Updated: September 27, 2016



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DISCLAIMER:

This publication is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in these materials.

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ACKNOWLEDGEMENTS:

In preparing this paper, CSDA and CALAFCO greatly benefited from individuals who were generous with their time and insightful with their views. Members of our working group held background experience as special district general managers and directors of finance, local agency formation commission executive officers, RDA oversight board representatives, and attorneys.

CSDA and CALAFCO extend sincere appreciation to the individuals on our joint working group, who significantly contributed to the development of this guide. The contributions of the following people were invaluable:

Gary Bell
Attorney at Law
Colantuono, Highsmith & Whatley, PC

José C. Henríquez,
Executive Officer
El Dorado County Local Agency Formation Commission

Shane McAfee
General Manager
Greater Vallejo Recreation and Park District

Keene Simonds
Executive Officer
Marin County Local Agency Formation Commission

Charles Turner
Director of Finance
Eastern Municipal Water District



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On July 1, 2018, more than 400 redevelopment agency (RDA) oversight boards will be consolidated into just one oversight board per county (and five oversight boards in Los Angeles County). When this occurs, each county's Independent Special Districts Selection Committee will be granted the authority to appoint one special district representative to that county's respective oversight board.

If the Independent Special District Selection Committee in a county fails to act by July 15, 2018, the governor will make the appointment on its behalf. Therefore, it is important that the special districts in each affected county, and the Local Agency Formation Commissions (LAFcos) that administer the operations of the Independent Special Districts Selection Committees, take proactive steps to ensure a successful locally-controlled appointment process.

Much is at stake in the decisions that go before oversight boards. In fiscal years 2015-16 and 2016-17 combined, the governor's 2016 May Revise estimated special districts will receive \$316 million in property tax restoration due to the continued wind down of RDAs. Oversight board actions could affect the amount and speed of future property tax restorations to special districts and other local agencies.

Due to the newness and uniqueness of the statute providing for countywide oversight boards, the many cross-references within the statute, and the lack of familiarity most LAFcos and special districts have with the Health and Safety Code in which the statute is included, the authorizing language for special district appointments may be challenging to some local officials.

For these reasons, the California Special Districts Association (CSDA) and California Local Agency Formation Commission (CALAFCO) convened a working group to outline the process for appointing special district representatives to countywide oversight boards, and to provide guidance on potential questions related to that process.

COUNTIES REQUIRING A COUNTYWIDE OVERSIGHT BOARD

The following thirty-seven counties have two or more oversight boards that will be consolidated into one countywide oversight board on July 1, 2018 (except for Los Angeles County, which will be consolidated into five oversight boards):

- | | | |
|--|-------------------|-----------------|
| • Alameda | • Monterey | • Santa Barbara |
| • Butte | • Mendocino | • Santa Clara |
| • Contra Costa | • Merced | • Santa Cruz |
| • Fresno | • Nevada | • Shasta |
| • Humboldt | • Orange | • Solano |
| • Imperial | • Placer | • Sonoma |
| • Kern | • Riverside | • Stanislaus |
| • Kings | • Sacramento | • Sutter |
| • Lake | • San Bernardino | • Tulare |
| • Los Angeles (five
oversight boards) | • San Diego | • Ventura |
| • Madera | • San Joaquin | • Yolo |
| • Marin | • San Luis Obispo | • Yuba |
| | • San Mateo | |

Of the counties noted above, the following eleven counties do not currently have an Independent Special Districts Selection Committee in place. Therefore, the special districts and LAFco in each of these counties will need to form an Independent Special Districts Selection Committee in order to facilitate the appointment of a special district representative to the new countywide RDA oversight board:

- | | | |
|------------|---------------|----------|
| • Fresno | • Merced | • Tulare |
| • Imperial | • San Joaquin | • Yolo |
| • Kings | • Solano | • Yuba |
| • Madera | • Stanislaus | |



SPECIAL DISTRICT REPRESENTATIVE APPOINTMENT PROCESS

The statutory authorization for appointing the special district representative to a countywide oversight board is found in Health and Safety Code 34179, which can be found in the appendix. This publication overviews the application of this authority in conjunction with the relevant code sections cross-referenced to the Cortese-Knox-Hertzberg Act or "LAFCo Law" in the Government Code.

On July 1, 2018, counties with 2 – 39 individual RDA oversight boards will be consolidated into one countywide oversight board. Upon consolidation, the county's Independent Special District Selection Committee is responsible for appointing the special district representative to the new countywide oversight board. The Independent Special District Selection Committee consists of the presiding officer of the legislative body of each independent special district or district-appointed alternate (Government Code Section 56332(a)).

Procedures

The LAFCo Executive Officer/Designee is responsible for calling and giving written notice of meetings of the Independent Special District Selection Committee, at which a representative may be appointed to the countywide RDA oversight board. (Government Code Section 56332(b)).

- A majority of the Independent Special District Selection Committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot (Government Code Section 56332(e)).

If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer/designee determines that a meeting of the special district selection committee, for the purpose of selecting the special district members or filling vacancies, is not feasible, the executive officer/designee shall conduct the business of the committee by mail. Elections by mail shall be conducted as follows (Government Code Section 56332(f)):

- 1) The executive officer/designee shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.
- 2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer/designee shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer/designee by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer/designee mailed the ballot to the eligible district.
- 3) The call for nominations, ballot, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, the executive officer/designee, with prior concurrence of the presiding officer or his or her alternate as designated by the governing body, may transmit materials by electronic mail.
- 4) If the executive officer/designee has transmitted the call for nominations or ballot by electronic mail, the presiding officer, or his or her alternate as designated by the governing body, may respond to the executive officer/designee by electronic mail.



