



# LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

## REGULAR MEETING

### AGENDA

Wednesday, May 21, 2025

2:30 pm

Board of Supervisors Chambers

500 County Center

Redwood City, CA 94063

This meeting of the San Mateo Local Agency Formation Commission (LAFCo) will be in person at the above-mentioned address. Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at 500 County Center Redwood City, CA 94063. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda.

#### Hybrid Public Participation

The May 21, 2025, LAFCo regular meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/96442908061>. The webinar ID is 964 4290 8061. The meeting may also be accessed by telephone by dialing +1 669 900 6833 (local) and entering webinar ID then #. Members of the public may also attend this meeting physically in the Board of Supervisors Chambers at 500 County Center, Redwood City, CA 94063.

\*Written public comments may be emailed to [lafco@smcgov.org](mailto:lafco@smcgov.org), and should include the specific agenda item on which you are commenting.

\* Spoken public comments will be accepted during the meeting in person or remotely through Zoom at the option of the speaker. Public comments via Zoom will be taken first, followed by speakers in person.

**\*Please see instructions for written and spoken public comments at the end of this agenda.**

#### ADA Requests

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact LAFCo staff as early as possible but no later than 10:00 a.m. the day before the meeting at [lafco@smcgov.org](mailto:lafco@smcgov.org). Notification in advance of the

(OVER)

**COMMISSIONERS:** RAY MUELLER, CHAIR, COUNTY ▪ VIRGINIA CHANG KIRALY, VICE CHAIR, SPECIAL DISTRICT ▪ KATI MARTIN, SPECIAL DISTRICT  
▪ DEBBIE RUDDOCK, CITY ▪ STEPHEN RAINALDI, CITY ▪ JACKIE SPEIER, COUNTY ▪ ANN DRAPER, PUBLIC

**ALTERNATES:** KATHRYN SLATER-CARTER, SPECIAL DISTRICT ▪ GREG WRIGHT, CITY ▪ VACANT, PUBLIC ▪ NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER ▪ SARAH FLAMM, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪  
DIANE ESTIPONA, CLERK

meeting will enable the Staff to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

\*All items on the consent agenda may be approved by one roll call vote unless a request is made at the beginning of the meeting that an item be withdrawn. Any item on the consent agenda may be transferred to the regular agenda.

1. Roll Call
2. Public Comment for Items Not on the Agenda and on the Consent Agenda
3. Consent Agenda\*
  - a. Approval of Action Minutes: March 19, 2025 (*Page 5*)
  - b. Consideration of LAFCo File No. 25-01 - Proposed Annexation of 25 Bear Gulch Dr., Portola Valley (APN: 079-121-110) to West Bay Sanitary District (*Page 11*)
  - c. LAFCo File No. 25-02 - Proposed Sphere of Influence Amendment and Annexation of 1235 Edgewood Road, unincorporated Redwood City (APN: 058-040-310) to Emerald Lake Heights Sewer Maintenance District (*Page 24*)
  - d. Consideration of LAFCo File No. 25-03 - Proposed Annexation of 1265 Westridge Dr., Portola Valley (APN: 077-033-080) to West Bay Sanitary District (*Page 47*)
  - e. Consideration of LAFCo File No. 25-04 - Proposed Outside Service Agreement for a water connection by the City of Redwood City to 429 MacArthur Ave., Unincorporated Redwood City (APN 054-232-240) (*Page 63*)

#### Public Hearings

4. Consideration of Final Municipal Service Review for the Coastside Fire Protection District (*Page 73*)
5. Consideration of Adoption of Final Work Program and Final LAFCo Budget for Fiscal Year 2025-2026 (*Page 136*)
6. Consideration of Adoption of Revised LAFCo Schedule of Processing Fees (*Page 157*)
7. Consideration of a Resolution Authorizing an Agreement with the County of San Mateo for Staffing, Legal Counsel, Office Space, and Supplies for Fiscal Year 2025-2026 (*Page 169*)

#### Regular Agenda

8. Public Member Recruitment Process and Appointment of Public Member Recruitment Committee (*Page 177*)
9. CALAFCO Update – Information Only (*Page 178*)
10. Legislative and Policy Committee
  - a. MSR Policy Update: Teleconferencing and Public Comment (*Page 179*)
  - b. Legislative Report – Information Only (*Page 197*)

- c. Request to Authorize LAFCo Staff to Submit Letters of Opposition for SB 777 to Both Legislative Houses and to the Governor (*Page 199*)
- 11. Commissioner/Staff Reports – Information Only
- 12. Adjournment

**\*Instructions for Public Comment During Teleconference Meetings**

During the LAFCo hybrid meeting, members of the public may address the Commission as follows:

**\*Written Comments:**

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to [lafco@smcgov.org](mailto:lafco@smcgov.org).
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received by 5:00 p.m. on the day before the meeting, it will be provided to the Commission and made publicly available on the agenda website under the specific item to which your comment pertains. If emailed comments are received after 5:00 p.m. on the day before the meeting, the Clerk will make every effort to either (i) provide such emailed comments to the Commission and make such emails publicly available on the agenda website prior to the meeting, or (ii) read such emails during the meeting. Whether such emailed comments are forwarded and posted or are read during the meeting, they will still be included in the administrative record.

**\*Spoken Comments**

**In-person Participation:**

1. If you wish to speak to the Commission, please fill out a speaker's slip located at the entrance. If you have anything that you wish distributed to the Commission and included in the official record, please hand it to the Clerk who will distribute the information to the Commission members and staff.

**Via Teleconference (Zoom):**

1. The Commission meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/96442908061>. The webinar ID is 964 4290 8061. The Commission meeting may also be accessed via telephone by dialing +1 669 900 6833 (local). Enter the webinar ID, then press #. Members of the public can also attend this meeting physically in the Board of Supervisors' Chambers at 500 County Center, Redwood City, CA 94063.
2. You may download the Zoom client or connect to the meeting using an internet browser. If

using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.

3. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the Commission Chair or Clerk calls for the item on which you wish to speak, click on “raise hand.” Speakers will be notified shortly before they are called to speak.

**\*Additional Information:**

For any questions or concerns regarding Zoom, including troubleshooting, privacy, or security settings, please contact Zoom directly.

Public records that relate to any item on the open session agenda for a regular Commission meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members or a majority of the members of the Commission.

**NOTICE:** State law requires that a participant in a LAFCo proceeding who has a financial interest in the decision and who has made a campaign contribution of more than \$250 to any Commissioner in the past year must disclose the contribution. If you are affected, please notify the commission staff before the hearing.

Agendas and meeting materials are available at [www.sanmateolafco.org](http://www.sanmateolafco.org)



# LOCAL AGENCY FORMATION COMMISSION

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## Action Minutes San Mateo Local Agency Formation Commission Meeting March 19, 2025

The regular meeting of the San Mateo Local Agency Formation Commission (LAFCo) was held on Wednesday, March 19, 2025, at 2:30 pm in the Harbor Village District Office of Supervisor Ray Mueller, 270 Capistrano Road, Suite 6, Half Moon Bay, CA. Members of the public were also able to participate in the meeting remotely via Zoom.

### Call to Order

The meeting was called to order at 2:30 p.m. by Chair Mueller.

### 1. Roll Call

Members Present: Commissioners Virginia Chang-Kiraly, Ann Draper, Ray Mueller, Kati Martin, Debbie Ruddock, and Stephen Rainaldi

Members Absent: Commissioner Jackie Speier

Staff Present: Rob Bartoli, Executive Officer  
Timothy Fox, Legal Counsel  
Sarah Flamm, Management Analyst  
Diane Estipona, Clerk

### 2. Public Comment

None

### 3. Study Session – Overview of LAFCo

The Commission was provided with a refresher on LAFCo, covering topics such as Legislative Authority, LAFCo applications for San Mateo County cities and special districts, Municipal Service Reviews, Spheres of Influence updates, and LAFCo Administration.

Public Speakers: None

### 4. Consent Agenda

- a) Approval of Action Minutes: January 15, 2024

**Commission Action**

The Commission approved the Consent Agenda item.

Motion: Commissioner Chang-Kiraly/ Second: Commissioner Draper

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, and Ruddock

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

**Public Hearing**

**5. Consideration of Final Municipal Service Review for the San Mateo County Harbor District**

The Commission received the presentation regarding the final MSR regarding the San Mateo Harbor District.

Public Speakers:

John Ullom

Cid Young

Dan Haggerty

Jean Knight

Jim Pruett, San Mateo County Harbor District

**Commission Action**

The Commission approved the final MSR for the San Mateo County Harbor District, including a recommendation to explore ways for the District to allow public comment from remote attendees at Board meetings to enhance transparency and public engagement.

Motion: Chair Mueller/ Second: Commissioner Ruddock

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, and Ruddock

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

The Commission also directed LAFCo staff to develop a draft policy for Municipal Service Reviews addressing public access and participation in meetings held by the County, cities, and special districts. The draft policy will first be reviewed by the Policy and Legislative Committee before being presented to the full LAFCo Commission for consideration.

Motion: Chair Mueller/ Second: Commissioner Chang Kiraly

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, and Ruddock

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

**6. Consideration of Draft Municipal Service Review for the Coastside Fire Protection District**

The Commission received the presentation on the draft MSR for the Coastside Fire Protection District.

Public Speakers: Gary Burke, Coastside Fire Protection District

**Commission Action**

The Commission directed the LAFCo Executive Officer to arrange for the Final Municipal Service Review for the Coastside Fire Protection District to be heard at a public hearing during the Commission's upcoming meeting on May 21, 2025, and to distribute the document, along with any required revisions, to the County, cities, and independent special districts.

Motion: Commissioner Draper/ Second: Chair Mueller

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, and Ruddock

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

**7. Consideration of Adoption of Proposed Work Program and Draft LAFCo Budget for Fiscal Year 2025 – 2026**

The Commission received the presentation on the FY 2025-2026 Draft LAFCo Budget and Work Program.

Public Speakers: None

**Commission Action**

The Commission approved the proposed FY 2025-2026 Draft LAFCo Budget and Work Program and instructed the Executive Officer to schedule a public hearing for the Final 2025-26 Budget at the Commission meeting on May 21, 2025. The Executive Officer is also directed and to circulate the document, along with any necessary amendments, to the County, cities, and independent special districts.

Motion: Commissioner Chang Kiraly/ Second: Commissioner Ruddock

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, and Ruddock

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

**8. Consideration of Revised LAFCo Schedule of Processing Fees**

The Commission received a report on a revised LAFCo Schedule of Processing Fees.

Public Speakers: None

**Commission Action**

The Commission recommended scheduling a hearing at the May 21, 2025, LAFCo meeting for the final adoption of the Revised LAFCo Schedule of Processing Fees.

Motion: Commissioner Chang Kiraly/ Second: Commissioner Draper

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, and Ruddock

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

**Regular Agenda**

**9. Consider approval of the draft audit prepared by O'Connor & Company of the San Mateo Local Agency Formation Commission's Financial Statements for the Fiscal Year ending June 30, 2023**

The Commission reviewed the draft audit for the Fiscal Year ending on June 30, 2023.

Public Speakers: None

**Commission Action**

The Commission approved the draft audit prepared by O'Connor & Company for FY ending June 30, 2023.

Motion: Commissioner Chang Kiraly/ Second: Commissioner Rainaldi

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, and Ruddock

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

**10. Consideration Authorizing the Executive Officer to Execute an Engagement Letter with O'Connor & Company for auditing services for the Fiscal Years June 30, 2024 through June 30, 2026**

The Commission received a recommendation from LAFCo staff to proceed with a longer-term contract to ensure audits are expedited and remain current. Staff requested quotes from four additional vendors and received an engagement letter from O'Connor & Company for a three-year contract that includes a rotating audit team.

Public Speakers: None

**Commission Action**

The Commission authorized the Executive Officer to execute an engagement letter with O'Connor & Company for auditing services covering the Fiscal Years from June 30, 2024, to June 30, 2026.

Motion: Commissioner Ruddock/ Second: Commissioner Rainaldi

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, and Ruddock

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

**11. Contract for Scanning Services**

The Commission received an update on the contract services process. Based on two vendor proposals, LAFCo staff recommended selecting E-Records USA, a company also contracted by the County's Department of Public Works. The scanning project is scheduled to begin in May 2025 and is expected to take six to eight weeks to be completed.

Public Speakers: None

**Commission Action**

The Commission approved the scanning services contract.

Motion: Commissioner Rainaldi/ Second: Commissioner Chang Kiraly

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, and Ruddock

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

**12. CALAFCO Update – Information Only**

The Commission received updates from CALAFCO, including information on recent Board meetings focused on organizing the legislative process and defining Board member responsibilities, the approval of bylaws and policies during a special meeting, and staff and position changes within the organization.

**13. Legislative and Policy Committee**

The Commission was informed of one bill currently being tracked by CALAFCO—AB 2569—which proposes amendments to existing laws, in effect until January 1, 2026, concerning the use of alternative teleconferencing by removing current teleconferencing requirements.

**14. Commissioner/Staff Reports**

The Commission was informed that Jim O’Neil, who served as LAFCo’s Alternate Public Member for seven years, has resigned. Details regarding the recruitment process for his replacement will be presented at the upcoming May meeting, which will be held in the regular meeting location at the Board of Supervisor Chambers.

**15. Adjournment**

The Commission adjourned at 3:58 PM.

Approved on May 21, 2025

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Ray Mueller, Chair

Local Agency Formation Commission of the County of San Mateo

Prepared by: \_\_\_\_\_

Diane Estipona, LAFCo Clerk

**LOCAL AGENCY FORMATION COMMISSION**

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

**May 14, 2025**

**To:** LAFCo Commissioners

**From:** Rob Bartoli, Executive Officer  
Sarah Flamm, Management Analyst

**Subject:** Consideration of LAFCo File No. 25-01 - Proposed Annexation of 25 Bear Gulch Dr., Portola Valley (APN: 079-121-110) to West Bay Sanitary District

**Summary**

This proposal, submitted by landowner petition, requests annexation of 25 Bear Gulch Dr., Portola Valley (APN 079-121-110) to West Bay Sanitary District and connection to the District's sewer main. The property owners of this single-family home will remove the existing septic tank and leach field once the property is connected to the District's wastewater collection system. The proposal has 100 percent landowner consent and waiver of conducting authority proceedings is also requested. Commission approval is recommended.

**Departmental Reports**

*County Assessor:* The total net assessed land valuation for the parcel (APN 079-121-110) shown in the County Assessor records is \$3,620,000. The boundaries of the annexation as proposed conform to lines of assessment and ownership.

*County Clerk:* The territory has two registered voters. If the annexation is approved, the parcel would need to be assigned to a precinct that includes West Bay Sanitary District.

*County Environmental Health:* The California Water Service Company and West Bay Sanitary District provide the available water and sewer service in the area. Upon connection to WBSD, the existing onsite wastewater treatment system must be properly destroyed under permit from Environmental Health.

*Town of Portola Valley:* The Town's General Plan designation is Residential Estate (minimum 1 acre per dwelling unit). The Town staff report that the proposed annexation is compatible with the Town's General and Specific Plans and recommends approval.

*West Bay Sanitary District:* Currently, there is a 6-inch gravity main along Bear Gulch Dr. in front of 15 Bear Gulch Dr. that needs to be extended to 25 Bear Gulch Dr. in order to serve the parcel. The proposal is compatible with adopted plans for extending services. Annexation to the on-site wastewater disposal zone (ZONE) is required. The applicant will need to apply for a Class 3 Sewer Permit to extend the existing gravity main to the front of the property and a Class 1 Sewer Permit.

### **Executive Officer's Report**

This proposal has been submitted by landowner petition. The territory proposed for annexation is located at 25 Bear Gulch Dr. (APN 079-121-110), Portola Valley. The property is proposed to connect to an existing sewer gravity main located in front of 15 Bear Gulch Dr.

The annexation area is within the sphere of influence of West Bay Sanitary District adopted by the Commission in 1984 and is consistent with the District's plans for extending service. Approval of the annexation is recommended.

### **Annexation to the On-Site Wastewater Disposal Zone**

Sections 6960.3 and 6974 of the Health and Safety Code governing sanitary districts require LAFCo approval for formation of, or annexation to, an On-site Wastewater Disposal Zone (Zone) in counties in which LAFCo has added special district members to the Commission and adopted Rules and Regulations Affecting the Functions and Services of Independent Special Districts. West Bay Sanitary District operates a Zone within its jurisdiction to maintain pumping systems where gravity flow to the sewer main is not possible. Annexation of these properties to the Zone is necessary for the District to maintain the pumping system that will be constructed as part of the sewer connection. Staff recommends approval of annexation to the Zone.

### **California Environmental Quality Act**

The proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) exempt under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities).

### **Waiver of Conducting Authority Proceedings**

Section 56662(a) of the Cortese-Knox-Hertzberg (CKH) Act specifies that the Commission may waive conducting authority proceedings for annexations of uninhabited territory with 100 percent landowner consent provided that no objection is submitted by subject property owners or voters. The purpose of the conducting authority proceedings is to measure landowner or voter protest within the affected territory. The landowners have requested, and staff recommends waiver of conducting authority proceedings.

### **Recommended Commission Action**

By resolution, approve File No. 25-01 - Proposed Annexation of 25 Bear Gulch, Portola Valley to West Bay Sanitary District, subsequent annexation to the On-site Wastewater Disposal Zone and Waiver of Conducting Authority Proceedings.

**Attachments**

- A. Annexation Application for 25 Bear Gulch Dr., Portola Valley
- B. Vicinity Map
- C. Resolution No. 1336

cc: Sergio Ramirez and Mark Robert Robles, West Bay Sanitary District  
Emily Lane, Town of Portola Valley  
Gregory Smith, San Mateo County Environmental Health  
Chephren Goree, San Mateo County Clerk  
Andrew Smith, San Mateo County Assessor  
Kelley Ann Foley and Daniel Joseph Kelley, Property Owners

# Attachment A

**APPLICATION FOR A CHANGE OF ORGANIZATION OR REORGANIZATION  
TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION  
(ANNEXATION OF 25 BEAR GULCH DRIVE,  
PORTOLA VALLEY, APN: 079-121-110,  
TO THE WEST BAY SANITARY DISTRICT AND THE DISTRICT'S  
ONSITE WASTEWATER DISPOSAL ZONE)**

**A. GENERAL INFORMATION**

1. Briefly describe the nature of the proposed change of organization or reorganization.

Annexation of 25 Bear Gulch Dr, Portola Valley, CA 94028 APN: 079-121-110 into the West Bay Sanitary District (WBSD).

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2. An application for a change of organization or reorganization may be submitted by individuals in the form of a petition or by an affected public agency in the form of a certified resolution. This application is submitted by (check one):

Landowners or registered voters, by petition  
 An affected public agency, by resolution

**(If this application is submitted by petition of landowners or registered voters in the affected territory, complete the petition form.)**

3. What are the reasons for the proposal?

To obtain sanitary sewer service for a single-family from the West Bay Sanitary District. The property's septic tank and leach field will be abandoned/removed once the property is connected to the District's wastewater collection system.

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4. Does this application have 100% consent of landowners in the affected area?

Yes  No

5. Estimated acreage: 1.23

**B. SERVICES**

1. List the name or names of all existing cities and special districts whose service area or service responsibility would be altered by the proposed change of organization or reorganization.

West Bay Sanitary District Boundary

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2. List all changes to the pattern of delivery of local services to the affected area. For each service affected by the proposed change(s) of organization, list the present source of service (state "none" if service is not now provided), the proposed source of service and the source of funding for construction of necessary facilities (if any) and operation. Example is given on the first two lines of the space provided for your response.

SERVICE	PRESENT SOURCE	PROPOSED SOURCE	FUNDING SOURCE	
			CONSTRUCTION	OPERATING
<i>Sewer</i>	<i>None</i>	<i>West Bay Sanitary District</i>	<i>Proponent</i>	<i>Fees</i>

C. **PROJECT PROPOSAL INFORMATION**

1. Please describe the general location of the territory which is the subject of this proposal. Refer to major highways, roads and topographical features.

25 Bear Gulch Dr, Portola Valley, CA 94028 APN: 079-121-110

2. Describe the present land use(s) in the subject territory.

Single Family Residential

3. How are adjacent lands used?

North: Single Family Residential

South: Public Right of Way

East: Single Family Residential

West: Single Family Residential

4. Will the proposed change of organization result in additional development? If so, how is the subject territory to be developed?

N/A

5. What is the general plan designation of the subject territory?

Residential.

6. What is the existing zoning designation of the subject territory?

Residential.

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

None.

8. What additional approvals will be required to proceed?

West Bay Sanitary District  
San Mateo County Health

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

No.

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

Yes. May allow for rebuilding and/or remodeling existing single family home.

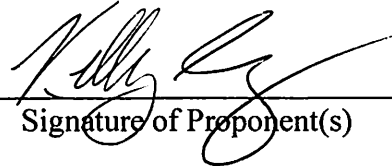
\* \* \* \* \*

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

NAME(s): Kelley Ann Foley and Daniel Joseph Kelley

ADDRESS: 25 Bear Gulch Dr, Portola Valley, CA 94028 TELEPHONE:

ATTN: Kelley Ann Foley

  
\_\_\_\_\_  
Signature of Proponent(s)

ATTN: Daniel Joseph Kelley

  
\_\_\_\_\_  
Signature of Proponent(s)

Addendum to Application titled LAFCo File No. \_\_\_\_\_ --


Proposed Annexation of/for (Address)

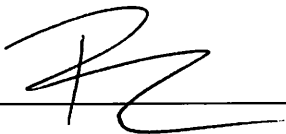
25 Bear Gulch Drive, Portola Valley, CA 94028

APN's 079-121-110 (List)

to the West Bay Sanitary District

*As part of above noted application submitted by petition, the Chief Applicants, (Name of Applicants) as Applicants and subject landowner(s), real parties in interest, agree to defend, indemnify, hold harmless, and release the San Mateo LAFCO, its agents, Commissioners, Executive Officer, attorneys, and employees from any claim, action, proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, and expenses, including attorney fees. The person signing this addendum to above noted application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications.*

 \_\_\_\_\_ Date 1/28/25

 \_\_\_\_\_ Date 1/28/25

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_


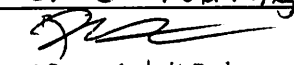
**PETITION  
FOR PROCEEDINGS PURSUANT TO  
THE CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT  
OF 2000**

The undersigned hereby petition(s) the Local Agency Formation Commission of San Mateo County for approval of a proposed change of organization or reorganization, and stipulate(s) as follows:

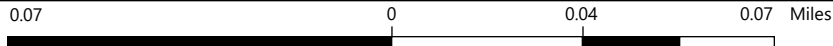
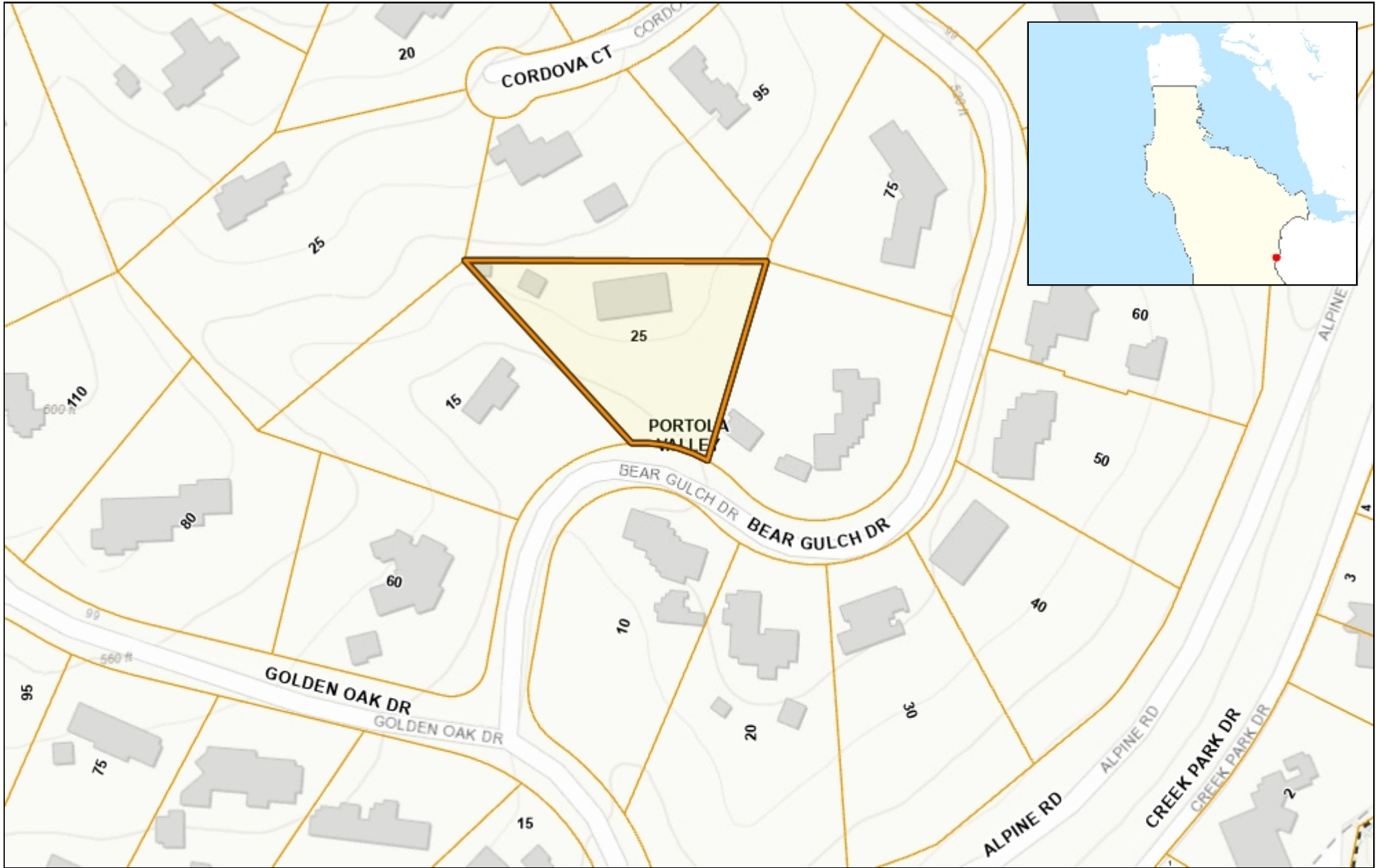
1. This proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000)
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc. is/are: **Annexation of 25 Bear Gulch Drive to West Bay Sanitary District and the district's onsite wastewater disposal zone.**
3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) attached hereto and by this reference incorporated herein. **Yes, see exhibits A and B**
4. The territory(ies) included in the proposal is/are: **25 Bear Gulch Dr, Portola Valley, CA 94028 APN: 079-121-110**  
   inhabited (12 or more registered voters) X Uninhabited
5. This proposal is X is not    consistent with the sphere of influence of the affected city and/or district(s).
6. The reason(s) for the proposed <sup>annexation</sup>            (annexation, detachment, reorganization, etc.) is/are:  
**To provide wastewater service to a single-family residence**
7. The proposed <sup>annexation</sup>            is requested to be made subject to the following terms and conditions:  
**N/A**
8. The persons signing this petition have signed as:  
   registered voters or X Owners of land (check one) within the subject territory.

Wherefore, petitioner(s) request(s) that proceedings be taken in accordance with the provisions of Section 56000, et seq. Of the Government Code and herewith affix signatures as follows:

Chief Petitioners (not to exceed three):

Date:	Printed Name:	Signature/Residence Address:	APN*
1/28/25	Kelley Ann Foley	 25 Bear Gulch Drive Portola Valley, CA	079-121-110
1/28/25	Daniel Joseph Kelley	 25 Bear Gulch Drive Portola Valley, CA 94028	079-121-110

\*Assessor's Parcel Number of parcel(s) proposed for annexation.



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1:2,257

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

**THIS MAP IS NOT TO BE USED FOR NAVIGATION**

RESOLUTION NO. 1336

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SAN MATEO  
MAKING DETERMINATIONS, APPROVING LAFCO FILE 25-01 -  
ANNEXATION OF 25 BEAR GULCH DRIVE, PORTOLA VALLEY (APN 079-121-110)  
TO THE WEST BAY SANITARY DISTRICT AND THE ON-SITE WASTEWATER DISPOSAL ZONE, AND  
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

**RESOLVED**, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

**WHEREAS**, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

**WHEREAS**, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

**WHEREAS**, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

**WHEREAS**, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

**WHEREAS**, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

**NOW, THEREFORE**, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 1.23 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 25 Bear Gulch Drive, Portola Valley to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56662(a) and this annexation is hereby ordered.

Section 5. Subsequent annexation to the On-Site Wastewater Disposal Zone is hereby approved.

Regularly passed and adopted this \_ day of \_\_\_\_\_.

Ayes and in favor of said resolution:

Commissioners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noes and against said resolution:

Commissioner(s):

\_\_\_\_\_

Absent and/or Abstentions:

Commissioner(s):

\_\_\_\_\_

\_\_\_\_\_  
Chair  
Local Agency Formation Commission  
County of San Mateo  
State of California

ATTEST:

\_\_\_\_\_  
Rob Bartoli  
Executive Officer  
Local Agency Formation Commission

Date: \_\_\_\_\_

I certify that this is a true and correct copy of the resolution above set forth.

\_\_\_\_\_  
Clerk to the Commission  
Local Agency Formation Commission

Date: \_\_\_\_\_

**LOCAL AGENCY FORMATION COMMISSION**

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

**May 14, 2025**

**To:** LAFCo Commissioners

**From:** Rob Bartoli, Executive Officer  
Sarah Flamm, Management Analyst

**Subject:** Consideration of LAFCo File No. 25-02 - Proposed Sphere of Influence amendment and annexation of 1235 Edgewood Rd., Unincorporated Redwood City (APN: 058-040-310) to Emerald Lake Heights Sewer Maintenance District

**Summary**

This proposal, submitted by landowner petition, requests annexation of 1235 Edgewood Rd., Unincorporated Redwood City (APN: 058-040-310) to Emerald Lake Heights Sewer Maintenance District (ELHSMD) to allow for a future subdivision and potential development of two accessory dwelling units. The proposal also requests a Sphere of Influence (SOI) amendment for the ELHSMD to include 1235 Edgewood Rd. The existing single-family home on the property is served by a historic sewer connection from the County through the Scenic Heights County Sanitation District. However, the parcel has not been annexed into any County sewer district and is not included in any SOI of any County sewer district. The proposal has 100 percent landowner consent. Commission approval of the annexation and the SOI amendment is recommended.

**Departmental Reports**

*County Assessor:* The total net assessed land valuation for the parcel (APN 058-040-310) shown in the County Assessor records is \$1,575,000. The boundaries of the annexation as proposed conform to lines of assessment and ownership.

*County Clerk:* The territory has one registered voter. If the annexation is approved, no change in precinct boundary is necessary.

*County Environmental Health:* The City of Redwood City Municipal Water Department and Emerald Lake Heights Sewer Maintenance District provide the available water and sewer service, respectively in the area. There is no onsite wastewater treatment system.

*County Planning:* The proposal is in conformance with County land use designations (Residential-Medium Low Density). The annexation would allow for the addition of one new primary home and two accessory dwelling units on the property. County Planning reports that this would have minimal impact on the area's population growth. The SB-9 urban lot split is under review and has not yet been approved (PLN2024-00032) and building permits for new development have not yet been submitted. Planning staff recommends approval following SB-9 recordation. For the future development of the proposed second parcel being created by the subdivision, an Outside Service Agreement for water service will be required to be approved by both LAFCo and the City of Redwood City.

*County Public Works:* The Emerald Lake Heights Sewer Maintenance District has no objection to the proposal to annex this parcel. This parcel is currently connected to the Hassler Line which is part of the Scenic Heights County Sanitation District as part of a historical connection that occurred in the 1950s. Approval is contingent upon the property owner paying the County for the past three fiscal years (including current fiscal year) of sewer service charges that were omitted due to error. Future charges will be included on the tax bill for each fiscal year.

*City of San Carlos:* The property discharges downstream to the City of San Carlos sewer system. Any future request for a second connection (for a potential second primary home) shall require City of San Carlos City Council approval. Approval is contingent upon the property owner paying the City for the past three fiscal years (including current fiscal year) of sewer service charges that were omitted due to error.

### **Executive Officer's Report**

This proposal has been submitted by landowner petition. The territory proposed for annexation is located at 1235 Edgewood Rd. (APN: 058-040-310), Unincorporated Redwood City. The single-family home on the property is currently receiving sewer services from the County Scenic Heights County Sanitation District through a connection that occurred in 1956 and has not been annexed into this sewer district. Due to sewer capacity treatment agreements, the City of San Carlos and the County Public Works Department have agreed to switch this property's sewer services to Emerald Lake Heights Sewer Maintenance District and formally annex the parcel into the ELHSMD. This annexation would allow the County to bill for sewer service on the property tax bill, similar to other parcels within ELHSMD, and it would clarify the service boundaries of the sewer district. Also, the property is not currently within any sphere of influence (SOI) of a County sewer district. This proposal also requests a SOI amendment for the ELHSMD to include 1235 Edgewood Rd.

According to County Department of Public Works, the property owner is required to pay the past three fiscal years (including current fiscal year) of sewer service charges to both the County and the City of San Carlos that had been omitted due to error. Future charges will be included on the tax bill for each fiscal year.

### **Sphere of Influence Amendment**

The Sphere of Influence of the Emerald Lake Heights Sewer Maintenance District (ELHSMD) includes portions of unincorporated Redwood City. Historically, the SOI for ELHSMD has been amended as needed to include parcels that demand ELHSMD sewer services. Most recently, the

SOI was amended in May 2005 (Res. No. 067329). Currently, 1235 Edgewood Rd. is not in the SOI of any sewer maintenance district.

In adopting a SOI amendment, Section 56425(e) of the Cortese-Knox-Hertzberg Act requires that the Commission consider the following factors and prepare a written statement of determination:

*1) The present and planned land uses in the area, including agricultural and open-space lands.*

The subject parcel is located in unincorporated San Mateo County and is designated Residential Medium Low Density in the County's General Plan. The parcel currently has one single-family residence. The property owner is undertaking SB-9 proceedings to subdivide the property to allow for the construction of one new single-family residence and up to two accessory dwelling units. The current single-family residence receives sewer service through a historical connection from County Scenic Heights Sanitary District, but going forward will administratively change to ELHSMD, which is another County-maintained sanitary district. The parcel does not include agricultural or open space lands as defined in the Cortese-Knox-Hertzberg Act.

*2) The present and probable need for public facilities and services in the area.*

The subject parcel is in unincorporated San Mateo County and the property owners have received conditional approval from County Planning to construct a new single-family residence on the parcel. The property owners will be served by ELHSMD sanitary sewer system due to its downstream treatment capacity agreement with the City of San Carlos. The property is served by the City of Redwood City for domestic water service.

*3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.*

Per County Department of Public Works staff, ELHSMD is able to provide sanitary sewer services to the subject parcel. The District's present capacity of public facilities and services is adequate.

*4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.*

None.

*5) Present and probable need for water, wastewater, and structural fire protection facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.*

There are no disadvantaged unincorporated communities (DUCs) within ELHSMD service area based upon mapping information provided by the State of California Department of Water Resources. The SOI amendment is limited to 1235 Edgewood Rd.

#### Nature, Extent and Location of Services Provided by the District

A Sphere of Influence amendment requires that LAFCo establish the nature, extent and location of services provided by the District. As such, ELHSMD is administered by the County of San Mateo Public Works Department. ELHSMD provides sewer collection services in northwest unincorporated Redwood City, in the Emerald Lake Hills neighborhood. ELHSMD has sewage treatment agreements with the City of San Carlos and the City of Redwood City. The District is primarily funded by sewer service charges on recipient's property taxes.

#### Property Tax Exchange

As an annexation to an enterprise district, the annexation is not subject to property tax transfer.

#### California Environmental Quality Act

The proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) exempt under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities).

#### Waiver of Conducting Authority Proceedings

Section 56663(c) of the Cortese-Knox-Hertzberg (CKH) Act specifies that the Commission may waive conducting authority proceedings for annexations of uninhabited territory with 100 percent landowner consent provided that no objection is submitted by subject property owners or voters. The purpose of the conducting authority proceedings is to measure landowner or voter protest within the affected territory. Paragraph (c) was added to Section 56663 to streamline proceedings in which landowners have already given consent to uninhabited annexation. The landowners have requested, and staff recommends waiver of conducting authority proceedings.

#### Recommended Commission Action by Motion

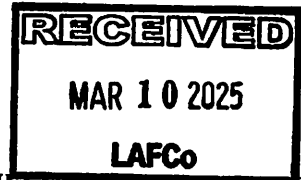
By resolution, approve File No. 25-02 - Proposed Sphere of Influence amendment and annexation of 1235 Edgewood Rd., Unincorporated Redwood City (APN: 058-040-310) to the Emerald Lake Heights Sewer Maintenance District.

#### Attachments

- A. Annexation Application for 1235 Edgewood Rd., Unincorporated Redwood City and map and legal description
- B. LAFCo Notice of Public Hearing
- C. Resolution No. 1337

Cc: Grace Le, City of San Carlos  
Edgardo Diaz, San Mateo County Environmental Health

Chephren Goree, San Mateo County Clerk  
Andrew Smith, San Mateo County Assessor  
Julie Young, County Public Works  
Jim Yang, Property Owner



APPLICATION FOR A CHANGE OF ORGANIZATION, REORGANIZATION, OR OUTSIDE SERVICE AGREEMENT TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION

A. GENERAL INFORMATION

- 1. Briefly describe the nature of the proposed change of organization, reorganization, or outside service agreement.

Sewer Annexation for 1235 Edgewood Rd, Redwood City to Emerald Lake Heights Sewer Maintenance District existing property is served by ELHSMD, but is not currently within the boundaries of the sewer district

- 2. An application for a change of organization or reorganization may be submitted by individuals in the form of a petition or by an affected public agency in the form of a certified resolution. This application is submitted by (check one):

X Landowners or registered voters, by petition
An affected public agency, by resolution

(If this application is submitted by petition of landowners or registered voters in the affected territory, complete the petition form.)

- 3. What are the reasons for the proposal?

SB-9 Subdivision for new SFH lot. In addition, the existing house on the property receives sewer service from ELHSMD, but is not currently in the district boundaries

- 4. Does this application have 100% consent of landowners in the affected area?

X Yes No

- 5. Estimated acreage: 0.30 Acre (including project parcel and 25' easement)

B. SERVICES

- 1. List the name or names of all existing cities and special districts whose service area or service responsibility would be altered by the proposed change of organization or reorganization.

San Carlos City and Emerald Lake Heights Sewer Maintenance District

- 2. List all changes to the pattern of delivery of local services to the affected area. For each service affected by the proposed change(s) of organization, list the present source of service (state "none")

if service is not now provided), the proposed source of service and the source of funding for construction of necessary facilities (if any) and operation. Example is given on the first two lines of the space provided for your response.

SERVICE	PRESENT SOURCE	PROPOSED SOURCE	FUNDING SOURCE	
			CONSTRUCTION	OPERATING
<i>Police (example)</i>	<i>Co. Sheriff</i>	<i>City Police</i>	<i>N/A</i>	<i>Taxes</i>
<i>Sewer (example)</i>	<i>None</i>	<i>City of . . .</i>	<i>Proponent</i>	<i>Fees</i>
Sewer	ELHSMD	San Carlos & ELHSMD		

**C. PROJECT PROPOSAL INFORMATION**

1. Please describe the general location of the territory which is the subject of this proposal. Refer to major highways, roads and topographical features.

Corner of Edgewood Rd and Yorkshire Lane, Redwood City

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2. Describe the present land use(s) in the subject territory.

Single Family House

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3. How are adjacent lands used?

North: Single Family House

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South: Single Family House

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East: Single Family House

---

West: Edgewood Rd

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4. Will the proposed change of organization result in additional development? If so, how is the subject territory to be developed?

SB-9 subdivision for new SFH lot

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5. What is the general plan designation of the subject territory?

Single Family House

6. What is the existing zoning designation of the subject territory?

San Mateo County Unincorporated Zoning (R1/S9)

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

Yes, San Mateo County Planning already reviewed the subdivision with approval pending on sewer annexation

San Mateo County Planning #PLN2024-00032

8. What additional approvals will be required to proceed?

Sewer Annexation

Approval of amended contract between ELHSMD and the City of San Carlos

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

None

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

N/A

\* \* \* \* \*

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

NAME: Jim Yang, applicant

EMAIL: yescenter@gmail.com

ADDRESS: 2198 Monterey Ave, Menlo Park, CA 94025

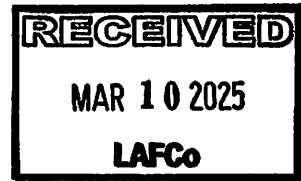
TELEPHONE: 408-219-2935

ATTN: Jim Yang



**Signature of Proponent**

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(10/6/2000)



PETITION FOR PROCEEDINGS PURSUANT TO THE CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT OF 2000

The undersigned hereby petition(s) the Local Agency Formation Commission of San Mateo County for approval of a proposed change of organization or reorganization, and stipulate(s) as follows:

- 1. This proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code...
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc. is/are: Sewer Annexation for 1235 Edgewood Rd, Redwood City to Emerald Lake Heights Sewer Maintenance District (ELHSMD) )
3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) attached hereto and by this reference incorporated herein.
4. The territory(ies) included in the proposal is/are: \_ inhabited (12 or more registered voters) x Uninhabited
5. This proposal is\_ is not x consistent with the sphere of influence of the affected city and/or district(s).
6. The reason(s) for the proposed Annexation (annexation, detachment, reorganization, etc.) is/are: SB-9 Subdivision for new SFH Lot
7. The proposed \_\_\_\_\_ is requested to be made subject to the following terms and conditions: N/A
8. The persons signing this petition have signed as: \_ registered voters or x Owners of land (check one) within the subject territory.

Wherefore, petitioner(s) request(s) that proceedings be taken in accordance with the provisions of Section 56000, et seq. Of the Government Code and herewith affix signatures as follows:

Chief Petitioners (not to exceed three):

<b>Date:</b>	<b>Printed Name:</b>	<b>Signature/Residence Address:</b>	<b>APN*</b>
2/10/2025	Xiaoyun Li <i>Xiaoyun Li</i>	1235 Edgewood Rd, redwood City, CA 94062	058-043-310
2/10/2025	Hui Zhang <i>Hui Zhang</i>	1235 Edgewood Rd, Redwood City, CA 94062	058-043-310

\*Assessor's Parcel Number of parcel(s) proposed for annexation.



**SUPPLEMENT SPHERE OF INFLUENCE  
AMENDMENT APPLICATION**

**TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION**

**INSTRUCTIONS:** The questions on this form are designed to obtain data about the specific sphere of influence amendment application to allow the Commission, staff and others to adequately assess the application. You may also include any additional information that you believe is pertinent. Use additional sheets where necessary, and/or include any relevant documents.

1. Please identify the agencies involved in the proposed sphere of influence change(s):

Emerald Lake Heights Sewer Maintenance District  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe the district's/agency's current sphere of influence based on the following:

**Coterminous:** A sphere may be designated for a city or special district that is the same as its existing boundaries if there is no anticipated need for services outside the boundaries of the agency, or if there is insufficient information to support inclusion of additional territory within the sphere.

**Larger-than-agency:** A sphere may be designated for a city or special district that is larger than its existing boundaries if there is a need for services beyond its boundaries.

**Zero/dissolution:** A zero/dissolution sphere, which includes no territory, may be designated for an agency, usually a special district. A zero/dissolution sphere assumes that the public service responsibility and function of the agency should ultimately be reassigned to another agency.

Coterminous  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What type of Sphere Amendment is the application requesting?

- Sphere Expansion  
 Sphere Reduction

4. Provide a description narrative of the following factors of consideration as outlined in Government Code Section 56425. (If additional room for response is necessary, please attach additional sheets to this form.)

The present and planned land uses in the area, including agricultural and open-space lands.  
Present and planned land uses are for Single Family House  
\_\_\_\_\_

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The present and probable need for public facilities and services in the area.  
Sewer Annexation

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The present capacity of public facilities and adequacy of public services that the agency to be expanded provides or is authorized to provide.  
Capacity from San Carlos City and ELHSMD

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The existence of any social or economic communities of interest in the area.  
N/A

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The present and probable need for public facilities or services related to sewers, municipal and industrial water, or structural fire protection for any disadvantaged unincorporated community, as defined by Govt. Code Section 56033.5, within the existing sphere of influence.  
Need Sewer Annexation

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5. If the sphere of influence amendment includes a city sphere of influence change, provide a written statement of whether or not agreement on the sphere change between the city and county was achieved as required by Government Code Section 56425. In addition, provide a written statement of the elements of agreement (such as, development standards, boundaries, zoning agreements, etc.) (See Government Code Section 56425)

San Mateo County PW dept is working with San Carlos City PW dept for the agreement

Need Sewer Annexation to ELHSMD, with agreement from San Carlos City

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6. If the sphere of influence amendment includes a special district sphere of influence change, provide a written statement that includes: (a) specifying the function or classes of service provided by the district(s) and (b) specifying the nature, location and extent of the functions or classes of service provided by the district(s). (See Government Code Sections 56425(i) and 56425(j))

7. For any sphere of influence amendment either initiated by an agency or individual, or updated as mandated by Government Code Section 56425, the following service review information is required to be addressed in a narrative discussion, and attached to this supplemental form (See Government Code Section 56430):
- a. Growth and population projections for the affected area.
  - b. Location and characteristics of disadvantaged unincorporated communities within or contiguous to the sphere of influence.
  - c. Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies, including those associated with a disadvantaged unincorporated community.
  - d. Financial ability of agencies to provide services.
  - e. Status of, and opportunities for, shared facilities.
  - f. Accountability for community service needs, including governmental structure and operational efficiencies.

If additional sheets are submitted or a separate document provided to fulfill Item #5, the narrative description shall be signed and certified by an official of the agency(s) involved with the sphere of influence review as to the accuracy of the information provided. If necessary, attach copies of documents supporting statements.

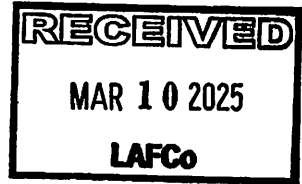
LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

NAME: Jim Yang, Applicant 

EMAIL: yescenter@gmail.com

ADDRESS: 2198 Monterey Ave, Menlo Park CA 94025 TELEPHONE: 408-219-2935

ATTN: Jim YAng AGENT: \_\_\_\_\_



Addendum to Application titled LAFCo File No. --

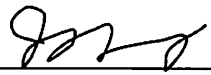
Proposed Sewer Annexation off for (Address)

1235 Edgewood Rd, Redwood City, CA 94062

APN's (List) 058-040-310

to

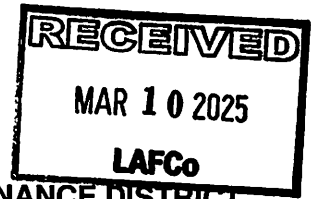
*As part of above noted application submitted by petition, the Chief Applicants, (Name of Applicants) as Applicants and subject landowner(s), real parties in interest, agree to defend, indemnify, hold harmless, and release the San Mateo LAFCO, its agents, Commissioners, Executive Officer, attorneys, and employees from any claim, action, proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, and expenses, including attorney fees. The person signing this addendum to above noted application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications.*

 Date 2/10/2025  
Jim Yang, Applicant

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_



**ANNEXATION TO EMERALD LAKE HEIGHTS SEWER MAINTENANCE DISTRICT**

**GEOGRAPHIC DESCRIPTION**

The land referred to herein below is in Township 5 South, Range 4 West, and is situated in an unincorporated area of the City of Redwood City, County of San Mateo, State of California and is described as follows:

Portion of lot lettered "C", as designated on the map entitled "Whipple tract being a re-subdivision of lots 6 and 7 the Johnson Subdivision, Redwood City, San Mateo County, California", which map was filed in the Office of the Recorder of the County of San Mateo, State of California on May 19, 1922 in book 11 of maps at page 8, more particularly described as follows:

Beginning at a point of the north corner of parcel with APN: 058-040-300, also being the existing emerald lake heights sewer maintenance district boundary;

Thence, (1) South 44°55'00" East 95.00 feet along the existing boundary;

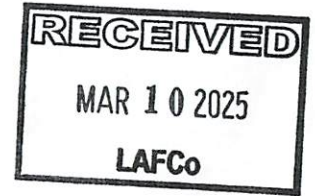
Thence, leaving the existing district boundary, (2) North 42°48'00" East 136.97 feet;

Thence, (3) North 44°55'00" West 95.00 feet;

Thence, (4) South 42°48'00" West 136.97 feet to the **Point of beginning** and containing **0.30** acres of land more or less.

**APN: 058-040-310**

*For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*

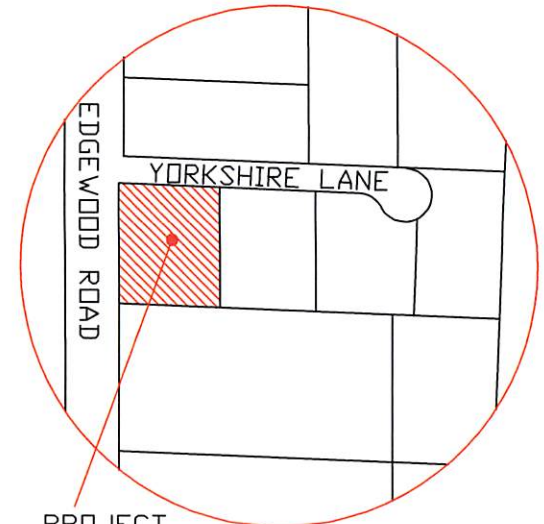
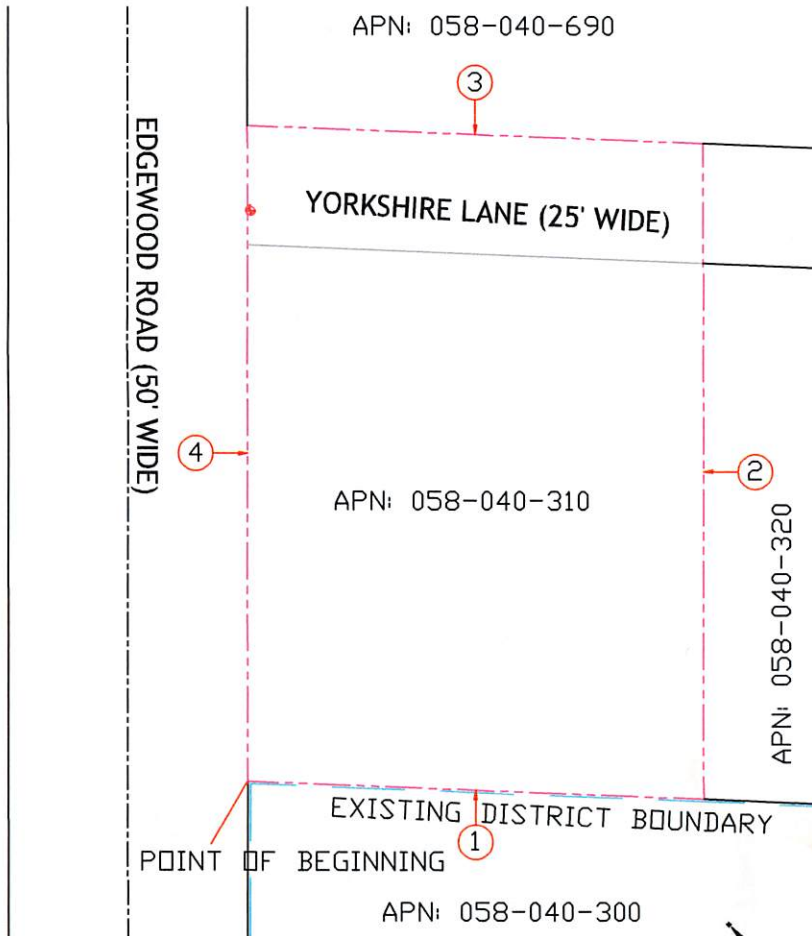


- LEGEND**
- EXISTING EMERALD LAKE HEIGHTS SEWER MAINTENANCE DISTRICT BOUNDARY
  - - - PROPOSED EMERALD LAKE HEIGHTS SEWER MAINTENANCE DISTRICT BOUNDARY
  - - - CENTER LINE
  - EXISTING LOTS

**COURSES:**

- 1, South 44°55'00" East 95.00 feet
- 2, North 42°48'00" East 136.97 feet
- 3, North 44°55'00" West 95.00 feet
- 4, South 42°48'00" West 136.97 feet

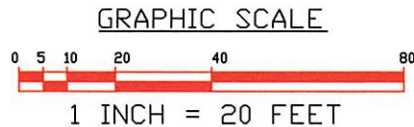
TOTAL 0.30 ACRES



PROJECT LOCATION  
LOCATION MAP  
N.T.S.

**DISCLAIMS:**

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.

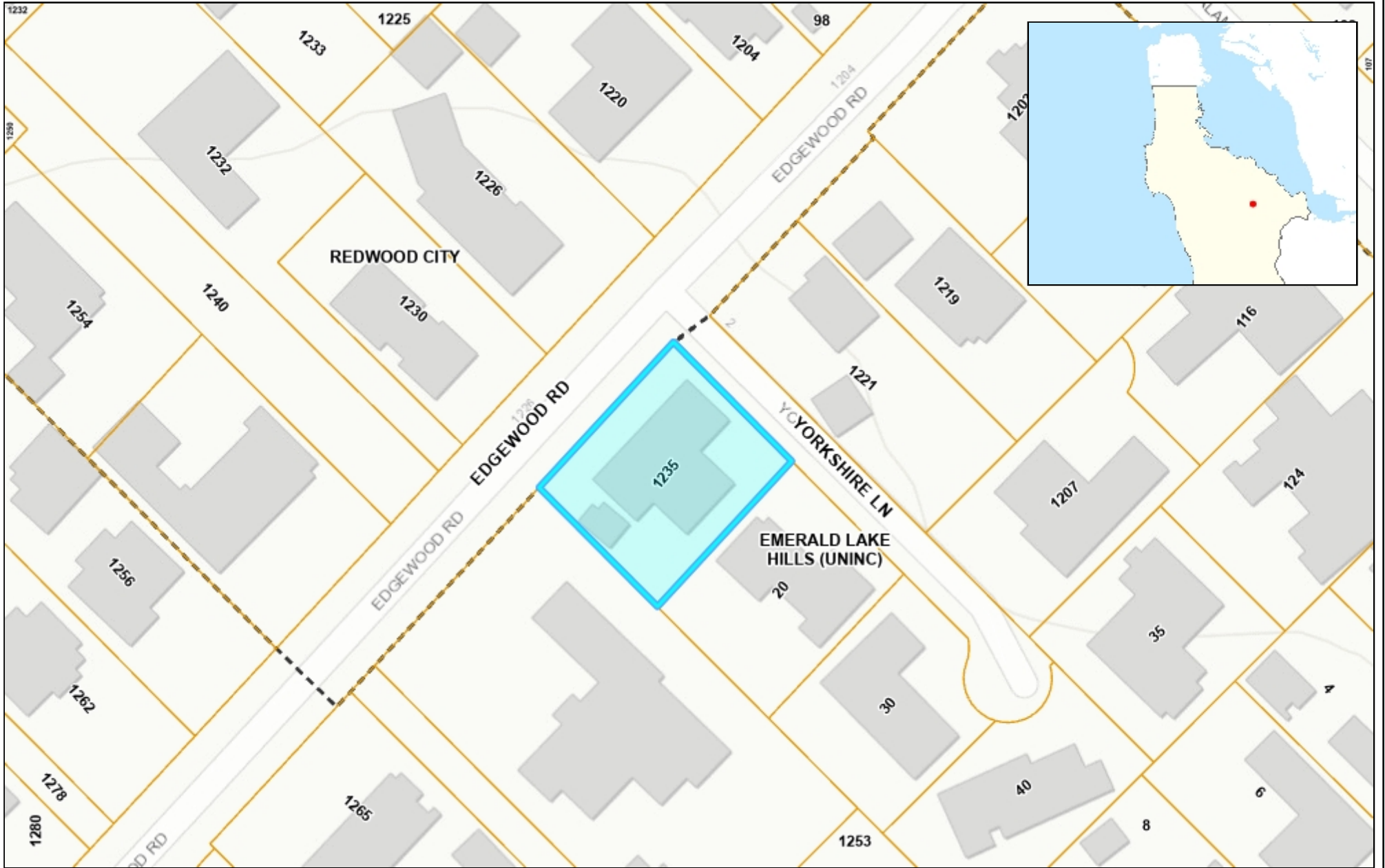


1235 EDGEWOOD ROAD  
REDWOOD CITY, CA  
ASSESSOR'S PARCEL NUMBER:  
058-040-310  
ACREAGE: 0.30



**BESTBAY COMPANY**

415 CARNEGIE DRIVE  
MILPITAS, CA 95035  
TEL. (408) 219-2935



0.04 0 0.02 0.04 Miles

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Latitude Geographics Group Ltd.

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SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

## NOTICE OF PUBLIC HEARING BY THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION

NOTICE IS HEREBY GIVEN by the San Mateo Local Agency Formation Commission that a public hearing is scheduled for a Regular Meeting on May 21, 2025, at 2:30 pm in the Board of Supervisors Chambers, Hall of Justice and Records, 400 County Center, Redwood City, CA 94063. At this meeting the following will be considered:

1. Consideration of LAFCo File No. 25-02—Proposed Annexation of 1235 Edgewood Road, Unincorporated Redwood City (APN:058-040-310) to Emerald Lake Heights Sewer Maintenance District

The Local Agency Formation Commission May 21, 2025, meeting can be accessed through Zoom. Information about how to access this meeting will be posted on the San Mateo LAFCo website at [www.smcgov.org/lafco](http://www.smcgov.org/lafco).

**Information/Contact:** Staff reports and attachments will be available May 14, 2025 at [www.smcgov.org/lafco](http://www.smcgov.org/lafco). If you have any questions, please contact Rob Bartoli, Executive Officer at (650) 363-4224 or [rbartoli@smcgov.org](mailto:rbartoli@smcgov.org)

Dated: May 13, 2025

Rob Bartoli  
Executive Officer

RESOLUTION NO. 1337

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SAN MATEO  
MAKING DETERMINATIONS, APPROVING LAFCO FILE 25-02 -  
SPHERE OF INFLUENCE AMENDMENT AND ANNEXATION OF 1235 EDGEWOOD ROAD,  
UNINCORPORATED REDWOOD CITY (APN 058-040-310)  
TO THE EMERALD LAKE HEIGHTS SEWER MAINTENANCE DISTRICT**

**RESOLVED**, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

**WHEREAS**, a proposal for the annexation of certain territory to the Emerald Lake Heights Sewer Maintenance District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

**WHEREAS**, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

**WHEREAS**, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

**WHEREAS**, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

**WHEREAS**, the proposed annexation is not consistent with the Sphere of Influence with the Emerald Lake Heights Sewer Maintenance District and it is appropriate that the Commission amend the Sphere of Influence to include the territory in the Sphere of Influence of the Emerald Lake Heights Sewer Maintenance District and that the Commission make the following determinations:

- 1) The present and planned land uses in the area, including agricultural and open-space lands.*

The subject parcel is located in unincorporated San Mateo County and is designated Residential Medium Low Density in the County's General Plan. The parcel currently has one single-family residence. The property owner is undertaking SB-9 proceedings to subdivide the property to allow for the construction of one new single-family residence and up to two accessory dwelling units. The current single-family residence receives sewer service through a historical connection from County Scenic Heights Sanitary District, but going forward will change to ELHSMD, which is another County-maintained sanitary district. The parcel does not include agricultural or open space lands as defined in the Cortese-Knox-Hertzberg Act.

*2) The present and probable need for public facilities and services in the area.*

The subject parcel is in unincorporated San Mateo County and the property owners have received conditional approval from County Planning to construct a new single-family residence on the parcel. The property owners will be served by ELHSMD sanitary sewer system due to its downstream treatment capacity agreement with the City of San Carlos. The property is served by the City of Redwood City for domestic water service.

*3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.*

Per County Department of Public Works staff, ELHSMD is able to provide sanitary sewer services to the subject parcel. The District's present capacity of public facilities and services is adequate.

*4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.*

None.

*5) Present and probable need for water, wastewater, and structural fire protection facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.*

There are no disadvantaged unincorporated communities (DUCs) within ELHSMD service area based upon mapping information provided by the State of California Department of Water Resources. The SOI amendment is limited to 1235 Edgewood Rd.

**WHEREAS**, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

**NOW, THEREFORE**, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions:

**County of San Mateo - Emerald Lake Heights Sewer Maintenance District**

1) Prior to the recordation of the annexation, the Applicant shall pay the Emerald Lake Heights Sewer Maintenance District a back charge of sewer fees for the past three years. Evidence of payment shall be submitted to San Mateo LAFCo.

**City of San Carlos**

2) Prior to the recordation of the annexation, the Applicant shall pay the City of San Carlos a back charge of sewer fees for the past three years. Evidence of payment shall be submitted to San Mateo LAFCo.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 0.30 acres, and is assigned the following distinctive short form designation: Annexation of 1235 Edgewood Road, Unincorporated Redwood City to the Emerald Lake Heights Sewer Maintenance District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56662(a) and this annexation is hereby ordered.

Regularly passed and adopted this \_ day of \_\_\_\_\_.

Ayes and in favor of said resolution:

Commissioners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noes and against said resolution:

Commissioner(s):

\_\_\_\_\_

Absent and/or Abstentions:

Commissioner(s):

\_\_\_\_\_

\_\_\_\_\_  
Chair  
Local Agency Formation Commission  
County of San Mateo  
State of California

ATTEST:

\_\_\_\_\_  
Rob Bartoli  
Executive Officer  
Local Agency Formation Commission

Date: \_\_\_\_\_

I certify that this is a true and correct copy of the resolution above set forth.

\_\_\_\_\_  
Clerk to the Commission  
Local Agency Formation Commission

Date: \_\_\_\_\_

SAN MATEO

**LOCAL AGENCY FORMATION COMMISSION**

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

**May 14, 2025****To:** LAFCo Commissioners**From:** Rob Bartoli, Executive Officer  
Sarah Flamm, Management Analyst**Subject:** Consideration of LAFCo File No. 25-03 - Proposed Annexation of 1265 Westridge Dr., Portola Valley (APN: 077-033-080) to West Bay Sanitary District**Summary**

This proposal, submitted by landowner petition, requests annexation of 1265 Westridge Dr., Portola Valley (APN: 077-033-080) to West Bay Sanitary District and connection to the District's sewer main. The property owners of this single-family home will remove the existing septic tank and leach field once the property is connected to the District's wastewater collection system. The proposal has 100 percent landowner consent and waiver of conducting authority proceedings is also requested. Commission approval is recommended.

**Departmental Reports**

*County Assessor:* The total net assessed land valuation for the parcel (APN 077-033-080) shown in the County Assessor records is \$3,700,000. The boundaries of the annexation as proposed conform to lines of assessment and ownership.

*County Clerk:* The territory has three registered voters. If the annexation is approved, the parcel would need to be assigned to a precinct that includes West Bay Sanitary District.

*County Environmental Health:* The California Water Service Company and West Bay Sanitary District provide the available water and sewer service in the area. Upon connection to WBSD, the existing onsite wastewater treatment system must be properly destroyed under permit from Environmental Health.

*Town of Portola Valley:* The Town's General Plan designation is Residential Estate. The Town staff report that the proposed annexation is compatible with the Town's General and Specific Plans and recommends approval.

*West Bay Sanitary District:* Currently, there is a 3-inch force main along Westridge Dr. in front of 1255 Westridge Dr. that needs to be extended to 1265 Westridge Dr. to serve the parcel. The proposal is compatible with adopted plans for extending services. Annexation to the on-site wastewater disposal zone is required. The applicant will need to apply for a Class 3 Sewer Permit to extend the existing 3-inch force main to the front of the property and a Class 5 Sewer Permit for Septic Tank Effluent Pump (STEP) and Grinder systems. Annexation to the On-Site Wastewater Disposal Zone (ZONE) is required.

### **Executive Officer's Report**

This proposal has been submitted by landowner petition. The territory proposed for annexation is located at 1265 Westridge Dr. (APN 077-033-080), Portola Valley. The property is proposed to connect to an existing sewer force main located in front of 1255 Westridge Dr. that needs to be extended to 1265 Westridge Dr. The annexation area is within the sphere of influence of West Bay Sanitary District adopted by the Commission in 1984 and is consistent with the District's plans for extending service. Approval of the annexation is recommended.

### **Annexation to the On-Site Wastewater Disposal Zone**

Sections 6960.3 and 6974 of the Health and Safety Code governing sanitary districts require LAFCo approval for formation of, or annexation to, an On-site Wastewater Disposal Zone (Zone) in counties in which LAFCo has added special district members to the Commission and adopted Rules and Regulations Affecting the Functions and Services of Independent Special Districts. West Bay Sanitary District operates a Zone within its jurisdiction to maintain pumping systems where gravity flow to the sewer main is not possible. Annexation of these properties to the Zone is necessary for the District to maintain the pumping system that will be constructed as part of the sewer connection. Staff recommends approval of annexation to the Zone.

### **California Environmental Quality Act**

The proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) exempt under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities).

### **Waiver of Conducting Authority Proceedings**

Section 56662(a) of the Cortese-Knox-Hertzberg (CKH) Act specifies that the Commission may waive conducting authority proceedings for annexations of uninhabited territory with 100 percent landowner consent provided that no objection is submitted by subject property owners or voters. The purpose of the conducting authority proceedings is to measure landowner or voter protest within the affected territory. The landowners have requested, and staff recommends waiver of conducting authority proceedings.

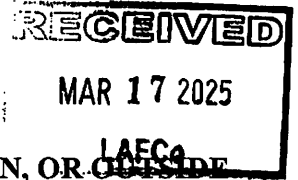
### **Recommended Commission Action**

By resolution, approve File No. 25-03 - Proposed Annexation of 1265 Westridge Dr. Portola Valley to West Bay Sanitary District subsequent annexation to the On-site Wastewater Disposal Zone and Waiver of Conducting Authority Proceedings.

**Attachments**

- A. Annexation Application for 1265 Westridge Dr., Portola Valley and Map and legal description
- B. Vicinity Map
- C. Resolution No. 1338

cc: Sergio Ramirez and Mark Robert Robles, West Bay Sanitary District  
Emily Lane, Town of Portola Valley  
Gregory Smith, San Mateo County Environmental Health  
Chephren Goree, San Mateo County Clerk  
Andrew Smith, San Mateo County Assessor  
Sivaram Krishnan and Vijaya Ram, Property Owner



APPLICATION FOR A CHANGE OF ORGANIZATION, REORGANIZATION, OR OUTSIDE SERVICE AGREEMENT TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION

A. GENERAL INFORMATION

1. Briefly describe the nature of the proposed change of organization, reorganization, or outside service agreement.

Wish to connect residence to sewer line, annexation of APN 077-033-080 to West Bay Sanit

2. An application for a change of organization or reorganization may be submitted by individuals in the form of a petition or by an affected public agency in the form of a certified resolution. This application is submitted by (check one):

- X Landowners or registered voters, by petition
An affected public agency, by resolution

(If this application is submitted by petition of landowners or registered voters in the affected territory, complete the petition form.)

3. What are the reasons for the proposal?

Home owner wishes to connect residence to sewer in connection with a proposed remodel.

4. Does this application have 100% consent of landowners in the affected area?

X Yes No

5. Estimated acreage: 1.98

B. SERVICES

1. List the name or names of all existing cities and special districts whose service area or service responsibility would be altered by the proposed change of organization or reorganization.

West Bay Sanitary District

2. List all changes to the pattern of delivery of local services to the affected area. For each service affected by the proposed change(s) of organization, list the present source of service (state "none")

if service is not now provided), the proposed source of service and the source of funding for construction of necessary facilities (if any) and operation. Example is given on the first two lines of the space provided for your response.

SERVICE	PRESENT SOURCE	PROPOSED SOURCE	FUNDING SOURCE	
			CONSTRUCTION	OPERATING
<i>Police (example)</i>	<i>Co. Sheriff</i>	<i>City Police</i>	<i>N/A</i>	<i>Taxes</i>
<i>Sewer (example)</i>	<i>None</i>	<i>City of . . .</i>	<i>Proponent</i>	<i>Fees</i>
<b>Sewer</b>	<b>Septic Tank</b>	<b>WBSD sewer</b>	<b>Owner</b>	<b>Fees</b>

**C. PROJECT PROPOSAL INFORMATION**

1. Please describe the general location of the territory which is the subject of this proposal. Refer to major highways, roads and topographical features.

The site is located on Westridge Drive in Portola Valley between Possum Lane and Cervant  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Describe the present land use(s) in the subject territory.

Residence  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. How are adjacent lands used?

North: Residence  
 \_\_\_\_\_  
 South: Residence  
 \_\_\_\_\_  
 East: Residence  
 \_\_\_\_\_  
 West: Residence  
 \_\_\_\_\_

4. Will the proposed change of organization result in additional development? If so, how is the subject territory to be developed?

No, except for new sewer line connection.  
 \_\_\_\_\_

5. What is the general plan designation of the subject territory?

Land Use: SFR

6. What is the existing zoning designation of the subject territory?

Zone: R 1001A

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

None

8. What additional approvals will be required to proceed?

Annexation by West Bay Sanitary District.

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

No.

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

No.

\* \* \* \* \*

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

NAME: Sivaram Krishnan

EMAIL: sssivaram@yahoo.com

ADDRESS: 1265 Westridge Dr, Portola Valley, CA

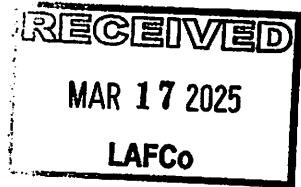
TELEPHONE: 650.303.2238

ATTN: \_\_\_\_\_



Signature of Proponent

Applica\_blk.doc  
(10/6/2000)



**PETITION  
FOR PROCEEDINGS PURSUANT TO  
THE CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT  
OF 2000**

The undersigned hereby petition(s) the Local Agency Formation Commission of San Mateo County for approval of a proposed change of organization or reorganization, and stipulate(s) as follows:

- 1. This proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000
- 2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc. is/are:

**Annexation to West Bay Sanitary District for sewer**

- 3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) attached hereto and by this reference incorporated herein.

- 4. The territory(ies) included in the proposal is/are:

inhabited (12 or more registered voters)  Uninhabited

- 5. This proposal is  is not  consistent with the sphere of influence of the affected city and/or district(s).

- 6. The reason(s) for the proposed annexation (annexation, detachment, reorganization, etc.) is/are:

**Connection to sewer line**

- 7. The proposed \_\_\_\_\_ is requested to be made subject to the following terms and conditions:

None



- 8. The persons signing this petition have signed as:

registered voters or  Owners of land (check one) within the subject territory.

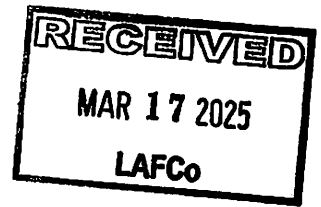
Petition  
Page 2 of 2

Wherefore, petitioner(s) request(s) that proceedings be taken in accordance with the provisions of Section 56000, et seq. Of the Government Code and herewith affix signatures as follows:

Chief Petitioners (not to exceed three):

<b>Date:</b>	<b>Printed Name:</b>	<b>Signature/Residence Address:</b>	<b>APN*</b>
March 6, 2025	Sivaram Krishnan		077-033-080
March 6, 2025	Vijaya Ram		077-033-080

\*Assessor's Parcel Number of parcel(s) proposed for annexation.



Addendum to Application titled LAFCo File No. \_\_\_\_\_  
Proposed \_\_\_\_\_ of/for (Address)

APN's \_\_\_\_\_ (List) 077-033-080  
to \_\_\_\_\_

*As part of above noted application submitted by petition, the Chief Applicants, (Name of Applicants) as Applicants and subject landowner(s), real parties in interest, agree to defend, indemnify, hold harmless, and release the San Mateo LAFCO, its agents, Commissioners, Executive Officer, attorneys, and employees from any claim, action, proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, and expenses, including attorney fees. The person signing this addendum to above noted application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications.*

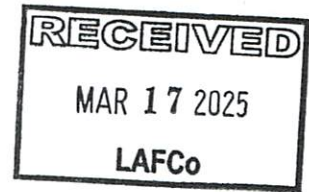
**Sivaram Krishnan** \_\_\_\_\_ Date **March 6, 2025**

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

EXHIBIT "A"  
ANNEXATION OF 1265 WESTRIDGE DR.  
PORTOLA VALLEY CA 94028  
TO WEST BAY SANITARY DISTRICT



Lot 7, Tract 761, Block 2 of Arrowhead Meadows Unit #2 as recorded in Volume 48 of Maps at page 48 and 49, recorded in the County of San Mateo, State of California (APN 077033080) also described as follows:

- (1) **Commencing** at a point on the centerline of Westridge Drive (seventy feet wide) as shown on said Map, said point being at the intersection of the prolongation of the most Northerly line of said Lot 7 and the **True Point of Beginning**; **Thence**, easterly along said prolongation and the boundary of lots 7 and 8, as shown on said map, 'South 70° 10' 20" East, 356.96 feet to the most easterly corner of said Lot 7;
- (2) **Thence** southerly along the boundary of said Lot 7 and boundary common to Lots 12 and 13 of said map. South 07°58'13" West, 323.46 feet to the most southerly border of said lot 7;
- (3) **Thence** westerly along the boundary of said Lot 7 and boundary common to Lot 6 of said map. North 57°30'00" West, 160.00 feet to an angle point in said common boundary;
- (4) **Thence** northwesterly along the boundary common to said lots 6 and 7 of said map. North 42°26'44" West, 213.50 feet to an angle point in said common boundary;
- (5) **Thence** northwesterly along the boundary common to said lots 6 and 7 of said map. North 57°30'00 West, 66.55 feet to a point on the Centerline of said Westridge Drive;
- (6) **Thence** northerly along the Centerline of Westridge Drive, North 15°46'00" East, 135.58 feet to the beginning of a tangent curve, concave westerly having a radius of 350 feet;
- (7) **Thence** northerly, along the centerline of Westridge Drive and said curve through a central angle of 5° 19' 29", an arc distance of 32.53' to the **True Point of Beginning**.