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- 5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.
- 6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer/designee after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer/designee shall extend the date to submit ballots by 60 days and notify all districts of the extension. The executive officer/designee shall announce the results of the election within seven days of the date specified.
 - o A quorum is the majority of members representing eligible districts (Government Code Section 56332(a))
- 7) All election materials shall be retained by the executive officer/designee for a period of at least six months after the announcement of the election results

Eligibility Requirements

Members appointed by the independent special district selection committee shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county (Government Code Section 56332(c)).

- Special district appointees to current individual oversight boards (pre consolidation into countywide oversight boards) are not restricted to members of the legislative body of the district.

There is no clear indication that the members appointed by the selection committee must be located in a former RDA. However, it could be implied by Health and Safety Code Section 34179(j)(3).

- Current individual oversight boards (prior to consolidation into countywide oversight boards) limit eligibility to special districts that have territory in the territorial jurisdiction of the former RDA and are eligible to receive property tax residual from the RPTTF: "One member appointed by the largest special district, by property tax share, with territory in the territorial jurisdiction of the former redevelopment agency, which is of the type of special district that is eligible to receive property tax revenues pursuant to Section 34188" (Health and Safety Code Section 34179(a)(3)(A)).

Based on Health and Safety Code Section 34179(j)(3), the committee should appoint a representative from a special district that receives property tax residual from the Redevelopment Property Tax Trust Fund (RPTTF).

- Health and Safety Code Section 34179(j)(3) reads in full: "One member may be appointed by the independent special district selection committee established pursuant to Section 56332 of the Government Code, for the types of special districts that are eligible to receive property tax revenues pursuant to Section 34188."

Deadlines and Vacancies

If no one is appointed by July 15, 2018, the governor may appoint an individual on behalf of the Independent Special District Selection Committee. The governor may also appoint individuals for any member position that remains vacant for more than 60 days (Health and Safety Code Section 34179(k)).



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Notification Requirements

Health and Safety Code Section 34179(j) does not include notification requirements of the selected special district appointee. However, the current individual oversight boards (prior to consolidation into countywide oversight boards) were required to elect one of their members as the chairperson and report the name of the chairperson and other members to the Department of Finance (Health and Safety Code Section 34179(a)). Additionally, the LAFCo Executive Officer/Designee must announce the results of an Independent Special District Selection Committee election within seven days (Government Code Section 56332(f)(6)).

Counties with Only One Individual Oversight Board

In each county where only one individual RDA oversight board exists, as of July 1, 2018, there will be no consolidation into a countywide oversight board and no change to the composition of the existing oversight board (Health and Safety Code Section 34179(i)).

Counties with 40 or More Individual Oversight Boards

In each county where 40 or more individual oversight boards exist (Los Angeles County), as of July 1, 2018, there will be a consolidation into five oversight boards. The special district membership of each oversight board shall be selected as outlined in Health and Safety Code Section 34179(j)(3) via the Independent Special District Selection Committee process (Health and Safety Code Section 34179(q)(1)).

The consolidated oversight boards in this county shall be numbered one through five, and their respective jurisdictions shall encompass the territory located within the respective borders of the first through fifth county board of supervisors districts, as those borders existed on July 1, 2018. Each oversight board shall have jurisdiction over each successor agency located within its borders (Health and Safety Code Section 34179(q)(2)).

- If a successor agency has territory located within more than one county board of supervisors' district, the county board of supervisors shall, no later than July 15, 2018, determine which oversight board shall have jurisdiction over that successor agency. The county board of supervisors or their designee shall report this information to the successor agency and the department by the aforementioned date (Health and Safety Code Section 34179(q)(3)).

Health and Safety Code Section 34179(q) does not specify if the city and special district appointees must be from an agency located in the respective supervisorial seat.

POTENTIAL QUESTIONS

What if my county does not currently have an Independent Special District Selection Committee?

In the case where more than one successor agency exists within the county, an Independent Special District Selection Committee shall be created pursuant to Government Code Section 56332. Each independent special district shall appoint a member representative to the committee and notify the LAFCo of the appointed member. The LAFCo shall then call and conduct a meeting of the committee, pursuant to Section 56332, for purposes of appointing a representative to the countywide RDA oversight board.



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Does the Independent Special District Selection Committee also select an alternate, as it does with LAFCo commissioners? How should a vacancy be addressed?

The strictest interpretation of the statute only authorizes the appointment of one person, but a reasonable argument can be made for the appointment of an alternate. The Legislature expressly incorporated Government Code Section 56332 without elaboration, and that section allows for alternates.

Health and Safety Code Section 34179 does not mention alternates for the countywide oversight boards, but does allow each appointing authority to appoint an alternate for the current individual oversight boards (prior to the consolidation into a countywide oversight board) (Health and Safety Code Section 34179(a)(11)). The selection process outlined in Government Code Section 56332(c) includes the selection of an alternate for the commission.

To resolve any ambiguity, the Independent Special District Selection Committee may choose to adopt local policies, pursuant to its authority in Government Code section 56332, expressly authorizing the appointment of an alternate.

If the LAFCo Executive Officer/Designee anticipates a vacancy will occur – or if an actual vacancy occurs – an election may be held for a representative to the countywide oversight board (Government Code section 56332(b)).

What is the term of an appointment to the countywide RDA oversight board?

Nothing in Health and Safety Code Section 34179 describes terms for members of the oversight board. Rather, Section 34179(g) provides that "Each member of an oversight board shall serve at the pleasure of the entity that appointed such member."

Can an appointee be replaced mid-term?

Yes; nothing in Health and Safety Code Section 34179 describes terms for members of the oversight board. Rather, Section 34179(g) provides that "Each member of an oversight board shall serve at the pleasure of the entity that appointed such member."

Can the Independent Special District Selection Committee replace a special district representative appointed by the governor due to a vacancy?

While not clearly outlined within the relevant statutes, the intent of having locally appointed representatives on the oversight board is undermined if the law is interpreted such that seats could become, essentially, permanent representatives of the governor.