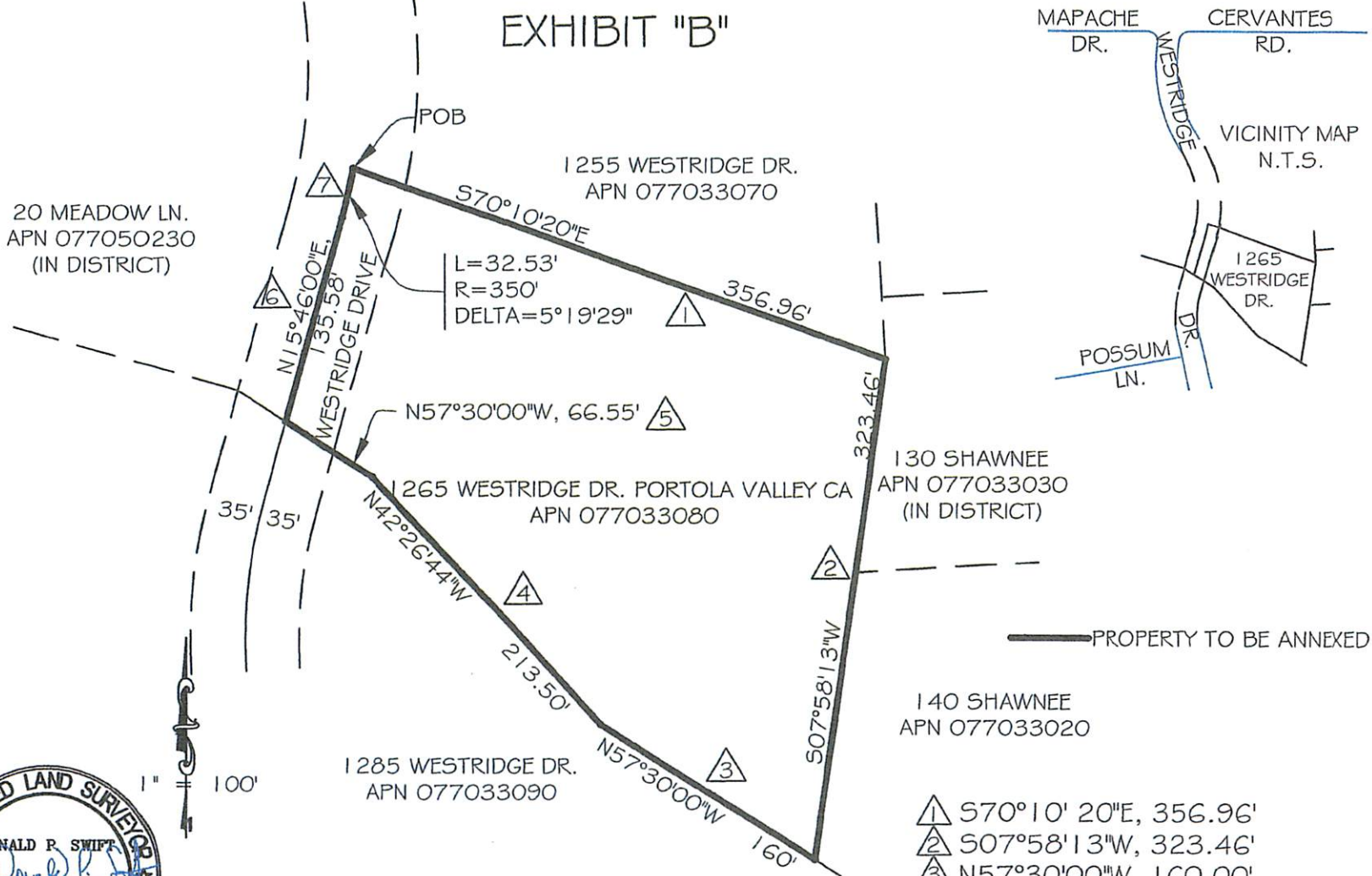
As shown on **Exhibit "B"** attached.

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used for sale of the land described.



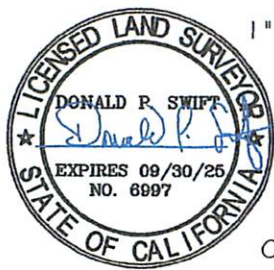
**RECEIVED**  
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 LAFCo

**EXHIBIT "B"**

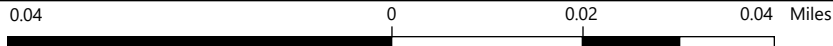


L=32.53'  
 R=350'  
 DELTA=5°19'29"

- ① 570°10' 20"E, 356.96'
- ② 507°58'13"W, 323.46'
- ③ N57°30'00"W, 160.00'
- ④ N42°26'44"W, 213.50'
- ⑤ N57°30'00"W, 66.55'
- ⑥ N15°46'00"E, 135.58'
- ⑦ R=350. DELTA=5°19'29", L=32.53'



SWIFT ENGINEERING  
 3520 CEDAR SPRINGS LN., MEADOW VISTA, CA 95722  
 CELL:916-838-0185 - EMAIL:donswift@swiftengineering.net  
 MARCH 2025



WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
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1:1,128

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

RESOLUTION NO. 1338

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SAN MATEO  
MAKING DETERMINATIONS, APPROVING LAFCO FILE 25-03 -  
ANNEXATION OF 1265 WESTRIDGE DRIVE, PORTOLA VALLEY (APN 077-033-080)  
TO THE WEST BAY SANITARY DISTRICT AND THE ON-SITE WASTEWATER DISPOSAL ZONE, AND  
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

**RESOLVED**, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

**WHEREAS**, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

**WHEREAS**, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

**WHEREAS**, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

**WHEREAS**, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

**WHEREAS**, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

**NOW, THEREFORE**, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 1.98 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 1265 Westridge Drive, Portola Valley to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56662(a) and this annexation is hereby ordered.

Section 5. Subsequent annexation to the On-Site Wastewater Disposal Zone is hereby approved.

Regularly passed and adopted this \_ day of \_\_\_\_\_.

Ayes and in favor of said resolution:

Commissioners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noes and against said resolution:

Commissioner(s):

\_\_\_\_\_

Absent and/or Abstentions:

Commissioner(s):

\_\_\_\_\_

\_\_\_\_\_  
Chair  
Local Agency Formation Commission  
County of San Mateo  
State of California

ATTEST:

\_\_\_\_\_  
Rob Bartoli  
Executive Officer  
Local Agency Formation Commission

Date: \_\_\_\_\_

I certify that this is a true and correct copy of the resolution above set forth.

\_\_\_\_\_  
Clerk to the Commission  
Local Agency Formation Commission

Date: \_\_\_\_\_

**LOCAL AGENCY FORMATION COMMISSION**

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

**May 14, 2025**

**To:** LAFCo Commissioners  
**From:** Rob Bartoli, Executive Officer  
Sarah Flamm, Management Analyst

**Subject:** Consideration of LAFCo File No. 25-04 - Proposed Outside Service Agreement for water by the City of Redwood City to 429 MacArthur Ave. (APN 054-232-240), Redwood City

**Summary**

Pursuant to Government Code Section 56133, Commission approval is required for the extension of service by local agencies to territory outside the agency's boundaries. This section requires that the public agency apply to LAFCo on behalf of the landowner. In this case, the property owner of 429 MacArthur Ave. (APN 054-232-240) has consolidated what was formerly 6 lots into one. As a merged parcel, 429 MacArthur Ave is now split by between the City of Redwood City and Cal Water for water service. The applicant is seeking an Outside Service Agreement to extend the water service area of the City of Redwood City to cover the entire parcel. This application is being in conjunction with the construction of an 86-unit affordable housing development on the 0.46-acre property.

The project area is in the North Fair Oaks area of unincorporated San Mateo County, and within the Sphere of Influence of the City of Redwood City. However, while the property is contiguous to a City boundary, and annexation of the parcel at this time would not create a logical boundary or improve the delivery of services. LAFCo staff supports an Outside Service Agreement in lieu of annexation.

**Departmental Reports**

*County Assessor:* The total net assessed land valuation for the parcel (APN 054-232-240) shown in the County Assessor records is \$6,658,372. The boundaries of the annexation as proposed conform to lines of assessment and ownership.

*County Clerk:* The territory has zero registered voters. The proposed OSA will not adversely affect precinct boundaries.

*County Public Works:* The parcel is in the Fair Oaks Sewer Maintenance District and Menlo Park Highway Lighting District. Any proposed new water line and associated appurtenances to be constructed shall not conflict with or impact the existing sanitary sewer facilities of the District.

*City of Redwood City:* The City recommends approval of the OSA. The City land use designation for this parcel is Light Industrial. New connections for both domestic water and fire protection will be installed for the project per City standards.

*County Planning:* The County General Plan designation for the property is Medium High Density, Commercial Mixed Use. The Zoning is Commercial Mixed Use Urban (CMU-3). The property owner has been issued County Planning and Building permits (PLN2020-00213 and BLD2024-03032) for the project.

### **Executive Officer's Report**

This proposal submitted by the property owner at 429 MacArthur Ave. is to extend the water service area of the City of Redwood City to cover the entire parcel. Prior to the parcel consolidation, three out of the six lots received water services from CalWater, and three lots received water from the City of Redwood City. This OSA request is being made prior to the June 9, 2025 construction start date of a new 86-unit affordable housing building on the property.

The subject property is within the Sphere of Influence of the City of Redwood City and is contiguous to the City boundary. However, if the parcel was to be annexed at this time, it would create a partial unincorporated island as 429 MacArthur Ave. would be the only property on the southside of Douglas Ave. within the City boundaries. Therefore, annexation of the parcel at this time would not create a logical boundary or improve the delivery of services. In these circumstances, LAFCo's adopted Outside Service Agreement policy permits the extension of services when annexation is infeasible. As a condition of approval for this project, the property owners will need to execute a deferred annexation agreement for the parcel, as required by the City and LAFCo. Approval of the Outside Service Agreement is recommended.

### **California Environmental Quality Act**

The proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) exempt under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities).

### **Recommended Commission Action by Motion**

By motion, approve LAFCo File No. 25-04 - Proposed Outside Service Agreement for water by the City of Redwood City to 429 MacArthur Ave. (APN 054-232-240), Unincorporated Redwood City, pursuant to Government Code Section 56133.

### **Attachments**

- A. Outside Service Agreement application for 429 MacArthur Ave.
- B. Vicinity Map
- C. Draft Tentative Map

D. Letter of Application from the City of Redwood City (To be provided under separate cover)

cc: Christian Craig, City of Redwood City  
Julie Young, San Mateo County Public Works  
Chephren Goree, San Mateo County Clerk  
Andrew Smith, San Mateo County Assessor  
Robert Wilkins, Property Owner

APPLICATION FOR A CHANGE OF ORGANIZATION, REORGANIZATION, OR OUTSIDE SERVICE AGREEMENT TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION

A. GENERAL INFORMATION

- 1. Briefly describe the nature of the proposed change of organization, reorganization, or outside service agreement.

Affirmed Housing Group, Inc. serving as Managing General Partner for North Fair Oaks Apartments, LP requests an outside service agreement for the provision of water to the parcel by Redwood City Water for 429-431 MacArthur Avenue & 430-434 Douglas Avenue (APD: 054-232-240). The parcel was formerly 6 lots, half served by Redwood City Water and half by CalWater. The parcels were consolidated and we are now requesting all water service comes from Redwood City Water.

- 2. An application for a change of organization or reorganization may be submitted by individuals in the form of a petition or by an affected public agency in the form of a certified resolution. This application is submitted by (check one):

X Landowners or registered voters, by petition
An affected public agency, by resolution

(If this application is submitted by petition of landowners or registered voters in the affected territory, complete the petition form.)

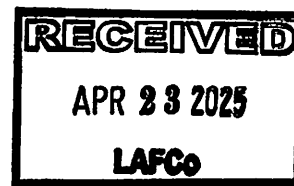
- 3. What are the reasons for the proposal?

The parcel was formerly 6 lots, half served by Redwood City Water and half by CalWater. The parcels were consolidated and we are now requesting all water service comes from Redwood City Water. This application is being made ahead of construction initiation on an 86-unit affordable housing development serving individuals and families with significant health concerns.

- 4. Does this application have 100% consent of landowners in the affected area?

X Yes No

- 5. Estimated acreage: .46



B. SERVICES

- 1. List the name or names of all existing cities and special districts whose service area or service responsibility would be altered by the proposed change of organization or reorganization.

Redwood City Water
CalWater

- 2. List all changes to the pattern of delivery of local services to the affected area. For each service affected by the proposed change(s) of organization, list the present source of service (state "none")

if service is not now provided), the proposed source of service and the source of funding for construction of necessary facilities (if any) and operation. Example is given on the first two lines of the space provided for your response.

SERVICE	PRESENT SOURCE	PROPOSED SOURCE	FUNDING SOURCE	
			CONSTRUCTION	OPERATING
<i>Police (example)</i>	<i>Co. Sheriff</i>	<i>City Police</i>	<i>N/A</i>	<i>Taxes</i>
<i>Sewer (example)</i>	<i>None</i>	<i>City of . . .</i>	<i>Proponent</i>	<i>Fees</i>
<b>Water</b>	Calwater & Redwood City Water	Redwood City Water	Proponent	Proponent

**C. PROJECT PROPOSAL INFORMATION**

1. Please describe the general location of the territory which is the subject of this proposal. Refer to major highways, roads and topographical features.

The parcel spans the entirety of the San Mateo Avenue frontage between Douglas Avenue and MacArthur Avenue. The parcel is located approximately half a block from Middlefield Road. The site is approximately half a mile Southeast of Woodside Road. While the parcel is unincorporated, the opposite side of Douglas Avenue is Redwood City. The site is in the North Fair Oaks area.

2. Describe the present land use(s) in the subject territory.

The present land use of the subject property is an automotive repair, towing shop, and storage business. There is also a landscaper who leases outdoor areas as a laydown yard. All tenants are being relocated and provided benefits in accordance with the provisions of the Uniform Act. Due to the funding deadlines inherent in building affordable housing, construction on the 86-unit apartment building must begin construction by June 9, 2025.

3. How are adjacent lands used?

North: Residential uses

South: Towing Business and other commercial uses

East: Automotive use and other commercial uses

West: Residential and commercial uses

4. Will the proposed change of organization result in additional development? If so, how is the subject territory to be developed?

Yes, as mentioned above the subject territory (property) will be developed as an 86-unit affordable housing development. The project

is leveraging low-income housing tax credits and other public and private sources to build the units which are all restricted at or below 60% of the area median income. The project is considered a special needs building with 45% of units reserved for individuals with mental or physical health disorders.

5. What is the general plan designation of the subject territory?

Medium High Density, Commercial Mixed Use

6. What is the existing zoning designation of the subject territory?

CMU-3 (Commercial Mixed Use Urban) within .25 miles of transit

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

The project was entitled through the SB-35 streamlining process. Construction documents have been submitted to plan check and the design team is preparing to submit the third round of edits. Due to the entitlement procedure the development is exempt from CEQA but since federal funding is being used for the project NEPA was conducted. The project already has AUGF from this process.

8. What additional approvals will be required to proceed?

Approval of the demolition and building permit is the final item needed for the development to proceed. The project has already undergone several rounds of building plan check and permits are expected by May 31st.

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

No portion of the lot contains any of these items.

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

N/A - this proposal includes a specific development project as noted above.

\* \* \* \* \*

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

NAME: Affirmed Housing Group, Inc.

EMAIL: rob@affirmedhousing.com

ADDRESS: 13520 Evening Creek Drive N, STE. 160, San Diego, CA 92128

TELEPHONE: (415) 488-7743

ATTN: Robert Wilkins

*Robert Wilkins*

Signature of Proponent

Applica\_blk.doc  
(10/6/2000)



Addendum to Application titled LAFCo File No. --  
Proposed \_\_\_\_\_ of/for (Address)

APN's (List)  
to 054-232-240 \_\_\_\_\_

*As part of above noted application submitted by petition, the Chief Applicants, (Name of Applicants) as Applicants and subject landowner(s), real parties in interest, agree to defend, indemnify, hold harmless, and release the San Mateo LAFCO, its agents, Commissioners, Executive Officer, attorneys, and employees from any claim, action, proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, and expenses, including attorney fees. The person signing this addendum to above noted application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications.*

Robert Wilkins Date 04/23/2025

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_





**LOCAL AGENCY FORMATION COMMISSION**

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

**May 14, 2025**

**To:** LAFCo Commissioners

**From:** Sarah Flamm, Management Analyst  
Rob Bartoli, Executive Officer

**Subject:** Consideration of Final Municipal Service Review Municipal Service Review for the Coastside Fire Protection District

**Summary and Background**

This Municipal Service Review (MSR) examines the Coastside Fire Protection District (CFPD) and represents the first MSR completed for this District. CFPD is an independent special district in coastal San Mateo County with a Sphere of Influence that is coterminous with the District's current boundaries. CFPD protects a population of approximately 24,235 people (Census 2020) over 50 square miles of land. CFPD includes territories in the City of Half Moon Bay, Montara, El Granada, Moss Beach, Miramar, Princeton and other unincorporated areas of San Mateo County.

The District was formed in 2007 when LAFCo approved a consolidation between the Half Moon Bay Fire District and with the Point Montara Fire District. Shortly thereafter, in 2008, the District entered into a cooperative fire protection agreement with the California Department of Forestry and Fire Protection (CAL Fire) to provide all personnel and fire protection services. All employees of the District are employees of the State of California. The goal of this arrangement is to reduce cost and acquire resources and operational efficiencies through CAL FIRE. Under the current contract, CAL FIRE will continue providing fire protection services for seven years, from July 1, 2020 to June 30, 2027, for a total Not-to-Exceed amount of \$70.9M.

Revenue received by CFPD is sufficient for ongoing operations and maintenance expenditures, and there are no ongoing concerns regarding the District's financial ability to provide services. There are a total of 38.7 Full Time Equivalent (FTE) employees of CAL FIRE, contracted with CFPD. The District also has 12 volunteer fire fighter positions.

## **Comments On and Updates to Final Municipal Service Review**

San Mateo LAFCo staff did not receive any comments on the Draft Municipal Service Review.

## **Current Key Issues**

Key issues identified in compiling information on the Coastside Fire Protection District include:

- LAFCo staff does not have any concerns regarding the adequacy of the public services being delivered by the CFPD. However, the District does have outstanding California Public Employees' Retirement System (CalPERS) liabilities in the projected amount of \$13,763,066 as of June 30, 2023 related to legacy costs from the Half Moon Bay Fire District and the Point Montara Fire District.
- CFPD is the first-due/first response resource to the following areas which are outside official district boundaries: San Mateo County Fire Department jurisdiction on Highway 1 north of 1<sup>st</sup> Street in Montara and south of the City of Pacifica's corporate boundaries; the Quarry Park area; and the Tamarind Street and Purisima Way areas in the mid-coast to the east of CFPD's boundary. These areas are identified to be included within the amendment SOI for CFPD. See Attachment A.
- On February 24, 2025, the CAL FIRE state Fire Marshall published the new draft Local Response Area (LRA) Fire Hazard Severity Zone maps. New land in Half Moon Bay and the unincorporated areas within CFPD were included in the new moderate, high, and very high hazard designation. Any new regulations or requirements stemming from these changes in Severity Zone designation would be regulated by the City of Half Moon Bay, the County of San Mateo, and CFPD, which could result in a greater number of inspections and enforcement responsibilities for the District.

### **I. Proposed Municipal Service Review Determinations and Recommendations** **Growth and Population Determination**

Growth within the Coastside Fire Protection District service area is projected to be 1-5% over the next 5-10 years and will not directly impact the District's service needs and demands. It is notable, however, that CFPD is a popular destination for tourists throughout the year. An influx of visitors to festivals and beaches may result in temporary increases in demand for services. If area within the amended Sphere of Influence for CFPD is annexed to the District, service impacts will likely be minimal as the District is already providing service within these areas.

**Recommendation:** None

### **II. Disadvantaged Unincorporated Communities Determination**

Coastside Fire Protection District's sphere of influence and corporate boundaries do not include disadvantaged unincorporated communities. However, the District does contain two Environmental Justice Communities—Princeton and Moonridge— and is sometimes dispatched by San Mateo County's Public Safety Communications Center to provide fire protection and

emergency response services outside its boundaries to Pescadero West which is a High Priority Environmental Justice Community. Currently there is no reorganization necessary for CFPD.

**Recommendation:** None

### **III. Capacity and Adequacy of Public Facilities and Services Determination**

CFPD has undergone recent upgrades to its fire stations and consistently meets equipment and apparatus maintenance and replacements according to schedule. It is well equipped to serve the residents, visitors and businesses inside and adjacent to its official district boundaries. All upgrades to fire stations and equipment are fully funded through existing property tax revenue and/or Internal Service Funds.

**Recommendation:** None.

### **IV. Financial Ability Determination**

The District engages in responsible budgeting practices and is able to fully fund its operations. Budgets and contracts are transparent, and documents are available on the District's website. While the District has no long-term debt, it does have outstanding CalPERS liabilities in the projected amount of \$13,763,066 as of June 30, 2023. The District has employed the firm Foster & Foster to explore how to meet this obligation. As of February 2025, the Board of Directors has not yet decided how to proceed.

**Recommendation:**

1. LAFCo encourages the District Board of Directors to evaluation options that continues to address CalPERS Safety Plan liabilities.

### **V. Shared Service and Facilities Determination**

Through this MSR process, LAFCo staff has not identified any new opportunities for shared services or facilities. The CFPD currently partners with multiple agencies, including the San Mateo County Fire Department, North County Fire Protection District, and other special districts in providing emergency response services within the District, and in adjacent lands.

CFPD shares dispatch services through the County's Public Safety Communications Center, participates in the Pre-Hospital Emergency Services Providers Group, and contracts with CAL FIRE for personnel and services.

**Recommendation:** None

### **VI. Accountability, Structure, and Efficiencies Determination**

The District practices transparent budgeting and operations, recording its Board Meetings and publishing agendas, minutes, and staff reports on its website. It also maintains meeting archives

available online. The District has adopted all three recommendations from the San Mateo County Civil Grand Jury's 2023-24 report to annually evaluate and report to its Board of Directors on organizational risks and internal controls. In 2020, the District received the Transparency Certificate of Excellence from the Special District Leadership Foundation. This certificate highlights an agency's commitment to government transparency requirements, including the completion of ethics training for commissioners, adherence to the Brown Act for public meetings, and filing and reporting on financial transactions to the State in a timely manner.

The District is achieving operational efficiencies from its contract with CAL FIRE. CFPD has consistently achieved the goals identified in its annual Strategic Business Plans, and has adopted a new 2025 Strategic Business Plan.

**Recommendation:** None.

## **VII. Other Issues Determination**

CFPD collaborates with several agencies, such as the County of San Mateo, the San Mateo County Harbor District, the California Resource Conservation District, and others related to hazard mitigation and climate change.

**Recommendation:** None.

### **Sphere of Influence Determinations**

As required by State law, LAFCo is required to make five written determinations when establishing, amending, or updating an SOI for any local agency as set forth in Government Code Section 56425(e) that addresses the following:

#### **I. The present and planned land uses in the area, including agricultural and open-space lands.**

CFPD is comprised of a range of land use designations, including tidelands, submerged lands, residential, commercial, industrial, open space, agricultural and rural. The District boundaries contain land that is under the jurisdiction of the County of San Mateo, the City of Half Moon Bay, the California Coastal Commission, as well as other agencies that have land use review authority. The District's mission is "to protect the lives, environment, and property of the community through fire suppression, fire prevention, emergency medical services, rescue services, public education and other related services."

#### **II. The present and probable need for public facilities and services in the area.**

Since the formation of CFPD, the District has regularly provided services not only within its district boundaries, but also to emergencies outside its official district boundaries. The Sphere of Influence for Coastside Fire Protection District is recommended to be updated to include the following areas in which it is regularly the first on scene and/or primary unit responder: County

Fire Zone 22, Quarry Park, and parcels along Tamarind St. and Purisima Way. See Attachment A. The proposed Sphere of Influence amendment would allow for future annexations of areas that CFPD is already serving and responding to. This would allow CFPD to collect property tax revenue from these areas and implement CFPD adopted fire code regulations to parcels the District already responds to. The Tunitas Creek Road area and the Harbor District area among others, are not proposed to be included within the SOI at this time as service in this area is a mix between CFPD and County Fire.

**III. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.**

Under the current contract, CAL FIRE provides Emergency Fire Protection, Medical, and Rescue Response; Basic Life Support Services; Advanced Life Support Services; Fire Code Inspection, Prevention and Enforcement Services; Land Use/Pre-Fire Planning Services; Disaster Planning Services and specific service descriptions and staffing coverage. The CAL FIRE contract is fully funded by property tax revenue. The District is responsible for all costs associated with property and apparatus required for CAL FIRE personnel to perform their jobs. The District has fully funded its mobile apparatus replacements according to schedule and needs. The District also has three new or recently upgraded fire stations. The oldest station was built in 1998, and the newest is set for completion by the end of 2025.

**IV. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.**

CFPD includes the City of Half Moon Bay and unincorporated areas which host annual festivals that attract tourists. The District also encompasses beaches and commercial areas that are generally considered economic communities of interest.

**V. For an update of a SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to Section 56425(g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.**

There are no disadvantaged unincorporated communities within CFPD boundaries, or in any areas in which CFPD provides services.

**Public/Agency Involvement**

San Mateo LAFCo submitted a request for data to the District, and on October 28, 2024, the District provided a response to this request. The information from the District's response has been incorporated into this report. Additional primary sources of information used in this MSR include the Adopted Budgets, Basic Financial Reports and Audits, the Strategic Business Plan, Meeting Minutes and Staff Reports, and Calls for Service data. No comments were submitted during the public review of the Draft MSR.

### **Environmental Review/CEQA**

The MSR is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under Section 15303, Class 6, which allows for the basic data collection, research, experimental management, and resource evaluation activities that do not result in a serious or major disturbance to an environmental resource. The MSR collects data for the purpose of evaluating municipal services provided by an agency. There are no land use changes or environmental impacts created by this study.

The MSR is also exempt from CEQA under section 15061(b)(3), the common sense provision, which states that CEQA applies only to projects which have the potential to cause a significant effect on the environment and where it is certain that the activity will have no possible significant effect on the environment, the activity is exempt from CEQA.

The MSR and SOI update will not have a significant effect on the environment as there are no land use changes associated with the documents.

### **Staff's Recommendation to Commission**

1. Open the public hearing and accept public comment.
2. Accept the Final Municipal Service Review for the Coastside Fire Protection District.
3. Adopt the Municipal Service Review Determinations and Recommendations contained in this report.

### **Attachments**

- A. Final Municipal Service Review for the Coastside Fire Protection District
- B. Proposed SOI Map for the Coastside Fire Protection District
- C. Resolution No. 1339
- D. MSR Areas of Determinations and Recommendations for Coastside Fire Protection District



# **Municipal Service Review and Sphere of Influence Review for the Coastside Fire Protection District**

**Final**

**Released May 14, 2025**

Municipal Service Review and Sphere of Influence Review for the Coastside Fire Protection District

**SUBJECT AGENCY:**

**Coastside Fire Protection District**

1191 Main Street

Half Moon Bay, California 94019

Contact: Jed Wilson, Unit Fire Chief

**CONDUCTED BY:**

San Mateo Local Agency Formation Commission

455 County Center, 2<sup>nd</sup> Floor

Redwood City, CA 94063

(650) 363-4224

Commissioners:

Ray Muller, Chair, County Member

Virginia Chang Kiraly, Vice Chair, Special District Member

Jackie Speier, County Member

Ann Draper, Public Member

Kati Martin, Chair, Special District Member

Debbie Ruddock, City Member

Stephen Rainaldi, City Member

Commission Alternates:

Noelia Corzo, County Member

Vacant, Public Member

Katheryn Slater-Carter, Special District Member

Greg Wright, City Member

Staff:

Rob Bartoli, Executive Officer

Sarah Flamm, Management Analyst

Diane Estipona, Commission Clerk

Tim Fox, Legal Counsel

**Municipal Service Review and Sphere of Influence Review  
Coastside Fire Protection District**

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## **EXECUTIVE SUMMARY**

### **Section 1: MSR Overview**

This report is a Municipal Service Review (MSR) and Sphere of Influence (SOI) review for the Coastside Fire Protection District (CFPD). California Government Code Section 56430 requires that the Local Agency Formation Commissions (LAFCo's) complete MSRs and SOI reviews on all cities and special districts. LAFCo is an independent entity with jurisdiction over the boundaries of cities and special districts. An SOI is a plan for the boundaries of a city or special district. The MSR and SOI do not represent a proposal<sup>1</sup> for reorganization of agencies, but rather a State-mandated study of service provisions of an agency.

Once adopted, the service review determinations are considered in reviewing and updating the SOI pursuant to Section 56425. The SOI, which serves as the plan for boundaries of a special district, is discussed in the second part of this report. This State-mandated study is intended to identify municipal service delivery challenges and opportunities and provides an opportunity for the public and affected agencies to comment on city, county, or special district services and finance; and opportunities to share resources prior to LAFCo adoption of required determinations.

### **San Mateo Local Agency Formation Commission**

San Mateo Local Agency Formation Commission (LAFCo or "the Commission") is a State-mandated, independent commission with county-wide jurisdiction over the boundaries and organization of cities and special districts including annexations, detachments, incorporations, formations, and dissolutions. LAFCo also has authority over extensions of service outside city or district boundaries, and activation or divestiture of special district powers. The purpose of the Commission includes discouraging urban sprawl, preserving open space and prime agricultural lands, planning for the efficient provision of government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances. LAFCo operates pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) contained in California Government Code Sections 56000 and 57000. The Commission includes two members of the County Board of Supervisors, two city councilmembers from two of the County's 20 cities, two special district board members from two of the 21 independent special districts, one member of the public, and four alternate members (county, city, special district, and public).

In 1985, San Mateo LAFCo first prepared comprehensive SOI studies and adopted SOI's for the County's cities and special districts. Subsequently, LAFCo reviewed and updated SOI's on a three-year cycle. SOI updates focus on changes in service demand within the boundaries of cities and special districts. In 2003, in order to comply with the newly enacted CKH Act, LAFCo began the process of preparing SOI updates/reviews in conjunction with or following a Municipal Service Reviews (MSR).

<sup>1</sup> An application for annexation may be submitted by 5 percent of the voters or landowners of territory proposed for annexation or by resolution of the District.

## Local Government in San Mateo County

Municipal service providers in San Mateo County include the County of San Mateo, 20 cities, 21 independent special districts, six subsidiary districts governed by city councils, and 33 County-governed special districts. Independent special districts provide a limited set of services based on their enabling legislation (i.e., fire, water, sanitation, etc.), while cities generally provide a wider array of basic services including police, recreation programs, planning, street repair, and building inspection. The County, as a subdivision of the State, provides a vast array of services for all residents across its cities, special districts and subsidiary districts, including social services, public health protection, housing programs, property tax assessments, tax collection, elections, and public safety. The County also provides basic municipal services for residents who live in unincorporated areas who are not part of any city or special district. According to Census 2020 data, 63,205 of the County's total 765,417 residents live in unincorporated areas.

## Purpose of a Municipal Service Review

This Municipal Service Review (MSR) examines the Coastside Fire Protection District (CFPD) and represents the first MSR completed for this District. CFPD is an independent special district in coastal San Mateo County with a Sphere of Influence that is coterminous with the District's current boundaries.

LAFCo prepared this MSR based on CFPD source documents that included Adopted Budgets, Basic Financial Reports and Audits, the Strategic Business Plan, Meeting Minutes and Staff Reports, and Calls for Service data. Draft MSRs are first circulated to the District under study, as well as interested individuals and groups. The Final MSR will include comments on the circulation draft as well as LAFCo staff's recommended determinations to be presented before the Commission for consideration during its public meeting. MSR determinations must be adopted before the Commission updates or amends a SOI.

Per Government Code Section 56430, LAFCo is required to include the following areas in the MSR determinations:

- Growth and population projections for the affected area.
- The location and characteristics of any disadvantaged unincorporated communities<sup>2</sup> within or contiguous to the SOI.
- Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the SOI.
- Financial ability of agency to provide services.
- Status of, and opportunities for shared facilities.

<sup>2</sup> "Disadvantaged community" means a community with an annual median household income that is less than 80 percent of the Statewide annual median household income. This area of determination does not apply to the study area.

- Accountability for community service needs, including governmental structure and operational efficiencies.
- Any other matter related to effective or efficient service delivery, as required by LAFCo policy.
  - Water Resiliency and Climate Change
  - Impact of Natural Hazards and Mitigation Planning

Per Government Code Section 56425, LAFCo is required to make five written determinations when establishing, amending, or updating a SOI for any local agency that address the following:

1. The present and planned land uses in the area, including agricultural and open-space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.
5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to Section 56425(g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

#### Disadvantaged Unincorporated Communities

In 2011, SB 244 (Chapter 513, Statutes of 2011) made changes to the CKH Act related to “disadvantaged unincorporated communities,” including the addition of MSR determination #2 and SOI determination #5 listed above. Disadvantaged unincorporated communities, or “DUCs,” are inhabited, unincorporated territories (containing 12 or more registered voters) where the annual median household income is less than 80 percent of the statewide annual median household income. There are no disadvantaged unincorporated communities within the District’s current boundaries or within its service area.

#### Section 2. Summary of Key Issues

This is the first MSR study conducted by San Mateo LAFCo for the Coastside Fire Protection District (CFPD, the District). The District was formed in 2007 when LAFCo approved a consolidation between the Half Moon Bay Fire District and with the Point Montara Fire District (Attachment B). Shortly thereafter, in 2008, the District entered into a cooperative fire protection agreement with the California Department of Forestry and Fire Protection (CAL FIRE) to provide all personnel and fire protection services. All employees of the District are employees of the State of California. The District Board of Directors sets the District’s budget and policies, and is responsible for providing all fire protection equipment and facilities.

Existing revenue is sufficient for ongoing operations and maintenance expenditures and there are no ongoing concerns regarding the District's financial ability to provide services. In the event of a catastrophic emergency, the District has the capacity to respond and scale up with the establishment of mutual aid agreements from neighboring fire agencies. District personnel are regularly dispatched to emergencies outside the official District boundaries. CFPD is the first-due/first response resource to the following areas:

- San Mateo County Fire Department jurisdiction (zone COF22) on Highway 1 north of 1<sup>st</sup> Street in Montara and south of the City of Pacifica's corporate boundaries.
- The Quarry Park area, and other areas of the mid-coast to the east of CFPD's boundary.
- The Tunitas Creek Road area south of the District.

In general, special districts should adjust their boundaries to accurately reflect where services are being provided. This should be weighed against the fact that emergency response is a unique service area that requires cooperation and automatic mutual aid amongst local agencies across corporate boundaries to protect and serve the public. This topic is discussed in greater detail in Section 6.

On February 24, 2025, the CAL FIRE state Fire Marshall published the new draft Local Response Area (LRA) Fire Hazard Severity Zone maps. New land in Half Moon Bay and the unincorporated areas within CFPD were included in the new moderate, high and very high hazard designation. Any new regulations or requirements stemming from these changes in Severity Zone designation would be regulated by the City of Half Moon Bay, the County of San Mateo, and CFPD, which could result in a greater number of inspections and enforcement responsibilities for the District.

The District practices transparent budgeting and operations. Board Meetings are held at 4pm every other Wednesday, and streamed on Zoom. The public can participate online as well as in person to provide comments. Archived recordings of Board Meetings are published on the District's website, along with agendas, minutes, and staff reports. **Section 3: Affected Agencies**

**Cities and County:** City of Half Moon Bay, San Mateo County unincorporated communities including Montara, Moss Beach, Princeton-by-the-Sea, El Granada, and Miramar

**School Districts:** Cabrillo Unified School District

**Independent Special Districts:** Montara Water and Sanitary District, Coastside County Water District, Granada Community Services District

**Dependent Special Districts:** County Service Area No. 6 Streetlighting, Montara Highway Lighting District, Granada Highway Lighting District

## **Section 4: Coastside Fire Protection District**

### **Background and Overview**

The Coastside Fire Protection District (CFPD) was formed on October 1, 2007 by consolidating the Half Moon Bay Fire Protection District (established in 1899, formed as a district in 1923,

reorganized in 1965) and the Point Montara Fire Protection District (formed in 1954). On June 1, 2008, the District contracted with the Department of Forestry Fire Services (CAL FIRE) to provide fire protection service including management, operation and personnel for the District, and transferred all of its employees except one full time employee to CAL FIRE.

CFPD is an independent special district that protects a population of approximately 24,235 people (Census 2020) over 50 square miles of land. CFPD includes territories in the City of Half Moon Bay, Montara, El Granada, Moss Beach, Miramar, Princeton and other unincorporated areas of San Mateo County. Figure 1 shows the current District boundaries.

*Figure 1. Current District Map*



Source: San Mateo County Information Services Department

As of September 2024, the CFPD ISO rating is a 3/3X.<sup>3</sup> CFPD has three fire stations and one administrative office. Fire Station No. 44 is in Moss Beach, Fire Station No. 41 is in El Granada, and Fire Station No. 40 and the administration office are co-located in Half Moon Bay.

CFPD is one of eleven fire agencies protecting 20 cities and towns, several unincorporated communities and the unincorporated areas of San Mateo County, as depicted in Table 1 below.

*Table 1. San Mateo County Fire Agencies*

<b>Fire Department</b>	<b>Organization Structure</b>
Central County Fire	Joint Powers Authority
Coastside Fire Protection District	District
Colma Fire Protection District	District
Menlo Park Fire Protection District	District
North County Fire Authority	Joint Powers Authority
Redwood City	City Department
San Bruno	City Department
San Mateo Consolidated	Joint Powers Authority
San Mateo County/CALFIRE	State Agency by Contract with County
South San Francisco	City Department
Woodside Fire Protection District	District

**Governance & Statutory Authority**

Government Code Section 56425 (i) and (j) requires that in conducting MSR, LAFCo’s prepare an inventory of all authorized powers under a district’s enabling legislation and identify those powers that are active versus inactive. Government Code Section 56824.12 requires that before a District activates an inactive service or divests of an active service, it must first apply to LAFCo and obtain LAFCo approval. The CFPD was formed and is operating pursuant to Section 13800 et seq. of the CA Health and Safety Code. The CFPD is empowered to provide the following services: fire protection, rescue, emergency medical services, hazardous material emergency response, ambulance, and any other services relating to the protection of lives and property. CFPD is providing the full set of services authorized by the enabling legislation.<sup>4</sup>

<sup>3</sup> ISO rating 3/3X refers to the public protection classification, with scores between 1 and 10, and lower numbers indicating a better score. Many variables are incorporated in the rating, including the area’s water supply for firefighting, the type and quantity of apparatus available to respond to fires, and staffing levels. The first number refers to the class that applies to properties within 5 road miles of a fire station and within 1,000 feet of a hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1000 feet of a hydrant.

<sup>4</sup> Fire Protection District Law of 1987, Health and Safety Code Section 13800, [Fire+Protection+District+Law+of+1987.pdf](#)

The CFPD Board of Directors is the governing body of the District. The Board is comprised of five Directors, each elected in district elections to serve a four-year term.<sup>5</sup> The Board develops and implements policies, provides strategy and plans regarding the future of the District, provides oversight of District operations and finances, and reviews and approves annual budgets audits and contracts.<sup>6</sup>

### CFPD Service Agreements

#### *CAL FIRE*

On June 2, 2008, Coastside Fire Protection District's Board of Directors entered into a cooperative fire protection agreement with CAL FIRE (California Department of Forestry and Fire Protection) to supply all management and personnel necessary to perform fire protection services. The original agreement was for two years, through June 30, 2010 for a total not to exceed amount of \$6,177,289. The goal of this arrangement is to reduce cost and acquire resources and operational efficiencies through CAL FIRE.

On July 1, 2020, CFPD and CAL FIRE renewed their contract for a third time (Resolution No. 2020-46). Under the contract renewal, CAL FIRE will continue providing fire protection services for seven years, from July 1, 2020 to June 30, 2027, for a total Not-to-Exceed amount of \$70.9M. The agreement functions on a reimbursement basis: the District makes quarterly payments based on the actual cost of services. There are a total of 38.7 Full Time Equivalent (FTE) employees of CAL FIRE, contracted with CFPD. CFPD also has 12 volunteer fire fighter positions. Notably, four volunteer fire fighters have served CFPD for decades. As of Feb 2024, one volunteer has served 50 years, another 45 years, another 30 years, and another 10 years.

Under the current contract, CAL FIRE provides Emergency Fire Protection, Medical, and Rescue Response; Basic Life Support Services; Advanced Life Support Services; Fire Code Inspection, Prevention and Enforcement Services; Land Use/Pre-Fire Planning Services; Disaster Planning Services and specific service descriptions and staffing coverage. In turn, CFPD is responsible for all costs associated with property and apparatus required for CAL FIRE personnel to perform their jobs.

#### *Dispatch*

All fire agencies in San Mateo County, including Coastside Fire Protection District, are dispatched through San Mateo County's Public Safety Communications Center.<sup>7</sup> Under this agreement, the County is able to dispatch responders across agency boundaries. In FY 2024-25, CFPD budgeted \$75,000 for these dispatch services.

<sup>5</sup> In 2007, the Board consisted of 9 members elected at-large. In 2009 the Board reconstituted to seven members. In December of 2011, the Board sized down to five members. The District switched to district elections in 2022, as mandated by the State.

<sup>6</sup> Coastside Fire Protection District Board Policies Handbook 2024

<sup>7</sup> In accordance with the 1994 "Net Six Joint Powers Authority" agreement.

*San Mateo Pre-Hospital Emergency Services Providers Group*

In September 1997, fire agencies in San Mateo County established the San Mateo Pre-Hospital Emergency Services Providers Group through a Joint Powers Agreement. <sup>8</sup> This group provides pre-hospital emergency services (i.e. paramedic, ambulance and Advanced Life Support) in San Mateo County. The District receives revenue on a monthly basis for its portion of revenue from the Group. This amount totaled \$90,000 in FY 2023-24. In June 2019, the contract was reauthorized for an additional five years and signed with the option of an additional five-year term to June 30, 2029.

Revenue

Property tax comprises the main revenue source for Coastside Fire Protection District, accounting for approximately 94% of the District’s total revenue in FY 2024-25. Implementation of Proposition 13 in 1978 resulted in Coastside Fire Protection District receiving a share of the 1 percent property tax countywide in perpetuity. In Fiscal Year 2024-25, this amount was approximately \$12.2 million. The District also receives revenue from Fire Marshall services at an 80% cost recovery schedule.<sup>9</sup> These services include inspections, false alarm responses, temporary operational permits, building plan reviews, and more. More discussion of the District’s revenue can be found in Section 5, subsection 4: Financial Ability.

Prior Municipal Service Reviews and Current SOI

San Mateo LAFCo has not previously conducted a Municipal Service Review (MSR) or Sphere of Influence (SOI) update for Coastside Fire Protection District. In October 2008, LAFCo reviewed the SOI’s for jurisdictions along the San Mateo coastal region and stated that CFPD’s SOI is coterminous with District boundaries, as defined during CFPD’s formation in 2007 when Pt. Montara and Half Moon Bay Fire Protection District were consolidated.

**Section 5: Municipal Service Review**

The MSR determinations checked below are potentially significant, as indicated by “yes” or “maybe” answers to the key policy questions in the checklist and corresponding discussion on the following pages. If most or all determinations are not significant, as indicated by “no” answers, the Commission may find that an MSR update is not warranted.

1) Growth and Population

Growth and population projections for the affected area.	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
Is the agency’s territory or surrounding area expected to experience any significant population change or development over the next 5-10 years?			X

<sup>8</sup> [JPA Medical Services Group](#)

<sup>9</sup> Cost Recovery and Fee Schedule Policy Nov 13, 2023

Will population changes have an impact on the subject agency's service needs and demands?		X	
Will projected growth require a change in the agency's service boundary?			X

**Discussion**

- a) Is the agency's territory or surrounding area expected to experience any significant population change or development over the next 5-10 years?

Over the next 5-10 years, no significant population change or development is expected within the current CFPD boundaries based on a review of planning documents from the County of San Mateo, City of Half Moon Bay, and the Association of Bay Area Governments. Growth in the coastal area which encompasses CFPD is substantially limited by water supply, wastewater treatment capacity and land use policies, amongst other factors.

As of 2020, the District's population is 24,235. Nearly half of the District's population lives in the City of Half Moon Bay, while the remainder live in unincorporated communities. The projected population growth rate for this region for the ten-year period from 2025-2035 is between 1 to 5%.<sup>10</sup> This is below the growth rate of the larger Bay Area.<sup>11</sup> Projected demand for CFPD services is influenced by both by population and the geography of the service area.

CFPD land contains hilly terrain covered with combustible natural vegetation including eucalyptus trees. These areas have narrow roadways with steep grades and are difficult to access. CFPD also contains coastal zones that experience dense fog and rain, leading to hazardous road conditions, rockslides, and flooding. These conditions can result in many vehicular accidents. CFPD is also within a high activity seismic geological zone. During a seismic event, there is a great risk that there will be many emergency calls occurring simultaneously with multiple fires, breakage of water and gas mains, electrical power outages, and collapsed structures. In addition to resident population, demand for service is also influenced by visitor-serving facilities and development such as parks, beaches, coastal recreation activities and Highways 1 and 92.

- b) Will the population changes have an impact on the subject agency's service needs and demands?

The District's population is projected to remain relatively flat, therefore should not impact CFPD's service needs and demands. It is notable, however, that CFPD is a popular destination for tourists throughout the year. An influx of visitors to festivals and beaches may result in temporary increases in demand for services.

<sup>10</sup> Association of Bay Area Governments (ABAG) [Projections 2040 - Forecasts for Population Households and Jobs](#)

<sup>11</sup> [2023-2031 Housing Element Update | Half Moon Bay, CA](#)

Indeed, over the 12-year period from 2008 to 2020, the number of CFPD full time equivalent employees (FTE's) increased by only 3 FTE or 8%, from 35.7 FTE to 38.7 FTE (added positions included a Fire Captain, Fire Apparatus Engineer, and Division Chief for Operations).

c) Will projected growth require a change in the agency's service boundary?

No change is required.

**Growth and Population MSR Determination**

Growth within the Coastside Fire Protection District service area is projected to be 1-5% over the next 5-10 years and will not directly impact the District's service needs and demands. If area within the amended Sphere of Influence for CFPD is annexed to the District, service impacts will likely be minimal as the District is already providing service within these areas (See Section 6 for additional information).

2) Disadvantaged Unincorporated Communities

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Does the subject agency provide public services related to sewers, municipal and industrial water, or structural fire protection?	X		
b) Are there any "inhabited unincorporated communities" within or adjacent to the subject agency's sphere of influence that are considered "disadvantaged" (80% or less of the Statewide median household income)?		X	
c) If "yes" to both a) and b), is it feasible for the agency to be reorganized such that it can extend service to the disadvantaged unincorporated community? (if "no" to either a) or b), this question may be skipped)		X	

**Discussion:**

There are no disadvantaged unincorporated communities within CFPD. However, San Mateo County has identified two communities within District boundaries, Princeton and Moonridge, as Environmental Justice Communities.<sup>12</sup> According to this designation, Princeton and Moonridge are low-income communities where residents face two or three pollution or hazard indicators. The County has identified Pescadero West, a community adjacent to CFPD in which CFPD personnel often provide services, as a High Priority Environmental Justice Community. This

<sup>12</sup> San Mateo County Environmental Justice Element: Draft Technical Appendix, 2/11/2025

designation means that it is low-income and residents face four or more pollution or hazard indicators. No CFPD reorganization is necessary to serve these communities.

- a) Does the subject agency provide public services related to sewers, municipal and industrial water, or structural fire protection?

Yes, the Coastside Fire Protection District provides structural fire protection.

- b) Are there any inhabited unincorporated communities within or adjacent to the subject agency's sphere of influence that are considered disadvantaged (80% or less of the statewide median household income)?

The District's sphere of influence does not presently contain any disadvantaged unincorporated communities. However, the District does include the communities of Princeton (pop. 993) and Moonridge (pop. 1,758), which have been identified by San Mateo County as Environmental Justice communities (low-income with two or more pollution or hazard indicators).

Princeton is on the coast, just north of Half Moon Bay. The County has determined that residents in Princeton are exposed to high levels of pesticides, likely due to the agricultural activity in the area and the use of pesticides on San Mateo County Parks lands. Residents in Princeton are exposed to flooding and sea level rise, with parts of the community located in the 100 and 500-year flood zones. Also, the beaches have poor water quality.

Moonridge is a small affordable housing development southeast of Half Moon Bay. The majority (85%) of residents are Hispanic. Moonridge residents are exposed to high levels of pesticides, solid waste concerns, and flooding.

CFPD often provides structural fire protection outside its district boundaries to the "Pescadero West" community. Pescadero West is south of district boundaries. The County has identified "Pescadero West" (pop. 827) as a High Priority Environmental Justice Community (low-income with four or more pollution or hazard indicators). Residents of Pescadero West are exposed to pesticides, high level of contaminants of well drinking water, solid waste, flood risk and sea level rise. At present, covering this area is a shared responsibility with County Fire Department, which is also a CAL FIRE contractor. For further discussion of CFPD responses outside District boundaries, see Section 6.

- c) If yes to both, is it feasible for the agency to be reorganized such that it can extend service to the disadvantaged unincorporated community?

Currently there is no reorganization necessary for CFPD. Dispatch communications for CFPD, along with the ten other fire agencies in San Mateo County, is routed through one central dispatch. This boundary-less service model ensures quick response times to emergencies across the entire county.

### **Disadvantaged Unincorporated Communities MSR Determination**

Coastside Fire Protection District's sphere of influence and corporate boundaries do not include disadvantaged unincorporated communities. However, the District does contain two Environmental Justice Communities—Princeton and Moonridge— and is sometimes dispatched by San Mateo County's Public Safety Communications Center to provide fire protection and

emergency response services outside its boundaries to Pescadero West which is a High Priority Environmental Justice Community.

3) Capacity and Adequacy of Public Facilities and Services

Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Are there any deficiencies in agency capacity to meet service needs of existing development within its existing territory?			X
b) Are there any issues regarding the agency’s capacity to meet the service demand of reasonably foreseeable future growth?			X
c) Are there any concerns regarding public services provided by the agency being considered adequate?			X
d) Are there any significant infrastructure needs or deficiencies to be addressed?			X
e) Are there changes in State regulations on the horizon that will require significant facility and/or infrastructure upgrades?			X
f) Are there any service needs or deficiencies for disadvantaged unincorporated communities related to sewers, municipal and industrial water, and structural fire protection within or contiguous to the agency’s sphere of influence?			X

**Discussion:**

CFPD provides a range of services along the San Mateo midcoast region, including fire suppression, fire prevention, emergency medical services, rescue services, and public education to residents, visitors, and businesses. Since the District is operated under contract by CAL FIRE, it benefits from access to statewide cooperative efforts, shared resources, and qualified personnel.

The CFPD Fire Marshal Office offers various inspection and consulting services for a fee. CFPD facilities and apparatus are well maintained and replaced on schedule, in accordance with state standards.

The Coastside Fire Protection District Service Area and Facilities

CFPD is located on the Pacific Coast, approximately 25 miles south of the City of San Francisco. CFPD encompasses the City of Half Moon Bay and the communities of Montara, Moss Beach, Princeton, El Granada and Miramar, in addition to surrounding unincorporated areas. CFPD has three fire stations, and one Administrative Office that is co-located in Half Moon Bay with Fire Station No. 40 which was constructed in 1998. The new El Granada Fire Station No. 41 was constructed in 2020. The Moss Beach Fire Station No. 44 was constructed in 1962 and is currently being replaced with a new station. CFPD does not have any staff; All personnel assigned to CFPD are State of California (CAL FIRE) employees. There are currently 38.7 personnel.

- a) Are there any deficiencies in agency capacity to meet service needs of existing development within its existing territory?

LAFCo is not aware of any deficiencies regarding capacity to provide emergency services within CFPD’s service area. In addition to providing emergency response, CFPD has a Fire Marshal Office that provides services to residents and businesses, for a fee set at 80% cost recovery (except for smoke detector inspections at 50%). These services include plan reviews, building inspections, and defensible space inspections. With little to no increase in population and development expected in the District, it is probable that demand for these services will continue to be met. Table 2 below shows that there is no indication of a linear increase in public demand for Fire Marshal services for the four-year period from 2021- 2024.

*Table 2. CFPD Fire Marshal Office Services, 2021-2024<sup>13</sup>*

	<b>2024*</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Plan Reviews	322	607	644	557
Construction Inspections	245	294	4,206	203
Mandatory Annual Inspections	95	97	23	80
Business Inspections	666	666	176	460
Smoke Detector Inspections	173	181	196	202
Defensible Space Inspections	157	162	162	550
Special Permits Issues	16	16	22	21
<b>Total Services</b>	<b>1,674</b>	<b>2,023</b>	<b>5,429</b>	<b>2,073</b>

The California Public Resources Code 4291 requires anyone who owns leases, controls, operates or maintains any building or structure in the State Responsibility Area (SRA) to maintain 100 feet clearance of defensible space, and remove debris from the roof and

<sup>13</sup> Data provided by CFPD for January 2021- December\* 2024.

clearance around chimneys. CAL FIRE inspects all properties in the SRA of San Mateo County and maintains a database of compliant and non-compliant properties.

- b) Are there any issues regarding the agency’s capacity to meet the service demand of reasonably foreseeable future growth?

No. The District has an ongoing contract with CAL FIRE for a seven-year term from July 1, 2020 through June 30, 2027. CAL FIRE is a large-scale organization with cooperative fire protection agreements across jurisdictions throughout the state of California. It can scale quickly to provide expert fire, rescue, and paramedic services to CFPD if necessary.

- c) Are there any concerns regarding the public services provided by the agency being considered adequate?

LAFCo staff does not have any concerns regarding the adequacy of the public services being delivered by the CFPD.

- d) Are there any significant infrastructure needs or deficiencies to be addressed?

The Mobile Equipment Replacement Plan is a ten-year plan adopted by the CFPD Board of Directors in March 2022. The Plan details the District’s inventory of 22 pieces of fire apparatus (i.e. fire engines, ladder trucks, staff vehicles, and chief officer command vehicles). The Replacement Plan is based on the National Fire Protection Association guidelines for apparatus replacement, and updated supply chain timelines for fire apparatus deliveries. Table 3 shows seven out of the ten years in the Plan. According to the Plan, for example, in Year FY 2025-26, the District will replace the Type 6 Fire Engine No. 644. The Plan is fully funded from the District’s Internal Service Fund (LAIF) Apparatus Replacement Reserve. As of September 2024, the Apparatus Replacement Reserve has \$880,610.

*Table 3. Mobile Equipment Replacement Plan FY 24/25 - FY30/31*

	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY30-31
<b>Expenditures (Est.)</b>	\$0	\$349,787	\$0	\$79,998	\$280,749	\$83,638	\$97,737

Each of the three fire stations is less than 30 years old and well maintained. The oldest fire station is the Half Moon Bay Fire Station No. 40 which was constructed in 1998. Over the past three fiscal years, (FY 2022-23 to FY 2024-25), CFPD has budgeted approximately \$1.1M toward fire stations improvements. Information on each project, including plans, photos and contractor details, is available on the District’s website.

The new Moss Beach Fire Station No. 44 is under construction to replace the old fire station that was constructed in 1962. The new station completion date is estimated for the fourth quarter of 2025. The District has cash on hand to fully fund the entire project, using currently budgeted funds and reserves. The District’s Internal Service Fund has a Fire Station Improvement Reserve that the District annually contributes towards. As of September 2024, \$15,089,676 is available in reserves for the New Fire Station No. 44.

The new El Granada Fire Station No. 41 was completed in the fall of 2020. The Station No. 41 South Lot Improvements Project is ongoing. This project will construct a drought tolerant, fire-safe interpretive garden with a walking path, educational signs, and bench on the vacant lot south of the fire station. This project is in conjunction with Connect the Coastside and the Safe Routes to School plans. CFPD is securing additional funds to install a sidewalk around the fire station property, and a crosswalk across Obispo Avenue at Coronado Street. The Project is estimated to be completed by the summer of 2025 and is funded from a combination of budgeted funds in the General Fund (mostly property tax revenue) and the Internal Service Fund (annual contributions from the District).

- e) Are there changes in State regulations on the horizon that will require significant facility and/or infrastructure upgrades?

In 2021, California Senate Bill 63 required that CAL FIRE adopt a map of three Fire Hazard Severity Zone classes (Moderate, High, and Very High) in the Local Responsibility Area (LRA).<sup>14</sup> Previously, only Very High Fire Hazard Severity Zones were required for adoption in Local Responsibility Areas. On February 24, 2025, the CAL FIRE state Fire Marshall published the new draft LRA Fire Hazard Severity Zone maps. The updated maps designate over 1,000 acres of land (countywide) that is now considered under “very high” fire hazard. New land in Half Moon Bay and the unincorporated areas within CFPD were included in the new “very high” hazard designation.

The implications of being in a high fire severity zone extend to additional requirements for property owners and developers regarding the materials and construction methods of new buildings; natural hazard real estate disclosure at the time of sale; 100-foot defensible space clearance landscaping requirements around buildings; property development standards such as road widths, water supply and signage; and consideration during future General Plan development. Any new regulations or requirements stemming from these changes in Fire Hazard Severity Zone designation would be regulated by the City of Half Moon Bay, the County of San Mateo, and CFPD, which could result in a greater number of inspections and enforcement responsibilities for the District.

- f) Are there any service needs or deficiencies for disadvantaged unincorporated communities related to sewers, municipal and industrial water, and structural fire protection within or contiguous to the agency’s sphere of influence?

There are no disadvantaged unincorporated communities identified within or adjacent to CFPD. However, CFPD contains two Environmental Justice Communities within district boundaries, and responds to emergencies outside district boundaries in High Priority Environmental Justice Communities. The responsibility to respond to calls outside district boundaries is shared with other fire agencies including San Mateo County Fire, which is also under contract with CAL FIRE.

### **Capacity and Adequacy of Public Facilities and Services MSR Determination**

<sup>14</sup> The assessment maps evaluate hazard “based on the physical conditions that create expected fire behavior over a 50-year period without considering short-term modifications”. [LRA Legislation Factsheet - Flipbook combined - Flipbook - Page 3](#)

CFPD has undergone recent upgrades to its fire stations and consistently meets equipment and apparatus maintenance and replacements according to schedule. It is well equipped to serve the residents, visitors and businesses inside and adjacent to its official district boundaries. All upgrades to fire stations and equipment are fully funded through existing property tax revenue and/or Internal Service Funds.

4) Financial Ability

Financial ability of agencies to provide service	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Does the organization routinely engage in budgeting practices that may indicate poor financial management, such as overspending its revenues, failing to commission independent audits, or adopting its budget late?			X
b) Is the organization lacking adequate reserve to protect against unexpected events or upcoming significant costs?			X
c) Is the organization’s rate/fee schedule insufficient to fund an adequate level of service, and/or is the fee inconsistent with the schedules of similar service organizations?			X
d) Is the organization unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion?			X
e) Is the organization lacking financial policies that ensure its continued financial accountability and stability?			X
f) Is the organization’s debt at an unmanageable level?			X

a) Does the District routinely engage in budgeting practices that may indicate poor financial management such as overspending its revenue, failing to commission independent audits, or adopted its budget late?

The District hired a certified public accountant to conduct annual audits of its finances, each year since its inception in 2007 through 2023. All audit reports are publicly available on the District’s website.

There has only been one audit report of note. In December 2009, the auditor noted in the annual report to the Board of Directors that the District had a “Significant Deficiency” in that the District was not ready for the audit in a timely manner, and didn’t have the controls in place to ensure proper and timely closing of its fiscal year. The District has since developed internal financial reporting policies and procedures. The District’s budget is consistently adopted on

time and presented to the Board in a public meeting. All budgets are available on CFPD’s website.

As shown in Table 4, CFPD tends to operate a net surplus, except in FY 2024-25 where there is an anticipated \$5.7M deficit due to financing the construction of the new Fire Station No. 44. According to the District, the budget will be balanced though the use of onetime fund balance. Currently, the District has a prior year fund balance in the amount of \$7.7M. Once the rollover capital is incorporated into the budget, the District will have \$2M operating reserves.

*Table 4. Coastside Fire Protection District Net Expenditures, FY 2021/22- FY 2024/25*

	<b>FY 2024-25 (Projected)</b>	<b>FY 2023-24 (Actual, unaudited)</b>	<b>FY 2022-23 (Actual)</b>	<b>FY 2021-22 (Actual)</b>
Revenue	\$15,723,568	\$16,028,742	\$15,569,887	\$14,495,178
Expenditures	\$21,473,299	\$13,220,320	\$12,432,022	\$12,724,528
Net	\$(5,749,731)	\$2,808,422	\$3,137,865	\$1,770,650

*Funds*

CFPD has one General Fund and four investment funds. The General Fund is the operating fund of the District, and its monies are held with the San Mateo County Treasury. Internal Service Fund reserves are held in the Local Agency Investment Fund (LAIF), a State of California external investment pool. Funds are operationally transferred out of the LAIF and into the General Fund as budgeted with approval from the District Board. Surplus revenue is invested in the LAIF. See Table 5, below.

*Table 5. Local Agency Investment Fund (LAIF) Balance, FY2021-22- FY 2024-25*

	<b>FY 24-25 (Final Budget)</b>	<b>FY 23-24 (Final Budget)</b>	<b>FY 22-23 (Final Budget)</b>	<b>FY 21-22 (Actual)</b>
<b>Revenue</b>	<b>\$16,064,143</b>	<b>\$19,906,709</b>	<b>\$13,354,467</b>	<b>\$13,522,368</b>
<b>Expenditures</b>	<b>\$16,064,143</b>	<b>\$19,906,709</b>	<b>\$13,354,467</b>	<b>\$13,522,368</b>
New Fire Station 44	\$15,089,676	\$14,500,000	\$11,350,000	\$11,500,000
Weed Abatement Reserve	\$24,467	\$30,000	\$24,467	\$22,368
Apparatus Replacement	\$700,000	\$2,000,000	\$700,000	\$1,000,000
Tools and Equipment Reserve	\$250,000	\$1,876,709	\$250,000	\$1,000,000
CLASS Investment	-	\$1,500,000	-	-
Other	-	-	\$1,030,000	-

The District maintains a significant portion of its investments in the San Mateo County Treasury as part of a common investment pool. As of June 30, 2023, the District has \$8,504,248 in the San Mateo County Treasury.

Since June 4, 2009, the District has also invested in PARS Public Agencies Post-Retirement Health Care Plan Trust to fund post-retirement benefits for retirees. There are 24 inactive employees currently receiving benefits. The fund balance as of September 30, 2024 is \$4,105,584.56. The five-year annualized return rate is 7.49%.

As of 2024, the District began investing in California CLASS (Cooperative Liquid Assets Securities System) Enhanced Cash Fund. This is a new Joint Powers Authority investment pool that started in 2022. The District initially transferred \$1,500,000 into CLASS, and as of September 2024 has \$1,551,333. The one-year annualized return rate is 5.39%.

*Revenue Sources*

For FY 2024-25, CFPD projects \$15.7M in total revenue. Of that, 94% is non-operating revenue from property taxes. The percentage of non-operating revenue to operating revenue has remained consistently above 90% over the past ten years. Implementation of Proposition 13 in 1978 resulted in Coastside Fire Protection District receiving a share of the 1 percent property tax countywide in perpetuity. Included in the property tax revenue line item in Table 6, below is the ERAF (Educational Revenue Augmentation Fund) refund from the State of California. In FY 2023-24, the District received an ERAF refund amount of \$1,694,362. This amount is uncertain every year and the District budgets ERAF funds based on the prior year actuals.

*Table 6. CFPD Revenue, FY 2024/25-FY 2021/22*

	FY 2024-25 (Budget)	FY 2023-24 (Actual)	FY 2022-23 (Actual)	FY 2021-22 (Actual)
Property Tax Revenue	\$14,818,429	\$14,741,868	\$13,995,068	\$13,260,260
Other Revenue	\$905,139	\$1,286,874	\$1,353,660	\$1,214,913
<b>Total Revenue</b>	<b>\$15,723,568</b>	<b>\$16,028,742</b>	<b>\$15,348,728</b>	<b>\$14,475,172</b>

CFPD contains federal lands. The District received \$4,200 per year for fire protection of Pillar Point Air Force Base.

*Expenditures*

The consistently largest expense for the District is the CAL FIRE contract, as shown in Table 7 below. In FY 2024-25, CAL FIRE contractual costs are estimated to total \$10,588,961 which equates to approximately 67% of the projected \$15,723,568 in total estimated revenues. (This is below the District’s target of 75% personnel cost to revenue ratio.) All positions in the CAL FIRE contract are budgeted at “top step” and CAL FIRE only bills for actual services utilized, which most often results in lower-than-budgeted expenses for the District. The large increase in

FY 2024-25 in the “Other” expenditure category is due in large part to the construction of the new Fire Station No. 44 which is expected to open by the end of 2025.

*Table 7. CFPD Expenditures, FY 2024/25-FY 2021/22*

	FY 2024-25 (Budget)	FY 2023-24 (Actual)	FY 2022-23 (Actual)	FY 2021-22 (Actual)
CAL FIRE Contract	\$10,588,961	\$8,608,844	\$7,843,804	\$7,286,103
Other Pay & Benefits	\$1,354,090	\$1,640,124	\$1,492,104	\$1,430,842
Fire Station Improvements	\$700,000	\$286,739	\$109,573	0
Equipment Maintenance	\$694,500	\$566,713	\$624,927	\$407,046
Equipment & Apparatus	\$818,732	\$599,745	\$1,082,876	\$2,107,860
Contractual Services	\$609,000	\$494,471	\$467,317	\$449,004
Service and Supplies	\$400,750	\$326,401	\$379,825	\$363,092
Other	\$6,307,266	\$697,283	\$392,750	\$240,113
<b>Total Expenditures</b>	<b>\$21,473,299</b>	<b>\$13,220,320</b>	<b>\$12,393,176</b>	<b>\$12,284,060</b>

*Strategic Business Plan*

The CFPD Board of Directors on an annual basis adopts a Strategic Business Plan which restates the District’s values and identifies priorities and actions for the District in the upcoming year. In 2025, the Plan lists the following three initiatives to be completed by the end of the year: Break ground on the New Fire Station No. 44; Establish a CalPERS-intended Dedicated Fund (Target \$5M); and Review the Vegetation Management Program for Revamping or Removal of Weed Abatement (last updated in 2020). No cost estimates were assigned to these three initiatives.

b) Is the organization lacking adequate reserves to protect against unexpected events or upcoming significant costs?

The District does not have specific reserve requirements. According to the District’s annual independent financial audits, the District’s government-wide net position (difference between assets and liabilities) was \$34,683,182 as of June 30, 2023. This is an increase from the net position of \$29,531,930 on June 30, 2022, and \$27,338,529 on June 30, 2021.

As of September 2024, all funds were adequate for operating costs: the General Fund had a net balance of \$4,507,384; Internal Service Fund reserves had a net balance of \$16,244,753; PARS had a balance of \$4,105,585; and CLASS had a balance of \$1,551,133.

Furthermore, in order to mitigate against risks such as lawsuits, damage, injuries, and natural disasters, the District is insured for general liability and property by volunteer firemen’s insurance services. The District has not had claims that have exceeded the insurance coverage.

c) Is the City’s rate/fee schedule insufficient to fund an adequate level of service, and/or is the fee inconsistent with the schedules of similar service organizations?

The District has not experienced any challenges in raising rates or fees. In November 2023, CFPD adopted a Cost Recovery and Fee Schedule Policy. This Policy articulates the “guidelines for establishing and maintaining a user fee schedule to ensure that the District adequately recovers costs for the provision of fire prevention services...”. The District may conduct a user fee study every 5-7 years to determine the true cost of providing fee-based Fire Marshall services such as extinguishing and alarm system inspections, land use/entitlement application review, and occupancy inspections, among other services. The policy document states that CFPD may also annually adjust fees based on Bay Area Consumer Price Index increases. CFPD has established a target cost recovery goal of 80% for all its fees, except for smoke detector inspections (\$25 per inspection) which are performed at a lower recovery rate since they are determined to be critical life-safety service.

CFPD last conducted a comprehensive fee study in October 2023, and the Board of Directors most recently adopted a new fee schedule in March 2024. Indeed, the new fee schedule complies with the 80% cost recovery policy.

d) Is the agency unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion?

As previously mentioned, the District is able to fully fund with cash on hand all necessary apparatus replacement and new fire station construction.

Furthermore, the District has two special fire service assessment fees in place: the Half Moon Bay Fire Protection District Special Assessment and the Point Montara Fire Protection District Special Assessment. These special assessments were in place before the two agencies consolidated into the Coastside Fire Protection District. The District is not planning to expand these two assessment districts, nor levy a special tax for fire services district-wide.

e) Is the agency lacking financial policies that ensure its continued financial accountability and stability?

The District has an Investment Policy that governs the investment of surplus funds for purposes of generating investment income for the District. The Policy is reviewed by the Board at a public meeting annually. According to the Policy, the Fire Chief shall submit a quarterly investment report to the Board of Directors.

f) Is the agency’s debt at an unmanageable level?

The District had no long-term debt since 2010. The only outstanding liabilities are California Public Employees’ Retirement System (CalPERS) costs.

#### *California Public Employees’ Retirement System (CalPERS)*

On June 1, 2008, with the signing of the CAL FIRE contract, District employees became State of California employees. While new employees then became the responsibility of the State for salary and benefits going forward, the District inherited the legacy CalPERS obligations of the outstanding employees from the Half Moon Bay Fire District and Point Montara Fire District. As

of 2023, there are 31 transferred, 3 separated, and 62 retired workers from the consolidated districts.

The legacy CalPERS obligations included two plans: the Miscellaneous Employee Plan and the Classic Safety Plan. In March of 2023, CFPD terminated the Miscellaneous Employee Retirement Plan by fully funding (\$1.5M) the member group and transferring accumulated contributions to the terminated agency pool. The accumulated contributions are held in the terminated agency pool for the exclusive benefit of each member of the miscellaneous member group in relation to the credited service of each miscellaneous member.

Under the CalPERS Safety Plan, the retirees receive 3% of their salary at age 55. CFPD’s net pension liability as of June 30, 2023 was \$13,763,066, compared to its June 30, 2022 liability of \$13,949,922. The District has hired the accounting firm Foster & Foster to explore how to address this liability, including options for fully-funding and terminating the District’s liability. Foster & Foster presented options at the District Board’s December 2024 meeting, but as of February 2025, the District has not yet taken further action.

**Financial Ability MSR Determination**

The District engages in responsible budgeting practices and is able to fully fund its operations. Budgets and contracts are transparent, and documents are available on the District’s website. While the District has no long-term debt, it does have outstanding CalPERS liabilities in the projected amount of \$13,763,066 as of June 30, 2023. The District has employed the firm Foster & Foster to explore how to meet this obligation. As of February 2025, the Board of Directors has not yet decided how to proceed.

**Recommendation**

1. LAFCo encourages the District Board of Directors to evaluation options that continues to address CalPERS Safety Plan liabilities.

5) Shared Service and Facilities

Status of, and opportunities for, shared facilities	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Is the agency currently sharing services or facilities with other organizations? If so, describe the status of such efforts.	X		
b) Are there any opportunities for the organization to share services or facilities with neighboring or overlapping organizations that are not currently being utilized?		X	

c) Are there governance options to allow appropriate facilities and/or resources to be shared, or making excess capacity available to others, and avoid construction of extra or unnecessary infrastructure or eliminate duplicative resources?		X	
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a) Is the agency currently sharing services or facilities with other organizations?

*Personnel*

The District and San Mateo County Fire Department (also under contract with CAL FIRE) currently have two shared services positions. These two positions are split funded under a 50/50 cost sharing agreement for the Fire Marshal (i.e. Battalion Chief) and the Deputy Chief.

*Leases*

In 2015, the District purchased property located at 531 Obispo Road in El Granada from the San Mateo County Harbor District for \$845,000. The Property became the site of Fire Station No. 41. Subsequently, a new Fire Station No. 41 was built at 555 Obispo Road and now the old site is leased to the San Mateo County Sherriff’s Office and County’s Emergency Services Bureau. The lease is for 20 years, from August 1, 2024 through July 31, 2044. In FY 2024-25, the District will receive \$66,564 in lease revenue from the County.

Since 2020, CFPD has also leased “one sleeping room and one outside ambulance parking space” to American Medical Response West (AMR) at Fire Station No. 40 located at 1191 Main Street in Half Moon Bay. In FY 2024-25, the District will received \$45,625 in lease revenue from AMR.

*Liaisons*

The CFPD Board appoints Directors to be liaisons to the San Mateo Pre-Hospital Emergency Medical Group (JPA) and the San Mateo County Special District Association. The Board also appoints an Emergency Preparedness Liaison, and a Community Emergency Response Team (CERT) Liaison.

Coastside County Water District (CCWD) and Montara Water and Sanitary District (MWSD) are within CFPD’s service area. Per CFPD staff, the districts have strong working relationships and communication.