That being said, Independent Special District Selection Committees are strongly encouraged to appoint a representative no later than July 15, 2018, and within 60 days of any vacancy thereafter, in order to avoid this potential question.

What should a LAFCo do where the law is not explicit as to the process for appointments to the countywide RDA oversight board?

LAFCOs should adopt local commission policies. Government Code Section 56300 allows LAFCOs to adopt local policies either to clarify requirements or specify how a LAFCo will implement State law taking into account the local conditions. Case law has also indicated that these policies are allowed so long as they are not in conflict with State law.



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For example, Government Code 56325(d) indicates that, notwithstanding any other provision of the Cortese-Knox-Hertzberg Act, each LAFCo can appoint one member and one alternate member who represents the public at large. The same section goes on to specify that the appointment of the public and alternate members must be subject to an affirmative vote of at least one of the members from the other appointed authorities; and it also specifies the noticing requirements to announce the vacancy in this position. Section 56325(d) does not contain any direction for the process of appointing public members, nor does it have an indication of the vetting process for candidates eligible to be appointed to this position. With this unclear in the law, some LAFCos have adopted policies to clarify and indicate the basic appointment process.

LAFCos may establish local policies for appointing special district representatives to the countywide RDA oversight board, so long as they are not in conflict with State law.

DEFINITIONS

Taxing entities

Cities, counties, a city and county, special districts, and school entities, as defined in subdivision (f) of Section 95 of the Revenue and Taxation Code, that receive passthrough payments and distributions of property taxes pursuant to the provisions of this part (Health and Safety Code Section 34171(k)).

Executive officer

The executive officer or designee as authorized by the Local Agency Formation Commission (Government Code Section 56332(g)).



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APPENDIX

HEALTH AND SAFETY CODE

DIVISION 24. COMMUNITY DEVELOPMENT AND HOUSING [33000 - 37964] (*Heading of Division 24 amended by Stats. 1975, Ch. 1137.*)

PART 1.85. DISSOLUTION OF REDEVELOPMENT AGENCIES AND DESIGNATION OF SUCCESSOR AGENCIES [34170 - 34191.6] (*Part 1.85 added by Stats. 2011, 1st Ex. Sess., Ch. 5, Sec. 7.*)

CHAPTER 4. Oversight Boards [34179 - 34181] (*Chapter 4 added by Stats. 2011, 1st Ex. Sess., Ch. 5, Sec. 7.*)

34179. (a) Each successor agency shall have an oversight board composed of seven members. The members shall elect one of their members as the chairperson and shall report the name of the chairperson and other members to the Department of Finance on or before May 1, 2012. Members shall be selected as follows:

(1) One member appointed by the county board of supervisors.

(2) One member appointed by the mayor for the city that formed the redevelopment agency.

(3) (A) One member appointed by the largest special district, by property tax share, with territory in the territorial jurisdiction of the former redevelopment agency, which is of the type of special district that is eligible to receive property tax revenues pursuant to Section 34188.

(B) On or after the effective date of this subparagraph, the county auditor-controller may determine which is the largest special district for purposes of this section.

(4) One member appointed by the county superintendent of education to represent schools if the superintendent is elected. If the county superintendent of education is appointed, then the appointment made pursuant to this paragraph shall be made by the county board of education.

(5) One member appointed by the Chancellor of the California Community Colleges to represent community college districts in the county.

(6) One member of the public appointed by the county board of supervisors.

(7) One member representing the employees of the former redevelopment agency appointed by the mayor or chair of the board of supervisors, as the case may be, from the recognized employee organization representing the largest number of former redevelopment agency employees employed by the successor agency at that time. In the case where city or county employees performed administrative duties of the former redevelopment agency, the appointment shall be made from the recognized employee organization representing those employees. If a recognized employee organization does not exist for either the employees of the former redevelopment agency or the city or county employees performing administrative duties of the former redevelopment agency, the appointment shall be made from among the employees of the successor agency. In voting to approve a contract as an enforceable obligation, a member appointed pursuant to this paragraph shall not be deemed to be interested in the contract by virtue of being an employee of the successor agency or community for purposes of Section 1090 of the Government Code.

(8) If the county or a joint powers agency formed the redevelopment agency, then the largest city by acreage in the territorial jurisdiction of the former redevelopment agency may select one member. If there are no cities with territory in a project area of the redevelopment agency, the county superintendent of education may appoint an additional member to represent the public.

(9) If there are no special districts of the type that are eligible to receive property tax pursuant to Section 34188, within the territorial jurisdiction of the former redevelopment agency, then the county may appoint one member to represent the public.



(10) If a redevelopment agency was formed by an entity that is both a charter city and a county, the oversight board shall be composed of seven members selected as follows: three members appointed by the mayor of the city, if that appointment is subject to confirmation by the county board of supervisors, one member appointed by the largest special district, by property tax share, with territory in the territorial jurisdiction of the former redevelopment agency, which is the type of special district that is eligible to receive property tax revenues pursuant to Section 34188, one member appointed by the county superintendent of education to represent schools, one member appointed by the Chancellor of the California Community Colleges to represent community college districts, and one member representing employees of the former redevelopment agency appointed by the mayor of the city if that appointment is subject to confirmation by the county board of supervisors, to represent the largest number of former redevelopment agency employees employed by the successor agency at that time.

(11) Each appointing authority identified in this subdivision may, but is not required to, appoint alternate representatives to serve on the oversight board as may be necessary to attend any meeting of the oversight board in the event that the appointing authority's primary representative is unable to attend any meeting for any reason. If an alternate representative attends any meeting in place of the primary representative, the alternate representative shall have the same participatory and voting rights as all other attending members of the oversight board.

(b) The governor may appoint individuals to fill any oversight board member position described in subdivision (a) that has not been filled by May 15, 2012, or any member position that remains vacant for more than 60 days.