*Maritime Search and Rescue*

CFPD is a partner in a maritime search-and-rescue network on the Pacific Coast that includes the County of San Mateo Sheriff's Department, the Harbor District, and several fire agencies. On August 29, 2024, CFPD signed an MOU with San Mateo County Harbor District to ensure a coordinated response to maritime emergencies (i.e. boat fires, water rescues, medical aid and cliff and beach rescues) within State waters on the San Mateo County coast, from Pedro Point to Pigeon Point. The MOU delineates responsibilities and procedures for various emergency

scenarios and commits the two Districts to conduct emergency response operations training together at least quarterly.

b) Are there any opportunities for the organization to share services or facilities with neighboring or overlapping organizations that are not currently being utilized?

None that LAFCo is aware of.

c) Are there governance options to allow appropriate facilities and/or resources to be shared, or making excess capacity available to others, and avoid construction of extra or unnecessary infrastructure or eliminate duplicative resources?

None identified.

### **Shared Services MSR Determination**

Through this MSR process, LAFCo staff has not identified any new opportunities for shared services or facilities. The CFPD currently partners with multiple agencies, including the San Mateo County Fire Department, North County Fire Protection District, and other special districts in providing emergency response services within the District, and in adjacent lands.

CFPD shares dispatch services through the County's Public Safety Communications Center, participates in the Pre-Hospital Emergency Services Providers Group, and contracts with CAL FIRE for personnel and services.

6) Accountability, Structure, and Efficiencies

Accountability for community service needs, including governmental structure and operational efficiencies	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Are there any issues with meetings being accessible and well publicized? Any failures to comply with disclosure laws and the Brown Act?			X
b) Are there any issues with staff turnover or operational efficiencies?			X
c) Is there a lack of regular audits, adopted budgets and public access to these documents?			X
d) Are there any recommended changes to the organization’s governance structure that will increase accountability and efficiency?			X
e) Are there any governance restructure options to enhance services and/or eliminate deficiencies or redundancies?			X
f) Are there any opportunities to eliminate overlapping boundaries that confuse the public, cause service inefficiencies, unnecessarily increase the cost of infrastructure, exacerbate rate issues and/or undermine good planning practices?		X	

**Discussion:**

The Coastside Fire Protection District Board of Directors is the elected body that oversees the CFPD Fire Chief and District Legal Counsel and is responsible for ratifying annual budgets, audits and expenditures. The Board is comprised of five members who act as the legislative arm of the District. Each Director is elected in district elections<sup>15</sup> to serve a four-year term. Directors are compensated \$193.90 per meeting, up to twice a month.

CFPD benefits in terms of operational and overhead efficiencies from its contract with CAL FIRE. CAL FIRE provides personnel training and other resources that are shared across contracting agencies, most immediately with San Mateo County Fire. Per District staff, the depth and breadth of trained employees available to work in CFPD is greater than prior to 2008, when the District had its own staff. There are some occasions of service overlap in which both CFPD and

<sup>15</sup> The District switched from at-large to district elections in November 2022, per State requirements. [Updated District Map Urgency Ordinance 4.13.2022](#)

County Fire are dispatched to the same emergency. LAFCo encourages the District to continue utilizing CAL FIRE as a resource to enhance services and reduce redundancies.

a) Are there any issues with meetings being accessible and well publicized? Any failures to comply with disclosure laws and the Brown Act?

In 2020, the District received the Transparency Certificate of Excellence from the Special District Leadership Foundation (expires in 2027). This certificate highlights an agency's commitment to government transparency requirements, including the completion of ethics training for commissioners, adherence to the Brown Act for public meetings, and the filing and reporting for financial transactions and reports to the State in a timely manner.

The CFPD meets in person at the District Offices located at 1191 Main Street, Half Moon Bay, CA 94019 on the 4<sup>th</sup> Wednesday of every month at 4pm. Regular meetings are also accessible to the public by Zoom. Recording of the meetings are available on the District website. Agendas, agenda packets and meeting presentations are posted to the CFPD website at least 72 hours prior to meeting dates.

The District is compliance with the Public Records Act and no violations have been reported within the last five years. LAFCo staff is not aware of compliance issues with a public records request.

The District's website includes information regarding financial documents including budgets and audits, wage and compensation data, archived meeting minutes, and currently adopted policies on reserves financial transactions, conflict of interest, and ethics code.

b) Are there issues with staff turnover or operational efficiencies?

There are many operational efficiencies associated with CFPD and the neighboring San Mateo County Fire Department being under contract with CAL FIRE. The depth and breadth of trained employees available to work in CFPD is greater than prior to 2008, when the District had its own staff. Personnel training is standardized, and resources are shared across CAL FIRE agencies, including emergency medical services training, truck academy, volunteer academy, multi-company training, narcotics tracking, apparatus records, equipment committee standardization, policies and procedures, and more. Additionally, all employee-related services (i.e. human resources, payroll, equal employment opportunity, etc.) are the responsibility of CAL FIRE, not the CFPD.

CFPD does not have staff (all staff are CAL FIRE employees), and therefore CFPD is not responsible for measuring staff turnover. CAL FIRE cooperative fire protection agreements do not require staff turnover reporting, as they are a contract for service.

c) Is there a lack of regular audits, adopted budgets, and public access to these documents?

The CFPD prepares an annual budget and contracts with an accounting firm to conduct annual audits, both of which are presented to the Board of Directors at a public hearing and are published on the District's website.

The San Mateo County Civil Grand Jury issued a report dated June 27, 2024 regarding local agencies status on assessing and reporting internal controls. The report issued three

recommendations to all local agencies, and requested that the Coastside Fire Protection District provide a written response.<sup>16</sup> In November 2024 the District responded to the report, agreeing with its three findings, and adopting all recommendations, which consist of annually reporting to the Board of Directors on organizational risks and internal controls.

d-f) Changes in governance structure?

There are no proposed changes in governance structure.

**Accountability, Structure, and Efficiencies MSR Determination**

The District practices transparent budgeting and operations, recording its Board Meetings and publishing agendas, minutes, and staff reports on its website. It also maintains meeting archives available online. The District has adopted all three recommendations from the San Mateo County Civil Grand Jury’s 2023-24 report to annually evaluate and report to its Board of Directors on organizational risks and internal controls. In 2020, the District received the Transparency Certificate of Excellence from the Special District Leadership Foundation. This certificate highlights an agency’s commitment to government transparency requirements, including the completion of ethics training for commissioners, adherence to the Brown Act for public meetings, and filing and reporting on financial transactions to the State in a timely manner.

The District is achieving operational efficiencies from its contract with CAL FIRE. CFPD has consistently achieved the goals identified in its annual Strategic Business Plans, and has adopted a new 2025 Strategic Business Plan.

7) Other

Any other matter related to effective or efficient service delivery, as required by commission policy.	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Are there any other service delivery issues that can be resolved by the MSR/SOI process?			X
b) Water Resiliency and Climate Change			
i) Does the organization support a governance model that enhances and provides a more robust water supply capacity?		X	
ii) Does the organization support multi-agency collaboration and a governance model that provide risk reduction solutions that address sea level rise and other measures to adapt to climate change?	X		

<sup>16</sup> [Assessing and Reporting Internal Controls in San Mateo County Agencies and School Districts](#), 2023-24.

c) Natural Hazards and Mitigation Planning			
i) Has the agency planned for how natural hazards may impact service delivery?	X		
ii) Does the organization support multi-agency collaboration and a governance model that provides risk reduction for all natural hazards?	X		

a) Other service delivery issues that can be resolved by the MSR/SOI process.

LAFCo staff did not identify any other service delivery issues that can be resolved by the MSR/SOI process.

b) Water Resiliency and Climate Change

CFPD receives most of its water from Coastside County Water District and Montara Water and Sanitary District. The District reports that approximately 90% of all fire flows meet the requirement necessary for proposed construction projects.

c) Natural Hazards and Mitigation Planning

CFPD established a Vegetation Management Action Plan after the CZU Lightning Complex in August 2020, and has also increased defensible space inspections throughout the District. The District also works collaboratively with the California Resource Conservation District on a wildfire study for the area above El Granada/Quarry Park. The District also sponsors a growing Coastside Community Emergency Response Team (CERT), which is a group of community members who are trained in basic emergency and disaster response. However, the Coastside Fire Protection District did not participate in the 2021 Multijurisdictional Local Hazard Mitigation Plan for the County. The three other fire protection districts, Colma, Menlo Park, and Woodside were members of the plan along with a number of special districts, all cities, and the County.

**Other Issues MSR Determination**

CFPD collaborates with several agencies, such as the County of San Mateo, the San Mateo County Harbor District, the California Resource Conservation District, and others related to hazard mitigation and climate change.

**Section 6. Sphere of Influence Review**

**Determinations**

Government Code Section 56425 requires the San Mateo LAFCo make determinations concerning land use, present and probable need for public facilities and services in the area, capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide, and existence of any social or economic communities of interest in the

area if the Commission determines that they are relevant to the agency. These include the following determinations:

**1. The present and planned land uses in the area, including agricultural and open space lands.**

CFPD is comprised of a range of land use designations, including tidelands, submerged lands, residential, commercial, industrial, open space, agricultural and rural. The District boundaries contain land that is under the jurisdiction of the County of San Mateo, the City of Half Moon Bay, the California Coastal Commission, as well as other agencies that have land use review authority. The District’s mission is “to protect the lives, environment, and property of the community through fire suppression, fire prevention, emergency medical services, rescue services, public education and other related services.”

**2. The present and probable need for public facilities and services in the area.**

Since the formation of CFPD, the District has regularly provided services not only within its district boundaries, but also to emergencies outside its official district boundaries. Through a series of mutual and automatic aid agreements each fire department in San Mateo County responds seamlessly to provide citizens with the closest available units. All are dispatched through one central dispatch, the San Mateo County’s Public Safety Communications. This creates a “boundary drop” that enables all fire agencies in San Mateo County to operate as a single fire department. The closest engine responds regardless of boundary designation. In addition, all fire departments in San Mateo County participate in a JPA providing Advanced Life Support (ALS), paramedic and ambulance services.

The majority (97%) of emergency incidents where CFPD was the primary unit or first on scene occurred within CFPD boundaries, as shown in Table 8, below. For comparison, see Table 9 which shows that County Fire Department responded to a larger share of calls outside its own response zone boundary.

*Table 8. CFPD First On Scene or Primary Unit Incidents, 2/1/2021-9/30/2024<sup>17</sup>*

	Incidents	Share
Within District	10,001	97%
Outside District	316	3%
<b>Total</b>	<b>10,317</b>	<b>100%</b>

<sup>17</sup> Source: San Mateo County Department of Public Safety Data Request to LAFCo

Table 9. County Fire Department First On Scene or Primary Unit Incidents, 2/1/2021-9/30/2024<sup>18</sup>

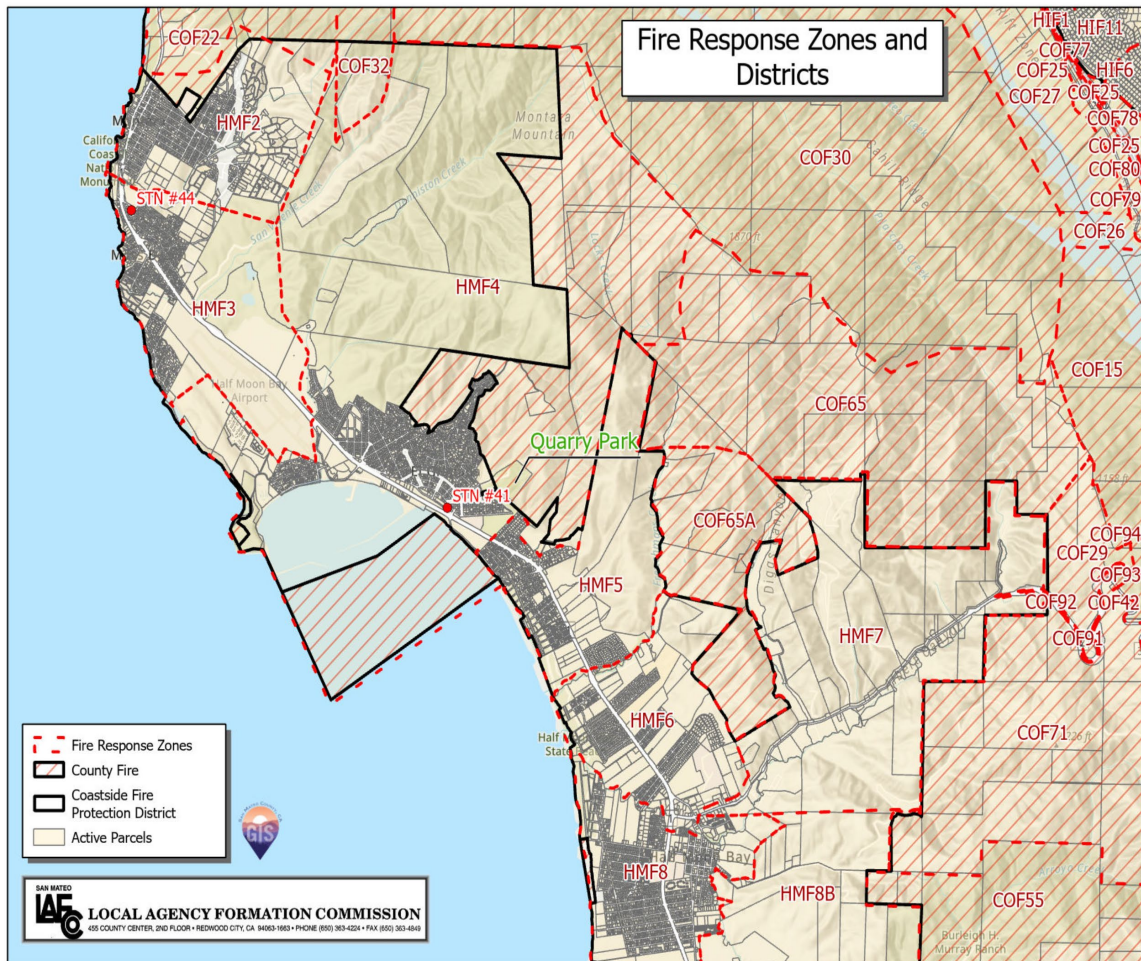
	Incidents	Share
Within District	5,000	73%
Outside District	1,828	27%
<b>Total</b>	<b>6,828</b>	<b>100%</b>

The CFPD and County Fire Department have informally agreed that CFPD is the first-due resource based on the fire station locations, to the following response areas that are outside the CFPD district boundary:

- **County Fire Zone 22 (COF22):** San Mateo County Fire Department jurisdiction (County Zone 22) on Highway 1 north of 1<sup>st</sup> Street in Montara and south of the City of Pacifica’s corporate boundaries. This includes several beaches, the Devils Slide Tunnels, numerous recreational areas and Montara Mountain. The largest share of CFPD’s responses outside District boundaries (149 responses out of 316, or 47%) are in County Zone 22. See Table 10 Below. The County Fire Department did not respond to any incidents in COF22 over the same period. LAFCo recommends County Zone 22 be included in CFPD boundaries.
- **Quarry Park:** Quarry Park is a 517-acre San Mateo County park located in the community of El Granada. The entrance to the park is located at the corner of Santa Maria Ave. and Columbus St. San Mateo County Public Safety Communications includes Quarry Park within the response area of CFPD (HMF4). However, only a portion of Quarry Park, (1195 Columbus St, El Granada, APN 047-340-010) is within the boundaries of CFPD. The majority of the park is located outside of CFPD and within the boundaries of County Fire (APN 047-340-040 and APN 047-340-290). (See Figure 2)

<sup>18</sup> ibid

Figure 2. Quarry Park, Outside CFPD Boundary, within Response Area



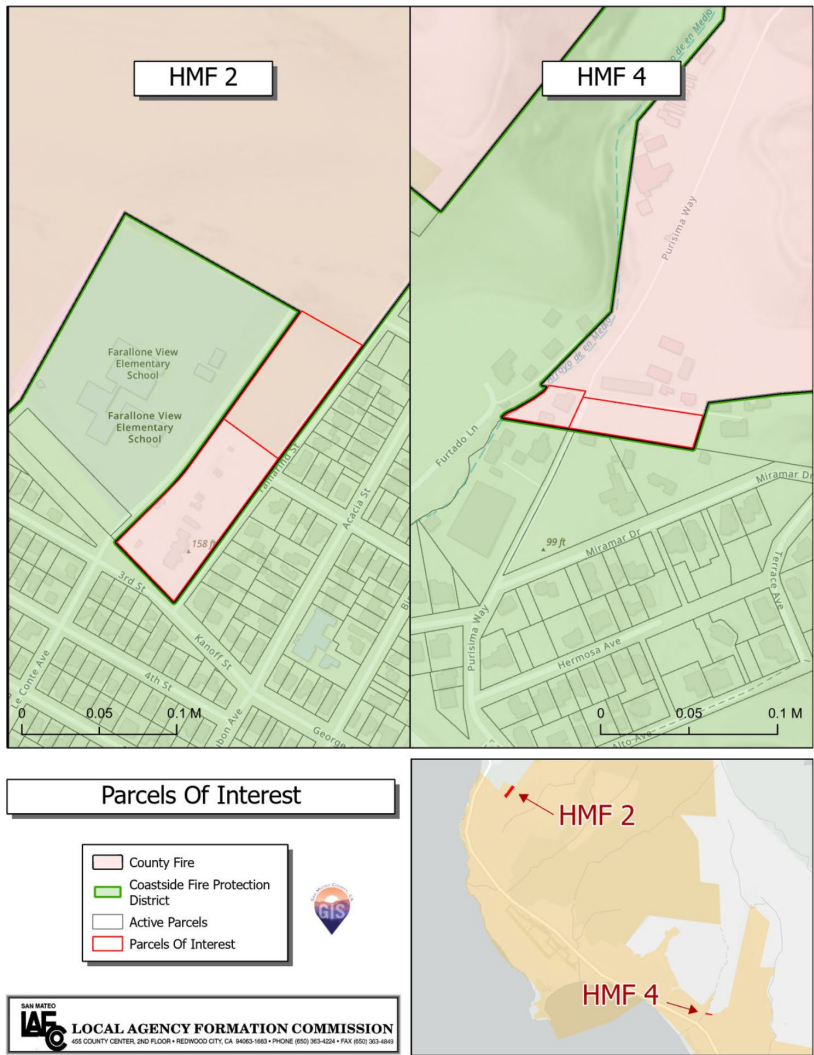
Source: San Mateo County Information Services Department

From 2/1/2021 to 9/30/2024, CFPD responded to 16 incidents as the first on scene or primary unit at Quarry Park.<sup>19</sup> County Fire responded to zero incidents as the first on scene or primary unit at Quarry Park. LAFCo recommends that the CFPD sphere of influence be expanded to include the entire Quarry Park. Given that the parking lot is already included in CFPD boundaries, the rest of the park should also be included. This will be a more accurate reflection of the fire agency that is responsible for responding to Quarry Park incidents. Updating the boundaries will provide clarity for future coordination efforts.

<sup>19</sup> The following three addresses were used to calculate the number of incidents that occurred at Quarry Park: Columbus St/Santa Maria Ave (1), Santa Maria Ave/Columbus St (2), and the Quarry Park parking lot at 1195 Columbus St (13), for a total of 16 incidents.

- **Midcoast Area:** There are also several smaller parcels located in the midcoast area near Tamarind St. and Purisima Way (see Figure 3 below), that are within the CFPD response area but are currently outside of the District’s political boundary.

Figure 3. CFPD Excluded Parcels, Tamarind St. & Purisima Way



Source: San Mateo County Information Services Department

- **Tunitas Creek Road Area:** The Tunitas Creek Road area south of the District includes County Zone 72, which comprised 6% or 18 out of 316 incidents CFPD responded to outside its boundary from 2/1/2021 to 9/30/2024. See Table 10, below.

County Fire Zone 22 (COF22), Quarry Park, and the Midcoast Area are identified to be included within the amendment SOI for CFPD. See Figure 4 below.



Table 10. Incident Response, Primary or First On Scene, CFPD vs County Fire, 2/1/2021 - 9/30/2024<sup>20</sup>

	CFPD Responses	County Fire Responses
Grey Whale Cove/ Devil’s Slide (County Zone 22)	149	0
Pescadero West (County Zone 56)	57	12
Pacifica (PIF7, North County Fire)	44	0
Tunitas Creek Road Area (County Zone 72)	18	11
Other Incidents Outside Boundary	48	1,806
<b>Total Outside Boundary</b>	<b>316</b>	<b>1,828</b>

Depending on the call type and location, additional resources from San Mateo County Fire Department or Pacifica Fire Department (North County Fire) may also respond. The District does not have a reimbursement agreement with other fire agencies. The response framework is cooperative on the coast, as CFPD assists County Fire Department or North County Fire with incidents outside of its jurisdiction, while County Fire responds to incidents within CFPD on the first alarm (i.e. structure fires, vegetation fires, etc.). Additionally, due to the ALS JPA Paramedic coverage requirements, CFPD receives station coverage from San Mateo County Fire whenever the District has two or more resources committed to incidents. According to CFPD staff, this happens several times a week. CFPD responses into Pacifica (PIF7) are similarly a result of automatic mutual aid. CFPD says that the current arrangement is mutually beneficial to all agencies.

**3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.**

Under the current contract, CAL FIRE provides Emergency Fire Protection, Medical, and Rescue Response; Basic Life Support Services; Advanced Life Support Services; Fire Code Inspection, Prevention and Enforcement Services; Land Use/Pre-Fire Planning Services; Disaster Planning Services and specific service descriptions and staffing coverage. The CAL FIRE contract is fully funded by property tax revenue. The majority (51%) of emergency incidents that CFPD responds to are medical-related, as shown in Table 11.

<sup>20</sup> Source: San Mateo County Department of Public Safety Data Request to LAFCo

Table 11. CFPD Incident Responses, 2/1/2021 - 9/30/2024<sup>21</sup>

	<b>Primary Unit or First On Scene Incidents</b>	<b>Share</b>
Medical Response	5,282	51%
Public Assistance/Other	4,234	41%
Traffic Accident	511	5%
Fire	290	3%
<b>Total</b>	<b>10,317</b>	<b>100%</b>

The District is responsible for all costs associated with property and apparatus required for CAL FIRE personnel to perform their jobs. The District has fully funded its mobile apparatus replacements according to schedule and needs. The District also has three new or recently upgraded fire stations. The oldest station was built in 1998, and the newest is set for completion by the end of 2025.

**4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.**

CFPD includes the City of Half Moon Bay and unincorporated areas which host annual festivals that attract tourists. The District also encompasses beaches and commercial areas that are generally considered economic communities of interest.

**5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.**

There are no disadvantaged unincorporated communities within CFPD boundaries, or in any areas in which CFPD provides services.

On the basis of the Municipal Service Review:

Staff has reviewed the agency’s Sphere of Influence and recommends that a SOI Update is NOT NECESSARY in accordance with Government Code Section 56425(g). Therefore, NO CHANGE to the agency’s SOI is recommended and SOI determinations HAVE NOT been made.

Staff has reviewed the agency’s Sphere of Influence and recommends that a SOI Update IS NECESSARY in accordance with Government Code Section 56425(g). Therefore, A CHANGE to the agency’s SOI is recommended and SOI determinations HAVE been made and are included in this MSR/SOI study.

The Sphere of Influence for Coastside Fire Protection District is recommended to be updated to include the following areas in which it is regularly the first on scene and/or primary unit responder: County Fire Zone 22, Quarry Park, and parcels near Tamarind St. and Purisima Way.

<sup>21</sup> Source: San Mateo County Department of Public Safety Data Request to LAFCo.

The proposed SOI amendment would allow for future annexations of areas that CFPD is already serving and responding to. This would allow CFPD to collect property tax revenue from these areas and implement CFPD adopted fire code regulations to parcels the District already responds to. The areas around Tunitas Creek and the Harbor District are not proposed to be included within the SOI at this time as service in this area is a mix for CFPD and County Fire.

Figure 5. Proposed New SOI Map to Include Blue Areas



Source: San Mateo County Information Services Department

**Appendix A. Coastside Fire Protection District Fact Sheet**

*Unit Fire Chief:* Jed Wilson

*Deputy Fire Chief- San Mateo Division:* Jonathan Cox

*Physical Address:* 1191 Main Street Half Moon Bay, CA 94019

*Email Address:* jed.wilson@fire.ca.gov

*Phone Number:* (831) 335-6700

*Date of Formation:* 2007

*District Board of Directors:* The Board is the supervisory body for the Fire Chief and District Legal Counsel.

<b>Directors</b>	<b>Term Expiration Date</b>
Gary Burke, (President) District E	2026
JB Cockrell, (Vice President) District A	2028
Bruce MacKimmie, District B	2028
Patrick Hanna, District C	2026
Cynthia L. Sherrill, District D	2026

*Compensation:* District Directors receive \$193.90 per meeting, for no more than two meetings per month.

*Public Meetings:* Board meetings are held in person at the District Administrative Offices located at 1191 Main Street, Half Moon Bay, CA 94019 on the 4<sup>th</sup> Wednesday of every month at 4pm. Regular meetings are also accessible to the public by Zoom. Recordings of regular, special and emergency Board meetings are available on the District website.

*Services Provided:* Fire suppression, fire prevention, emergency medical services, rescue services, public education and other related services.

*Agency staff:* 38.7 FTE, and 12 volunteer firefighters (not paid)

*Area Served:* 50 square miles of land area

*Population:* 24,235 people

*Sphere of Influence:* The City of Half Moon Bay and the Communities of Montara, Moss Beach, Princeton, El Granada and Miramar in addition to the surrounding unincorporated areas.

*FY 2024-25 Budget:* \$16,582,659

**Appendix B. References**

October 31, 2024 email correspondence with attachments received by LAFCo Staff from CFPD.

**Attachment B**

LAFCo approved certificate of consolidation and Resolution No. 1005 between the Half Moon Bay Fire District and with the Point Montara Fire District.



# LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

## CERTIFICATE OF COMPLETION

Pursuant to Government Code Section 57200, this Certificate is issued by the Executive Officer of the Local Agency Formation Commission of San Mateo County, California.

1. The short-form designation, as determined by LAFCo is: Consolidation of the Half Moon Bay Fire Protection and Pt. Montara Fire Protection Districts forming Coastside Fire Protection District.
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:


<u>City or District</u>	<u>Type of Change of Organization</u>
Half Moon Bay Fire Prot. Dist.	Consolidation
<u>Pt. Montara Fire Protection Dist.</u>	<u>Consolidation</u>

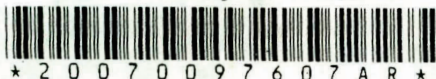
3. The above listed districts are located within the following counties: San Mateo County only.
4. The boundaries of the consolidated district are coterminous with the existing boundaries of the Half Moon Bay Fire and Point Montara Fire Protection Districts and are shown on the attached Exhibit B.
5. The territory involved in this change of organization is inhabited.
6. This change of organization has been approved subject to the terms and conditions found in Exhibit A (attached) and the effective date for consolidation is October 1, 2007.
7. The resolution confirming this change of organization was adopted on June 21, 2007, by the LAFCo Executive Officer as delegated by the Commission, is marked Exhibit C and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and have found these documents to be in compliance with Resolution 1002, adopted on April 25, 2007.

Dated: June 27, 2007

**2007-097607 CONF**  
 10:13am 06/27/07 CCL Fee: NO FEE  
 Count of pages 8  
 Recorded in Official Records  
 County of San Mateo  
 Warren Slocum  
 Assessor-County Clerk-Recorder

  
 Martha Poyatos  
 Executive Officer



**Resolution No. 1005**

**Resolution of Conducting Authority  
Making Findings on Value of Written Protest  
Filed and Not Withdrawn  
Pursuant to Government Code Section 57000 et seq.  
And Ordering Consolidation**

**San Mateo  
Local Agency Formation Commission**  
455 County Center  
Redwood City, California 94063  
Phone (650) 363-4224 Fax (650) 363-4849

**APPROVED**  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063  
EXHIBIT C PAGE 1 OF 2

**Re: LAFCo File No. 07-06—Consolidation of Half Moon Bay and Point Montara  
Fire Protection Districts Forming Coastside Fire Protection District**

**Whereas**, on April 25, 2007, the San Mateo Local Agency Formation Commission (“San Mateo LAFCo”) adopted Resolution 1002 approving the above noted consolidation and delegating conducting authority proceedings to the Executive Officer; and

**Whereas**, on June 11, 2007 the Executive Officer, as delegated by the Commission, acting as conducting authority, held a noticed protest hearing and received and considered protests; and

**Whereas**, as of June 11, 2007, there are 14,141 registered voters in the consolidation area and the total assessed valuation of the consolidation area is \$3,957,958,217; and

**Whereas**, the value of written protest submitted at the protest hearing was less than 25% of the registered voters and less than 25% of the landowners owning less than 25% of the assessed value of land within the consolidation area.

**Now therefore**, as delegated by the San Mateo Local Agency Formation Commission, the Executive Officer acting as conducting authority resolves that:

1. This action is being taken pursuant to the Cortese Knox Hertzberg Local Government Reorganization Act of 2000.
2. In accordance with Government Code Section 57075(a)(3), written protests submitted and not withdrawn were received from less than 25% of the registered voters and less than 25% of the number of owners of land owning less than 25% of the assessed value of land in the consolidation area, and this consolidation is hereby ordered without an election.
3. The change of organization is designated: Consolidation of Half Moon Bay and Point Montara Fire Protection Districts Forming Coastside Fire Protection District
4. The type of change of organization is: consolidation.
5. The reason for this change of organization is: to better serve the residents, businesses and visitors in the consolidation area.

**Resolution 1005**

6. This change of organization is subject to all the terms and conditions adopted by San Mateo LAFCo by LAFCo Resolution 1002, as described in Exhibit A, attached hereto and incorporated by reference herein.
7. The exterior boundaries are coterminous with boundaries of Half Moon Bay Fire and Point Montara Fire Protection Districts and are more specifically shown on the attached Exhibit B and by reference incorporated herein.
8. The regular San Mateo County assessment roll will be utilized.
9. No existing bonded indebtedness shall be affected by this reorganization.
10. Pursuant to the Conditions of Approval the effective date of consolidation shall be October 1, 2007.

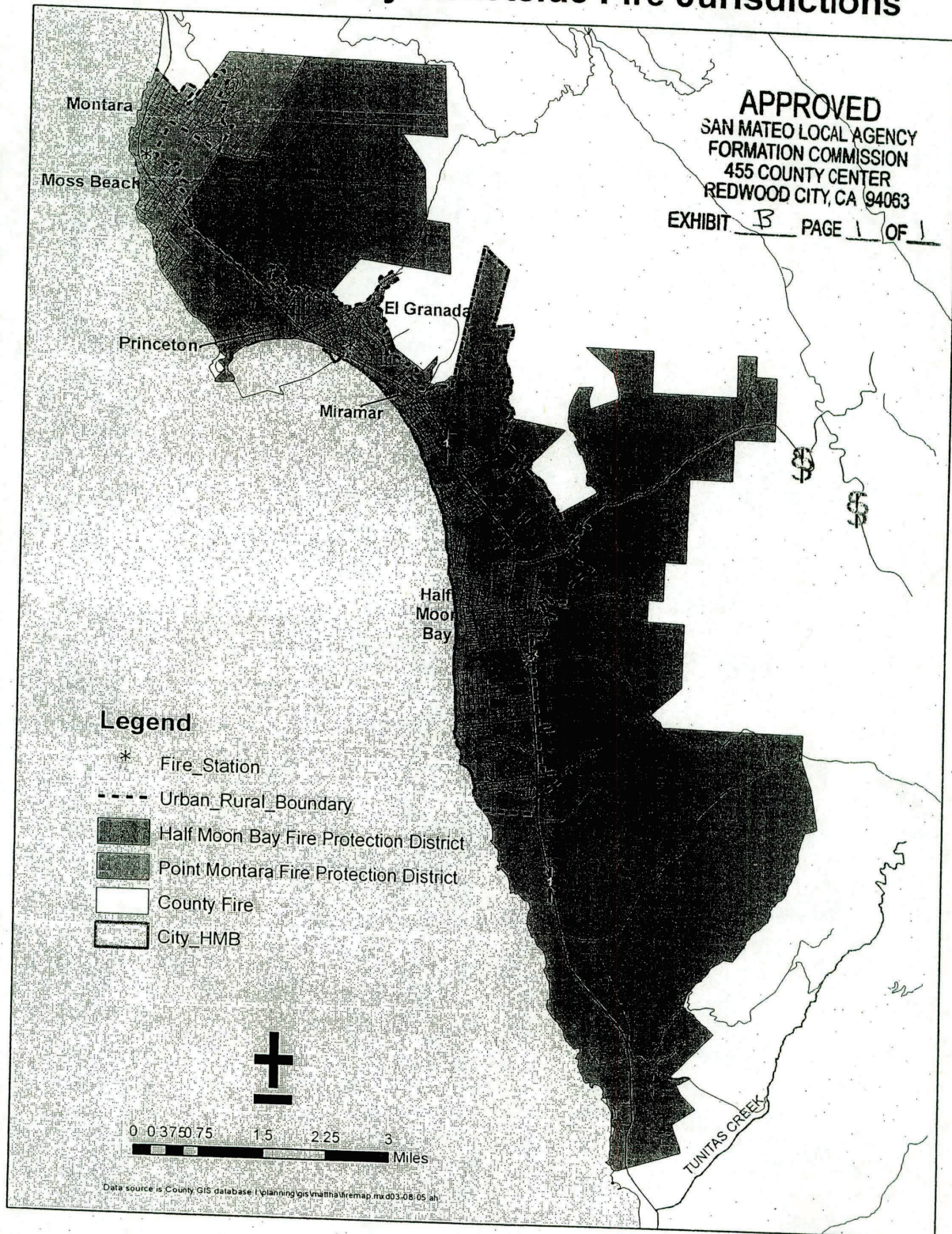
Accordingly, the subject change of organization is hereby ordered as described above pursuant to authority of the Local Agency Formation Commission of San Mateo County as delegated by the Commission to its Executive Officer.

  
\_\_\_\_\_  
Martha Poyatos, Executive Officer

Date: June 27, 2007

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EXHIBIT C PAGE 2 OF 2

# San Mateo County Coastside Fire Jurisdictions



**EXHIBIT A:**  
CONDITIONS OF APPROVAL OF THE CONSOLIDATION  
OF HALF MOON BAY AND  
POINT MONTARA FIRE PROTECTION DISTRICTS  
FORMING COASTSIDE FIRE PROTECTION DISTRICT

- a) The effective date of the consolidation shall be July 1, 2007, or the first day of the subsequent fiscal quarter thereafter.
- b) The name of the consolidated district shall be the COASTSIDE FIRE PROTECTION DISTRICT.
- c) All assets, revenues, funds on deposit (including impact and/or developer fees held by the County of San Mateo), liabilities for payment of principal and interest on contractual obligations for real property, furnishings and equipment, fire fighting apparatus and equipment, operating expenses, supplies, licenses and permits, and any contingent liabilities for existing civil litigation of both districts shall accrue to the consolidated district.
- d) Agreements for service or regulating wages, benefits, and working conditions, in effect for the Half Moon Bay Fire Protection District or Point Montara Fire Protection District at the time of the consolidation shall be followed as adopted unless and until such time that a contract for service with CalFire or other agency is implemented.
- e) All ordinances and resolutions of the Half Moon Bay Fire Protection District and the Point Montara Fire Protection District shall remain in effect after the consolidation until superseded by new ordinances and resolutions adopted by the Board of Directors of the consolidated district.
- f) Pursuant to Government Code Section 56844(t), Fire Suppression Assessment Fee currently collected by the Half Moon Bay Fire Protection District and the Point Montara Fire Protection District in their respective service areas shall continue to be assessed and collected in the

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EXHIBIT   A   PAGE   1   OF   3

currently affected area after the consolidation in zones of benefit.

- g) Gann Limit: The provisional appropriations limit for the consolidated district shall be \$9,042,619.30.
- h) Employees Generally: As of the effective date of the consolidation, all of the Half Moon Bay Fire District and Point Montara Fire Protection Districts' employees shall become employees of the consolidated district and shall maintain their seniority (date of initial hire) and their promotion date by rank which existed on the consolidation's effective date. These provisions shall not limit the authority of the Fire Chief or the Board of Directors of the consolidated district to exercise its management rights of assignment, reassignment and/or transfer.
- i) Leave Balances: The following leave balances of employees of the Half Moon Bay Fire Protection District and Point Montara Fire Protection District shall accrue as employees of the consolidated district:
  - (1) Accrued but unused sick leave; and
  - (2) Accrued but unused Vacation, PTO, Holiday, Administrative and Compensatory Time Off
- j) Board Composition and Election: Bylaws of the consolidated district shall incorporate the board composition plan contained in the application that results in a five-member board of directors, including that upon consolidation if one of the eight existing board members does not volunteer to step down a ninth member would be appointed by the consolidated board, with board positions later being eliminated as election terms end until the board composition is reduced to five members. Board members shall be elected at large.

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k) Between the date of adoption of the Resolution approving consolidation and the effective date of the consolidation, neither District will do any of the following without majority approval of the Board of Directors of both entities unless the action has been provided for in the adopted budget:

1. Approve any discretionary changes in employees' compensation, promotions, or permanent assignments. Vacancies may be filled for positions budgeted in the 2006/2007 budget.
2. Purchase or dispose of fixed assets or amend existing contracts.