(c) The oversight board may direct the staff of the successor agency to perform work in furtherance of the oversight board's and the successor agency's duties and responsibilities under this part. The successor agency shall pay for all of the costs of meetings of the oversight board and may include such costs in its administrative budget. Oversight board members shall serve without compensation or reimbursement for expenses.

(d) Oversight board members are protected by the immunities applicable to public entities and public employees governed by Part 1 (commencing with Section 810) and Part 2 (commencing with Section 814) of Division 3.6 of Title 1 of the Government Code.

(e) A majority of the total membership of the oversight board shall constitute a quorum for the transaction of business. A majority vote of the total membership of the oversight board is required for the oversight board to take action. The oversight board shall be deemed to be a local entity for purposes of the Ralph M. Brown Act, the California Public Records Act, and the Political Reform Act of 1974. All actions taken by the oversight board shall be adopted by resolution.

(f) All notices required by law for proposed oversight board actions shall also be posted on the successor agency's Internet Web site or the oversight board's Internet Web site.

(g) Each member of an oversight board shall serve at the pleasure of the entity that appointed such member.

(h) (1) The department may review an oversight board action taken pursuant to this part. Written notice and information about all actions taken by an oversight board shall be provided to the department as an approved resolution by electronic means and in a manner of the department's choosing. Without abrogating the department's authority to review all matters related to the Recognized Obligation Payment Schedule pursuant to Section 34177, oversight boards are not required to submit the following oversight board actions for department approval:

(A) Meeting minutes and agendas.

(B) Administrative budgets.

(C) Changes in oversight board members, or the selection of an oversight board chair or vice chair.

(D) Transfers of governmental property pursuant to an approved long-range property management plan.



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Districts Association**
Districts Stronger Together



(E) Transfers of property to be retained by the sponsoring entity for future development pursuant to an approved long-range property management plan.

(2) An oversight board action submitted in a manner specified by the department shall become effective five business days after submission, unless the department requests a review of the action. Each oversight board shall designate an official to whom the department may make those requests and who shall provide the department with the telephone number and e-mail contact information for the purpose of communicating with the department pursuant to this subdivision. Except as otherwise provided in this part, in the event that the department requests a review of a given oversight board action, it shall have 40 days from the date of its request to approve the oversight board action or return it to the oversight board for reconsideration and the oversight board action shall not be effective until approved by the department. In the event that the department returns the oversight board action to the oversight board for reconsideration, the oversight board shall resubmit the modified action for department approval and the modified oversight board action shall not become effective until approved by the department. If the department reviews a Recognized Obligation Payment Schedule, the department may eliminate or modify any item on that schedule prior to its approval. The county auditor-controller shall reflect the actions of the department in determining the amount of property tax revenues to allocate to the successor agency. The department shall provide notice to the successor agency and the county auditor-controller as to the reasons for its actions. To the extent that an oversight board continues to dispute a determination with the department, one or more future Recognized Obligation Payment Schedules may reflect any resolution of that dispute. The department may also agree to an amendment to a Recognized Obligation Payment Schedule to reflect a resolution of a disputed item; however, this shall not affect a past allocation of property tax or create a liability for any affected taxing entity.

(i) Oversight boards shall have fiduciary responsibilities to holders of enforceable obligations and the taxing entities that benefit from distributions of property tax and other revenues pursuant to Section 34188. Further, the provisions of Division 4 (commencing with Section 1000) of the Government Code shall apply to oversight boards. Notwithstanding Section 1099 of the Government Code, or any other law, any individual may simultaneously be appointed to up to five oversight boards and may hold an office in a city, county, city and county, special district, school district, or community college district.

(j) Except as specified in subdivision (q), commencing on and after July 1, 2018, in each county where more than one oversight board was created by operation of the act adding this part, there shall be only one oversight board, which shall be staffed by the county auditor-controller, by another county entity selected by the county auditor-controller, or by a city within the county that the county auditor-controller may select after consulting with the department. Pursuant to Section 34183, the county auditor-controller may recover directly from the Redevelopment Property Tax Trust Fund, and distribute to the appropriate city or county entity, reimbursement for all costs incurred by it or by the city or county pursuant to this subdivision, which shall include any associated startup costs. However, if only one successor agency exists within the county, the county auditor-controller may designate the successor agency to staff the oversight board. The oversight board is appointed as follows:

(1) One member may be appointed by the county board of supervisors.

(2) One member may be appointed by the city selection committee established pursuant to Section 50270 of the Government Code. In a city and county, the mayor may appoint one member.

(3) One member may be appointed by the independent special district selection committee established pursuant to Section 56332 of the Government Code, for the types of special districts that are eligible to receive property tax revenues pursuant to Section 34188.

(4) One member may be appointed by the county superintendent of education to represent schools if the superintendent is elected. If the county superintendent of education is appointed, then the appointment made pursuant to this paragraph shall be made by the county board of education.

(5) One member may be appointed by the Chancellor of the California Community Colleges to represent community college districts in the county.

(6) One member of the public may be appointed by the county board of supervisors.