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EXHIBIT A PAGE 3 OF 3





# Sphere of Influence

Attachment B

PACIFICA  
COF22  
MONTARA  
MOSS BEACH  
PRINCETON  
EL GRANADA  
MIRAMAR  
UNINCORPORATED AREA  
HALF MOON BAY

0 0.75 1.5 M



-  Fire Response Zones
-  Coastside Fire Protection District
-  Fire Response Zone Overlap
-  City/Land Boundaries



SAN MATEO



**LOCAL AGENCY FORMATION COMMISSION**

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RESOLUTION NO. 1339

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SAN MATEO  
MAKING DETERMINATIONS PURSUANT TO GOVERNMENT CODE  
SECTION 56430 FOR THE COASTSIDE FIRE PROTECTION DISTRICT**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that:

**WHEREAS**, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, set forth in Government Code Section 56000 et seq., governs the organization and reorganization of cities and special districts by local agency formation commissions established in each county, as defined and specified in Government Code Section 56000 et seq.,

**WHEREAS**, Government Code Section 56425 et seq. requires the Local Agency Formation Commission (LAFCo or Commission) to develop and determine the sphere of influence of each local governmental agency within the County; and

**WHEREAS**, the Commission conducted a Municipal Service Review pursuant to Government Code Section 56430 for the Coastsides Fire Protection District;

**WHEREAS**, the Executive Officer prepared a written report of the Municipal Service Review that was provided to the Commission and affected agencies; and

**WHEREAS**, the Executive Officer set a public hearing date for May 21, 2025 for the consideration of the final Municipal Service Review and caused notice thereof to be posted, published and mailed at the times and in the manner required by law at least twenty-one (21) days in advance of the date; and

**WHEREAS**, the Commission heard and fully considered all the evidence presented at a public hearing held on May 21, 2025; and

**WHEREAS**, a public hearing by this Commission was held on the report and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and

be heard with respect to the proposal and the Executive Officer's report; and

**WHEREAS**, the Commission is required pursuant to Government Code Section 56430 to make statement of written determinations with regards to certain factors; and

**WHEREAS**, the Commission is required pursuant to Government Code Section 56425 and local Commission policy to make statement of written determinations with regards to the following factors:

**1. The present and planned land uses in the area, including agricultural and open-space lands.**

CFPD is comprised of a range of land use designations, including tidelands, submerged lands, residential, commercial, industrial, open space, agricultural and rural. The District boundaries contain land that is under the jurisdiction of the County of San Mateo, the City of Half Moon Bay, the California Coastal Commission, as well as other agencies that have land use review authority. The District's mission is "to protect the lives, environment, and property of the community through fire suppression, fire prevention, emergency medical services, rescue services, public education and other related services."

**2. The present and probable need for public facilities and services in the area.**

Since the formation of CFPD, the District has regularly provided services not only within its district boundaries, but also to emergencies outside its official district boundaries. The Sphere of Influence for Coastside Fire Protection District is recommended to be updated to include the following areas in which it is regularly the first on scene and/or primary unit responder: County Fire Zone 22, Quarry Park, and parcels along Tamarind St. and Purisima Way. See Attachment A. The proposed Sphere of Influence amendment would allow for future annexations of areas that CFPD is already serving and responding to. This would allow CFPD to collect property tax revenue from these areas and implement CFPD adopted fire code regulations to parcels the District already responds to. The Tunitas Creek Road area and the Harbor District area among others, are not proposed to be included within the SOI at this time as service in this area is a mix between CFPD and County Fire.

**3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.**

Under the current contract, CAL FIRE provides Emergency Fire Protection, Medical, and Rescue Response; Basic Life Support Services; Advanced Life Support Services; Fire Code Inspection, Prevention and Enforcement Services; Land Use/Pre-Fire Planning Services;

Disaster Planning Services and specific service descriptions and staffing coverage. The CAL FIRE contract is fully funded by property tax revenue. The District is responsible for all costs associated with property and apparatus required for CAL FIRE personnel to perform their jobs. The District has fully funded its mobile apparatus replacements according to schedule and needs. The District also has three new or recently upgraded fire stations. The oldest station was built in 1998, and the newest is set for completion by the end of 2025.

**4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.**

CFPD includes the City of Half Moon Bay and unincorporated areas which host annual festivals that attract tourists. The District also encompasses beaches and commercial areas that are generally considered economic communities of interest.

**5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to Section 56425(g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.**

There are no disadvantaged unincorporated communities within CFPD boundaries, or in any areas in which CFPD provides services.

**WHEREAS**, based on the results of the MSR, staff has determined that the SOI for the Coastside Fire Protection District does need to be updated at this time; and

**WHEREAS**, the Municipal Service Review is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under Section 15303, Class 6, which allows for basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. The Municipal Service Review collects data for the purpose of evaluating municipal services provided by an agency. There are no land use changes or environmental impacts created by this study.

The Municipal Service Review also is exempt from CEQA under the section 15061(b)(3), the common-sense provision, which states that CEQA applies only to projects which have the

potential for causing a significant effect on the environment and where it is certain that the activity will have no possible significant effect on the environment, the activity is exempt from CEQA; and

**NOW, THEREFORE**, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. By Resolution, the Commission accepts the Executive Officer’s Report dated May 14, 2025, Final Municipal Service Review for the San Mateo County Coastside Fire Protection District, and all written comments and attachments incorporated herein and contained in attached “Exhibit A.”

Section 2. By Motion, the Commission adopts the Municipal Service Review determinations set forth in “Exhibit B” which is attached and hereby incorporated by reference.

Regularly passed and adopted this \_\_\_ day of \_\_.

Ayes and in favor of said resolution:

Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noes and against said resolution:

\_\_\_\_\_  
\_\_\_\_\_

Commissioners Absent and/or Abstentions:

Commissioners: \_\_\_\_\_

\_\_\_\_\_  
Chair  
Local Agency Formation Commission  
County of San Mateo  
State of California

ATTEST:

\_\_\_\_\_  
Executive Officer  
Local Agency Formation Commission

Date: \_\_\_\_\_

I certify that this is a true and correct copy of the resolution above set forth.

Date: \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Commission  
Local Agency Formation Commission

## Exhibit B

Municipal Service Review (MSR) Areas of Determination and Recommendations for  
the San Mateo County Coastside Fire Protection District**Areas of Determinations and Recommendations****Growth and population projections for the affected area.***Determination*

Growth within the Coastside Fire Protection District service area is projected to be 1-5% over the next 5-10 years and will not directly impact the District's service needs and demands. It is notable, however, that CFPD is a popular destination for tourists throughout the year. An influx of visitors to festivals and beaches may result in temporary increases in demand for services. If area within the amended Sphere of Influence for CFPD is annexed to the District, service impacts will likely be minimal as the District is already providing service within these areas.

*Recommendation: None*

**The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the SOI.***Determination*

Coastside Fire Protection District's sphere of influence and corporate boundaries do not include disadvantaged unincorporated communities. However, the District does contain two Environmental Justice Communities—Princeton and Moonridge— and is sometimes dispatched by San Mateo County's Public Safety Communications Center to provide fire protection and emergency response services outside its boundaries to Pescadero West which is a High Priority Environmental Justice Community. Currently there is no reorganization necessary for CFPD.

*Recommendation: None*

**Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the SOI.***Determination*

CFPD has undergone recent upgrades to its fire stations and consistently meets equipment and apparatus maintenance and replacements according to schedule. It is well equipped to serve the residents, visitors and businesses inside and adjacent to its official district boundaries. All upgrades to fire stations and equipment are fully funded through existing property tax revenue and/or Internal Service Funds.

*Recommendation: None*

**Financial ability of agency to provide services.**

*Determination*

The District engages in responsible budgeting practices and is able to fully fund its operations. Budgets and contracts are transparent, and documents are available on the District’s website. While the District has no long-term debt, it does have outstanding CalPERS liabilities in the projected amount of \$13,763,066 as of June 30, 2023. The District has employed the firm Foster & Foster to explore how to meet this obligation. As of February 2025, the Board of Directors has not yet decided how to proceed.

*Recommendation:*

1. LAFCo encourages the District Board of Directors to evaluation options that continues to address CalPERS Safety Plan liabilities.

**Status of, and opportunities for, shared facilities.**

*Determination*

Through this MSR process, LAFCo staff has not identified any new opportunities for shared services or facilities. The CFPD currently partners with multiple agencies, including the San Mateo County Fire Department, North County Fire Protection District, and other special districts in providing emergency response services within the District, and in adjacent lands.

CFPD shares dispatch services through the County’s Public Safety Communications Center, participates in the Pre-Hospital Emergency Services Providers Group, and contracts with CAL FIRE for personnel and services.

*Recommendation:* None

**Accountability for community service needs, including governmental structure and operational efficiencies.**

*Determination*

The District practices transparent budgeting and operations, recording its Board Meetings and publishing agendas, minutes, and staff reports on its website. It also maintains meeting archives available online. The District has adopted all three recommendations from the San Mateo County Civil Grand Jury’s 2023-24 report to annually evaluate and report to its Board of Directors on organizational risks and internal controls. In 2020, the District received the Transparency Certificate of Excellence from the Special District Leadership Foundation. This certificate highlights an agency’s commitment to government transparency requirements,

including the completion of ethics training for commissioners, adherence to the Brown Act for public meetings, and filing and reporting on financial transactions to the State in a timely manner.

The District is achieving operational efficiencies from its contract with CAL FIRE. CFPD has consistently achieved the goals identified in its annual Strategic Business Plans, and has adopted a new 2025 Strategic Business Plan.

*Recommendation: None*

**Any other matter related to effective or efficient service delivery, as required by LAFCo policy including the following:**

**i. Water Resiliency and Climate Change**

**ii. Impact of Natural Hazards and Mitigation Planning**

*Determination*

CFPD collaborates with several agencies, such as the County of San Mateo, the San Mateo County Harbor District, the California Resource Conservation District, and others related to hazard mitigation and climate change.

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**May 14, 2025****To:** LAFCo Budget Committee**From:** Rob Bartoli, Executive Officer**Subject:** Consideration of the Final LAFCo 2025-2026 Budget and Work Plan**Budget Review Schedule and Background**

Section 56381 of Cortese-Knox-Hertzberg Act (CKH or The Act), which covers adoption of the LAFCo budget, requires Commission consideration of both a proposed and final budget at the following intervals:

1. By May 1, the Commission shall adopt a “proposed” net operating budget at a noticed public hearing.
2. By June 15, the Commission shall adopt a “final” net operating budget at a noticed public hearing following circulation of the recommended final budget to the County, all cities, and all independent special districts.

The Act also provides that the proposed and final budgets shall be equal to the budget adopted for the previous fiscal year unless the Commission finds that reduced staffing or program costs will nevertheless allow the Commission to fulfill the purposes and programs of The Act. There is also a provision for carryover of unused funds to the subsequent year’s budget and requires that the LAFCo net operating budget be apportioned in thirds to the County, cities, and independent special districts<sup>1</sup>. Also, because the Proposed Budget and Adopted Budget are adopted before the end of the fiscal year and include an estimate of fund balance carry over, once the current fiscal year closes and the actual fund balance carry over is determined, it is necessary for the Commission to determine how excess or reduced fund balance shall be applied to the LAFCo budget. In 2021, the Commission adopted a policy that any difference in

<sup>1</sup> Apportionment of the one-third shares to individual cities and special districts is calculated by the County Controller based on proportionate share of revenues reported in the most recent edition of the State Controller’s reports on cities and special districts. For estimation purposes, agencies can use apportionment rates used by the Controller for the current Fiscal Year.

fund balance shall be reconciled in the Commission’s reserve by the County Budget Office and that the Executive Officer will update the Commission on the actual year end fund balance after the fiscal year closes.

**Proposed 2025-26 Budget**

The attached draft budget includes actual expenditures for FY2023-24, adopted and estimated actual for FY2024-25, and the draft final proposed FY2026-26 Budget. Key items addressed in more detail below include a programmed increase in salary and benefits for the Executive Officer, \$70,000 for legal services from the County Attorney’s Office, increases related to charges for future office temporary relocation, increases in costs for the CALAFCO conference and workshop, and decreased costs related to County Cost Allocations. The only change from the proposed draft to the proposed final budget is the increase in the funds allocated for scanning services by \$2,000 for a total of \$9,000 per the approved contact with eRecords USA.

The appropriations budget and net operating budget increase by \$31,803 from FY24-25. The estimated amount of fund balance of \$164,924 will be used to offset a portion of the 1/3 apportionment to member agencies. The remaining fund balance will be allocated to reserves.

	<b>Final FY 24-25 Budget</b>	<b>Draft Proposed FY 25-26 Budget</b>	<b>Final Proposed FY 25-26 Budget</b>	<b>Change from Draft to Final</b>
<b>Appropriations Budget</b>	\$891,018	\$921,821	\$923,821	\$2,000 (0.2%)
<b>Net Operating Budget</b>	\$796,094	\$826,897	\$828,897	\$2,000 (0.2%)
<b>One-third Apportionment</b>	\$237,698	\$239,632	\$240,299	\$667 (0.3%)

**Proposed Work Program**

The following draft work plan includes a summary of recent activities and upcoming goals/objectives, such as preparing Municipal Service Reviews (MSRs)/Sphere of Influence (SOI) updates and special studies, updating the Commission’s policies and procedures, and other projects and activities.

MSRs/SOI Updates: LAFCo law provides that every five years the Commission shall, as necessary, review and update each SOI [Gov. Code §56425(g)]. The statute also provides that in order to prepare and update an SOI, the Commission shall conduct an MSR.

<b>Task</b>	<b>Progress</b>	<b>Comments</b>
Prepare Municipal Service Reviews and Sphere of Influence Studies. A draft five-year MSR work plan is attached as Attachment C. The workplan prioritizes agencies based upon the date of their last MSRs. Attachment D shows the year each agency last had an MSR completed.	On-going	All studies will include administrative and public hearing drafts. FY25-26 reports are proposed to be completed by LAFCo staff. Time will also be allocated to following up with agencies regarding the status the implementation of recommendations.
Process applications for boundary changes in a responsive, professional, and efficient manner.	On-going	Priority is given to applications for economic development, public health and safety, or other urgent needs. Potential proposals include: <ul style="list-style-type: none"> <li>• CSA-11 annexation</li> <li>• Belmont annexations in Harbor Industrial Area</li> <li>• Annexations to San Carlos</li> <li>• County Sewer District Annexations</li> </ul>
Continued updates to the Commission regarding the Broadmoor Police Protection District	As needed	
Complete annual audits	On-going	FY22-23 Audit adopted in March 2025; The Commission has approved a contract for audit services for FY23-24, FY24-25, and FY25-26
Comment on potential LAFCo applications, relevant projects & development proposals, city General Plan updates and/or related environmental documents	On-going and as needed	
Initiate informal meetings to discuss budget and policy issues with Cities, Special Districts, and County, as appropriate	On-going	
Review of contract with County	On-going	Review as needed

Post public information on the LAFCo website and review website layout, graphics, and content for ease of public use	On-going	
Provide Commission with regular updates of laws, policies, and procedures	On-going	
Provide quarterly budget updates	On-going	Provide timely quarterly updates on budget to Commission after budget adoption
Participate in regional activities for which LAFCo has indirect or direct responsibilities, such as Plan Bay Area and Regional Housing Needs Allocation	On-going	
Promote San Mateo LAFCo's interests in statewide issues through active participation in the California Association of Local Agency Formation Commissions (CALAFCO).	On-going	
Digital Archiving	On-going	Staff continues to digitize proposal files, meeting agendas, and meeting minutes. Staff coordinates with County staff regarding converting annexation records into digital format and potential cost estimate for that work. Contracted work expected to start in FY24-25
Mapping program	On-going	Continue to coordinate with County staff to update maps of agencies and provide them on the LAFCo website
Policies and Procedures Updates	On-going	
Update of Commissioner Handbook	On-going	

### **Estimated Actual 2024-25 Budget**

The 2024-25 Adopted Budget includes appropriations for the Executive Officer, Management Analyst, and shared Administrative Secretary; Commission meetings; County Attorney's Office; general operating expenditures including rent, supplies, etc.; travel; meetings and legal counsel.

Some costs savings will be achieved as the Management Analyst was vacant for a portion of the fiscal year. Revenues include fund balance carry over, application fees and the intergovernmental revenue from the County, cities, and special districts.

As noted below, based on estimated revenues and expenditures, the estimated fund balance carryover to be applied to the 2025-26 fiscal year is \$164,924.

### **Proposed 2025-26 Budget**

#### **Salary and Benefits**

Salary and benefits of \$547,062 reflects the Executive Officer position, Management Analyst, and Commissioner stipend. On a limited basis, this account is charged for extra-help staff time to assist LAFCo staff with website updates. The shared administrative secretary position charges do not appear in payroll and instead appear in Account 5838.

#### **Services and Supplies**

The Commission's contract with the County of San Mateo includes staffing, office space, and related services. With the exception of the Controller Administrative Fees (Account 5872) which are estimated charges, expenditures reflect service charges provided by County departments.

The San Mateo County Planning and Building Department has informed LAFCo that in FY25-26, the 2<sup>nd</sup> Floor of 455 County Center, where both LAFCo and County Planning and Building are located, will undergo renovations. These renovations will require that LAFCo vacate its current office space during construction. It is anticipated the temporary location will be within one of the office buildings in the County Center. Once the renovations are complete, LAFCo staff will move back into the 2<sup>nd</sup> Floor office space. For the upcoming fiscal year, funds have been budgeted for moving offices and for any required upgrades at the temporary space. It is anticipated that any costs associated with construction and new office furniture will be charged to LAFCo in FY26-27.

Charges from outside agencies include Memberships (Account 5331), which includes California Association of Local Agency Formation Commissions (CALAFCO) membership and California Special Districts Association (CSDA) membership and liability insurance (Account 6725) purchased from the California Special District Risk Management Authority (SDRMA). Membership with CALAFCO allows staff and the Commission access to LAFCo focused trainings, conferences, and legislative updates. Along with access to SDRMA, membership with CSDA keeps staff apprised of issues of interest to special districts and LAFCo.

#### **Meetings and Conferences**

CALAFCO Fall 2025 (San Diego) and a staff workshop in Spring 2026. The Meetings and Conference appropriation is estimated at \$20,000 based estimates provided by CALAFCO. This budget allows for 7 LAFCo Commissioners and staff to attend the CALAFCO Conference and for 3 LAFCo staff

members to attend the Staff Workshop. Funds are allocated for costs conference/workshop registration fees, airfare/mileage costs, hotel costs, and other incidental costs.

#### County Service Charges including Rent, Information Services, Controller

Controller charges are estimates pending the actual costs associated with the Controller invoicing and collecting LAFCo apportionment. Rent (Account 6714) is budgeted at \$20,737 for two workstations for LAFCo staff. The allocation for County Attorney (Account 6732) has been increased to \$70,000 due to an increase in service charges. The proposed budget includes \$4,800 for the recording of LAFCo meetings (Account 5858).

#### A-87 Charges/County Cost Allocation

A-87 is an Office of Management and Budget (OMB) circular or guideline that sets forth principles and standards for the determination of costs applicable to County programs funded by the Federal and State governments. Under the circular, the County must observe uniformity in its allocation of costs, that is, the County cannot be selective in the allocation process whereby externally (State and Federal) funded programs are not charged equitably. Also referred to as the Countywide Cost Allocation Plan, the County uses A-87 guidelines to obtain reimbursement from Federal, State, and non-General Fund programs for departments that do not charge directly for services rendered. For example, the Controller's Office does not charge departments for payroll services. However, the cost of providing payroll services to Non-General Fund Departments and programs receiving funds from the Federal and State governments for this specific purpose is recovered through County Cost Allocation. In past fiscal years, LAFCo was charged for the County Cost Allocation. However, in conversations with County Budget Office Staff and the County Controller's Office, LAFCo will not be charged for these costs starting in FY25-26. As such, no funds have been allocated to this item.

#### Reserve

Staff recommends making no additional appropriation to the reserve of \$94,924. This allows the Commission to use the fund balance to offset agency contributions.

#### Application of Fund Balance Carry Over

The Commission's practice regarding fund balance has been to appropriate all or a portion of it for consulting and/or special reserve and use a portion to offset the net operating budget thereby reducing the funding obligation of the County, cities, and special districts to the extent possible. In preparing the annual budget, staff has been mindful of balancing the fiscal impact of the LAFCo budget to funding entities with the Commission's mandate to carry out processing of reorganization applications and preparation of municipal service reviews and sphere studies.

This year's estimated fund balance carry over is \$217,948 with \$164,924 to offset agency costs. The remaining fund balance will be allocated to the reserve per Commission policy.

#### Review by Budget Committee

On April 22, 2025, the LAFCo Budget Committee reviewed the final draft budget and work plan and recommended the two items for approval.

**Recommendation:**

1. Open the public hearing and accept public comment.
2. Consider and approve by resolution the attached Final Proposed Budget for FY25-26 of \$923,821 and LAFCo Work Plan.

**Attachments**

- A. Budget Narrative for FY25-26
- B. Budget Spreadsheet for FY25-26, inclusive of the Draft Adopted Budget, estimated expenditures for FY24-25, and actual expenditures for FY23-24
- C. MSR Workplan
- D. List of last adopted MSRs for agencies
- E. Resolution 1340

# Attachment A

## LAFCO PROPOSED 2025-26 BUDGET NARRATIVE

The following provides a narrative to the budget spreadsheet and reflects costs associated with LAFCo's contract with the County of San Mateo for staffing, office space, supplies, and legal counsel.

### Salary & Benefits (4111 through 4161 and 4512)

Salary and benefits of \$547,062 includes the County position of LAFCo Executive Officer that serves under contract with the County, Management Analyst salary and benefits, administrative leave cash out, experience pay for positions per County HR, workers compensation charges, and Commissioner stipend of \$100 per bi-monthly meeting. Salary and benefits increase reflects the County's Salary Schedule. The shared Administrative Secretary position charges appear in Account 5838 and not in payroll.

### Services & Supplies

#### Internet/Communications (5132)

Appropriation of \$1,200 for internet and communication tools and services to support LAFCo staff.

#### Outside Printing (5191)

Appropriation of \$1,000 for copying and printing by outside print shops for special community mailings or workshop distribution of MSRs that cannot be distributed electronically.

#### General Office Supplies (5193)

A flat appropriation of \$700 for incidental office supplies provided to LAFCo.

#### Photocopy (5196)

A flat appropriation of \$600 for incidental copies made from the Planning Department copier where the LAFCo office is located.

#### Postage & Mailing (5197)

Appropriation of \$1,000 for postage/ mailing service through the County mailroom.

#### Computer Supplies (5211)

Appropriation of \$500 for computer supplies including the use of internet hotspots to support teleworking for staff.

#### Computer Equipment under \$5,000 (5212)

Appropriation of \$2,500 for computer equipment.

#### Software License (5215)

Appropriation of \$0 as these charges have been moved to 6752 for two Microsoft 365 and Adobe licenses.

#### Records Storage (5218)

Appropriation of \$700 for offsite records storage.

#### Office Furniture/Equipment (5234)

Appropriations of \$7,500 for moving of LAFCo offices to temporary space while construction occurs. These funds would also cover any upgrades needed to the temporary office space.

#### Memberships (5331)

Estimated dues of \$16,000 for CALAFCO and California Special Districts Association (CSDA). Membership with CALAFCO allows staff and the Commission access to LAFCo focused trainings, conferences, and legislative updates. CALAFCO dues proposed to be \$12,921. Along with access to SDRMA, membership with CSDA keeps staff apprised of issues of interest to special districts and LAFCo. CSDA dues are estimated to be \$3,000.

#### Legal Advertising (5341)

Appropriation of \$3,000 for legal notices published in newspapers for LAFCo hearing items that require notice.

#### Signage (5443)

Appropriation of \$600 for name plates for new LAFCo Commissioners and staff.

#### Mileage Allowance (5712)

Appropriation of \$1,000 for mileage reimbursement.

#### Meetings & Conferences (5721)

The Meetings and Conference appropriation is estimated at \$20,000 for costs associated with attending the in-person 2025 CALAFCO Conference in San Diego, CA, and Staff Workshop in 2026. This budget allows for 7 LAFCo Commissioners and staff to attend the CALAFCO Conference and for 3 LAFCo staff members to attend the Staff Workshop. Funds are allocated for costs conference/workshop registration fees, airfare/mileage costs, hotel costs, and other incidental costs.

#### Training (5733)

Appropriation of \$300 for educational classes, workshops, or training related to LAFCo or CEQA. The County of San Mateo offers a number of trainings and classes to LAFCo County staff for no additional cost.

#### Fiscal Office Specialist (5814)

Appropriation of \$2,025 for a County Fiscal Office Specialist to process LAFCo accounts receivable, accounts payable, and payroll. This is an estimated cost.

#### 0.5 FTE LAFCo Clerk (5838)

Appropriation of \$69,998 for part-time contracted Executive Secretary position. This amount includes salary, benefits, and administrative overhead charges from County Planning. This is an estimated cost.

#### Outside Auditing Services (5842)

Allocation of \$11,000 for the anticipated FY24 audit.

Graphics/GIS (5848)

Appropriation of \$1,500 for GIS and other mapping services for LAFCo studies and sphere updates.

Video Recording of Commission Meetings (5858)

\$4,800 based six regular meetings of various duration and one potential additional meeting.

DPW/GIS Mapping/Scanning (5861)

Appropriation of \$9,000 for contract costs related to scanning and digitizing historical LAFCo files.

Fingerprinting new employee (5866)

Appropriation of \$0 for fingerprinting services.

Controller Admin (5872)

Estimated Cost of \$10,000 for administering the apportionment and collection of LAFCo budget to County, cities, and special districts.

Telephone (6712)

Appropriation of \$900 related to costs for two telephone lines for LAFCo staff. for

Other Information Services Department (ISD) Services (6713)

Appropriation of \$8,000 for connectivity

Rent (6714)

Rent for two office spaces is \$20,737.

Motor Pool (6717)

Appropriation of \$0 for use of the County's vehicle fleet.

General Liability (6725)

Estimated appropriation of \$10,000 for insurance through the Special District Risk Management Authority for the Commission and employee insurance with County of San Mateo for LAFCo staff.

Bond Insurance (6727)

Estimated appropriation of \$85 for bond insurance.

County Attorney's Office (6732)

Appropriation of \$70,000 for County Attorney charges.

Human Resources (6733)

Estimated appropriation of \$100 for online Learning Management Services.

Countywide Security (6738)

Estimated of \$190 for countywide security provided by the Sheriff's office.

All Other Charges - OFAS (Account 6739)

Appropriation of \$650 for the County accounting software (OFAS).

Card Key Services (Account 6751)

Appropriation of \$250 for card key services.

ISD Software Licenses (Account 6752)

Appropriation of \$1,300 for two Microsoft 365 and Adobe licenses.

ISD Software Licenses (Account 6758)

Appropriation of \$4,600 for IT support for LAFCo staff

A-87 Charges/County Cost Allocation (6821)

A-87 is an Office of Management and Budget (OMB) circular or guideline that sets forth principles and standards for the determination of costs applicable to County programs funded by the Federal and State governments. Under the circular, the County must observe uniformity in its allocation of costs, that is, the County cannot be selective in the allocation process whereby externally (State and Federal) funded programs are not charged equitably. Also referred to as the Countywide Cost Allocation Plan, the County uses A-87 guidelines to obtain reimbursement from Federal, State, and non-General Fund programs for departments that do not charge directly for services rendered. For example, the Controller's Office does not charge departments for payroll services. However, the cost of providing payroll services to Non-General Fund Departments and programs receiving funds from the Federal and State governments for this specific purpose is recovered through County Cost Allocation. In past fiscal years, LAFCo was charged for the County Cost Allocation. However, in conversations with County Budget Office Staff and the County Controller's Office, LAFCo will not be charged for these costs starting in FY25-26. As such, no funds have been allocated to this item.

Reserve (8612)

Staff recommends appropriating \$94,924 of the fund balance to reserve, consistent with the current level of reserves. Commission authorization is required to spend reserve.

Application of Fund Balance Carry Over

The Commission's practice regarding fund balance has been to appropriate all or a portion of it for consulting and/or special reserve and use a portion to offset the net operating budget thereby reducing the funding obligation of the County, cities, and special districts to the extent possible. In preparing the annual budget, staff has been mindful of balancing the fiscal impact of the LAFCo budget to funding entities with the Commission's mandate to carry out processing of reorganization applications and preparation of municipal service reviews and sphere studies.

This year's estimated fund balance carry over is \$217,948 with \$164,924 to offset agency costs. The additional fund balance amount will be allocated to the reserve fund.

LAFCo	Final Draft FY 25-26 Budget	Adopted FY 23-24	Actuals FY 23-24	Adopted FY 24-25	Estimated Actuals FY 24-25	Final Draft Proposed FY 25-26
	<b>Expenditures</b>					
4111	Salary & Benefits Executive Officer	261,732	261,732	302,626	302,626	332,004
4111	Salary & Benefits Management Analyst	188,199	134,699	184,353	138,000	195,558
4141	Admin. Leave Cash Out	5,790	3,967	5,800	5,967	13,500
4161	Commissioner Compensation	5,000	4,800	5,000	5,000	5,000
4628	Wellness Dividend	500	0	500	250	500
4512	Workers Compensation Experience	294	294	435	435	500
<b>4000</b>	<b>SALARIES &amp; BENEFITS SUBTOTAL</b>	<b>461,515</b>	<b>405,492</b>	<b>498,714</b>	<b>452,278</b>	<b>547,062</b>
5132	Internet/Communications	1,200	1,459	100	1,500	1,200
5184	Refund for application	0	0	0	0	0
5191	Outside Printing (other special printing)	1,000	0	1,000	0	1,000
5193	General Office Supplies	550	550	550	580	700
5196	Photocopy - in-house copier	550	550	550	550	600
5197	Postage & Mailing Service	1,000	560	1,000	500	1,000
5211	Computer Supplies	500	0	500	0	500
5212	Computer Equipment under \$5,000	0	0	7,000	6,258	2,500
5215	Software License	700	976	1,000	435	0
5218	Corovan Records Storage	700	206	700	400	700
5234	Office Furniture/Equipment	0	0	7,500	2,500	7,500
5331	Memberships (CALAFCo/CSDA)	16,000	13,936	16,000	14,318	16,000
5341	Legal Advertising	2,000	9,589	2,500	1,000	3,000
5443	Signage	0	577	200	400	600
5712	Mileage Allowance	250	368	1,000	500	1,000
5721	Meetings & Conferences	11,000	8,110	19,000	12,000	20,000
5733	Training	250	0	250	100	300
5814	Fiscal Office Specialist	1,676	1,676	1,840	1,840	2,025
5838	.5 FTE LAFCo Clerk	66,055	40,520	61,881	61,881	69,998
5842	Outside Auditing Services	9,800	9,800	9,800	9,800	11,000
5848	Graphics	1,500	0	1,500	0	1,500
5856	Consulting	100,000	3,633	0	0	0
5858	Other Professional Contract Services (Recording of Meetings)	4,000	2,793	4,200	4,000	4,800
5861	DPW/GIS Mapping/Scanning	4,000	0	4,000	4,000	9,000
5866	Fingerprinting new employee	0	0	50	88	0
5872	Controller Admin	8,000	7,177	8,500	7,293	10,000
5969	Other special dept expense	0	50	100	375	100
<b>5000</b>	<b>SERVICES &amp; SUPPLIES SUBTOTAL</b>	<b>230,731</b>	<b>102,530</b>	<b>150,721</b>	<b>130,318</b>	<b>165,023</b>
6712	Telephone	0	0	0	0	900
6713	ISD (Automation Services)	8,842	8,663	12,000	6,500	8,000
6714	Rent	16,744	16,744	17,059	17,059	20,737
6717	Motor Pool	78	78	78	78	0
6725	Gen'l Liability	9,500	8,423	9,600	9,000	10,000
6727	Bond Insurance	70	68	72	72	85

LAFCo	Final Draft FY 25-26 Budget	Adopted FY 23-24	Actuals FY 23-24	Adopted FY 24-25	Estimated Actuals FY 24-25	Final Draft Proposed FY 25-26
	<b>Expenditures</b>					
6732	County Attorney's Office	40,000	56,244	80,000	50,000	70,000
6733	Human Resources	100	71	100	72	100
6738	Countywide Security	150	149	180	173	190
6739	All Other Charges (Accounting Software)	100	88	320	0	650
6751	Card key services	200	169	250	216	250
6752	ISD Software Licenses	0	0	0		1,300
6758	ISD Support Service	0	0	0		4,600
6821	A 87 Charges/County Cost Allocation	18,000	15,079	27,000	25,504	0
<b>6000</b>	<b>OTHER CHARGES SUBTOTAL</b>	<b>93,784</b>	<b>105,776</b>	<b>146,659</b>	<b>108,674</b>	<b>116,812</b>
	<b>Subtotal Appropriations</b>	<b>786,030</b>	<b>613,798</b>	<b>796,094</b>	<b>691,270</b>	<b>828,897</b>
<b>8612</b>	<b>Reserve</b>	60,000	0	94,924	0	94,924
	Special Reserve	0	0	0	0	0
	<b>Total Appropriations Budget</b>	<b>846,030</b>	<b>613,798</b>	<b>891,018</b>	<b>691,270</b>	<b>923,821</b>
	<b>Revenues</b>					
2421	Application Fees	35,000	53,520	35,000	20,000	30,000
2600	Miscellaneous Revenue	0	75	0	0	0
1521	Interest	200	16,995	8,000	20,000	8,000
	<b>Intergov. Rev. (County/City/Dist)</b>	<b>553,122</b>	<b>553,122</b>	<b>713,094</b>	<b>713,085</b>	<b>720,897</b>
	<b>Total Revenues</b>	<b>846,029</b>	<b>750,121</b>	<b>891,018</b>	<b>888,009</b>	<b>923,821</b>
	<b>Fund Balance Offset</b>			<b>134,924</b>	<b>134,924</b>	<b>164,924</b>
	<b>City/District/County 1/3 Apportionment</b>	<b>184,374</b>	<b>184,374</b>	<b>237,698</b>	<b>237,695</b>	<b>240,299</b>
	<b>Fund Balance</b>					
3333	Fund Balance	257,707	134,924	134,924	196,739	217,948

## Draft MSR Workplans for Fiscal Years 2023-2031

Fiscal Year	By Region and Service Type
<b>23-24</b>	<ol style="list-style-type: none"> <li>1. City of Burlingame – <i>Adopted October 2023</i></li> <li>2. City of Hillsborough - <i>Adopted October 2023</i></li> <li>3. City of San Bruno –<i>Adopted in May 2024</i></li> <li>4. Broadmoor Police Protection District - <i>Adopted in May 2024</i></li> </ol>
<b>24-25</b>	<ol style="list-style-type: none"> <li>1. City of Foster City – <i>Adopted September 2024</i></li> <li>2. City of Millbrae - <i>Adopted January 2025</i></li> <li>3. San Mateo County Harbor District Update - <i>Adoption in March 2025</i></li> <li>4. Coastside Fire Protection District - <i>Proposed Adoption in May 2025</i></li> </ol>
<b>25-26</b>	<ol style="list-style-type: none"> <li>1. South County Part 1 – <i>Proposed Adoption in September 2025</i> <ol style="list-style-type: none"> <li>a. Town of Portola Valley</li> <li>b. Town of Woodside</li> <li>c. Los Trancos Maintenance District</li> <li>d. CSA 7</li> <li>e. La Honda Lighting Maintenance District</li> </ol> </li> <li>2. Ladera Recreation District and Highlands Recreation District – <i>Proposed Adoption in May 2026</i></li> </ol>
<b>26-27</b>	<ol style="list-style-type: none"> <li>1. South County Part 2 - <ol style="list-style-type: none"> <li>a. Town of Atherton</li> <li>b. Atherton Channel Drainage District</li> <li>c. City of Menlo Park and Special Districts</li> <li>d. Menlo Park Highway Lighting District</li> </ol> </li> <li>2. Menlo Park Fire Protection District and Woodside Fire Protection District</li> </ol>
<b>27-28</b>	<ol style="list-style-type: none"> <li>1. Coastside: <ol style="list-style-type: none"> <li>a. City of Half Moon Bay</li> <li>b. CSAs 6, 10, 11, and 12</li> <li>c. Coastside County Water District</li> <li>d. Granada Community Services District</li> <li>e. Granada Highway Lighting District</li> <li>f. Montara Highway Lighting District</li> <li>g. Montara Water and Sanitary District</li> </ol> </li> <li>2. Midpeninsula Regional Open Space District</li> </ol>