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- (7) One member may be appointed by the recognized employee organization representing the largest number of successor agency employees in the county.
- (k) The governor may appoint individuals to fill any oversight board member position described in subdivision (j) that has not been filled by July 15, 2018, or any member position that remains vacant for more than 60 days.
- (l) Commencing on and after July 1, 2018, in each county where only one oversight board was created by operation of the act adding this part, then there will be no change to the composition of that oversight board as a result of the operation of subdivision (j).
- (m) Any oversight board for a given successor agency, with the exception of countywide oversight boards, shall cease to exist when the successor agency has been formally dissolved pursuant to Section 34187. A county oversight board shall cease to exist when all successor agencies subject to its oversight have been formally dissolved pursuant to Section 34187.
- (n) An oversight board may direct a successor agency to provide additional legal or financial advice than what was given by agency staff.
- (o) An oversight board is authorized to contract with the county or other public or private agencies for administrative support.
- (p) On matters within the purview of the oversight board, decisions made by the oversight board supersede those made by the successor agency or the staff of the successor agency.
- (q) (1) Commencing on and after July 1, 2018, in each county where more than 40 oversight boards were created by operation of the act adding this part, there shall be five oversight boards, which shall each be staffed in the same manner as specified in subdivision (j). The membership of each oversight board shall be as specified in paragraphs (1) through (7), inclusive, of subdivision (j).
- (2) The oversight boards shall be numbered one through five, and their respective jurisdictions shall encompass the territory located within the respective borders of the first through fifth county board of supervisors districts, as those borders existed on July 1, 2018. Except as specified in paragraph (3), each oversight board shall have jurisdiction over each successor agency located within its borders.
- (3) If a successor agency has territory located within more than one county board of supervisors' district, the county board of supervisors shall, no later than July 15, 2018, determine which oversight board shall have jurisdiction over that successor agency. The county board of supervisors or their designee shall report this information to the successor agency and the department by the aforementioned date.
- (4) The successor agency to the former redevelopment agency created by a county where more than 40 oversight boards were created by operation of the act adding this part, shall be under the jurisdiction of the oversight board with the fewest successor agencies under its jurisdiction.

(Amended by Stats. 2015, Ch. 325, Sec. 11. Effective September 22, 2015.)

Alameda Local Agency Formation Commission

November 13, 2014

Mission

Alameda LAFCo works with integrity to protect the quality of life for the citizens of Alameda County by:

- Ensuring that government agencies provide efficient municipal services;
- Balancing infrastructure needs for sustainable growth; and
- Conserving the environment and limited resources including prime agricultural and open space lands.

Alameda LAFCo will accomplish its mission by:

- Curbing urban sprawl, preserving and protecting open space and agricultural lands, and supporting stewardship of the environment;
- Facilitating strategic planning of infrastructure and serving as a resource to the public and local agencies to support orderly growth and logical, sustainable service provision;
- Participating in regional planning efforts such as Plan Bay Area;
- Being proactive and a catalyst for change that supports Alameda County as a great place to live and work; and
- Operating with integrity as an efficient, visionary, independent “watchdog” agency with an overview of the county’s municipal service providers.

Alameda LAFCo Strategic Plan, 2014 – 2017

Priority Goal A: Curb urban sprawl, and preserve and protect open space and agricultural lands.		
Key Objectives	Key Action Steps	Critical Issues Addressed
<p>A1. Utilize sphere of influence plans and policies to promote logical and orderly growth and development.</p> <p>A2. Encourage infill development.</p> <p>A3. Mitigate for loss of agricultural and open space lands.</p> <p>A4. Discourage extension of urban services to non-urbanized areas of the county.</p>	<ul style="list-style-type: none"> • Establish an ad hoc committee to guide policy review. • Review existing agricultural, in-fill, out-of-area service agreement, and sphere of influence policies. • Research other LAFCOs' policies and identify best practices. • Work with stakeholders to identify relevant local conditions. • Establish set of standards and policies based on best practices and local conditions. • Present recommendations to policy ad hoc committee. • Present ad hoc committee recommendations to full Commission. • Disseminate information to key stakeholders and post updates on Alameda LAFCo website. 	<ul style="list-style-type: none"> • Agriculture preservation and urban growth boundaries • Accommodating population growth while maintaining desirable quality of life and responding to Plan Bay Area land use planning • Aging infrastructure as pertains to ag and open space • Climate change and adaptation, flooding, emergency responsiveness • Extension of services outside agency boundaries • Water supply and availability

Alameda LAFCo Strategic Plan, 2014 – 2017

Priority Goal B: Strengthen local agency oversight to encourage organizations to recognize their responsibilities to the public that they serve.

Key Objectives	Key Action Steps	Critical Issues Addressed
<p>B1. Utilize municipal service reviews to highlight local agency successes and develop solutions for agencies with identified deficiencies.</p> <p>B2. Encourage and support local agency transparency via the municipal service review process.</p>	<ul style="list-style-type: none"> • Engage stakeholders to identify the most pressing local conditions and circumstances that influence the provision of municipal services in Alameda County. • Review and revise municipal service review policies to accommodate local conditions and circumstances. • Identify and adopt accountability and transparency standards for local agencies (e.g. Special District Leadership Foundation). • Present recommendations to policy ad hoc committee. • Present ad hoc committee recommendations to full Commission. • Disseminate information to key stakeholders and post updates on Alameda LAFCo website. • Update and implement prioritized municipal service review schedule. • Create local agency service inventory, including joint powers authorities. 	<ul style="list-style-type: none"> • Governance of local agencies • Aging infrastructure: traffic (roads, public transit), sidewalks, underground utilities (water and sewer pipes), water supply • Accommodating population growth while maintaining desirable quality of life and responding to Plan Bay Area land use planning • Financial viability of local agencies and shared services • Extension of services outside agency boundaries

Alameda LAFCo Strategic Plan, 2014 – 2017

Priority Goal C: Be a catalyst and information resource to promote logical, efficient municipal service provision.

Objectives	Key Action Steps	Critical Issues Addressed
<p>C.1 Widely communicate Alameda LAFCo's mission and goals to the community and identify strategies to achieve shared objectives.</p> <p>C.2 Convene or attend existing meetings in any community where major service issues are identified or boundary changes are being considered.</p> <p>C. 3 Promote efficient provision of municipal services by encouraging collaboration and sharing of resources.</p>	<ul style="list-style-type: none"> • Incorporate adopted strategic plan into LAFCo's annual work plan and budget process. • Conduct "Old Systems Forum" to facilitate conversations about maintaining and/or upgrading aging infrastructure (water and recycled water, sewer, flood control, road maintenance) • Offer periodic informational briefings to a variety of groups, including the Special Districts Association, Mayors' Conference, and other boards and councils. • Conduct general outreach to local agencies (e.g. planning depts. as they commence general plan updates). • Identify communities where major special studies or boundary changes are being considered. • Participate in update of Plan Bay Area. • Establish an electronic document management system and update Alameda LAFCo website to be more accessible to the public and local agencies. 	<ul style="list-style-type: none"> • Aging infrastructure: traffic (roads, public transit), sidewalks, underground utilities (water and sewer pipes), water supply • Accommodating population growth while maintaining desirable quality of life and responding to Plan Bay Area land use planning • Agriculture preservation and urban growth boundaries • Aging population (aging tsunami), socio-economic inequality, and generational divide and the impact on the role of government in service delivery • Climate change and adaptation, flooding, emergency responsiveness • Financial viability of local agencies and shared services • Bio-solids disposal • Expiration of East Bay Dischargers Authority joint powers agreement (JPA) • Solid waste and recycling capacity • Extension of services outside agency boundaries • Energy - Community choice aggregation • Governance of local agencies • Water supply and availability

**Alameda Local Agency Formation Commission
Final FY 2016-2017 Budget**

	2016-2017 Compared to						
	A	B	C	Estimated 2015-2016		Approved 2015-2016	
	Approved 2015-2016	Est. Actual 2015-2016	Proposed 2016-2017	Change Amt (C-B)	%	Change Amt (C-A)	%
Staffing	\$397,016	\$324,750	\$422,665	\$97,915	30.2%	\$25,649	6.5%
Services & Supplies	\$213,872	\$136,227	\$215,657	\$79,430	58.3%	\$1,786	0.8%
County Mapping	\$5,000	\$1,200	\$5,000	\$3,800	316.7%	\$0	0.0%
Planning Services	\$35,000	\$35,000	\$60,000	\$25,000	71.4%	\$25,000	71.4%
County Charges ¹	\$16,000	\$16,000	\$16,000	\$0	0.0%	\$0	0.0%
Legal Notices	\$5,000	\$3,000	\$5,000	\$2,000	66.7%	\$0	0.0%
Per Diems	\$6,600	\$6,000	\$6,600	\$600	10.0%	\$0	0.0%
Travel & Training	\$13,245	\$12,000	\$18,500	\$6,500	54.2%	\$5,256	39.7%
Special Departmental	\$500	\$500	\$500	\$0	0.0%	\$0	0.0%
Records Retention/Management	\$25,000	\$10,000	\$1,000	(\$9,000)	-90.0%	(\$24,000)	-96.0%
Stipend - Summer Youth Intern	\$1,600	\$1,600	\$1,600	\$0	0.0%	\$0	0.0%
Consultants	\$60,000	\$0	\$50,000	\$50,000	-	(\$10,000)	-16.7%
Office Supplies	\$3,000	\$3,000	\$3,000	\$0	0.0%	\$0	0.0%
Copiers	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$0	0.0%
Postage	\$1,000	\$1,000	\$1,000	\$0	0.0%	\$0	0.0%
Memberships	\$7,627	\$7,627	\$8,157	\$530	6.9%	\$530	6.9%
Legal Counsel	\$25,000	\$30,000	\$30,000	\$0	0.0%	\$5,000	20.0%
Audit	\$7,500	\$7,500	\$7,500	\$0	0.0%	\$0	0.0%
Internal Service Charges	\$25,450	\$25,250	\$26,715	\$1,465	5.8%	\$1,265	5.0%
Communications	\$3,450	\$3,600	\$3,156	(\$444)	-12.3%	(\$294)	-8.5%
Information Technology	\$16,500	\$16,500	\$17,726	\$1,226	7.4%	\$1,226	7.4%
Office Space/Utilities	\$3,200	\$3,200	\$3,200	\$0	0.0%	\$0	0.0%
Risk Management Services	\$2,300	\$2,300	\$2,633	\$333	14.5%	\$333	14.5%
Total Expenditures	\$636,337	\$486,227	\$665,037	\$178,810	36.8%	\$28,699	4.5%
Contingency	\$50,000	\$0	\$50,000	\$50,000		\$0	0.0%
Total Appropriations	\$686,337	\$486,227	\$715,037	\$228,810	47.1%	\$28,699	4.2%

**Alameda Local Agency Formation Commission
Final FY 2016-2017 Budget**

	A	B	C	2016-2017 Compared to			
				<u>Estimated 2015-2016</u>		<u>Approved 2015-2016</u>	
				Change Amt		Change Amt	
	Approved	Est. Actual	Proposed	(C-B)	%	(C-A)	%
	2015-2016	2015-2016	2016-2017				
Revenues							
Fees	\$15,000	\$20,000	\$25,000	\$5,000	25.0%	\$ 10,000	66.7%
Other	\$0	\$2,000	\$0	(\$2,000)	-100.0%	\$ -	-
Estimated fund balance offset	\$200,000	\$200,000	\$150,000	(\$50,000)	-25.0%	\$ (50,000)	-25.0%
Agency apportionments	\$471,337	\$471,337	\$540,037	\$68,700	14.6%	\$68,699	14.6%
Total Revenues	\$686,337	\$693,337	\$715,037	\$21,700	3.2%	\$ 28,699	4.2%
Surplus/(Deficit)	\$0	\$207,110	\$0				

¹County charges include Assessor's Office and County Administrator's Office.