<p style="text-align: center;"><b>28-29</b></p>	<p>1. South/Central County –</p> <ul style="list-style-type: none"> <li>a. City of Redwood City</li> <li>b. City of San Carlos</li> <li>c. City of Belmont</li> <li>d. Edgewood Sewer Maintenance District</li> <li>e. Emerald Lake Heights Sewer Maintenance District</li> <li>f. Fair Oaks Sewer Maintenance District</li> <li>g. Kensington Square Sewer Maintenance District</li> <li>h. Oak Knoll Sewer Maintenance District</li> <li>i. Emerald Lake Heights Highway Lighting District</li> <li>j. CSA 8</li> <li>k. Belmont Highway Lighting District</li> <li>l. Harbor Industrial Sewer Maintenance District</li> <li>m. Devonshire Co. Sanitation District</li> <li>n. Scenic Heights County Sanitation District</li> <li>o. Belmont Fire Protection District</li> </ul> <p>2. Mid-Peninsula Water District</p>
<p style="text-align: center;"><b>29-30</b></p>	<p>1. San Mateo County Mosquito &amp; Vector Control District</p> <p>2. Peninsula Health Care District and Sequoia Healthcare District (Consultant)</p> <p>3. Central County –</p> <ul style="list-style-type: none"> <li>a. City of San Mateo</li> <li>b. City of Burlingame</li> <li>c. Town of Hillsborough</li> <li>d. City of Foster City</li> <li>e. Estero Municipal Improvement District</li> <li>f. Burlingame Hills Sewer Maintenance District</li> <li>g. Crystal Springs County Sanitation District</li> <li>h. Bel-Aire Lighting Maintenance District</li> <li>i. Enchanted Hills Lighting Maintenance District</li> <li>j. County Service Area No. 1</li> </ul>
<p style="text-align: center;"><b>30-31</b></p>	<p>North County Part 1 –</p> <ul style="list-style-type: none"> <li>a. City of Daly City</li> <li>b. Town of Colma</li> <li>c. City of Brisbane</li> <li>d. City of Pacifica</li> <li>e. North San Mateo County Sanitation District</li> <li>f. Broadmoor Police Protection District</li> <li>g. Colma Fire Protection District</li> <li>h. Guadalupe Valley Municipal Improvement District</li> <li>i. Bayshore Sanitary District</li> <li>j. Colma Highway Lighting District</li> </ul>

**Not Yet  
Scheduled**

- South County Part 3 –
- a. City of East Palo Alto
  - b. West Bay Sanitary District
  - c. East Palo Alto Sanitary District

- North County Part 2 –
- a. City of San Bruno
  - b. City of Millbrae
  - c. City of South San Francisco
  - d. Westborough Water District
- San Mateo Resource Conversation  
San Mateo County Harbor District

List of Completed Municipal Service Reviews (MSR)		
Agency	Date of Last MSR	Notes
Los Trancos Maintenance District	2006	
Town of Portola Valley	2007	South County
Town of Woodside	2007	South County
Ladera Recreation District	2007	South County
Town of Atherton, Atherton Channel Drainage District	2008	South County
City of Half Moon Bay	2008	Coastside
County Service Area No. 6 (Princeton-by-the-Sea)	2008	Coastside
County Service Area No. 10 (Montara Parks)	2008	Coastside
County Service Area No. 12 (Montara/Moss Beach)	2008	Coastside
Coastside County Water District	2008	Coastside
Granada Community Services District	2008	Coastside
Montara Water and Sanitary District	2008	Coastside
Montara Highway Lighting District	2008	Coastside
Granada Highway Lighting District	2008	Coastside
City of Menlo Park/Menlo Park Highway Lighting District	2009	South County
Menlo Park Fire Protection District	2009	South County
Woodside Fire Protection District	2009	South County
City of Redwood City/Edgewood Sewer Maintenance District/Emerald Lake Heights Sewer Maintenance District/Fair Oaks Sewer Maintenance District/Kensington Square Sewer Maintenance District/Oak Knoll Sewer Maintenance District/Emerald Lake Heights Highway Lighting District, County Service Area No 8 (North Fair Oaks)	2011	South County
City of Belmont/Belmont Highway Lighting District/Harbor Industrial Sewer Maintenance District	2011	South County
City of San Carlos /Devonshire Co. Sanitation Dist/Scenic Heights County Sanitation Dist.	2011	South County
County Service Area No. 7 (Sam McDonald Park)/La Honda Lighting Maintenance District	2011	Rural Coast
Mid-Peninsula Water District	2011	South County
Belmont Fire Protection District	2011	South County
Highlands Recreation District	2012	Central County
San Mateo County Mosquito and Vector Control District	2012	Regional (also in 2003)
City of San Mateo	2013	South County
Crystal Springs County Sanitation District/Bel-Aire Lighting Maintenance District/Enchanted Hills Lighting Maintenance District	2013	Central County
County Service Area No. 1 (Highlands)	2013	Central County
Midpeninsula Regional Open Space District	2013	Regional (also in 2003)
City of Brisbane	2015	Central County
City of Daly City	2015	North County
City of Pacifica	2015	North County
North San Mateo County Sanitation District	2015	North County
North Coast County Water District	2015	North County
Bayshore Sanitary District	2015	North County
Guadalupe Valley Municipal Improvement District	2015	North County
Colma Highway Lighting District	2015	Requested by Town/Regional (also in 2007)
Town of Colma	2015	Requested by agency (2007) and North County (2015)

**List of Completed Municipal Service Reviews (MSR)**

<b>Agency</b>	<b>Date of Last MSR</b>	<b>Notes</b>
Colma Fire Protection District	2015	Requested by Town of Colma/Regional (also in 2007)
Peninsula Health Care District	2017	Regional (also in 2007)
Sequoia Healthcare District	2017	Regional (also in 2007)
San Mateo County Resource Conservation District	2021	Regional (also in 2006)
City of South San Francisco	2022	
Westborough Water District	2022	
City of East Palo Alto	2022	South County (also in 2009)
East Palo Alto Sanitary District	2022	South County (also in 2009)
West Bay Sanitary District	2022	South County (also in 2009)
County Service Area No. 11 (Pescadero)/Pescadero Highway Lighting District	2022	Rural Coast (also in 2011)
City of Burlingame/Burlingame Hills Sewer Maintenance District	2023	
Town of Hillsborough	2023	
Broadmoor Police Protection District	2024	also in 2007 and 2015; special study in 2022
City of Foster City/Estero Municipal Improvement District	2024	
City of San Bruno	2024	
City of Millbrae	2025	
Coastside Fire Protection District	2025	Previous MSR in 2005 was requested by community (As Half Moon Bay Fire Protection District and Point Montara Fire Protection District)
San Mateo County Harbor District	2025	also in 2006 and 2015

RESOLUTION NO. 1340

**RESOLUTION OF THE  
SAN MATEO LOCAL AGENCY FORMATION COMMISSION  
APPROVING THE FINAL  
2025-2026 FISCAL YEAR BUDGET AND WORK PROGRAM**

**RESOLVED**, by the Local Agency Formation Commission of the County of San Mateo, State of California that:

**WHEREAS**, Section 56381 of the Cortese Knox Hertzberg Local Government Reorganization Act of 2000 provides that the LAFCo Commission shall adopt a “Proposed” and “Final” budget; and

**WHEREAS**, Section 56381 provides that a Final budget be adopted by the Commission by June 15; and

**WHEREAS**, the Final Budget was circulated to the County, the cities and independent special districts for review and no comments were received; and

**WHEREAS**, the Commission has considered the Final Budget and Workplan at a noticed public hearing and received public comment on May 14, 2025; and

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the San Mateo Local Agency Formation Commission hereby adopts the Proposed Budget for Fiscal Year 2025-2026 of \$923,821 as shown in Exhibit A and directs the Executive Officer to distribute it to the County, cities and independent special districts and forward a copy to the County Controller’s Office for apportionment.

Regularly passed and adopted this \_\_\_\_ day of \_\_\_\_\_

Ayes and in favor of said resolution:

Commissioners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

Noes and against said resolution:

\_\_\_\_\_

Commissioners Absent and/or Abstentions:

Commissioners:

\_\_\_\_\_

\_\_\_\_\_  
Chair  
Local Agency Formation Commission  
County of San Mateo  
State of California

ATTEST:

\_\_\_\_\_  
Executive Officer  
Local Agency Formation Commission

Date: \_\_\_\_\_

I certify that this is a true and correct copy of the resolution above set forth.

Date: \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Commission  
Local Agency Formation Commission



## LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

**May 14, 2025**

**To:** LAFCo Commissioners

**From:** Rob Bartoli, Executive Officer

**Subject:** Consideration of Adoption of Revised LAFCo Schedule of Processing Fees

### **Background**

The Cortese-Knox-Hertzberg (CKH) Act governing LAFCo operations authorizes the Commission to establish a schedule of fees for processing applications and provides that the fees shall not exceed the estimated reasonable cost of providing the service. Processing fees must be adopted by resolution following a noticed public hearing as part of a regularly scheduled meeting. During the FY19-20 budget process, a recommendation was made and adopted by the Commission to review fees every two years. Fees were last revised in 2023 as part of the FY23-24 Budget process.

San Mateo LAFCo's fee schedule categories include acreage and type of reorganization proposal. Fees are based on the level of complexity of applications, County salary and benefit increases, and other service cost increases such as rent and County Attorney's Office charges.

### **Summary**

The recommended revisions to the annexation/detachment fees account for increases in LAFCo staff salary and benefits and the additional complexity and requirements related to processing applications. These fees were calculated based on an estimate of staff time to process the application and the hourly rate for each portion of the application. On average, the fees for minor and major annexations are proposed to be increased by 17%.

Annexations and Outside Service Agreements that are less than 5 acres in size are the most common type of applications received by LAFCo. The highest proposed application fee for an application would be a major application fee of \$5,691. This application fee is on par with Alameda, Contra Costa, Marin, Napa, Orange, Santa Clara, and Sonoma LAFCos. Fees for other types of actions are proposed to remain at actual costs based on staff hourly rates. The proposed

LAFCo fee schedule has also been updated with a new table showing staff's fully burdened hourly rate (salary, benefits, and administrative costs).

The Commission has historically adopted fees with the goal of recovering a larger share of processing costs for individual proposals while not discouraging boundary change applications.

**Committee Review**

The Budget Committee reviewed the proposed fee schedule and did not propose any changes to the fee schedule.

**Commission Review and Public Notice**

The Proposed Revised Schedule of Processing Fees was unanimously recommended for approval by the Commission at the March 19, 2025 meeting. Public notices were circulated in the San Mateo County Times and to affected agencies. No comments have been received as of the publication of this report.

**Recommendation:**

By resolution, adopt the proposed LAFCo Processing Fee Schedule for FY 2025-27. If adopted, the FY 2025-27 Fee Schedule would become effective 60 days after adoption by the Commission.

**Attachments**

- A. Proposed 2025 Processing Fee Schedule
- B. Adopted 2023 Processing Fee Schedule
- C. Resolution No. 1341

**SAN MATEO LAFCo FEE SCHEDULE**  
 Effective for Applications Accepted for Filing  
 On or After July 21, 2025

**PROCESSING FEES**

(CA Government Code Sections 56383, 56654, and 56428)

Annexation or Detachment (City, District, or County Service Area)	Minor Applications (100% consent of property owners and exempt from CEQA)	Major Applications (Less than 100% consent of property owners or is not exempt from CEQA)
<u>Acres</u>		
1.0 or less	<del>\$2,442</del>	<del>\$3,592</del>
1- 4.9	<del>\$3,870</del>	<del>\$5,691</del>
5- 9.9	<del>\$4,364</del>	<del>\$6,418</del>
10- 19.9	<del>\$4,734</del>	<del>\$6,962</del>
20- 29.9	<del>\$5,836</del>	<del>\$8,582</del>
30- 49.9	<del>\$6,801</del>	<del>\$10,000</del>
50 +	<del>\$7,644</del>	<del>\$11,240</del>

- Deleted:** \$2,028
- Deleted:** \$2,982
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- Deleted:** \$5,827
- Deleted:** \$8,568
- Deleted:** \$6,578
- Deleted:** \$9,674

**OTHER ACTIONS**

Outside Service Agreement	Same as acreage fees above
Consolidation/Merger/Dissolution/Subsidiary District (Excludes legal notice and election costs)	Actual Cost
District Formation	Actual Cost
Municipal Service Review (Not initiated by LAFCo)	Actual Cost
Application for Activation or Divestiture of Special District Powers	Actual Cost
Dissolution for Inactivity	\$650
Incorporation/Disincorporation	Actual Cost
State Controller's Review of Comprehensive Fiscal Analysis	Actual Cost
Reorganization (two or more changes of organization included in one proposal)	Sum of Fees for Individual Actions, less 20%
Noticed public hearing (if required)	Actual Preparation and Publication Cost
Sphere of Influence Revision/Municipal Service Review	Actual Cost
Reconsideration	Actual cost/Deposit of \$650
Request for time extension	\$300
Request to hold special meeting	Actual Cost
Outside/Special Legal Fee	Actual Cost
Petition Verification	Actual Cost

**Deleted:** pursuant to Section 56857

**LAFCO STAFF HOURLY RATES**

Fully burdened LAFCo staff hourly rates:

Position	Hourly Rate
Executive Officer	<del>\$246</del>
Management Analyst	<del>\$148</del>
LAFCo Clerk	<del>\$103</del>
Legal Counsel	<del>\$268</del>

- Deleted: \$193
- Deleted: \$137
- Deleted: \$96
- Deleted: \$232

**ENVIRONMENTAL REVIEW**  
(P.R.C. Section 21089)

CEQA Exemption	No Charge
Review of Lead Agency's Negative Declaration or Environmental Impact or determination that preparation of Negative Declaration or Environmental Impact Report is required	\$325 plus Publication Cost
Preparation of a Negative Declaration or Environmental Impact Report	Actual Cost

**COUNTY AND STATE FEES**

The following fees are charged by State and County agencies and are listed below as public information to applicants. May be amended by State/County.

Department of Fish and Wildlife Fees (Fish and Game Code Sec. 711.4): (set by State/County)	
County Clerk - Document Handling Fee	\$50.00
Department of Fish and Wildlife CEQA Filing Fees	For specific information regarding filing fees for Negative Declarations or Environment Impact Reports, please refer to California Department of Fish and Wildlife <a href="https://www.wildlife.ca.gov/Conservation/CEQA">https://www.wildlife.ca.gov/Conservation/CEQA</a>
The above fees may be required where LAFCo is the lead agency for environmental review and will be collected by LAFCo for transmittal to the County Clerk.	
Where LAFCo is responsible agency, copies of original Notice of Determination and receipt by Lead Agency is required.	
State Board of Equalization Fees (Government Code Section 54902.5)	
The conducting agency (city, county or district) may collect a State Board of Equalization filing fee for submittal to LAFCo with final proposal documents. The fee is based on acreage. Please refer to the State Board of Equalization ( <a href="http://www.boe.ca.gov/">http://www.boe.ca.gov/</a> ) fee schedule and consult LAFCo staff for details. Checks of this fee should be made to the State Board of Equalization Fees and submitted to San Mateo LAFCo for filing.	
County Department of Public Works Fees	Hourly rate of Public Works staff

**ADMINISTRATIVE FEES**

Photocopies	\$0.10 per page
Publications	Will be set for each publication
Conforming Copy	\$10.00 check payable to San Mateo County Recorder
Duplication of Meeting Record	Actual Cost

EXCEPTIONS: LAFCo processing fees may be waived by the Commission if financial hardship is demonstrated OR if the application is in response to a LAFCo condition or recommendation. State and County Clerk fees may not be waived.

~~Draft 2/26/2025~~

**Deleted:** Revised 5/17/23, effective 7/18/23

**SAN MATEO LAFCo FEE SCHEDULE**  
Effective for Applications Accepted for Filing  
On or After July 18, 2023

**PROCESSING FEES**

**(CA Government Code Sections 56383, 56654, and 56428)**

Annexation or Detachment (City, District, or County Service Area)	Minor Applications (100% consent of property owners and exempt from CEQA)	Major Applications (Less than 100% consent of property owners or is not exempt from CEQA)
<u>Acres</u>		
1 or less	\$2,028	\$2,982
1.1 – 4.9	\$3,308	\$4,864
5 – 9.9	\$3,740	\$5,499
10 – 19.9	\$4,080	\$6,000
20 – 29.9	\$4,979	\$7,323
30 – 49.9	\$5,827	\$8,568
50 +	\$6,578	\$9,674

**OTHER ACTIONS**

Outside Service Agreement	Same as acreage fees above
Consolidation/Merger/Dissolution/Subsidiary District (Excludes legal notice and election costs)	Actual Cost
District Formation	Actual Cost
Municipal Service Review (Not initiated by LAFCo)	Actual Cost
Application for Activation or Divestiture of Special District Powers	Actual Cost
Dissolution for Inactivity	\$650
Incorporation/Disincorporation	Actual Cost
State Controller's Review of Comprehensive Fiscal Analysis	Actual Cost
Reorganization (two or more changes of organization included in one proposal)	Sum of Fees for Individual Actions, less 20%
Noticed public hearing (if required)	Actual Preparation and Publication Cost
Sphere of Influence Revision/Municipal Service Review	Actual Cost
Reconsideration pursuant to Section 56857	Actual cost/Deposit of \$650
Request for time extension	\$300
Request to hold special meeting	Actual Cost
Outside/Special Legal Fee	Actual Cost
Petition Verification	Actual Cost

**LAFCO STAFF HOURLY RATES**

Fully burdened LAFCo staff hourly rates:

<b>Position</b>	<b>Hourly Rate</b>
Executive Officer	\$193
Management Analyst	\$137
LAFCo Clerk	\$96
Legal Counsel	\$232

**ENVIRONMENTALREVIEW**  
**(P.R.C. Section 21089)**

CEQA Exemption	No Charge
Review of Lead Agency’s Negative Declaration or Environmental Impact or determination that preparation of Negative Declaration or Environmental Impact Report is required	\$325 plus Publication Cost
Preparation of a Negative Declaration or Environmental Impact Report	Actual Cost

**COUNTY AND STATE FEES**

The following fees are charged by State and County agencies and are listed below as public information to applicants. May be amended by State/County.

Department of Fish and Wildlife Fees (Fish and Game Code Sec. 711.4): (set by State/County)	
County Clerk - Document Handling Fee	\$50.00
Department of Fish and Wildlife CEQA Filing Fees	For specific information regarding filing fees for Negative Declarations or Environment Impact Reports, please refer to California Department of Fish and Wildlife <a href="https://www.wildlife.ca.gov/Conservation/CEQA">https://www.wildlife.ca.gov/Conservation/CEQA</a>
The above fees may be required where LAFCo is the lead agency for environmental review and will be collected by LAFCo for transmittal to the County Clerk.  Where LAFCo is responsible agency, copies of original Notice of Determination and receipt by Lead Agency is required.	
State Board of Equalization Fees (Government Code Section 54902.5)	
The conducting agency (city, county or district) may collect a State Board of Equalization filing fee for submittal to LAFCo with final proposal documents. The fee is based on acreage. Please refer to the State Board of Equalization ( <a href="http://www.boe.ca.gov/">http://www.boe.ca.gov/</a> ) fee schedule and consult LAFCo staff for details. Checks of this fee should be made to the State Board of Equalization Fees and submitted to San Mateo LAFCo for filing.	
County Department of Public Works Fees	Hourly rate of Public Works staff

**ADMINISTRATIVE FEES**

Photocopies	\$0.10 per page
Publications	Will be set for each publication
Conforming Copy	\$10.00 check payable to San Mateo County Recorder
Duplication of Meeting Record	Actual Cost

EXCEPTIONS: LAFCo processing fees may be waived by the Commission if financial hardship is demonstrated OR if the application is in response to a LAFCo condition or recommendation. State and County Clerk fees may not be waived.

*Revised 5/17/23, effective 7/18/23*

RESOLUTION NO. 1341

**RESOLUTION OF THE  
SAN MATEO LOCAL AGENCY FORMATION COMMISSION  
APPROVING THE REVISED SCHEDULE OF PROCESSING FEES**

**RESOLVED**, by the Local Agency Formation Commission of the County of San Mateo, State of California that:

**WHEREAS**, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 et seq.) authorizes the Local Agency Formation Commission County of San Mateo to adopt a fee schedule; and

**WHEREAS**, the Commission last established and adopted by resolution a revised fee schedule on May 17, 2023 in a manner provided by law; and

**WHEREAS**, the Commission reviewed the proposed fee schedule update as on March 19, 2025; and

**WHEREAS**, the Commission has scheduled and noticed a public hearing on May 21, 2025 to consider taking formal action on the proposed comprehensive fee update; and

**WHEREAS**, the Commission has heard and fully considered all written and verbal comments provided on the proposed comprehensive update to the fee schedule; and

**WHEREAS**, the Commission has considered the proposed fee schedule at a noticed public hearing and received public comment; and

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the San Mateo Local Agency Formation Commission hereby adopts the proposed comprehensive update to the fee schedule shown as Exhibit A with an effective date of July 21, 2025, 60 days after adoption.

Regularly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_.

Ayes and in favor of said resolution:

Commissioners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noes and against said resolution:

Commissioner(s):

\_\_\_\_\_

Absent and/or Abstentions:

Commissioner(s):

\_\_\_\_\_

\_\_\_\_\_  
Chair  
Local Agency Formation Commission  
County of San Mateo  
State of California

ATTEST:

\_\_\_\_\_  
Rob Bartoli  
Executive Officer  
Local Agency Formation Commission

Date: \_\_\_\_\_

I certify that this is a true and correct copy of the resolution above set forth.

\_\_\_\_\_  
Clerk to the Commission  
Local Agency Formation Commission

Date: \_\_\_\_\_

SAN MATEO

**LOCAL AGENCY FORMATION COMMISSION**

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

**May 14, 2025****To:** LAFCo Commissioners**From:** Rob Bartoli, Executive Officer**Subject:** Consideration of a Resolution Authorizing an Agreement with the County of San Mateo for Staffing, Legal Counsel, Office Space, and Supplies for Fiscal Year 2025-26**Summary**

The Commission's adopted appropriations budget includes funds for a contract with San Mateo County for staffing, facilities, and legal counsel. The attached agreement sets forth the service provided by the County. Staff recommends that the Commission adopt a resolution authorizing the Chair to execute the attached agreement with San Mateo County for the Fiscal Year 2025-2026 in the amount of \$817,897.

**Background**

Section 56380 of the Cortese-Knox-Hertzberg Act authorizes the Commission to appoint staff and provides that the Commission can contract for services with another public agency. Section 56384 sets forth that the Commission shall appoint an Executive Officer to conduct and perform the day-to-day business of the Commission. The budget adopted by the Commission includes an appropriation for continuation of this arrangement in FY 2025-26. The not-to-exceed contract amount of \$817,897 includes funds for staff services including the Executive Officer, Management Analyst, shared clerical position, rent, legal services, and supplies. Funds for outside auditing services and reserve funds are not included in the contract amount. As a not-to-exceed contract, savings in services result in fund balance carry-over at the end of the fiscal year.

Services to be provided are detailed in the attached agreement and include: preparing staff analyses, reports, findings, and other agenda materials relating to boundary proposals and any other matters within the Commission's authority; calling, noticing, and clerking LAFCo meetings; preparing, mailing, publishing, and maintaining records of LAFCo agendas, notices, and other required documents; providing information and assistance to interested public

agencies and individuals; providing fiscal support and preparing budgets; and informing the Commission of legislation of interest to or affecting LAFCo, and correspondence and matters of interest to the Commission.

**Recommended Commission Action, By Resolution**

It is respectfully recommended that the Commission, by resolution, authorize the Chair to execute the attached agreement with the County of San Mateo for staffing and support services in the amount of \$817,897 for FY 25-26.

**Attachments**

- A. Agreement for Support Services for FY 25-26
- B. Resolution No. 1342

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO  
AND THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION  
FOR SUPPORT SERVICES**

This Agreement is made on \_\_\_\_\_, 2025, by and between the County of San Mateo (“County”) located at 500 County Center, Redwood City, California, and the San Mateo County Local Agency Formation Commission (“LAFCo” or “the Commission”) located at 455 County Center, 2<sup>nd</sup> Floor, Redwood City, California.

**WITNESSETH**

**WHEREAS**, Government Code Section 56380 provides that the Commission shall make its own provision for necessary quarters, equipment, and supplies as well as personnel and the Commission may choose to contract with any public agency or private party for personnel and facilities; and

**WHEREAS**, Government Code section 56384 (a), of the Cortese-Knox-Hertzberg Reorganization Act of 2000, Government Code section 56000, et seq., (“the Act”) provides: “The Commission shall appoint an Executive Officer who shall conduct and perform the day-to-day business of the Commission. If the Executive Officer is subject to a conflict of interest on a matter before the Commission, the Commission shall appoint an alternate Executive Officer;” and

**WHEREAS**, Government Code section 56384 (a) of the Act further provides: “The Commission may recover its costs by charging fees pursuant to Section 56383;” and

**WHEREAS**, Government Code section 56384 (b) of the Act provides “The Commission shall appoint legal counsel to advise it. If the Commission’s counsel is subject to a conflict of interest on a matter before the Commission, the Commission shall appoint alternate legal counsel to advise it;” and

**WHEREAS**, Government Code section 56384 (b) of the Act further provides that “The Commission may recover its costs [for legal services] by charging fees pursuant to Section 56383;”

NOW THEREFORE, in order to implement the above-described provisions of the Act, the parties enter the following agreement:

**AGREEMENT**

**1. SERVICES TO BE PROVIDED BY COUNTY:**

**A. APPOINTMENT OF EXECUTIVE OFFICER.** The County shall appoint and designate a County employee, whose appointment and designation shall be subject to approval by LAFCo, to perform LAFCo day-to-day activities. For purposes of LAFCo activities, said appointee shall have the title of LAFCo Executive Officer. The appointee shall, with assistance of the management analyst and Commission clerk, provide the following services, including but not limited to the following:

- 1) Preparing staff analyses, reports, proposed findings and other agenda materials for the LAFCo Commission relating to boundary proposals, contracts for provision of new and extended services outside city and district jurisdictional boundaries, sphere of influence amendments, periodic review of sphere of influence designations and any other matters that are within the Commission's authority under the Act.
- 2) Calling and noticing Commission meetings in accordance with the Act and LAFCo policies and procedures.
- 3) Preparing, mailing, filing, publishing and keeping records of agendas, notices and other required official documents on behalf of the LAFCo Commission.
- 4) Responding to inquiries and providing information and technical assistance to interested public agencies and individuals.
- 5) Providing supporting fiscal services such as the development of the annual LAFCo budget, management of LAFCo financial accounts including the processing of LAFCo fees and charges, the processing of payment of Commission charges and expenses, and the preparation of required fiscal reports.

6) Informing LAFCo Commissioners of new legislation, correspondence with the Commission, CALAFCO activities, current events and matters of interest related to LAFCo.

**B. PROVISION OF RELATED SERVICES.** In addition, County shall provide LAFCo with related support services and supplies, including the following:

1. A Management Analyst who shall conduct administrative, research, analytical tasks;
2. Fiscal Office Specialist who shall process LAFCo accounts receivable, accounts payable, and payroll for LAFCo staff and Commission in accordance with County policy and standards;
3. County budget office support for coordination and input of the budget as adopted by LAFCo Commission into County budget documents;
4. County Controller support for administering the apportionment and collection of LAFCo budget to county, cities, and special districts;
5. County Attorney services as listed in Section E;
6. Information Services Department services for computer support, connectivity, and telephone;
7. Workspaces for LAFCo staff;
8. A half-time administrative secretary who shall serve as the Clerk to the Commission;
9. County printer/copiers and mailing services;
10. Graphics and GIS/Mapping support;
11. Human resources for hiring, on-boarding of staff, and benefits administration;
12. Employee liability insurance;
13. Video recording of Commission meetings;
14. General office equipment and supplies;
15. Motor pool services.

The level or type of services and the cost of providing those services may vary from time to time upon agreement of LAFCo and the County Executive or the Executive's designee.

**C. APPOINTMENT OF ALTERNATE EXECUTIVE OFFICER IN CASE OF CONFLICT; PAYMENT OF COSTS BY APPLICANT.** If the Commission determines that a conflict of interest exists for its Executive Officer in a matter before the Commission, the Commission shall appoint an Alternate Executive Officer for the purpose of that matter only. In such a conflict situation, the Commission may make final approval of a proposal contingent upon payment of any outstanding costs in excess of the deposit on hand with the County Auditor. The Commission may require an applicant to bear the costs of an Alternate Executive Officer. The Commission shall require an applicant who is to bear the costs of an Alternate Executive Officer to put on deposit with the County Auditor funds deemed by the Commission to be sufficient to cover associated costs in advance of the Commission's appointment of an Alternate Executive Officer. The County Auditor shall return to the applicant any unexpended portion of funds on deposit at the conclusion of the matter for which Alternate Executive Officer was appointed and upon confirmation from the Executive Officer that all billing matters have been resolved.

**D. LAFCO'S PAYMENT TO COUNTY FOR OFFICES, SERVICES, SUPPLIES, AND STAFF.** Except as specified in subsection F, below, in consideration of the County's provision of offices, services, supplies, and staff pursuant to subsection B, above, LAFCo shall pay to County at a rate equal to the County's actual cost of providing said offices, services, supplies and staff, which may vary from time to time upon agreement of LAFCo and the County Executive or the Executive's designee.

**E. APPOINTMENT OF LEGAL COUNSEL.** In addition to the other County services described herein, LAFCo hereby appoints the County Attorney's Office as its legal counsel. The County, through the office of the County Attorney, will provide all legal services required by LAFCo. These services shall include, but are not limited to:

- 1) Providing day-to-day legal advice to LAFCo and staff;
- 2) Reviewing and advising on contracts;

- 3) Attending LAFCo Commission meetings and other meetings as requested;
- 4) Defending and conducting litigation and administrative actions concerning LAFCo.

**F. RATE OF PAYMENT FOR LEGAL SERVICES.** In consideration of the County's provision of legal services, LAFCo shall pay to County a single rate of \$268 per hour. The County Attorney's Office will submit invoices to LAFCo quarterly for legal services, which invoices shall be payable upon receipt.

**G. APPOINTMENT OF ALTERNATE LEGAL COUNSEL IN CASE OF CONFLICT; PAYMENT OF LEGAL FEES BY APPLICANT.** If the Commission determines that a conflict of interest exists for the County Attorney in a matter before the Commission, the Commission shall appoint alternate legal counsel for purposes of that matter only. The Commission may require an applicant to bear the costs of alternate legal counsel. The Commission shall require an applicant who is to bear the costs of alternate legal counsel to put on deposit with the County Auditor funds deemed by the Commission to be sufficient to cover associated costs in advance of the Commission's appointment of alternate legal counsel. In such a conflict situation, the Commission may make final approval of a proposal contingent upon payment of any outstanding costs in excess of the deposit on hand with the County Auditor. The County Auditor shall return to the applicant any unexpended portion of funds on deposit at the conclusion of the matter for which alternate legal counsel was appointed and upon confirmation from the Executive Officer that all billing matters have been resolved.

**H. LAFCO'S MAXIMUM FISCAL OBLIGATION.** In consideration of all services, and supplies described herein, LAFCo shall pay the County an amount not to exceed \$817,897. In the event LAFCo requires or requests additional services and supplies, the parties may negotiate and agree to an amendment to this agreement. The parties agree that the County need not provide any services or supplies for which it is not compensated unless required by state law.

I. **TERM**. The term of this agreement shall be from July 1, 2025 to June 30, 2026 unless terminated earlier pursuant to this agreement. Either party may terminate this agreement for any reason upon 30-day notice to the other party.

J. **MERGER CLAUSE**. This agreement constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

**IT WITNESS WHEREOF**, the parties hereto, or their duly authorized representative, affix their hands.

San Mateo Local Agency Formation Commission

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chair of the Commission

County of San Mateo

Dated: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Supervisors

RESOLUTION NO. 1342

**RESOLUTION OF THE  
SAN MATEO LOCAL AGENCY FORMATION COMMISSION  
AUTHORIZING A CONTRACT WITH THE COUNTY OF SAN MATEO  
TO FURNISH NECESSARY STAFFING, QUARTERS,  
SUPPLIES & LEGAL SERVICES FOR THE 2025-2026 FISCAL YEAR**

**RESOLVED**, by the Local Agency Formation Commission of the County of San Mateo (LAFCo), State of California, that:

**WHEREAS**, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Act) provides that LAFCo shall appoint an Executive Officer to perform the day-to-day business of the Commission; and

**WHEREAS**, the Act provides that LAFCo shall appoint legal counsel, its own staff, including Executive Officer; and

**WHEREAS**, LAFCo may contract with another public agency for these services.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Commission hereby authorizes the Chair to execute a contract with the County of San Mateo for necessary staffing, quarters, supplies, and legal services, as shown in Exhibit A, in the amount of \$817,897 for Fiscal Year 2025-2026.

Regularly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_.

Ayes and in favor of said resolution:

Commissioners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noes and against said resolution:

Commissioner(s):

\_\_\_\_\_

Absent and/or Abstentions:

Commissioner(s):

\_\_\_\_\_

\_\_\_\_\_  
Chair  
Local Agency Formation Commission  
County of San Mateo  
State of California

ATTEST:

\_\_\_\_\_  
Rob Bartoli  
Executive Officer  
Local Agency Formation Commission

Date: \_\_\_\_\_

I certify that this is a true and correct copy of the resolution above set forth.

\_\_\_\_\_  
Clerk to the Commission  
Local Agency Formation Commission

Date: \_\_\_\_\_

**LOCAL AGENCY FORMATION COMMISSION**

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

**May 14, 2025**

**To:** LAFCo Commissioners

**From:** Rob Bartoli, Executive Officer

**Subject:** Public Member Recruitment Process and Appointment of Public Member Recruitment Committee

**Summary**

Government Code Section 56325 sets forth that the Commission shall consist of seven members selected as follows: two members appointed by the Board of Supervisors, two members selected by the Council of Mayors, two members selected by the presidents of the independent special districts, and one member of the public selected by the other members of the Commission.

In March 2025, Jim O'Neill, the Alternate Public Member resigned from his position. The term of office for this position ends May 2026. The upcoming term begins May 2022 and expires May 2026. A recruitment announcement has been published and circulated on May 9 with an application deadline of June 30.

The Commission's policies on appointment of public members and alternate public members provide for a recruitment committee of three Commissioners. It is therefore requested that the Commission appoint a recruitment committee that would review applications and interview applicants between July 1 and the July 16, 2025 LAFCo meeting, at which they would make their recommendation to the Commission. The 2022 Recruitment Committee consisted of one City member, one County member, and one Special District member.

**Recommended Commission Action**

By motion, appoint three Commission members to the Public Member Recruitment Committee

**LOCAL AGENCY FORMATION COMMISSION**

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**May 14, 2025**

**To:** LAFCo Commissioners  
**From:** Rob Bartoli, Executive Officer  
**Subject:** CALAFCO Update

**Summary**

Executive Officer Bartoli and Clerk Estipona attended the CALAFCO Staff Workshop in Temecula on April 30 to May 2. The Workshop focused on Municipal Service Reviews, a case study of dissolutions of a special districts under SB 938, island annexations policies, infrastructure financing for disadvantaged unincorporated communities, an overview of CEQA, and the LAFCo protest process.

Also, there will be an upcoming Coastal Regional CALAFCO meeting hosted by Pamela Miller on May 28, 2025 that will continue to focus on the challenges and opportunities for CALAFCO. Executive Officer Bartoli will be attending the meeting. If the Commission has any comments that they would like to provide, please provide them at the May 21 meeting or via email to staff.

**Recommended Commission Action:**

Receive report and provide feedback regarding CALAFCO.

**LOCAL AGENCY FORMATION COMMISSION**

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

**May 14, 2025**

**To:** LAFCo Commissioners

**From:** Sarah Flamm, Management Analyst  
Rob Bartoli, Executive Officer

**Subject:** MSR Policy Update: Teleconferencing and Public Comment

**Background**

At the March 19, 2025 LAFCo Meeting, the Commission voted 6-0 to direct LAFCo staff to draft a new MSR policy related to public access and meeting participation at public meetings of the County, cities, and special districts. The draft policy was reviewed by the LAFCo Policy and Legislative Committee on April 23, 2025. The committee unanimously agreed to send the policy document to the full Commission for consideration at the May 21, 2025 meeting.

**Teleconferencing and Remote Public Comment**

San Mateo LAFCo recognizes that public participation at local government meetings is important. Robust public discussion and involvement on governmental issues enhances governmental programs, policies, services, and acts. Hearing public comment on each agenda item before the governing body considers the item ensures that the decision makers have a clear and complete understanding of the public's concerns regarding the item.

Not all members of the public are able to attend their local agency's governing body meetings in person, for various reasons. LAFCo acknowledges that different agencies and communities have a variety of needs and expectations related to public meeting participation based on geographic location, size of the agency and population, and accessibility of meeting locations. Livestreaming governing board meetings via an online streaming platform (e.g. Zoom, YouTube, Granicus) enables members of the public to attend remotely. Streaming public meetings online expands public access to the decision-making process.

The infrastructure and processes enabling the livestreaming practice were developed and widely adopted by government agencies during the COVID-19 pandemic lockdown. This practice lingered, even as in-person meetings resumed. As of April 2025, all 20 cities in San

Mateo County, along with the County of San Mateo, offer the public livestream video and audio of City Council and Board of Supervisor meetings.<sup>1</sup> Of those 20 cities, 15 offer the opportunity for real-time remote public comment during the meetings. For the 21 independent special districts in San Mateo County, five districts do not livestream their board meetings at all and five districts do livestream their board meetings but do not provide opportunity for public comment. The 41 County and city Dependent Special Districts have their governing body meetings during that governing body's normal meeting schedule. For example, County Service Area 11 is governed by the County Board of Supervisors, and deliberates during the Board's regularly scheduled meetings that are available via livestream.