Cities share	\$157,112		\$180,012	\$22,900	14.6%	\$ 22,900	14.6%
District's share	\$157,112		\$180,012	\$22,900	14.6%	\$ 22,900	14.6%
County's share	\$157,112		\$180,012	\$22,900	14.6%	\$ 22,900	14.6%
	\$471,337		\$540,037	\$68,699	14.6%	\$ 68,699	14.6%

Attachment 2
ALAMEDA LOCAL AGENCY FORMATION COMMISSION
Final FY 2016-17 Budget Justification Narrative

Budget Category	Amount
STAFFING	\$422,665
Staffing includes 2.5 full time equivalent (FTE) positions: 1.0 FTE Executive Officer, 1.0 FTE LAFCo Clerk, and 0.5 FTE Analyst to accomplish the proposed workplan objectives. The amount budgeted includes County-negotiated salary, retirement, and other benefit amounts, as well as cost of living adjustments (COLAs) some of which were applied in the current fiscal year.	
SERVICES & SUPPLIES	\$215,657
<i>Services & Supplies Subcategories:</i>	
- County Mapping	5,000
Costs include the Alameda County Community Development Agency (CDA) maintaining and updating geographic information system (GIS) boundary data and maps for LAFCo as well as producing boundary maps for specific proposals. Additionally, funding is available to cover the costs of the County Surveyor's office conducting research related to LAFCo initiated boundary questions. CDA bills LAFCo at a rate of \$125/hour.	
- Planning	60,000
Alameda LAFCo utilizes the services of a planning services firm on an as-needed basis. Costs include a range of services including, but not limited to review and comment on proposals and staff reports; develop, review and comment on policies and procedures; preparation and review of environmental documents; assistance with sphere of influence updates and municipal service reviews.	
- County Charges	16,000
Includes staff and support services from the County Assessor's office and oversight provided by the County Administrator's Office.	
- Legal Notices	5,000
Includes costs associated with the required legal noticing of LAFCo public meetings.	
- Per Diems	6,600
Includes costs associated with Commissioners attending regular LAFCo meetings. Calculated based on 11 Commissioners attending 6 meetings per year @ \$100 stipend per Commissioner.	
- Travel & Training	18,500
Includes travel and training costs for attendance at the 2016 Annual CALAFCO Conference in October (Santa Barbara), the annual staff workshop (Fresno), CALAFCO University and other CALAFCO activities including Board and legislative committee meetings.	
- Special Departmental Expenses	500
Includes funding for miscellaneous services and supplies.	
- Records Retention	1,000
Includes funding for records storage, retention, and retrieval.	
- Stipend – Summer Youth Intern	1,600
Covers costs to participate in the Alameda County Youth Leadership summer internship program.	
- Consultants	50,000
This amount is budgeted to cover costs associated with professional consultation services to complete	

Attachment 2
ALAMEDA LOCAL AGENCY FORMATION COMMISSION
Final FY 2016-17 Budget Justification Narrative

Budget Category	Amount
a water/wastewater municipal service review and related sphere of influence updates.	
- Office Supplies/Equipment	3,000
Includes costs associated with office supplies and equipment.	
- Copiers	1,800
Covers copying associated with routine administrative functions, producing required meeting notices and agendas, other application related mailings, and hard copy distribution of LAFCo materials such as municipal service reviews.	
- Postage	1,000
Covers postage associated with routine administrative functions, mailing of required meeting notices and agendas, other application related mailings, and hard copy distribution of LAFCo materials such as municipal service reviews.	
- Memberships	8,157
Includes funding to continue membership in CALAFCO and the Alameda County Special District Association.	
- Legal Counsel	30,000
Includes funding for legal services provided to the Commission through memorandum of understanding with Alameda County, including preparing legal memoranda concerning matters within the jurisdiction of LAFCo and assisting the Executive Officer with legal issues that arise in the day-to-day performance of her duties; participating in policy review and updates; attending LAFCo meetings and responding to questions raised at such meetings by LAFCo Commissioners and staff; and representing LAFCo in litigation brought against or by LAFCo, including all phases of the usual legal services which might be anticipated in connection with litigation, such as settlement negotiations, trials, and any appeals.	
- Audit	7,500
Includes funding for an independent financial audit.	
INTERNAL SERVICE CHARGES	26,715
<i>Internal Services Charges Subcategories:</i>	
- Communications	3,156
Includes costs to cover three telephone lines (direct EO, direct Clerk, & general LAFCo), usage, voicemail, and telecommunications systems and equipment.	
- Information Technology	17,726
Includes costs associated with ongoing participation in the County-wide E-GIS viewer and data library for retrieval and storage of maps and periodic aerial mapping updates, on-going electronic document management system costs, website maintenance and updates in accordance with Commission meetings.	
- Office Space/Utilities	3,200
Includes office space costs, utilities, and all related building maintenance services.	
- Risk Management Services	2,633

Attachment 2
ALAMEDA LOCAL AGENCY FORMATION COMMISSION
Final FY 2016-17 Budget Justification Narrative

Budget Category	Amount
Includes prorated costs associated with general liability and related insurance coverage.	
CONTINGENCY	50,000
The proposed contingency would be available to cover unexpected expenses such as unanticipated legal fees, fiscal emergencies, or elimination of operating shortfalls.	
REVENUE	25,000
The FY 2016-17 revenue projection is based on receipt of approximately 8-10 proposals during the fiscal year.	

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Objective 1: Complete municipal service review (MSR) for all cities and update related agency spheres of influence (SOIs).

Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
1.1 Initiate MSR/SOI update project.	Executive Officer Planning Consultant	April 2016	A: Curb urban sprawl, and preserve and protect open space and agricultural lands. B: Strengthen local agency oversight to encourage organizations to recognize their responsibilities to the public that they serve.
1.2 Collect information through all available data sources (e.g., interviews, meetings, surveys and /or research), compile information in a database, and verify with subject agencies.	Executive Officer Planning Consultant Clerk	April – May 2016	
1.3 Identify appropriate standards and criteria to be used for service evaluation.	Executive Officer Planning Consultant	April – May 2016	
1.4 Analyze data and prepare Draft Public Review MSR including SOI update recommendations.	Planning Consultant	May – July 2016	
1.5 Distribute the Draft Public Review MSR for a 21-day public review and comment period.	Executive Officer Clerk	August 2016	
1.6 Present the Draft MSR and SOI recommendations at LAFCo public hearing and/or LAFCo workshop(s).	Planning Consultant	September 2016	
1.7 Revise the Draft MSR to address comments and distribute the Revised Draft Public Review MSR for a 21-day public review and comment period.	Planning Consultant Executive Officer Clerk	October 2016	
1.8 Present the Revised Draft Public Review MSR and SOI recommendations at LAFCo public hearing for final adoption.	Planning Consultant	November 2016	
1.9 Prepare final MSR, distribute to all subject agencies and interested parties, and post on LAFCo website.	Planning Consultant Clerk	November 2016	
1.10 Monitor local agency compliance with service review recommendations.	Executive Officer Clerk	On-going	

Final Alameda LAFCo Annual Workplan, FY 2016- 2017

Objective 2: Complete municipal service review for County-wide water and wastewater services and update related agency spheres of influence.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
2.1 Identify resources required to complete study including conducting a request-for-proposals process for professional consulting services as needed.	Executive Officer	July 2016	A: Curb urban sprawl, and preserve and protect open space and agricultural lands. B: Strengthen local agency oversight to encourage organizations to recognize their responsibilities to the public that they serve.
2.2 Complete service review using similar process described above in action steps 1.2 – 1.10 for cities MSR and SOI updates.	Executive Officer Consultants, as needed Clerk	June 2017	
2.3 Monitor local agency compliance with service review recommendations.	Executive Officer	On-going	

Objective 3: Process approximately 8-10 change of organization, reorganization and out-of-area service agreement applications.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
3.1 Meet with applicants to review application requirements.	Executive Officer	On-going	A: Curb urban sprawl, and preserve and protect open space and agricultural lands.
3.2 Complete required analysis of factors to consider and present report to Commission for consideration.	Executive Officer Clerk Planner Legal Counsel	On-going	
3.3 Monitor compliance with conditions of approval.	Executive Officer Clerk	On-going	C: Be a catalyst and information resource to promote logical, efficient municipal service provision.

Final Alameda LAFCo Annual Workplan, FY 2016- 2017

Objective 4: Update Alameda LAFCo policies and procedures to improve usability and reflect local conditions and circumstances.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
4.1 Review operational policies and procedures and identify opportunities to increase productivity, streamline processes, and aid public access to information.	Executive Officer Legal Counsel Planning Consultant Clerk	On-going	A: Curb urban sprawl, and preserve and protect open space and agricultural lands. B: Strengthen local agency oversight to encourage organizations to recognize their responsibilities to the public that they serve. C: Be a catalyst and information resource to promote logical, efficient municipal service provision.
4.2 Identify desired policy changes to reflect local conditions and circumstances, including sphere of influence, inter-LAFCo coordination, change of organization, reorganization, and out-of-area service agreement policies and procedures.	Policy and Budget Committee Executive Officer Legal Counsel Planning Consultant Clerk	On-going	
4.3 Engage community and other stakeholders in update process as appropriate.	Executive Officer Clerk	As needed	

Objective 5: Continue to provide County-wide municipal service presentations to inform the Commission as it pursues its objectives to encourage orderly boundaries, promote efficient public services, discourage urban sprawl, and preserve agricultural and open space lands.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
5.1 Identify municipal services of interest to the Commission.	Commission Executive Officer	On-going	C: Be a catalyst and information resource to promote logical, efficient municipal service provision.
5.2 Identify service providers to provide presentations to Commission.	Executive Officer	On-going	
5.3 Schedule presentations.	Executive Officer	On-going	

Final Alameda LAFCo Annual Workplan, FY 2016- 2017

Objective 6: Communicate Alameda LAFCo's mission and goals to the community and identify strategies to achieve shared objectives.

Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
6.1 Offer periodic informational briefings to a variety of groups, including the Special Districts Association, Mayors' Conference, and other boards and councils.	Commissioners Executive Officer	On-going	C: Be a catalyst and information resource to promote logical, efficient municipal service provision.
6.2 Conduct general outreach to local agencies (e.g. planning depts. as they commence general plan updates).	Executive Officer	On-going	
6.3 Participate in update of Plan Bay Area.	Executive Officer	On-going	
6.4 Participate in CALAFCO activities including workshops, conferences, and legislative committee.	Executive Officer Clerk Commissioners	On-going	

Objective 7: Conduct "Old Systems Forum" to facilitate conversations about maintaining and/or upgrading aging infrastructure (water and recycled water, sewer, flood control, road maintenance)

Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
7.1 Determine format, location, and time for forum.	Commissioners Executive Officer	July 2016	C: Be a catalyst and information resource to promote logical, efficient municipal service provision.
7.2 Work with local agencies and other stakeholders to determine topics to be covered.	Executive Officer	August – September 2016	
7.3 Identify local agencies and other stakeholders to participate and send invitations.	Executive Officer Clerk	August – September 2016	
7.4 Conduct forum.	Commissioners Executive Officer	December 2016	
7.5 Complete follow-up as needed.	Executive Officer	As needed	

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Objective 8: Create local agency service inventory, including joint powers authorities.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
8.1 Determine format and content for inventory.	Executive Officer Planning Consultant	July 2016	C: Be a catalyst and information resource to promote logical, efficient municipal service provision.
8.2 Conduct research to ensure inclusion of relevant local agencies including joint powers authorities.	Executive Officer Planning Consultant Clerk	July 2016 – June 2017	
8.3 Create local agency service inventory.	Executive Officer Clerk	June 2017	
8.4 Distribute local agency service inventory to subject agencies and other interested parties, and post on LAFCo website.	Clerk	June 2017	