### Existing Regulations

The Brown Act requires governing boards to allow opportunity for public comment at regular meetings.<sup>2</sup> However, the Brown Act does not require (nor does any other law) that governing bodies offer opportunity for remote public comment or remote public access. Some jurisdictions do livestream their public meetings, but do not allow remote public comment. Instead, members of the public must attend in person, or submit written comment prior to the meeting.

Livestreaming is not mandatory. Note that the Brown Act has been amended by the state legislature to include certain teleconferencing provisions for legislative bodies, but none addressing this topic of remote public comment, specifically.<sup>3</sup>

Another area in which the state legislature has addressed accessibility is with the Special Districts Transparency Act (SB 929, 2018).<sup>4</sup> The law states that starting January 1, 2020, all independent special districts must create and consistently maintain a website with specific and detailed information including meeting agendas, clear information on the district's budget and expenditures, compensation reports, and contact information. LAFCo is not an enforcing agent of this law. However, LAFCo does include mention of website accessibility issues, as outlined by SB 929, in the MSR process.

### LAFCo Municipal Service Review to Include Expanded Transparency Component

Section 56430 of the Cortese Knox Hertzberg Local Government Reorganization Act of 2000 requires LAFCo to conduct MSRs prior to establishing or updating spheres of influence.<sup>5</sup> The MSR is intended to help LAFCo, the public, and other agencies better understand the governance and delivery of public services.

As part of the MSR process, LAFCo staff and the Commission make determination on seven areas. Under the current format of San Mateo MSRs, discussions about governing body meetings, issues related to Brown Act, and general agency transparency are described under a

<sup>1</sup> See Attachment A.

<sup>2</sup> Brown Act, Public Comment

<sup>3</sup> <https://legiscan.com/CA/text/AB2449/id/2598323>

<sup>4</sup> [Bill Text: CA SB929 | 2017-2018 | Regular Session | Amended | LegiScan](#)

<sup>5</sup> Government Code Section 56430

section entitled “Accountability and Transparency” (MSR Determination #6). Current text states that every MSR shall analyze:

*“Accountability for community service needs, including governmental structure and operational efficiencies. Analysis will include: public availability of agency budget, agenda, reports and other documents; source data such as organizational charts, budgets, website, survey information provided by agencies; and potential reorganization pursuant to CKH Act, enabling legislation and State legislative policies encouraging efficient delivery of services and logical boundaries.”<sup>6</sup>*

LAFCo staff proposes to the Commission that going forward, the following elements shall be included in the analysis and written answer to MSR Determination #6:

**Livestream Availability**

- 1) Is the board meeting streamed online with video and/or audio available for the remote public to observe in real time?
- 2) How is remote public comment handled during the livestreamed meeting?

**Meeting Notice**

- 3) Prior to the public meeting, is information disseminated regarding how the public can access the meeting remotely (i.e. website address/URL), and how they can provide comment remotely during the meeting?

**Accessibility**

- 4) Are language interpretation/translations services provided? Are modifications or accommodations available for individuals requiring special assistance to participate or view a public meeting.
- 5) Are figures, documents and presentations presented at the meeting viewable by those view and participating remotely?
- 6) Is the streaming platform free and accessible to the non-subscribing public?
- 7) Are video recordings of meetings available for viewing online after the meeting?

**Review by Legislative and Policy Committee**

On April 22, 2025, the LAFCo Budget Committee reviewed the draft policy and recommended it for approval.

**Recommendation:**

1. By motion, direct LAFCo staff to circulate the draft LAFCo Teleconferencing and Public Comment Policy to the County, cities, and special districts, and other interested parties, and place the policy for consideration of adoption on the agenda for the the July 16, 2025 Commission meeting.

<sup>6</sup> MSR Policy update 9.18.2019. (See Attachment C)  
LAFCo Meeting Packet  
Page 181

OR

2. Direct LAFCo staff to make changes to the draft LAFCo Teleconferencing and Public Comment Policy, and return the updated draft to the Legislative and Policy Committee for review, to be brought back to the full Commission at a later date for potential adoption.

**Attachments**

- A. List of San Mateo County Cities and Independent Special Districts and status of streaming of public meetings
- B. Considerations for livestreaming public meetings
- C. Existing LAFCo MSR and SOI policy, 2019
- D. SB 929
- E. Sample language from San Mateo County LAFCo Agenda

**Attachment A:** List of San Mateo County Cities and Independent Special Districts and status of streaming of public meetings

<b>Cities</b>	<b>Livestreams Governing Board Meetings?</b>	<b>Allow remote public comment?</b>	<b>Video Archive?</b>
City of Belmont	Yes	Yes	Yes
City of Brisbane	Yes	Yes	Yes
<i>City of Burlingame</i>	Yes	No	Yes
City of Daly City	Yes	Option to submit public comment form during live meeting to be read aloud, or submit form prior	Yes
City of East Palo Alto	Yes	Yes	Yes
City of Foster City	Yes	Yes	Yes
City of Half Moon Bay	Yes	Yes	Yes
City of Menlo Park	Yes	Yes	Yes
City of Millbrae	Yes	Yes	Yes
City of Pacifica	Yes	Yes	Yes
<i>Redwood City</i>	Yes	No	Yes
<i>City of San Bruno</i>	Yes	No	Yes
City of San Carlos	Yes	Yes	Yes
City of San Mateo	Yes	Yes	Yes
<i>City of South San Francisco</i>	Yes	No	Yes
Town of Atherton	Yes	Yes	Yes
<i>Town of Colma</i>	Yes	No	No video
Town of Hillsborough	Yes	Yes	Yes
Town of Portola Valley	Yes	Yes	Yes
Town of Woodside	Yes	Yes	Yes

<b>Independent Special Districts</b>	<b>Livestreams Governing Board Meetings?</b>	<b>Allow remote public comment?</b>	<b>Video Archive?</b>
<i>Bayshore Sanitary District</i>	<i>No</i>	<i>No</i>	<i>No video</i>
<i>Broadmoor Police Protection District</i>	<i>No</i>	<i>No</i>	<i>No video</i>
Coastside County Water District	Yes	Yes	Yes
Coastside Fire Protection District	Yes	Yes	Yes
<i>Colma Fire Protection District</i>	<i>No</i>	<i>No</i>	<i>No (written minutes and agenda also lacking)</i>
Granada Community Services District	Yes	Yes	Yes
Highlands Recreation District	Yes	Yes	Yes
<i>Ladera Recreation District</i>	<i>No</i>	<i>No</i>	<i>No video</i>
<i>Menlo Park Fire Protection District</i>	<i>Yes</i>	<i>No</i>	<i>Yes</i>
Midpeninsula Regional Open Space District*	Yes	Yes, but must submit a public comment form. Requests to provide oral comment via Zoom must be submitted prior to the time public comment on the agenda item is closed.	Yes
<i>Mid-Peninsula Water District</i>	<i>Yes</i>	<i>No</i>	<i>Yes</i>
Montara Water and Sanitary District	Yes	Yes	Yes
North Coast County Water District	Yes	Yes	No video
<i>Peninsula Health Care District</i>	<i>Yes</i>	<i>No</i>	<i>Yes</i>
<i>San Mateo County Harbor District</i>	<i>Yes</i>	<i>No</i>	<i>Yes</i>
San Mateo County Mosquito and Vector Control District	Yes	Yes	No video
San Mateo County Resource Conservation District	Yes	Yes	No video
Sequoia Healthcare District	Yes	Yes	No Video
West Bay Sanitary District	Yes	Yes (As of January 2025)	No video
<i>Westborough Water District</i>	<i>No</i>	<i>No</i>	<i>No video</i>
Woodside Fire Protection District	Yes	Yes	Yes

*\*Midpeninsula Regional Open Space District is a multi- county special district, with Santa Clara LAFCo acting as the principal LAFCO for adopting service review*

## **Attachment B:** Considerations for livestreaming public meetings<sup>7</sup>

**Technology Considerations:** Livestreaming a meeting involves capturing the video and audio of everyone in attendance, including in-person and remote board members, public speakers, the meeting clerk/secretary, and other staff. The required equipment includes a camera, microphone, speakers and a computer that runs a streaming platform to compress the video and audio into digital format that can be accessed on the internet and viewed on folks' computers and mobile devices. A web-based software such as Zoom, YouTube or Granicus will work. Test all equipment before the meeting starts.

**Communicate Accessibility:** The posted agenda for each meeting should list the link to the URL for the teleconference, and/or call-in numbers. The agenda should clearly identify at what point in the meeting public comment will occur (i.e. at the beginning or end of the meeting, and/or after each item presentation). The meeting body should communicate the constraints on the length or content of the comments (i.e. barring obscene or threatening speech, time limit of three minutes, etc.). The public body should display the email address or URL for submittal of public comments in the chyron on any live broadcast of the meeting if possible.

**Mitigating Disruptions:** Providing the public access to live teleconferencing risks disruptive or inappropriate behavior (i.e. "Zoom-Bombing"). Staff should have administrative rights to mute or disconnect public participants. The Chair of the meeting should not serve this role – the Chair should remain free to manage the regular business of the meeting without the distraction of software controls.

If disruption problems persist, consider limiting access to teleconferenced meetings to persons who preregister. Some conferencing platforms provide a "waiting room" that allows an administrator to vet participants before granting them access to the main meeting – use this type of feature if available.

Limit screen sharing options so that only select participants who will provide necessary content for the meeting may share their computer screen. Any chat features on the streaming platform should be eliminated. The microphone should be set to default to "off".

### **Pass a Teleconference Meeting Resolution**

Consider adopting a resolution concerning public comment during virtual meetings. The resolution could include:

- (1) Public participants will only be allowed to speak during the designated public comment portion of the virtual meeting;
- (2) Public participants' lines will be muted until they are recognized by the Chair;
- (3) Public participants must keep their comments to less than [3 minutes];
- (4) Abusive or obscene comments will be prohibited and grounds for the public participant to be removed from the virtual meeting.

<sup>7</sup> Sources include: San Mateo County Special District agendas

(5) Livestreaming rules and procedures apply to [some/all] subsidiary bodies of the local government, including boards and commissions.

## **ATTACHMENT C. Existing LAFCo MSR and SOI policy, 2019**

### **MUNICIPAL SERVICE REVIEW**

#### **1. Purpose**

Section 56430 of the Cortese Knox Hertzberg Local Government Reorganization Act of 2000 (Act) requires LAFCO to conduct municipal service reviews prior to establishing or updating spheres of influence. The municipal service reviews are intended to serve as a tool to help LAFCO, the public and other agencies better understand public service governance and delivery and evaluate options for the provision of efficient and effective public services.

Municipal Service Reviews (MSR) are intended to support spheres of influence.

Generally, MSRs will be prepared in conjunction with sphere of influence studies or updates; however, municipal service reviews may also be conducted independent of the sphere of influence process. Minor amendments to a sphere of influence, as determined by LAFCo, may or may not require a municipal service review.

These policies are intended to provide guidance to the San Mateo Local Agency Formation Commission and staff in the preparation and implementation of municipal service reviews that inform the public and affected agencies.<sup>8</sup>

#### **2. Legislative Authority**

In order to prepare and to update spheres of influence, the commission shall conduct a municipal service review of the cities and districts in the county or other appropriate area designated by the commission<sup>9</sup>. The commission shall include in the area designated for the MSR the county, the region, the subregion, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations. MSRs are the tool to gather information to allow for assessment of the fiscal condition of cities and special districts and informed decision making in determining spheres of influence.

#### **3. Definitions**

“Administrative review document” means a draft Municipal Service Review document that is available to affected agencies for review and comment on data and factual information in the document.

“Circulation draft document” means a draft Municipal Service Review document that is available to affected agencies, residents, property owners, or other interested parties for review and comment.

“California Environmental Quality Act (CEQA)” means a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. Additional information regarding CEQA can be found in Public Resources Code Section 21000 et seq.

"Disadvantaged unincorporated community" means inhabited territory that constitutes all or a portion of a "disadvantaged community" a community with an annual median household

<sup>8</sup> Government Code Section 56430

<sup>9</sup> Government Code Section 56425

income that is less than 80 percent of the statewide annual median household income as defined by Section 79505.5 of the Water Code<sup>10</sup>.

“Municipal service” means the full range of services an agency is authorized to provide. Municipal service reviews will include water, sewer, drainage, harbor, libraries, roads, lighting, parks, police, and fire protection. General government services such as courts, social services, human resources, treasury, tax collection, and administrative services will generally not be included. LAFCo will determine which services will be included in each municipal service review.

“Municipal service review (MSR)” means a comprehensive study designed to better inform LAFCO, local agencies, and the community about the provision of municipal services.

#### **4. Agencies to be Included**

Local agencies that are subject to LAFCo review, or are required to have a sphere of influence, are subject to municipal service reviews. Whenever possible, data on services provided by other agencies providing the same services will also be included. These agencies may include, but are not limited to, private water utilities, mutual water companies and county-governed districts that are not subject to LAFCo sphere of influence designations. See Schedule of Agencies Subject to MSRs

#### **5. Boundaries**

LAFCo will determine the geographic boundary and agency(ies) that will be the subject of an MSR. Factors that may be considered in determining a service review boundary include, but are not limited to: existing city and special district jurisdictional and sphere boundaries; topography; geography; community boundaries; tax/assessment zones; infrastructure locations; transportation systems and roads; joint powers agreements; areas with shared social and economic communities of interest, plus other factors as determined by LAFCo. With the exception of single-purpose, countywide special districts, MSRs will generally be conducted for individual agencies on a sub-regional basis within the County of San Mateo. However, as determined by the Commission, a municipal service review may be done for a single type of service (fire, municipal water, etc.) as the need may arise.

#### **6. California Environmental Quality Act (CEQA)**

LAFCo shall determine the necessary environmental review or exemption under CEQA.

#### **7. Stakeholder Outreach and Public Participation**

- a. LAFCO will encourage collaboration, cooperation and information sharing among municipal service review stakeholders.
- b. LAFCO will encourage public participation in the municipal service review process.

#### **8. Areas of Determinations**

LAFCOs are required to conduct MSR’s and prepare a written statement of determination in the following areas <sup>11</sup>:

<sup>10</sup> Section 56033.5

<sup>11</sup> Government Code Section 56430

- a. Growth and population projections  
Analysis will include Census population, California Department of Finance, Association of Bay Area Government and Regional Housing Needs Allocation population projections and other information where appropriate in assessing existing and future service needs.
- b. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.  
San Mateo LAFCo staff shall regularly monitor the existence of disadvantaged unincorporated areas in San Mateo County. The Commission acknowledges that other unincorporated communities that do not meet the definition of disadvantaged unincorporated communities may also warrant additional review regarding the need for public services and fiscal health of the territory.
- c. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies.  
This includes any needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged unincorporated communities within or contiguous to the sphere of influence. The review will also incorporate the Insurance Service Office (ISO) Rating for the jurisdiction if structural fire provided.
- d. Financial ability of agencies to provide services  
Analysis will include but not be limited to agency budgets, budget trends, audits, fee schedules, revenue sources, long-term debt obligations, retiree pension and health benefit obligations, credit rating, debt ratio and other information necessary to assess the fiscal viability/health of the agency.
- e. Status of, and opportunities for shared facilities  
Analysis will include existing practices and potential opportunities in regard to sharing common facilities and/or contracting for services, etc. with other agencies.
- f. Accountability for community service needs, including governmental structure and operational efficiencies.  
Analysis will include: public availability of agency budget, agenda, reports and other documents; source data such as organizational charts, budgets, website, survey information provided by agencies; and potential reorganization pursuant to CKH Act, enabling legislation and State legislative policies encouraging efficient delivery of services and logical boundaries.
- g. Any other matter related to effective or efficient service delivery, as required by Commission policy.  
The Commission or the Executive Officer may include other matters as determined based on local conditions and circumstances prior to preparing an MSR or in the course of preparation. MSR's determinations to be included by adopted local policy include the following:
  - i. Water Resiliency and Climate Change  
Safe, adequate, reliable, and resilient water supplies are fundamental to the County. The Commission supports governance models that enhance and provide a more robust water supply capacity (including, but not limited to, recycling, desalination, and stormwater recapture) in the County. The Commission will consider how water-related requests for sphere of influence, boundary, or service modification affect the Commission's interests.

Resiliency to climate change is important to the health, safety, and economic prosperity of the County. The Commission supports multi-agency collaboration and governance models that provide risk reduction solutions that address sea level rise and other measures to adapt to climate change. The Commission will consider the extent to which the agency under study is planning for sea level rise, climate change, and water resiliency.

ii. Impact of Natural Hazards and Mitigation Planning

Analysis will include a review of natural hazards that may impact the jurisdiction, including wildfire, earthquakes, and flooding. Source data such as a general plan, hazard mitigation plan, land use maps, FEMA maps, and CAL Fire maps will be used to as part of this analysis.

- h. The Commission or LAFCo staff may request additional information on a case by case basis in order to adequately address state required areas of determination or any locally adopted policy.

**9. Municipal Service Review Process**

- a. LAFCo will determine the priority, schedule, procedure and content for municipal service reviews as required for sphere of influence reviews for the County's 20 cities, 22 independent special districts and 33 county governed special district. LAFCo will develop a priority work plan of MSRs to be addressed during the fiscal year.
- b. Municipal service reviews will be prepared by staff unless the Commission finds that due to complexity, controversy or staff resources, the review should be conducted by an independent consultant.
- c. LAFCo will transmit a survey/questionnaire to the affected agency(ies) identified in the service review work plan. The survey/questionnaire shall contain questions related to Section 56430 (1) through (7).
- d. Staff shall prepare an administrative report for review and comment by affected agencies, to verify data.
- e. A circulation draft reflecting comments from affected agencies is then circulated to affected agencies, residents, property owners, or other interested parties.
- f. LAFCo may hold public scoping meetings or study sessions, as necessary, for selected service reviews to gather additional input.
- g. LAFCo may establish an MSR committee to provide technical and/or policy advice to LAFCo staff. The MSR committee may consist of LAFCo Commissioners from each representative category (county, cities, special districts and the public).
- h. LAFCo staff will prepare a final municipal service review report that includes the determinations required by State Law and adopted Commission policy. The report may identify future studies or actions, which LAFCo or other agencies may take to implement the recommendations of the report.

- i. The Commission will consider the municipal service review report and determinations at a noticed public hearing prior to reaffirming or amending a sphere of influence. The report will be available for a public review period of a minimum of 30 calendar days prior to the hearing, unless additional time is required or requested.
- j. Upon adoption of determinations, LAFCo staff shall schedule a continuity report on the agency(ies) studied at a one-year interval.

Adopted 2019

**Senate Bill No. 929**

CHAPTER 408

An act to add Sections 6270.6 and 53087.8 to the Government Code, relating to special districts.

[Approved by Governor September 14, 2018. Filed with  
Secretary of State September 14, 2018.]

legislative counsel's digest

SB 929, McGuire. Special districts: Internet Web sites.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 provides the exclusive authority and procedure for the initiation, conduct, and completion of changes of organization and reorganization for special districts, as specified. The California Public Records Act requires a local agency to make public records available for inspection and allows a local agency to comply by posting the record on its Internet Web site and directing a member of the public to the Internet Web site, as specified.

This bill would, beginning on January 1, 2020, require every independent special district to maintain an Internet Web site that clearly lists contact information for the special district, except as provided. Because this bill would require local agencies to provide a new service, the bill would impose a state-mandated local program.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

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 with regard to certain mandates no reimbursement is required by this act for a specified reason.

With regard to any other mandates, this bill would provide that, if the Commission on State Mandates determines that the bill contains costs so mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

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

SECTION 1. The Legislature finds and declares all of the following:

(a) Special districts are local government agencies that provide essential services to millions of Californians.

(b) As of January 2018, there are 2,085 independent special districts in California.

(c) Each special district focuses on a specific set of services, including, but not limited to, water, utilities, and parks.

(d) Throughout California’s history, special districts have empowered residents to find local solutions to fit the unique needs of their communities.

(e) It is this local approach that continues to make special districts a popular method for delivering essential public services and infrastructure in communities throughout the state.

(f) In order to further public access to information related to these essential services, it is the intent of the Legislature that each independent special district provide easily accessible and accurate information on an Internet Web site.

SEC. 2. Section 6270.6 is added to the Government Code, to read: 6270.6. In implementing this chapter, each independent special district shall maintain an Internet Web site in accordance with Section 53087.8.

SEC. 3. Section 53087.8 is added to the Government Code, to read: 53087.8. (a) (1) Except as provided in subdivision (b), beginning on January 1, 2020, every independent special district, as defined in Section 56044, shall maintain an Internet Web site.

(2) The Internet Web site required by paragraph (1) shall conform to any other provisions of law applicable to the Internet Web site of the district, including, but not limited to, Sections 6270.5, 53893, 53908, and 54954.2 of this code, and Section 32139 of the Health and Safety Code.

(3) The Internet Web site required by paragraph (1) shall clearly list contact information for the independent special district.

(b) (1) An independent special district shall be exempt from subdivision (a) if, pursuant to a majority vote of its governing body at a regular meeting, the district adopts a resolution declaring its determination that a hardship exists that prevents the district from establishing or maintaining an Internet Web site.

(2) A resolution adopted pursuant to this subdivision shall include detailed findings, based upon evidence set forth in the minutes of the meeting, supporting the board’s determination that a hardship prevents the district from establishing or maintaining an Internet Web site. The findings may include, but shall not be limited to, inadequate access to broadband communications network facilities that enable high-speed Internet access, significantly limited financial resources, or insufficient staff resources.

(3) A resolution adopted pursuant to this subdivision shall be valid for one year. In order to continue to be exempt from subdivision (a), the governing body of an independent special district shall adopt a resolution pursuant to this subdivision annually so long as the hardship exists.

SEC. 4. The Legislature finds and declares that Section 2 of this act, which adds Section 6270.6 to the Government Code, and Section 3 of this act, which adds Section 53087.8 to the Government Code, further, within

the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

By requiring independent special districts to maintain an Internet Web site, this act increases public access to public records and thereby furthers the purposes of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution.

SEC. 5. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district under this act would result from a legislative mandate that is within the scope of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution.

However, if the Commission on State Mandates determines that the act contains other 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.

O

## **Attachment E. Sample Language for Public Comment During Meeting Teleconference**

*For reference, below is the language San Mateo LAFCo uses on meeting agendas:*

### **Hybrid Public Participation**

The LAFCo regular meeting may be accessed through Zoom online at LINK [TO ZOOM MEETING](#). The webinar ID is \_\_\_\_\_. The meeting may also be accessed by telephone by dialing \_\_\_\_\_ (local) and entering webinar ID then #. Members of the public may also attend this meeting physically in the Board of Supervisors Chambers at 500 County Center, Redwood City, CA 94063.

\*Written public comments may be emailed to [lafco@smcgov.org](mailto:lafco@smcgov.org), and should include the specific agenda item on which you are commenting.

\* Spoken public comments will be accepted during the meeting in person or remotely through Zoom at the option of the speaker. Public comments via Zoom will be taken first, followed by speakers in person.

**\*Please see instructions for written and spoken public comments at the end of this agenda.**

--- AGENDA ---

### **\*Instructions for Public Comment During Teleconference Meetings**

During the LAFCo hybrid meeting, members of the public may address the Commission as follows:

#### **\*Written Comments:**

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to [lafco@smcgov.org](mailto:lafco@smcgov.org).
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received by 5:00 p.m. on the day before the meeting, it will be provided to the Commission and made publicly available on the agenda website under the specific item to which your comment pertains. If emailed comments are received after 5:00 p.m. on the day before the meeting, the Clerk will make every effort to either (i) provide such emailed comments to the Commission and make such emails publicly available on the agenda website prior to the meeting, or (ii) read such emails during the meeting. Whether such emailed comments are forwarded and posted or are read during the meeting, they will still be included in the administrative record.

#### **\*Spoken Comments**

##### **In-person Participation:**

1. If you wish to speak to the Commission, please fill out a speaker's slip located at the entrance. If you have anything that you wish distributed to the Commission and included in the

official record, please hand it to the Clerk who will distribute the information to the Commission members and staff.

Via Teleconference (Zoom):

1. The Commission meeting may be accessed through Zoom online at ZOOM [LINK](#). The webinar ID is \_\_\_\_\_. The Commission meeting may also be accessed via telephone by dialing \_\_\_\_\_ (local). Enter the webinar ID, then press #. Members of the public can also attend this meeting physically in the Board of Supervisors' Chambers at 500 County Center, Redwood City, CA 94063.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the Commission Chair or Clerk calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.

**\*Additional Information:**

For any questions or concerns regarding Zoom, including troubleshooting, privacy, or security settings, please contact Zoom directly.

Public records that relate to any item on the open session agenda for a regular Commission meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members or a majority of the members of the Commission.

**Comments Made by Staff at the LAFCo meeting**

"Please note that LAFCo meetings are a limited public forum, and all public comment must relate to something that is within the subject matter jurisdiction of the Board. If comments do not relate to the subject matter jurisdiction of the Board, we will stop the comment and move on to the next speaker. The County Attorney will assist in identifying comments that are not related to the subject matter jurisdiction of the Board."

**LOCAL AGENCY FORMATION COMMISSION**

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

**May 14, 2025**

**To:** LAFCo Commissioners

**From:** Rob Bartoli, Executive Officer

**Subject:** Legislative Report – Information Only

**Summary*****Legislative tracker***

As of May 12, 2025, CALAFCO is tracking several bills, including of note:

- **SB 5 (Cabaldon)** would prohibit enhanced infrastructure financing districts (EIFDs) and community revitalization and investment authorities (CRIAs) from including taxes levied upon parcels enrolled in a Williamson Act or farmland security zone contract and provides that parcels subject to such a contract that has been canceled or nonrenewed cannot be included until the next equalized assessment roll made after cancellation or nonrenewal and rezoning of that parcel. (*CALAFCO – Watch*)
- **SB 390 (Becker)** would allow a Mello-Roos Community Facilities Districts (CFD) in the regional shoreline of the County of San Mateo to include properties with specified easements without landowner consent. This bill is specific to the City of South San Francisco and would permit these parcels to be included in a CFD when clear public benefit criteria are met so their owners would pay their fair share of the infrastructure costs. (*San Mateo LAFCo – Watch*)
- **SB 777 (Richardson)** would require a local agency formation commission for the county in which an abandoned endowment care cemetery, as defined by the Cemetery and Funeral Bureau, to identify a local agency to be responsible for the care, maintenance, and embellishment of the cemetery, as specified. The bill would vest fee title of the cemetery in the local agency and would restrict the local agency's use of the property to uses consistent with cemetery purposes. The bill would give the local agency title to any endowment care funds of the prior cemetery authority held by the bureau, and would require the local agency to take possession of all necessary books, records, real property, personal property, and assets of the fund. This bill would require that cities,

counties, or special districts would be required to assume the responsibility of failed private cemeteries. (*CALAFCO – Oppose*)

**Recommendation**

Receive the report.

SAN MATEO

**LOCAL AGENCY FORMATION COMMISSION**

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**May 14, 2025****To:** LAFCo Commissioners**From:** Rob Bartoli, Executive Officer**Subject:** Request to Authorize LAFCo Staff to Submit Letters of Opposition for Senate Bill 777 to Both Legislative Houses and to the Governor**Summary**

CALAFCO has requested a letter of opposition for SB 777 and San Mateo LAFCo has drafted a letter of opposition for the bill. SB 777 would require a local agency formation commission for the county in which there is an abandoned endowment care cemetery, as defined by the Cemetery and Funeral Bureau, to identify a local agency to be responsible for the care, maintenance, and embellishment of the cemetery, as specified. The bill would vest fee title of the cemetery in the local agency, and would restrict the local agency's use of the property to uses consistent with cemetery purposes. The bill would give the local agency title to any endowment care funds of the prior cemetery authority held by the bureau, and would require the local agency to take possession of all necessary books, records, real property, personal property, and assets of the fund. This bill would require that cities, counties, or special districts be required to assume the responsibility of failed private cemeteries. SB 777 not only would add significant responsibility to LAFCOs but provides no direction to LAFCOs as to how to assess which local agency is best suited to assume such responsibility and will likely burden the local agency with additional fiscal and liability risks.

If the letter of opposition is approved by the Commission, it is recommended that the Commission authorize LAFCo staff to submit the letter to both legislative houses and to the Governor as the bills move through the legislative process.

**Recommendation**

By motion, authorize LAFCo staff to submit a letter of opposition for SB 777 to both legislative houses and to the Governor.

**Attachments**

- A. Text of SB 777
- B. Letter of Opposed to SB 777


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## SB-777 Abandoned endowment care cemeteries: local agency possession and responsibility. (2025-2026)

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Date Published: 03/26/2025 09:00 PM

AMENDED IN SENATE MARCH 26, 2025

CALIFORNIA LEGISLATURE— 2025–2026 REGULAR SESSION

**SENATE BILL**

**NO. 777**

Introduced by Senator Richardson

February 21, 2025

An act to amend the heading of Chapter 7 (commencing with Section 8825) of *Part 3 of* Division 8 of, ~~to add Section 8749 to,~~ and to add Chapter 6 (commencing with Section 8800) to Part 3 of Division 8 of, the Health and Safety Code, relating to cemeteries.

### LEGISLATIVE COUNSEL'S DIGEST

SB 777, as amended, Richardson. Abandoned endowment care cemeteries: ~~county~~ *local agency* possession and responsibility.

Existing law, the Cemetery and Funeral Act, establishes the Cemetery and Funeral Bureau within the Department of Consumer Affairs and sets forth its powers and duties relating to the licensure and regulation of, among others, cemeteries and cemetery authorities, which includes cemetery associations, corporations sole, limited liability companies, and other persons owning or controlling cemetery lands or property. Existing law authorizes a cemetery authority that maintains a cemetery to place its cemetery under endowment care and to establish, maintain, and operate an endowment care fund. Ninety days following the cancellation, surrender, or revocation of a certificate of authority, existing law gives the bureau title to any endowment care funds of a cemetery authority and possession of all necessary books, records, property, real and personal, and assets, and requires the bureau to act as conservator over the management of the endowment care funds.

This bill would ~~make the~~ *require a local agency formation commission for the* county in which an abandoned endowment care cemetery is located *to identify a local agency to be* responsible for the care, maintenance, and embellishment of the ~~cemetery.~~ *cemetery, as specified.* The bill would vest fee title of the cemetery in the ~~county,~~ *local agency and* would restrict the ~~county's local agency's~~ use of the property to *uses consistent with* cemetery ~~purposes, and would exempt the county from various provisions related to the care of active cemeteries.~~ *purposes.* The bill would give the ~~county~~ *local agency* title to any endowment care funds of the prior cemetery authority held by the bureau, and would require the ~~county~~ *local agency* to take possession of all

necessary books, records, real property, personal property, and assets of the fund. The bill would require the assets to be liquidated, and the proceeds placed in a special fund ~~within the county treasury~~ to be expended on care, maintenance, or embellishment of the abandoned endowment care cemetery. The bill would define an abandoned endowment care cemetery and would make conforming changes. *By imposing additional duties on local agencies, 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 the statutory provisions noted above.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

## THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

~~SECTION 1. Section 8749 is added to the Health and Safety Code, to read:~~

~~8749. This article shall not apply to a county that takes title to an abandoned endowment care cemetery pursuant to Chapter 6 (commencing with Section 8800).~~

**SEC. 2. SECTION 1.** Chapter 6 (commencing with Section 8800) is added to Part 3 of Division 8 of the Health and Safety Code, to read:

### CHAPTER 6. Abandonment of Endowment Care Cemeteries

**8800.** For purposes of this chapter, "abandoned endowment care cemetery" means a cemetery for which an endowment care fund was maintained, that was formerly licensed by the bureau, and for which the certificate of authority has been canceled, surrendered, or revoked and ownership has not been transferred pursuant to Section 8585 within one year of the cancellation, surrender, or revocation.

**8801.** (a) Upon the expiration of the one-year period described in Section 8800, ~~fee title of an abandoned care cemetery shall vest in the county in which the cemetery is located and shall be recorded with the county.~~ *the bureau shall notify the local agency formation commission for the county in which the abandoned endowment care cemetery is located that there is an abandoned endowment care cemetery in that county.*

*(b) No later than 30 days following the notification from the bureau described in subdivision (a), the local agency formation commission shall commence proceedings to identify a local agency take over the care, maintenance, and embellishment of the abandoned endowment care cemetery. The local agency formation commission shall complete its proceedings and identify the receiving local agency within six months of receiving the notification from the bureau.*

*(c) Upon completion of the proceeding described in subdivision (b), fee title of an abandoned endowment care cemetery shall vest in, and be recorded with, the local agency identified by the local agency formation commission.*

~~(b)~~

*(d) Any ~~county~~ local agency acquiring fee title to a cemetery pursuant to this section shall be responsible for the care, maintenance, and embellishment of the abandoned endowment care cemetery, and shall only use the property for uses consistent with cemetery purposes.*

**8802.** (a) Upon the transfer of title described in Section 8801, the ~~county~~ local agency shall also take title of any endowment care funds of the prior cemetery authority held by the bureau pursuant to Section 7613.11 of the Business and Professions Code, and shall take possession of all necessary books, records, real property, personal property, and assets of the fund.

*(b) The assets of the fund described in subdivision (a) shall be liquidated, and the proceeds shall be placed in a special ~~fund within the county treasury.~~ fund. The moneys within the special fund shall only be expended on care, maintenance, or embellishment of the abandoned endowment care ~~cemetery.~~ cemetery acquired by the local agency pursuant to this chapter and for which the endowment care funds were maintained.*

**8803.** A ~~county~~ *local agency* that acquires title to an abandoned endowment care cemetery shall keep a record of, and honor, all remaining contracts for burial executed by the prior cemetery authority.

~~SEC. 3.~~ **SEC. 2.** The heading of Chapter 7 (commencing with Section 8825) of Part 3 of Division 8 of the Health and Safety Code is amended to read:

**CHAPTER 7. Abandoned Nonendowment Care Cemeteries**

~~SEC. 4.~~

**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.

SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

## DATE

The Honorable Laura Richardson  
California State Senate  
1021 O Street, Suite 7340  
Sacramento, CA 95814

**Re: Letter of Oppose for SB 777 (Richardson): Abandoned endowment care cemeteries: local agency possession and responsibility as amended 3/26/25  
Assembly Appropriations Committee Suspense File**

Dear Senator Richardson:

On behalf of the San Mateo Local Agency Formation Commission, I write to express our Opposition regarding your SB 777, a measure that would require local agency formation commissions (LAFCos) to direct local agencies to assume responsibility for abandoned privately-operated cemeteries. SB 777 not only would add significant responsibility to LAFCos, but it provides no direction to LAFCos as to how to assess which local agency is best suited to assume such responsibility and will likely burden the local agency with additional fiscal and liability risks.

LAFCos are subject to a broad body of law known as the Cortese-Knox-Hertzberg Act Local Government Reorganization Act of 2000 or “CKH Act”. In creating this statutory structure, the Legislature delegated the power to regulate the boundaries and services of local government agencies to LAFCos. LAFCos are statutorily tasked with discouraging urban sprawl, preserving open space and prime agricultural lands, encouraging the orderly formation and development of local agencies, and ensuring the efficient delivery of government services on the state’s behalf.

While we are deeply sympathetic to situations where private cemeteries have been abandoned and left vulnerable to vandalism and decay, especially for those family members whose loved ones are interred, apart from specialized cemetery districts, local governments do not currently provide cemetery services. For a LAFCo to direct an entity to take responsibility for an abandoned private enterprise – especially one that likely does not have any expertise that would lend itself to operating a cemetery – is inconsistent with LAFCos’ statutory role and historic practice. LAFCos do not just force service obligations upon local agencies; instead, we engage in a deliberative process that incorporates publicly noticed hearings, engagement of local agencies, and opportunity for public comment. SB 777 offers no direction as to how a LAFCo is to proceed under this statute; rather, it places the LAFCo in the unenviable position of trying to make an assessment without any guidance as to procedure or priorities from the Legislature.

Finally, we are aware of no adequate funding mechanism that would accompany the transfer of responsibility for managing an abandoned cemetery, making the challenge of taking on the task even more difficult and less desirable for a local agency. We are concerned that taxpayers of a local agency will not appreciate taking on a new fiscal and liability responsibility of a private enterprise, especially when that enterprise does not serve the public at large.

In San Mateo County, there are dozens of cemeteries, including sixteen located in the Town of Colma. SB 777 would add significant responsibility and liability to cities like the Town of Colma and would pose an unanticipated practical and financial burden for local agencies.

As a result, the San Mateo Local Agency Formation Commission is Opposed to SB 777. Please feel free to reach out with any questions about our position.

Sincerely,

cc: The Honorable Anna Caballero, Chair, Senate Appropriations Committee  
Members and Consultants, Senate Appropriations Committee